

# WOODY CREEK HOMEOWNERS ASSOCIATION

Meeting Minutes of November 17, 2020

## Attendees:

1. **President**
2. **Vice President**
3. **Treasurer**
4. **Secretary**
5. **Member at large**
6. **Bookkeeper**
7. **Margaret Herrera & Doug Versaw owners of 5270 #1**

**Called to order @ 7:15pm**

## Secretary's Report:

Secretary's Report from 11/17/2020

- Review of paperwork sent to board members: action items, Oct meeting minutes
  - 10/27/2020 Reilly Chunn State Farm – sent letter to put with next newsletter
  - 10/27/2020 Paul Durston - Mailbox broken into
  - 11/3/2020 Sonia Hahn – Inquiry about who is keeping an eye on the structural aspect of the buildings and who she can contact. Who should she contact for water emergencies?
    - Sarah invited her to walk through
  - Various emails from residents with updated contact information; need to update spreadsheet
  - Various emails from bookkeeper regarding: updated contact lists, updated budgets
- President makes motion to accept secretary's report; Member-at-large seconds, all accept.*

## Treasurer Report:

Treasurer/Bookkeeper report from 11/17/2020

Checking account balance: Nov \$17,035.59

Money Market balance: Nov \$67,560.33

## Checks written since last meeting:

Xcel	\$291.12	Electricity
Keith Wickman	\$248.50	Grounds Maintenance
City of Arvada	\$5,489.65	Water & Sewer
Hills	\$605.00	October Mowing, fertilizing, aeration
Hills	\$580.00	Snow Removal 10/26
State Farm Specialty	\$1,058.00	Director & Officer Insurance
Waste Management	\$789.13	Trash
Denver Gutter	\$250.00	Gutter Repair
Denver Gutter	\$900.00	Gutter Cleaning
Altitude	\$1,024.00	Legal Fees

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## Electronic Fund Transfer:

State Farm 11/1/2020           \$3252.00           Insurance

## Checks Written on 11/17/2020

Xcel	\$298.41	Electricity, streetlights
Woody Creek	\$5,500.00	Reserve Fund
Brenna Krier	\$471.00	Bookkeeping

## Property for Sale:

5250 #5 – Sold and then put up for rent

## Homeowners in Arrears:

Third notice sent: 5260 #9

## **Rental Percentage is still at 18%**

**Water bill:** 5210 & 5280 building higher than usual. Sprinkler leak fixed by Hills; will see if this lowers water bill for 5210 in a couple months. Contact city of Arvada to look into 5210 further.

## Correspondence to Bookkeeper:

	Armour Roofing - 303-949-7564 (marc)
	Marc Sandoval - warranty on gutters
	He's called needs to know the unit numbers
10/25/2020	Completed on 11/3- owner 5220#1 needed explanation why her dues were at the rate in the letter; didn't understand; provided a copy of title check and had several conversation via phone
10/26/2020	Status Letter request for 5250
10/28/2020	Forwarded Altitude M&I
	Forwarded to board
10/29/2020	Altitude email bill; printed for records
11/1/2020	Denver gutter invoices sent by member at large
11/2/2020	Altitude ledger request for 5220#3
11/4/2020	5250#5 Title company requested another update on current owners payment of NOV dues - a check arrived and applied to current owner
11/4/2020	5270#1 - new owners asked a request about when dues are needed. Due up to date
11/10/2020	Wrote letter about missing check for 5220#8
	Altitude collections wrote back and check is on way

## Recommendation

The HOA just received a huge sum for dues in arrears

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I would recommend that this money go directly into the reserve fund. All bills are paid and there is still 5100.00 in the checking account.

*Secretary makes motion to accept the treasurers report; President seconds; all accept.*

## **Additional Correspondence:**

- President –
  - Email from Sonia re: emergency water issues
  - Altitude
    - Request anything from DocuSign go to President
    - Ledger requests still need to go to Treasurer
- Vice President – none
- Member at Large –
  - Keith Wickman
  - Hills Lawn Care
    - Did tree trimming, leaf removal
    - Send photo of ruined grass behind 5210 in September
    - Having better communication with owner and they are picking up checks now
    - Need 5260 #1 to move car when there is snow removal; Joan will ask him to move vehicle during those times
  - Gutters – Gutters were cleaned and repaired; owners with issues have seen improvements

*Secretary motions to accept additional correspondence; President seconds; all accept.*

## **Old Business**

- Processes
  - 2 new policies: All agree to sign
  - Once agreed and signed, print and provide to all homeowners; wait for feedback – must have 30 days to review and come to the next board meeting to discuss issues with them
  - Wait until December to sign
- Contract – Altitude, Stevie and Joan to review, sign and send by Friday 11/20 (need new DocuSign link)
  - It was just reviewed last year; beneficial to have David and Deborah on retainer
- New budget – Vote Discussion to raise dues by \$7 in 2021; all vote to not raise dues
- Vendor list –
  - State Farm & Altitude –

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- Bookkeeper sent notification to all vendors twice
- Brenna will send spreadsheet to Ashley/Sonia, who will then assign and send to board
- Call each vendor to verify they received updated contact info
- Trash –
  - Look into replacing 2 yd bin with 3 yd bins; would there be a cost savings vs. the monthly \$120 lid open fee
  - Put in newsletter, reminder no large items or renovation items
  - Put in cameras and sign that says it is illegal to dump
- Grounds keeping –
  - Treasurer will send around quotes from Hills and Torchy's
  - Put dog poop clean up in newsletter
  - Keep Keith on to water and pick up dog poop
- Water Bill –
  - 5210 continues to be abnormally high
  - Call the city of Arvada; last time they told us to look into each individual unit; Stevie will call to set something up (Brenna will send details/account number)
  - Sprinkler pipe repaired by Hills, will see if there is a drop in next bill (Jan)
- Gutter cleaning 12/3

*President motions to accept old business; Vice-President seconds; all accept*

## **New Business**

- 5250 & 5270 Main lines are flushed annually, was done end of summer 2020
- Rental trash policy discussion –
  - Policy for people moving out = fee when you move in/renovations; have Altitude write this up
  - Might have already been drafted, look in Secretary email
  - Would need a bank account for each of these, like an escrow account, might be more hassle than its worth
- Bookkeeper resigning as of Jan 31<sup>st</sup>
- Snowmelt – needs to be replenished frequently; is in shed
  - Once new concrete is poured, ice melt is not recommended; sand or kitty litter is recommended
- Structural report – bookkeeper might only have a bill, not a report
  - Find the vendor name and contact them for report
- Secretary files – might be lost
- Concrete – Get bids by February
  - Brenna to get quote from a vendor
  - Sonia to get one bid, Stevie to get one bid

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*President motions to accept new business; Treasurer seconds; all accept*

## **Open Forum**

nothing

**Next meeting** is set for Tuesday, December 15th at 6:30pm virtual via Zoom.

**Meeting adjourned at 8:58pm: Motioned, seconded and passed.**