

# SIENNA PARK TOWNHOME ASSOCIATION

## Board Meeting Minutes

July 20, 2017

Realty One Office

The meeting was called to order at 6:40 pm

Attending: Sandy Depperschmidt, Donna Helget, Andrew Nagel

The Minutes from the May 25, 2017 were read and approved.

Review of the financials by Forrest Scruggs, Realty One, Inc. 2667 Estes is delinquent one month plus late charges through June 30<sup>th</sup>. Statements have been sent out, Forrest will also call. Overall financials look good. Dues increase will be reviewed by the Board at the next meeting.

Property Management Report: Ultimate Painting has finished their paint project. Donna has done a walk around.

### Old Business:

- Discussion was had about tree planting. Donna will get together with Zeb to get recommendations and prices.
- There was discussion about future expenses including asphalt and concrete work. There is some minor concrete work to be done now. Forrest will get together with Donna.

### New Business:

- Insurance Deductible will be checked, Sandy will have name to call for quote.

Executive Session: None

Meeting adjourned at 7:15 pm. The next meeting is September 21, 2017.

# **SIENNA PARK TOWNHOME ASSOCIATION**

## **Board Meeting Minutes**

**May 25, 2017**

**Realty One Office**

The meeting was called to order at 6:25 pm

Attending: Sandy Depperschmidt, Donna Helget, Caitlin McCarthy

The Minutes from the March 16, 2017 were read. Motion to approve Minutes made by Sandy, Seconded by Caitlin.

Review of the financials. Sandy moved to approved Caitlin seconded, motion passed.

Property Management Report: Gutter cleaning – See List – Adjustments prepared by Board.

Old Business:

- Painting Project to begin in June

New Business:

- Maintenance List: 2673, 8941 install handrail – Ultimate Choice
- Concrete/Asphalt – Call Cowboy Asphalt – driveways, concrete pad on yale.
- Contact homeowners – see list 2651-2671, 8853, 8879 by Board.

Executive Session: None

Meeting adjourned at 7:09 pm, motion to adjourn made by Sandy, seconded by Caitlin.

# SIENNA PARK TOWNHOME ASSOCIATION

## Board Meeting Minutes

March 16, 2017

Realty One Office

The meeting was called to order at 6:23 pm

Attending: Mike Clancy, Sandy Depperschmidt, Donna Helget

The Minutes from the January 19, 2017 were read. Motion to approve Minutes - Donna

New Owners from 2677 were present at the meeting.

Review of the financials. Mike motioned to approve the financials, Sandy seconded, motion passed.

Property Management Report: Nothing now.

Old Business:

- Painting June
- Walk through – last half of April TBD.
- Solar Lights – 8-Mike to install along Yale.
- Management Agreement - Renewed

New Business:

- Donna – See her list, fence, cameras not working.
- Signature card to Mike – others to add
- End of April schedule gutter cleaning.

Executive Session: None

Meeting adjourned at 7:00 pm, motion by Mike, second by Sandy.

# SIENNA PARK TOWNHOME ASSOCIATION

## Board Meeting Minutes

January 19, 2017

Realty One Office

The meeting was called to order at 7:15 pm, present were Mike Clancy, Caitlin McCarthy, Andrew Nagel and Sandy Depperschmidt, Donna Helget was not present.

The Minutes from the September 15, 2016 meeting was read by Mike Clancy.

Motion to approve Minutes with corrections by Sandy, Andy seconded, all in favor.

Financials: Mike Clancy reviewed the financials. Discussion followed, it was pointed out that a Collection Policy needs to be in force before any past due owner can be sent to Collection. This policy is one of the 9 Policies. Sandy noted the amount due Waste Manage and suggested that they put the bid out for another trash company when the contract expires. Mike motioned to approve the financials, Catlin seconded, Motion passed.

Property Management Report: No current projects to report on.

### Old Business:

- 2016 Meeting Minutes were read, changes need to be made, tabled.
- Ultimate Choice did a very good job painting.
- Snow Removal: Doing a good job – Sandy will let them know that no ice melt is to be spread on any wood surface.
- Board will look at Wasp problem during walk through in spring and address the issue.

### New Business:

- The need for the 9 Polies and Procedures was explained and the Board was advised that the policies are being drafted by the attorneys. Upon receipt, a copy will be sent to the Board for review and the Board can decide to have them prepared. The cost for preparation is \$695.00.
- Future meetings will begin at 6:00pm with Donna's approval.

Meeting adjourned at 8:00pm, motion by Andrew, second by Sandy.

# SIENNA PARK TOWNHOME ASSOCIATION

## Board Meeting Minutes

September 15, 2016

Realty One Office

The meeting was called to order at 7:30 pm

The Minutes from the May 24, 2016 and July 21, 2016 meetings were approved.

May 24, 2016 – Motion to approve with corrections by Sandy, seconded by Donna H

July 21, 2016 - Motion to approve with corrections by Mike, seconded by Donna S

### Homeowner Forum:

Andy – Crab Apples – spray in March

Concrete in alley – pools, pan sunk.

Obtain Grounds Guys bid to clean up.

Financials: Forrest reviewed the financials. Sandy motioned to approve, Lisa seconded, Motion Passed.

### Property Management Report:

- Snow Removal Proposals – Diamond Cut (\$5000.00 flat)  
Grounds Guys (\$5750.00) flat)  
Emerald Isle – out

Note: Lisa did not want Diamond Cut, voted for Grounds Guys, left snow open. 4 out of 5 approved Diamond Cut.

- Landscape: Diamond Cut. Lisa voted for whoever Donna wanted.

### Old Business:

- Painting is done
- Grounds Guys are doing stumps

### New Business:

- Solar Lights on garage last alley
- Donna's deck has wasps.
- Wasps also on wall above big window at 8859 and 2673 & 2773 have wasps in chimney.
- Get bid on Andy's drive, patch
- 8981 and 8987 needs gutters,
- 8851 needs light fixture and new globe
- 8857 needs globe

Next Annual Meeting will be at Nicolo's Pizza, there are 3 openings on the Board.

Meeting adjourned at 8:30pm, motion made by Donna H, second by Mike.

Sienna Park Townhome Association  
Annual Board Meeting Minutes  
November 19, 2015

The meeting was called to order by Ellen January (P) at 6:40 pm. The attendance sheet is attached.

Quorum for the annual meeting was established.  
Standard meeting quorum was also established.

The 2014 minutes were read and unanimously approved.

Financial Report – Forrest

Current Status - The financials look good. For 2015, snow removal, grounds maintenance and repairs were higher than expected but Sienna Park stayed on budget. Forrest determined that an increase in dues is not necessary for 2016.

The financials were approved unanimously.

2016 Budget – The budget was reviewed and unanimously approved.

Presidents Report – Ellen January

Current Project Status

Snow Removal – The Grounds Guys have been awarded this contract.

Painting - The 3 Estes buildings have been completed. These buildings required more repairs than expected.

Concrete – Sidewalks and alley pans have be repaired.

2016 Projections

Painting – The first 3 Yale buildings are scheduled for 2016. Building repairs are minimal.

Concrete – Sidewalks and alley pans will be repaired.

The condition of our screens in the community will remain a focus for 2016.

Homeowner Forum:

Brian – 8997 Yale

Gutter in front of unit is full of debris.

Gutter clean out is planned.

Lisa – 2676 Estes

The alley fills up with ice and snow.

The board will make a request to the snow removal crew to keep the concrete pan cleared to allow for the alley to drain properly.

Cam – 2663 Estes

Requested approval for bay window replacement.

The board approved.

Perry – 8855 Yale

Gutter in rear of 8855 is crushed.

The board will have it replaced.

Bush is interfering with the sidewalk.

The board will get the bush trimmed back.

Donna Helget – 8867 Yale

Dumpster is still broken.

Forrest to get replaced.

Andy – 8941 Yale

Sidewalk at 8981 has a pipe across it.

This pipe is an extension of the downspout where the underground downspout is clogged. The board will try to get the underground downspout cleaned out.

8931 lights not taken down.

The board will check at the end of the month. If lights have not been taken down, a notice will be sent.

Caitlin – 2675 Estes

Where do we park for snow removal?

Parking is available on the south side of Yale Ave.

If you park on the north side of Yale in the bike lane, Lakewood will issue a ticket.

Donna Smith – 8859 Yale

Front stairs are weak.

To be addressed with the painting project next year.

Mail hut trim needs to be painted.

To be addressed with the painting project next year.

Elections – No elections this meeting.

However, Ellen January retired from the position of President. Donna Helget volunteered to join the board but not as President.

HOA Board to reorganize at a future meeting.

Meeting Adjourned – 7:38 pm