

HOA Sept 4th 2019, Annual Meeting

Attendees: Jillian Baumer, Sarah Barthel, Susanna Leinhard, Forrest Scruggs

Meeting call to order at 6:00 09/04/2019

Recap Previous Meeting 2019

- Approval of the meeting notes for Dec Annual 2018, confirmed approved from all present on these meeting notes and can be posted to the RealtyOne website
- Board email out updates from the board meetings throughout the year so all owners can be aware

Property management report:

- Everyone is up to date on HOA dues
- Budget for Feb-Dec 2018 no outstanding questions
- Budget Jan-Aug 2019
 - Insurance was the largest increase; broker does evaluate each year to make sure we are getting a competitive rate
 - Gas and electric was also an increase from last year we are currently over budget by \$1,000 will keep a close eye on that with the monthly reserves
 - Dana continues to put monthly into reserves total is currently at \$15,601

Open Issues:

- Sump Pump
 - Action is a new pump needs to be installed
 - Jillian to get needs to get a quote in writing from Cady and Anthony plumping to replace the pump and any electrical that would be needed for the GFI switch out
 - Forrest to see if he can get a credit back from Hogan construction for work already done
 - Gutters need to be re-evaluated to see if we can get 5 inch gutters and wider down spouts to better process the water.
 - The bottom of the stairs is a French drain- just to let water seep out into the ground
 - Actions Needed
 - Jillian to get invoices
 - Forrest to contact Hogan for a refund
 - Forrest to contact roofing companies for a gutter bid
- Snow Bids
 - Dana has started the process for bids and will follow up with board
 - Actions Needed
 - Dana to send over bids
 - Board to decide based on costs how to move forward
- Smoke Ban
 - Due to the Colorado Laws a smoke ban cannot be enforced, there isn't an existing issue right now, so we are not having RealtyOne send a communication of around these details

- If it becomes a problem in the future this can fall under a nuisance at which time the board will review
- Landscaping/Fall Clean Up
 - Board needs to identify through email to RealtyOne when the leaves are ready to be cleaned up 80%
 - For the maple trees do we need to trim the branches when the tree is dormant
 - Look to get quotes in the winter for when it may be cheaper
 - RealtyOne can provide recommendations
 - Japanese beetle vine needs to be removed
 - RealtyOne to ask B&E to look at the Japanese beetle root and what is needed to be removed
 - RealtyOne to send over the bid to remove it for the board to approve
 - Fall clean up day to be scheduled
 - Nov 2nd, Sarah will send an email out to save the date
 - Clean out the bushes in the center of the area purple where the bees live
 - Spring Clean up day to be scheduled as well:
 - TBD date of work to be decided later
 - Add mulch to the front garden and
 - This will be a spring clean up project and mulch will need to be delivered
 - Actions needed
 - Forrest to contact B&E around Japanese beetle vine and next steps to remove
 - Sarah to send email out to tenants notifying all of the fall clean up date
 - In the fall board will need to notify Forrest around B&E gutter clean up

Misc Items

- Outside common areas is there a need for a storage area, Susanna to investigate and let the board know of potential options
- Board will remain as standing with current positions

Meeting adjourned: 701PM

HOA June 5th

Attendees: Jillian Baumer, Sarah Barthel, Susanna Leinhard, Forrest Scruggs

Meeting call to order at 6:05 6/5/2019

Recap Previous Meeting 2019

- HOA meeting from March 6th minutes have been approved by the board and can be posted to the realtyone site

Property management report:

- Page 1 is customer balance summary, as of 5/31/19
- Page 2 is a recap of HOA dues, each owner is up to date
- P&L statement- January 19-May 19
 - o Gas and electric is higher than 2018 resulted in \$1500 over budget
 - o Insurance was high as well, we budgeted \$6600 and the renewed at \$7400. These rates obtained through an insurance broker and are competitive to other rates offered
 - o Sump pump repair of \$800 was a one time charge
- Follow pages are the transaction details provide checks and invoices, no questions around these details
- As of May 2019 \$7,000 in checking and \$14,000 in the reserve account. Each month \$388 is allocated into the reserve

Open Issues:

- Sump pump began a rattling sound in the AM on Sunday 06/02, has not been heard since
- Action for Jillian to test the sump pump to see if the problem can be recreated and keep the board in the loop
- The spigot outside of unit 822 is still an open issue, and is main action to take care of as it is the rainy time of the year
 - o Action for Jillian to send photos to RealtyOne and for an inspection to be placed pending recommendation from RealtyOne on which company to send out
 - o Other items to inspect with irrigation
 - Is there a gutter/pipe from the unit above 822 pooling into the pipe
 - The drain at the bottom of the stairs to the garden units
 - Are the down spouts on to take water away from the building
- Landscaping
 - o Thus far they're fulfilling their contract for the work that has been promised. Action for Sarah and Jillian to do a walk around to take note of any extra items
 - o Bush in the northeast corner needs to be trimmed
 - o There is no dead tree in the back of the units
 - o Need to inspect sprinkler head in the north east corner directly outside of the laundry room
- Common Areas

- Recent complaints to the board are all topics around cosmetics bird feeders, strollers, flower pots etc
- Board handled conversations without any HOA letters written and will continue to take these complaints that come in by a case by case basis
- Smoke Ban
 - Susanna to send over the draft for RealtyOne to review
 - A letter will be sent out by RealtyOne around the smoke ban
 - if a condo is to be sold RealtyOne would send out a letter to new owners around these restrictions
- Following up on owner request around tree feeding. In the past a company did some work on the maple tree but that was before this boards time and there is no background documentation, all trees look healthy as they stand and no work is needed

- New Business

- Snow removal bids to be done in August before winter comes. Dana at RealtyOne will begin getting bids in August and send to board for input and approval
- Sarah and Jillian to do a walk through of exterior to see if any extra projects may be needed
- Next meeting is Annual Meeting on September 4th 2019, 6pm at RealtyOne
 - RealtyOne will send out the notice and proxys for owners to RSVP

Meeting adjourned at 6:44 PM

**Forest Place HOA
Board Meeting Minutes
March 6, 2019**

Location: Realty One 1630 Carr St. Suite D, Lakewood CO 80214

Attendees: Sarah Edstrom, Jillian Baumer, Susanna Lienhard, Sarah Hopkins and Forrest Scruggs, Realty One, Inc.

Reminders to HOA Members:

- The 9 Governing Documents can be found on www.realtyone-co.com/forest-place.html
- Contact Sarah/Dan Edstrom with communication for the management company and they will forward your questions/concerns. barthelsl@yahoo.com
- Use the architectural request form (found on Realty One, Inc. website) to receive approval for work you'd like to do to complete to common areas of the building and property.

Meeting Called to order 6PM

Property Management Report

- Snow removal was added for 2019
- All in favor of current budget, no objections to line items

Open Issues

- Sump pump to be inspected before spring rain. There is 2 on the property located near the garden unit level in the front and back entrances
 - Forest to line up a vendor to arrive in late March/early April and coordinate with Jillian for the onsite inspection
 - Once confirmed will share out time and date to the board but attendance is not required
 - Fees for the service
 - Total fee for the services is approved from all board members at \$500
 - A base fee service fee for general inspection
 - Any further repairs that may exceed \$500 will be discussed with the board if needed.
- A picture of items stacked out by the back door of unit 810 was sent to Sarah requesting removal. Susanna will follow up to make sure items have been removed
- Rewriting Bylaws and declarations will remain an open item of whether to not to amend them.
 - Estimated cost a \$6,000 but quotes of up to \$12,000 have been heard in the past
 - Idea to slowly start reserving money with the budget to work towards this one day if the funds will be needed
 - Board will revisit this item at the next meeting
- Smoking Ban

- It was decided to put a smoking ban across all 7 units. Includes all tobacco and non tobacco products
 - This can be put into place without redoing the Bylaws. It will be posted to the realty one website.
 - Susanna will draft up these new regulations and send to admin@realtyone.com, Forest, and the board to review
- Lawn Mowing Services
 - Dana has sent over the scope of work and has been approved by all board members
 - Company was supposed to respond by 3/8 with next steps if we are to move forward
- Gutters from 2018
 - Still has not been confirmed if gutters have been cleaned
 - Forest to confirm with the company if work was completed
 - Jillian to see if gutters has been cleaned looking at units near the garage
- New Billing process
- Sarah to email Dana confirming the new process would be to send invoices to the President, Sarah, and Treasurer, Susanna, for an email approved on what expenses are coming out of the account

New Business

- Need to get next HOA meeting date scheduled. For June/July time frame
- In August of 2019 need to collect bids for snow removal companies

To Do List

- Forest to work with Jillian on scheduling a sump pump inspection for the last week in March or first week in April
- Susanna to draft up smoking ban language and send to larger group for feedback. Once approved Forest to add to Realty One, Inc. website
- Sarah to get confirmation from Dana on new invoicing process
- Dana to follow up on lawn mowing response and or confirmation of service week of 3/10

Items for Future Meetings

- **UPCOMING:**
- **June 5, 2019, conference call 6PM MST**
- **Sept. 4 annual meeting at 6:00 PM MST at Realty One- 1630 Carr St. Lakewood, CO 80214**
- Snow bids needed starting August 2019
- Revisit bylaws and declarations

Meeting adjourned 6:42