

**First and Harlan Carriage Homes Condominium Association**  
**Board Meeting Notes**  
**Tuesday, August 28<sup>th</sup> 2018 6:30 pm**

**Attendees:** Gordon Corn, Dwight Patrick, Julia Martin, Cindy Ayde, Forrest Scruggs.

**CALL TO ORDER:** First and Harlan Carriage Homes Condominium Association Board Meeting called to Order by Gordon Corn at Starbucks 92 S Wadsworth Blvd, Lakewood, CO 80226 at 6:35 pm  
**Adjournment:** 7:30 pm.

**Quorum:** \_\_\_4\_\_\_ **Guests:** \_\_\_1\_\_\_

**Notes:** Notes from the July 17<sup>th</sup>, 2018 meeting were distributed by email and reviewed.

**Property Management report/ Financials:** Were review by all board members. Reviewed customer balance, Profit and Loss statement, Transaction detail, balance sheet. It has been previously voted to pursue third party evaluation. So far the costs have been too much. The Board and Forrest will continue to pursue finding someone.

- **9 Governing policies:** The Governing policies of the HOA were reviewed. There needs to be a clean up and reorganizing to meet the legal requirements. Voted to move forward with Having Realty One lawyer Hindman Sanchez rewrite to meet legal standards.
- **Hail Damage Repairs:** The shutters will be mounted now that painting has been completed. Discussed reviewed of final Popp invoice. Julia had questions about Screen costs and light fixture charges. All have been reviewed over email and Julia states she understands the changes.
- **Sprinkler Valve Boxes:** Completed.
- **Gutter tip outs:** Scheduled to be completed September 11<sup>th</sup>.
- **Lights:** Lights have been purchased will be place. #86,#72,# 46
- **BBQ rule:** Julia wrote BBQ rule was voted on to accept.
- **Special Assessment and Traveler's Insurance payment:** After multiple contacts and messages. It was finally determined that Traveler's Insurance has closed out claim from Fist and Harlan from May 2017. The claim was closed without requesting the refund check that has been in question since November 2017. A vote was taken to refund the money to residents. All voted in favor for except Gordon Corn, who voted nay. Realty One was directed to refund 714.91 to all residents.

- **Satellite dishes:** Realty One has submitted survey to residents, and the results will be tallied and sent to the Board. Then we will move forward with removing dishes.
- **Unauthorized deck:** A hearing was scheduled for # 53
- **Signage:** Two signs for no trespassing and 5 mph have been replaced.
- **Landscaping:** Gordon talked with current landscaper Kevin, and they agreed to give us a bid for mulch, rocks, and repairs to metal edging. The brushes will be trimmed in September. It will happen until they are less busy in the fall.

**ANNOUNCEMENTS:**

**The date of the next meeting:** The next meeting was set for Tuesday October 30<sup>th</sup>, 218 6:30 pm at Starbucks 92 S Wadsworth Blvd, Lakewood, CO 80226

Respectfully Submitted by,  
Julia Martin - Secretary

**First and Harlan Carriage Homes Condominium Association**  
**Board Meeting Notes**  
**Tuesday, July 17<sup>th</sup> 2018 6:30 pm**

**Attendees:** Gordon Corn, Dwight Patrick, Julia Martin, Cindy Ayde, Forrest Scruggs.

**CALL TO ORDER:** First and Harlan Carriage Homes Condominium Association Board Meeting called to Order by Gordon Corn at Starbucks 92 S Wadsworth Blvd, Lakewood, CO 80226 at 6:35 pm  
**Adjournment:** 7:30 pm.

**Quorum:** \_\_\_4\_\_\_ **Guests:** \_\_\_1\_\_\_

**APPROVAL OF THE MINUTES:** Notes from the June 12<sup>th</sup> meeting were distributed by email. No official minutes to be reviewed.

**Property Management report/ Financials:** Were review by all board members. Reviewed customer balance, Profit and Loss statement, Transaction detail, balance sheet. It had been previously voted June 12<sup>th</sup> that a third party should review all transactions. Discussion included that we do not have someone yet. The Board and Forrest will continue to pursue finding someone.

- **Hail Damage Repairs:** Steve Popp submitted a bill on June 9<sup>th</sup> and the final billing will be completed soon. Discussed timing for releasing the last check. The shutters will be mounted after building painting is completed.
- **Paint:** RZ has been booked and approved and is currently completing the rest of the painting of the units. Bid total \$19,500.00
- **Sprinkler Valve Boxes:** Dwight obtained a bid from a Handyman for new and painted sprinkler cover boxes for \$280. Voted and approved a bid to have them completed.
- **Gutter tip outs:** To complete the repair of the gutters that was started with hail damage replacements the tip-outs will be repaired and replaced. Realty One obtained a bid from Denver Gutter that was voted on and approved for \$500. The date for repairs TBD.
- **Lights:** Cindy researched new light fixtures. Through email, the Board selected a light with many similarities to use. Will replace mismatched light # 89 and the broken light # 46. Dwight will obtain from Home Depot, and then a handyman will place. This may be at the same time that satellite dishes are taken down in one work bid.
- **BBQ rule:** Review of Lakewood fire code reveals that BBQ use is exempt for Townhouses and can be allowed within certain guidelines. Julia will write a specific rule with safety guideline like storage on patio slab and use away from the building. The rule must address rule clarification about not using within garages and must be included from previous complaints that need to be addressed.

- **Special Assessment and Traveler's Insurance payment:** Gordon and Forrest have not yet had a call with Traveler's from timing last check and payment. Will be scheduled.
- **Trees:** Schulthoff Tree & Lawn Care Inc. met with Dwight, upon Tree evaluation it was revealed there is a large tree in front of # 76 that is uprooting and leaning in a hazardous way. Schulthoff will move forward with removing this tree first. Then trimming will happen 6 Ash N. side of building along 1<sup>st</sup> Ave. Class 1 complete prune; raise over street & sidewalks; clear building 13 Ash along E. of building. On Gray St. Class 1 complete prune; raise over streets & sidewalks. It was also discussed what needed to be done for emerald ash borer risks. Consensus on moving forward with another 2-year treatment. Bid total from Schulthoff \$9016.00 was voted on and accepted.
- **Fence:** Discussed the bids and when it would make sense to invest in the fence. Dwight offered to talk with new neighbor to the South with whom we share the fence line. There may be some collaboration that can be done for the fence.
- **Satellite dishes:** Realty One has submitted survey to residents, and the results will be tallied and sent to the Board. Then we will move forward with removing dishes.
- **Unauthorized handicap ramp:** Has been removed.
- **Unauthorized deck:** # 53 has a wooden deck add-on has been notified and responded with an email. Has not removed and we reviewed reasons from the email. The board understands this is still a major violation and needs to be removed. The resident will be notified that if she does not remove we will book someone and she will be charged for the expense.
- **Signage:** Forrest states he has signs we can procure. Need new 5mph and No trespassing signs 2 of each at entrances.
- **Grass seeding:** It was in the May 8<sup>th</sup> annual meeting minutes that seeing of bald grass areas would be investigated. Cindy noted that it seems like there are areas that still need to be addressed and a review of the quality of seed and type of grass should be included in any seeding plans. No bids at this time under review.
- **Landscaping:** Gordon talked with current landscaper, and they agreed to give us a bid for mulch, rocks, and repairs to metal edging. It will happen until they are less busy in the fall. No other bids were able to be obtained at this time.

#### **ANNOUNCEMENTS:**

**The date of the next meeting:** The next meeting was set for Tuesday August 28<sup>th</sup>, 2018 6:30 pm at Starbucks on First and Wadsworth.

Respectfully Submitted by,  
Julia Martin - Secretary

**First and Harlan Carriage Homes Condominium Association  
Board Meeting**

**Notes**

**Tuesday June 12<sup>th</sup> 6:30 pm**

**Attendees:**

Gordon Corn, Dwight Patrick, Julia Martin, Cindy Ayde, Forrest Scruggs.

**CALL TO ORDER:** First and Harlan Carriage Homes Condominium Association Board Meeting called to Order by Gordon Corn at Starbucks 92 S Wadsworth Blvd, Lakewood, CO 80226 at 6:30 pm

Quorum:   4   Guests:   1  

**APPROVAL OF THE MINUTES:** Minutes from the May 8<sup>th</sup> meeting were reviewed and adopted as written.

**Property Management report/ Financials:** Were review by all board members. Late payments were discussed on the customer balance summary.

It was voted that technical audit and profit loss review should be performed for all the hail damage payments and from the transfer of HOA managers. A public accountant needs to be contracted for this review. All board members and Forrest will make contacts to obtain a public accountant.

- **Hail Damage Repairs:** Voted to move forward with painting bid from RZ. Dwight will Book RZ painting for the rest of the bundling painting needs. Will try and coordinate the rest of the painting before the shutters go up.
- **Concrete:** Dana from Realty One is still trying to get an exact account of what concrete was a concern for the Buckner loss assessment performed for Traveller's.
- **BBQ rule/Rules review:** Gordon will forward the sample rules from other HOA's that he obtained from Dana to help formulate what changes need to be made.
- **Special Assessment and Traveler's Insurance payment:** Voted that the final check be released to Steve Popp for hail repairs. Then Gordon and Forrest will set a conference call with Traveller's insurance to find out the final insurance payment and what should be done with the check that has been held.
- **Trees:** Dwight will contact Schulthoff Tree & Lawn Care Inc. for an estimate. Then rock and mulch will be assessed as well and removal of dead bushes. Board still having difficulty finding landscaping company.
- **Fence:** The Board wants to see other bids. The fence was moved to a lower priority related to other repairs.
- **Satellite dishes:** Realty One will send a satellite dish survey of who's dishes are still in use.
- **Sprinkler Valve Boxes:** Bid will be obtained and sent to the board via email.

- **Unauthorized handicap ramp:** Unit #11 had a ramp of plywood installed on the front door and has a curb ramp with plywood in the back near the garage. A letter has been issued by Realty One. The resident indicated they would be removed.
- **Unauthorized deck:** # 53 has a wooden deck add-on that needs to be removed a letter has been sent remove within 30 days.
- **Signage:** There are some signs on the entrance to the units that are unreadable from wear. Can be obtained but was decided was a lower priority.
- **Newsletter:** Times for summer newsletter were decided.
- **FHA:** First and Harlan discussed FHA approval for the units. At this time, it was decided not to move forward with approval related to costs and market.

**ANNOUNCEMENTS:**

To view any documents, go to [www.realtyone-co.com/hoa-s.html](http://www.realtyone-co.com/hoa-s.html) and select First and Harlan Condominium Association

**The date of the next meeting:** The next meeting was set for Tuesday July 17th at 6:30 pm at Starbucks on First and Wadsworth.

Adjournment: 7:15 pm

Respectfully Submitted by,  
Julia Martin - Secretary

First and Harlan Carriage Homes  
Board Meeting  
February 8, 2018  
(Recorded by Hufford & Co., Inc.)

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The meeting was called to order at 6.35 p.m.

Members present: Gordon Corn, Julia Martin, Dewight Patrick and  
Hufford & Co., Inc. (Doug & Barbara)

Minutes:

The minutes were approved for August 22, 2017.

Financials:

The monthly operating statements for August thru December were reviewed.

Business:

Hufford & Co., Inc. informed the Board they will no longer be managing any HOA's as of April 1, 2018. Barbara Hufford will be retiring. A formal written letter will be in the mail. Doug told them Realty One has offered to take over the management for one year following Hufford & Co., Inc.'s contract and the same fee. They asked Doug to schedule an appointment with Forrest Scruggs, Realty One owner, at his office so they could meet and learn more about his operations.

The unexpected change in the insurance claim deductible and the way it was handled was discussed. This is not what the policy says. After a new management company is hired, we will all work with the insurance company to get it straightened out. Some owners are complaining their personal insurance is paying them approximately \$700 short because of the change in the deductible.

Jacket, #35 Gray, is not paying the additional charge on her assessment because she says she does not have an A/C unit on her roof. She needs to go look because there is one there.

Next time do newsletter, mention picking up after dogs.

#46 Harlan, Demere Cruz, has had her handicapped guest with her since Sept. After this length of time, she is considered a resident and should park her car in the garage or street.

53 Gray, Bettina, needs to remove broken exterior decorations and get permission if she wants a camera on the outside of her unit.

Time to start working on a fence proposal for this spring/summer.

With no further business, the meeting was adjourned at 7.40 p.m.

The next meeting will be determined at a later date.

First and Harlan Carriage Homes  
SPECIAL OWNERS MEETING

November 9, 2017

(Recorded by Hufford & Co., Inc.)

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Called to order at 6:30 p.m.

20 homeowners were present,

Steve Popp, Popp Construction, was present to discuss what progress had been done and answer questions.

Comments Addressed:

#47 - Jennifer Irwin - damage to drywall around skylight after repairs done.  
Buildings 4,5,6 need windows replaced.

59 Gray - Herrera - skylight cracked and the east window? Storm was from the southwest

52 Harlan - Gallegos - hears skylight contracting and expanding

23 Gray - Neva (Sparks unit) skylight bad

Gordon discussed requirements by law for reserve accounts. There is only about 1/3 of what the HOA should have. Thus the need for the special assessment.

Steve will look at the downspout extensions.

A/C bases seem to be ok.

Waiting on insurance approval for windows before moving forward.

After talking with the Board, Steve put together a package for owners who want new windows that insurance will not pay for. It will take around 6 weeks for the windows after ordered.



First and Harlan Carriage Homes

Board Meeting

September 14, 2017

(Recorded by Hufford & Co., Inc.)

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Meeting was at 2:00 p.m. with Gordon Corn, Dewight Patrick and Steve Popp from Popp Construction.

Purpose of the meeting was to walk the property with Steve so he could get a scope of damage done by the hail storm and what all would be needed for his proposal.

First & Harlan Carriage Home Condominium Association  
**ANNUAL MEETING**  
March 15, 2017  
(Recorded by Hufford & Co., Inc.)

President Gordon Corn called the meeting to order at 6:30 pm.

The required quorum of seven was established with 14 units represented, 13 present and 1 proxy.

All present introduced themselves.

Minutes:

Last year's Annual Meeting minutes for May 9, 2016 were approved.

Financials:

The Annual Financial Report for Dec. 31, 2016 was reviewed and corrected a typo error.

After reviewing, it was voted to accept the 2017 Budget. The budget had been mailed earlier to all owners along with the meeting notice.

Election of Board:

The motion was made and unanimously approved for the new Board to be Gordon Corn, Julia Martin and Dwight Patrick.

Al Zioba has sold his unit and will be stepping down from the Board. Al's service on the Board has been appreciated. Betty Dalton also will no longer serve, due to conflicts with meeting dates and times.

Officers will be elected at the next Board meeting to immediately follow.

Business/Owners Concerns

Gordon expressed thanks to Al, Julia and Betty for all the work they contributed to the Association and appreciation for Hufford & Co., Inc.

The water bill was one of the biggest expenses, especially the first couple of weeks when the sprinkler system was turned on. We will be observant to be sure there are not any leaks. It is anticipated it will be a hot summer causing more water usage.

It has been noted the trash pick-up has been late in the afternoon, around 4:00 pm. By this time, the trucks are full and heavy, leaving tracks on the concrete. If this continues, Hufford & Co., Inc. will speak with Waste Management.

Please notify Hufford & Co., Inc. if anyone notices missing shingles after strong winds. This will help extend the life of the roofs.

With no further business, the meeting adjourned at 7:25 p.m. The Board will have a brief meeting immediately following.