

**THE OAKS CONDOMINIUM HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES
Monday October 25, 2021**

The Board Meeting was held virtually (via Zoom) and was **called to order** at 6:10pm. In attendance were: Dave Fairchild, Stacie Strang, and Linda Lockwood. Linda Brainard and Jeff Brier were not in attendance. The Community Manager, Forrest Scruggs, was also present.

The **Minutes** for the July 26th meeting was approved through a motion by Dave Fairchild, seconded by Linda Lockwood, and unanimous vote of the Board members present.

Financials

July - September were presented by Forrest Scruggs.

- Stacie thanked Forrest for submitted financials in time that board could review before the meeting
- Issues raised include:
 - 8485C is delinquent with dues. Statement and letter has been delivered, so it is being sent to collections (Altitude Law Firm)
 - The reconciliation discrepancy was noted again and Dave F. showed that the adjustments made from previous statement and the current statement actually cancel each other out. Further information could be obtained from Dana.
 - Dave F. mentioned that while the books look very good right now, major expenditures (like insurance) will be coming out soon and we will have a less optimum picture in the future

Reports

8483 Condemned and follow-up:

- On 7/29 the City of Arvada Condemned the property as uninhabitable
- On 9/30 they removed their order
- During that time trash was removed, carpet replaced, furnace replaced, and some appliances were removed (unknown if replaced)
- Forrest has sent violation notice but there has been no response (Forrest will follow up and request meeting time to clear property)
- Gary with Rock Properties has been asked to create a report on any structural damage observed from the previous conditions of the unit
- Access to Unit C will also be needed to see if the deck membrane has been compromised

Trash Day Change

- Trash day changed from Thursday to Wednesday and residents have been good about making change

Owners List

- Still needing some updating and will be sent again

Board Actions to be ratified

- New Insurance Policy
- New Trash Hauling Contract with City
- Snow Removal Contract

These items were ratified by a motion by Linda, seconded by Dave, and unanimous vote of board members present

Status of Service Contracts

- Insurance renewal is complete
- Snow removal contact secured with USG
 - Discussion occurred about contract and quote for number of inches to trigger services. Motion passed to keep 2" on walkways but increase to 4" on driveway.
- Landscape Maintenance is currently contracted with USG
- Waste Hauling
 - New containers for City service will be delivered last week of the year
 - Board will work to make sure Waste Management receptacles are removed
 - Owners/Occupants will be notified to keep this a smooth process
 - Stacie and Jeff are to help with trash transition

Continuing Business

- Landscape Improvements
 - Trimming done in August, further review of deciduous trimming needs to be done (Dave)
- Asphalt Work (complete)
 - It was noted there were some issues at 8467E with watering before coating was dry and driving a vehicle across the seal before it was fully cured
- Waste Hauling Change (Complete)
- 8483E See discussion above
- Parking Violations (Complete and Resolved)
- 8483E Pergola (architectural improvement not obtained – Dave/Forrest to talk to owner)
- 8483D Wasts (Complete)

- 8487B Wiring/Cabling (Forrest will sent courtesy notice requesting a specific plan and date for completion of fixes)
- Bylaws/Rules/Policies
 - Need updates (seeking board member to spearhead efforts, Dave will ask Jeff)

New Business

- 8485B had trash cans left outside on an ongoing basis (Dave spoke with them and they are willing to cooperate)
- Tree/Shrub trimming – Dave will follow up on progress
- Trash Services (resolved above)
- Newsletter (Dave will update and send out for finalization)
- Gutter cleaning – Forrest will check with Rock Properties
- 8485E Brought out pest control as follow up to the pest problems brought on by property that was condemned. Linda moved that residents expenses be reimbursed, it was seconded by Stacie and passed unanimously
- 8485D Requested siding repair (Forrest will follow up with Gary)
- Trash sitting on roadway by tennis courts (Forrest will ask Waste Management to remove it)

Future meetings will occur in January and March

Meeting was adjourned at 7:40pm

**THE OAKS CONDOMINIUM HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES
Monday, July 26, 2021**

The Board Meeting was held virtually (via Zoom) and was **called to order** at 6:04pm. In attendance were: Dave Fairchild, Stacie Strang, Jeff Brier, and Linda Lockwood. Linda Brainard was not in attendance. The Community Manager, Forrest Scruggs, was also present.

The **Minutes** for the March 29th and April 26th meetings were approved through a motion by Linda Lockwood, seconded by Jeff Brier, and unanimous vote of the Board members present.

Financials

March – June were presented by Forrest Scruggs. Some issues were raised by Board members and should be followed up on during a future financial report:

- It was recognized that the reconciliation/adjustment from the previous year may be a displaced reserve amount.
- Mr. Fairchild brought up concerns about a \$350 charge (seemed excessive) for removal of a branch from the property paid on check 1294 to Schulhoff.
- Charges from Rocky Mountain Tree seemed to be presented early since they did not do the work until July 9th.
- Forrest Scruggs is charged with following up on these issues.

It is further noted that Stacie Strang requested that financials be sent to Board members earlier so that sufficient time is provided to review prior to future meetings. Mr. Scruggs acknowledged the issue and indicated he would try to do better in the future.

Reports

Reserve Study/Contributions: Dave explained that there is a current reserve study, issues 8/5/21. It was noted that the current deterioration of reserves will be reconciled by new deposits being made due to the recent payoff of the loan.

Community Manager: Forrest presented an updated/current owners list. It was noted later that tenants and contact information need to be included and some recent changes were not updated on the list. Specifically, renters in 8485B needs to be updated (concerns over number of parking spaces being used was raised) and the new owner of 8485E needs to be updated when the transaction is completed.

Forrest confirmed a request for wasp treatment had been ordered for 8483D and subsequent conversation made it evident that 8487D should be added to the work order.

Board Actions to be ratified

- Evergreen pesticide application should be occurring 2 times per season through RMTC; this includes the Pinon Pine which apparently have Pinon Pine “Pitch Mass” Borer.
- An agreement was made with RMTC to do tree pruning/removal
- An agreement was made to have the worst of the Junipers removed by USG
- An agreement was made with USG for 2021 season landscape work (it was noted that trimming of shrubs needs to be done)
- An agreement was made with Coatings, Inc. for asphalt maintenance.

Status of Service Contracts

- Insurance renewal is currently being pursued by Realty One
- Snow removal contact is currently being pursued by Realty One
- Landscape Maintenance is currently contracted with USG
- Waste Hauling will expire in December
 - Mr. Fairchild has requested a bid from Waste Management
 - Board discussed moving to City-Wide service by Republic. It was decided that the bid from Waste Management and the City fees are similar, The Oaks will most likely move to City sponsored waste hauling by Republic in January. A request for 64 gal receptacles will be made and residents will be updated regarding changes.

Unfinished Business

- Landscape Improvements (\$3150)
 - Evergreen treatments were to occur on 7/9 (Mr. Fairchild will verify)
 - Juniper removal will begin Aug 9th
 - Tree pruning/removal will occur the 3rd/4th week of August
- Asphalt Work (\$4300)
 - Will begin Aug 5th, Aug 17th and 18th will be crack seal and striping requiring clearing parking spots. Residents will receive notices on garage doors and through e-mails. (It was noted that e-mails of new residents are needed for notifications.)

Mr. Fairchild requested a \$500 leniency on the bids on these two projects for unforeseen issues that may occur. Linda motioned approval of a \$500 leniency, it was seconded by Jeff and passed unanimously.

New Business

- Arvada Waste Hauling
 - City representative agreed to consolidated City billing through the HOA water bill.

- Recommended 64 gal receptacles
- Cost would be \$15.63/unit/month
- E-mail will go out to residents to update changes coming with change to City-Wide hauling
- Service provided by Republic Services (Note: Timbercove 2 trash service is also provided by Republic Services with 3 years left on contract)

Other Actionable Items

- Unit 8483E may be oozing black liquid from garage and may be contributing to infestation issues. A letter will be sent to owner voicing concerns.
- Long-term parking of red van to be investigated and recommendations made on action required by the Board.
- Unit 8487B has a sloppy cable installation that was completed unprofessionally. Board will determine if any action is required.
- Unit 8467E installed a Pergola without an architectural improvement request. Board will review in the future to determine if any action is required.
- As a result of these issues it was decided the Board will review current declarations and rules to determine if updates need to be made. Thanks to Jeff for sending out copies of these documents for our review.

Meeting was adjourned at 7:37pm

Task List:

Forrest Scruggs:

Follow up on issues raised by Board on financials.

Follow up on updated renters and owners as noted earlier.

Submit Board information packet at least four days prior to next Board Meeting.

Follow up on insurance and snow removal renewals

Dave Fairchild:

Verify dates for work in progress and completed (Evergreen treatments, juniper removal, asphalt work, and tree pruning).

Let board members know how they can help with notifications for asphalt work.

Follow up on information regarding waste hauling.

Board Members:

Begin reviewing declarations and rules with an eye for what changes need to be recommended.

THE OAKS CONDOMINIUM HOMEOWNERS ASSOCIATION

ANNUAL MEETING NOTES

Monday, April 26, 2021, 6:00 p.m

Roll Call / Sign In

The Annual Meeting was held virtually (via Zoom) and attended by Andrew & Jennifer Hoon, Ryan Wendling, Linda Lockwood, Diane Eismann, Jeff Brier, Stacie Strang, Mary Beaumont, Katie Mnichowicz, Linda Brainard & Dave & Nancy Fairchild. Two other owners, Robert Sarconi and Carolyn Vittorelli, were represented by proxy. The Community Manager, Forrest Scruggs, was also present.

The meeting was called to order at 6:05pm.

Proof of Notice of Meeting

Forrest Scruggs confirmed that the meeting notice had been mailed to all owners 30 days prior to the meeting date.

Determination of Quorum

It was determined that a quorum was present as more than 20% of Condominium owners were present or represented by proxy.

Review/Approval of Minutes of previous meetings

The Minutes of the 2019 & 2020 Annual Meetings were approved as written.

Reports of Board:

Review of 2020/2021

Rules have been updated regarding parking and trash removal

A reserve study was done to provide assistance in determining proper contributions to the reserve account. Examples of recent projects normally funded by reserves include driveway asphalt replacement (6/2014) and maintenance, roofing replacement (5/2016), and repainting buildings with siding repair (5/2019).

Rail fences were repaired

Landscape/snow removal contractor H2MK resigned and has been replaced by USG.

Review of Year-End (2/28/21) Financial Report

The Financial Report for the last fiscal year (3/2020 – 2/2021) was reviewed.

Reports of Community Manager:

Forrest reported on the new landscape contractor (USG Landscape and Snow Removal) who also works on other properties that he manages.

Ratification of the Annual (2021-2022) Budget

The budget approved by the board for the current fiscal year (3/2021-2/2022) was ratified. An emphasis on increasing contributions to the reserve fund was discussed.

Election of members of the Board of Directors

Dave Fairchild, Stacie Strang, Jeff Brier, Linda Brainard, and Linda Lockwood, were elected as members of the Board of Directors.

The next two Board meetings are scheduled for July 26th and Oct 25th at 6:00pm.

Open Forum

Stacie Strang noted that the board would be looking at some landscape improvements going forward and she suggested a walk-thru of the grounds by the Board of Directors as a first step.

Dave Fairchild noted that driveway asphalt maintenance is planned for this year.

Jeff Brier asked about the City of Arvada Waste and Recycling service beginning July 5. Dave explained that The Oaks has a contract with Waste Management until the end of this year, so initially we won't be participating in the City service. The board will be looking at the alternatives for service beginning next year. There was some discussion about the large size (95 Gallon) recycling cart, but everyone seemed to be OK with this despite the limited space in some of the garages.

Adjournment

The annual meeting was adjourned at approximately 6:35 pm.

NSF 4/27/21

**The Oaks – Board Meeting
March 29, 2021 / 6:00 pm**

The meeting was held virtually via Zoom and was called to order at 6pm. Stacie Strang, Dave Fairchild, and Forrest Scruggs (Community Manager) were present. Thomas Nicholson was absent. Thomas notified the board via email after the meeting adjourned that he needed to step away from the board.

Minutes of January 25, 2021, Board Meeting were approved.

Forrest presented the financials for January and February, 2021. He also presented the proposed budget for the next fiscal year (3/2021 – 2/2022). Dave compared the budget numbers to the prior two years' budgets and actuals. The budget was approved by the board for presentation to the owners at the HOA Annual Meeting.

Board members Stacie and Dave walked the premises on Saturday, 3/27/21, and identified potential landscape improvements for the upcoming season.

Forrest said that he would provide an updated owners' list to the board members subsequent to the meeting.

The landscape and snow removal contractor (H2MK) gave notice in early March that he was resigning. Forrest will get a proposal from USG (Snow and Grow) for landscape maintenance for the upcoming season.

A proposal for rail fence repairs was approved by the board (email) without a meeting.

Bids are being collected for Asphalt maintenance–repairs, crack seal, seal coat, and re-stripe.

The board discussed holding the annual meeting virtually using Zoom due to the COVID pandemic. It is scheduled for April 26 at 6pm.

Next Meetings

- Monday, April 26, 2021 – Annual Meeting
- Monday, April 26, 2021 – Short meeting after annual meeting to elect officers for next year
- Monday, July 26, 2021 – Board Meeting

The meeting was adjourned 7 pm.

THE OAKS CONDOMINIUM HOMEOWNERS ASSOCIATION

BOARD of DIRECTORS MEETING NOTES

Monday, April 26, 2021

The Board Meeting was held virtually (via Zoom) immediately after the Annual Meeting. It was attended by all 5 newly elected and/or re-elected board members, Jeff Brier, Linda Brainard, Linda Lockwood, Stacie Strang, and Dave Fairchild. The Community Manager, Forrest Scruggs, was also present.

The meeting was called to order at 6:35pm.

The primary purpose of the meeting was to elect officers of the board of directors.

The officers for the next year will be:

Dave Fairchild President

Linda Lockwood Secretary

Linda Brainard Treasurer

Stacie proposed that we meet at The Oaks soon for a grounds walk-thru to identify landscape improvements for this year. This meeting will be held on Saturday, May 15 at 10:00 am. We'll meet near Stacie's garage (8487D).

The meeting was adjourned at approximately 6:50 pm.

DLF 4/27/21