

# **THE OAKS CONDOMINIUM HOMEOWNERS ASSOCIATION**

## **ANNUAL MEETING MINUTES**

**Monday, April 25, 2022, 6:00 p.m**

### Roll Call / Sign In

The Annual Meeting was held in person with a virtual (Zoom) option. In attendance were Ryan Wendling, Larry and Mary Littell, Mary Beaumont (via Zoom), Andrew Hoon, Jeff Brier (via Zoom), Diane Eismann, Chris Seaver, Linda Brainard, Dave Fairchild, Linda Lockwood and Stacie Strang. Elizabeth Roybal was represented by proxy (Sonja/via Zoom Audio). The Community Manager, Forrest Scruggs, was also present via Zoom.

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 2021 Annual Meeting were unanimously approved as written.

### Reports of Board:

#### Review of 2021/2022

Items covered on review included grounds maintenance (removal of junipers, tree trimming, Evergreen tree care, driveway maintenance and sprinkler system repairs. The fourth of five deck roof membranes have been replaced and a switch was made to the City of Arvada sponsored trash service.

#### Review of Year-End (2/28/22) Financial Report

The Financial Report for the last fiscal year (3/2021 - 2/2022) was reviewed.

It was acknowledged that during the reserves study a significant shortage was noted and measures should be taken to resolve the shortage. Dave indicated that a raise of \$20 per month in HOA dues would bring us much closer to the reserves we need and discussed some of the categories of expenses that are covered under our reserve account.

### Reports of Community Manager:

No report

### Ratification of the Annual (2022-2023) Budget

The budget approved by the board for the current fiscal year (3/2022-2/2023) was ratified.

### Election of members of the Board of Directors

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

### Open Forum

Mary L. asked if there could be a new owners list circulated to all residents. Dave Fairchild will check on privacy issues and create a list of appropriate information for distribution.

Ryan W. voiced concerns over the reserve shortage and asked if there was a set date for a dues increase and asked the amount that dues would increase. Dave F. indicated that the board still had to vote on any increase and that an amount had not yet been decided on. It was acknowledged that dues had not changed much over the years and that perhaps a step up in increase could be taken over the next two years to make up for the shortage.

Diane E. asked for clarification on the balance sheet where the recent painting project was listed as a fixed asset. Forrest and Dave explained that it is showing up on records to reconcile the accounts and that it is actually not an asset.

### Adjournment

The annual meeting was adjourned at approximately 6:56 pm.

**THE OAKS CONDOMINIUM HOMEOWNERS ASSOCIATION  
BOARD OF DIRECTORS MEETING MINUTES  
Monday January 24, 2022**

The Board Meeting was held virtually (via Zoom) and was **called to order** at 6:08pm. In attendance were: Dave Fairchild, Jeff Brier, Linda Brainard, Stacie Strang, and Linda Lockwood. The Community Manager, Forrest Scruggs, was absent.

The **Minutes** for the Oct 25th meeting were approved through a motion by Linda Lockwood, seconded by Stacie Strang, and unanimous vote of the Board members present.

**Financials**

- The board was informed that Forrest has been hospitalized and was expected to be released today. The board wishes him well in his recovery.
- Financials for October-December were presented by Dave Fairchild.
- Reserve deposits have been increased by \$2000 and is going well.
- He noted while looking at the report that "Building Repairs" is a deposit placed on work needed in the complex.
  
- We will be doing a detailed report on budget at the next meeting.

Issues raised include:

- 8485C-It was noted that the resident has passed away and has an outstanding balance owed to the HOA. Forrest is working out the outstanding balance with relatives (oldest daughter). It was noted that a lien will automatically be placed on property if sold if monies owed have not been resolved.
- Dave noted that the "Fence Repairs" and "Trees and Shrubs" line items should be taken from reserves (not the general fund) and transferred on financial reports. Linda motioned we take those funds from reserves and restore those funds to the general account, it was seconded by Dave and passed unanimously.

**Reports**

- A new Owner-Resident list was distributed.
- 8483E Follow-up: Decking is the only thing left to do to fix property damage and the owner is in contact with Rock Properties to finish work. There will need to be a payment plan developed as required by state law. Garage door is still needing to be painted.

### **Board Actions to be ratified**

- 8483E-Owner to reimburse HOA for damage due to his not informing the HOA of the issues at his property. HOA will assume costs for re-roofing. This action was ratified by a unanimous vote.

### **Status of Service Contracts**

- Insurance was renewed on 9/30/21
- Snow removal contract secured with USG
  - Communication regarding changing the number of inches of snow needed to warrant the driveways being scooped to 4" still needs to be communicated to USG. Dana will be responsible.
- Waste Hauling
  - New pickup day is Monday and the transition seemed to go well. Excess containers still need to be picked up and any stray trash cans should be recycled.
- Landscape Maintenance contract will be secured in February.

### **Continuing Business**

- Update on 8483E is noted above.
- 8467E Deck-Pergola installed without AIR has not been addressed.
- 8487B-The improper exterior wiring/cabling has not been addressed.
- Bylaws and Rules need update (Linda and Jeff will work on before next meeting).
- 8483D had a request for siding repair. Rock Properties is working on this and has already completed caulking repairs. Still needs to address the siding repair/replacement.
- It was noted that the trash sitting on the roadway by the tennis courts has been removed.

### **New Business**

- 8467-Stacie noted that there is a big limb down by the tennis courts that needs to be addressed
- Dumpster used by 8483E is taking up a great deal of space and removal should be encouraged.
- Jeff noted the Corvette that has enjoyed long-term parking should be moved so that the parking space can be used by more active residents. The Board requested that a courtesy notice be sent to the owner and followed up by a violations notice as appropriate.

- It was also noted that the Board may want to send a courtesy notice to residents who are still not moving their cars during snowstorms as it impedes the snow removal efforts.
- It was noted by a resident that the City of Arvada is charging residents a fee when the agreement had been that the HOA would pay all appropriate fees for trash removal. Dave will follow-up with the city after the first billing for trash removal is received.
- Minutes of the next meeting will be taken by Linda Brainard as Linda Lockwood will not be able to attend.

**Future meetings will occur in March and April (Annual Meeting)**

Meeting was adjourned at 7:18pm