

Forest Place HOA Board Meeting Minutes  
June 20, 2018

Attendees: Susanna, Ali, Dan, Forrest

Meeting called to order 6:05 PM

Discussion of Financials:

Excel electric bills were over \$500 for February and March, which puts us way over budget for 2018. Denver water had a one month balance due, leading to a single invoice that was double the other months. A question arose about J2C invoices, but Ali reminded that those were for approved fence repair. A final question was raised about \$695 sump pump repair. Questions about Excel and sump pump repair remain outstanding.

Balance sheet: no questions, everything looking good. Dana is currently adding money to reserves each month. No concern over owner balances.

**To Do: Forrest will retrieve Xcel and sump pump repair invoices to share with the board.**

**Approvals:** Financials approved by all board members

Outstanding items:

The boiler needs to be shut down for summer. Ali indicated that we receive two years of spring and fall maintenance from Dr. Fix It as part of our installation contract. Dr. Fix It needs to be contacted to get the boiler shut down, or confirm that it was shut down after city inspection.

**To Do: Forrest will call Dr. Fix It to confirm that boiler was shut down or will schedule the boiler shut-down process.**

New business:

Susanna has been having issues with ants and wants to know if anyone else has had problems and how it is handled. Ali stated that she had an ant problem 4 years ago and successfully used ant traps. Dan stated that a bug shield spray in addition to traps solved ant issues in his unit. If a larger ant infestation is determined among a larger group of owners, Susanna will attempt to deal with the problem in her unit.

**To Do: Dan will send product recommendations to Susanna.**

Ali stated that, because of several new owners/occupants, changes have been made to common areas and to limited common elements that affect the overall continuity of the look of the property. Forrest indicated that all forms and approval processes are listed on the website. As a group, we determined that we should send an email to all owners indicating that forms should be submitted and approval should be received by the board prior to any work being completed for limited common elements.

**To Do: Forrest will send an email reminder to all owners indicating the process required for any requested changes that impact common areas and limited common elements.**

Ali asked about changes to governing documents, specifically changes to 9 items that were of highest interest to the HOA. Forrest indicated that changes to governing documents were in-process but were not yet complete.

**To Do: Forrest will send an e-mail to HOA board members when the governing document changes are complete and ready for review.**

Dan and Ali brought up the past HOA board structure, indicating that in the past we have had 4 board members instead of the current 3. Forrest recommended that the board should consist of 4 people with one member at-large.

That person does not vote unless a tie-breaker is required. It was decided that the current 3-person board will remain in-place until the September annual meeting of all owners.

**To Do: None**

Susanna asked whether meeting minutes should be available to all owners and asked about the way in which owners can have their issues represented during board meetings. Dan stated that meeting dates should be sent to all owners in advance and that owners should be encouraged to bring up any items of concern to any board member prior to a board meeting in order to have them addressed. Forrest indicated that this was his recommended protocol and that meeting notice for the September all owners meeting would be sent 30 days in advance of the meeting. The issue can then be discussed at the all-owners meeting.

**To Do: Forrest to send meeting reminder and agenda no later than 30 days prior to the September HOA meeting.**

Meeting adjourned 6:49 PM

## Forest Place HOA Meeting

March 13, 2018

**Note:** prior to start of meeting, Forrest Scruggs from Realty One Management Company explained that board members must be up-to-date with HOA dues in order to maintain their position on the board.

**Call to order:** 6:15 pm

**Roll Call:** Kelly Moore (822), Sarah Hopkins & Susanna (810), Sarah Barthel/Edstrom (814), Ali Reuter (812), Forrest Scruggs (RealtyOne, Management Company), Meryl (818).

**No prior minutes to approve**

### Property Management Report

Summary: The HOA attempts to save 10% each month, but this is not always the case. The HOA has a slim budget.

Kelly briefly reviewed budget with everyone. Highlights follow:

- Legal/audit/taxes= \$1,850
- Insurance= \$6,209 (Kelly stated the HOA's insurance was recently renewed March 1<sup>st</sup>). There are concerns about the increasing costs.
- Licensing fees=
- Admin fees= approx. \$11,000/year
- Expenses for building= \$175
- Snow removal. We have some money set aside but not enough to hire a company for snow removal this year- We should considering add back into budget in fall 2018
- Irrigation & repairs
- General maintenance & repairs (e.g. gutters, leaky pipes, fence repairs, sump pump...)
- Utility expenses: electricity for garages and laundry, gas for boiler= \$3,000, water= up to \$500 in summer, plumbing
- Forrest pointed out that Insurance is going up to and we may need to get more quotes.
- Meryl stated she would like to see the budget: **Kelly will send the budget to all homeowners.**

**Open issues:**

#### Re-write Bylaws:

9 governing documents: Collection policy is very important and needs to be rewritten. Cost ~\$800-  
**Board (Kelly, Ali and Sarah) passed a motion to pay ~\$800 to update the 9 governing documents.**  
Forrest stated this will be completed in approximately 2 weeks from today.

Board discussed desire to rewrite existing bylaws & declarations (recorded with the city)- will likely require a special assessment. \$5,000 or a little less to change officially. HOA needs to discuss how to move forward with limited common element areas at a later time.

### Boiler Inspection:

Boiler: Dr. FixIt and the City of Denver are trying to schedule an inspection. Dr. FixIt will come out to fix the backflow preventer. Kelly has been in communication with Dr. FixIt and City. They were supposed to come out today for the inspection, but did not show up. **Kelly will follow up.**

### Discussion to Replace current plumbing:

The board discussed potential replacement of the old galvanized pipes. Kelly received one quote ~\$70,000 for both cold water and heating lines. HOA needs to get more quotes and plan ahead. Problems and leaks have been in the cold water lines. Ceilings would need to be removed and replaced in the two garden level units. It would be inefficient to replace the water and heating lines at separate times.

### HOA Insurance

American Family is typically lower for HOAs. **Forrest will check with one of the brokers to see if we can find a lower cost.** This will be done prior to **adding DNO & workers comp** which are needed to protect the board members. **Cost is \$281 + \$352. Kelly, Ali and Sarah passed the motion to add DNO and workers comp (total cost = \$6209) after Forrest looks into finding a lower cost for insurance.**

Insurance information is posted up on RealtyOne website <http://www.realtyone-co.com/hoa-s.html> : In a general sense, insurance covers fire/hazard and liability. "Drywall in" is the homeowner's responsibility. Everything outside is covered by the HOA.

### **New Business:**

- **Minutes will be approved by email and posted to website within 1 week of this meeting.**
- **An email will be sent to all home owners notifying them that the minutes have been posted to the RealtyOne website.**
- **Board members, home owners and RealtyOne will refer to meetings as HOA meetings.**

### **Election of officers:**

Kelly will be putting her condo on the market in April, 2018. In the event of the sale of her condo, Kelly has appointed Susanna to be vice president, and Sarah/Dan as president, and Ali as treasurer. In the meantime (until her condo sells), Kelly will remain in her current position as HOA president to wrap up outstanding issues (e.g. boiler inspection and landscaping).

New elections will take place at the Annual Meeting: Wednesday, September 5 2018 7:00 at Anthony's Pizza, 700 Colorado Blvd. Unit C

### **Communication Guideline for RealtyOne Management company:**

1 liaison person from the Board (The president) will work with RealtyOne. This person needs to obtain votes from the board (if needed) and communicate decisions to the management company.

**Meeting adjourned 6:56 pm**

## Forest Place HOA Meeting Minutes

Wednesday August 2, 2017 7:15 PM

**Participants:** Sarah Edstrom, Alison Reuter, Joanne Wagner. Kelly Moore provided feedback on agenda topics via email 8/2/17.

### Agenda:

- 1. Smoking ban:** Board members (Sarah, Ali, Joanne and Kelly via email) agreed to move forward with the process to ban smoking in any area inside and outside the building. The board will send a letter to all homeowners inviting them to attend an all-homeowner meeting for the purpose of voting to amend our governing documents. Note: A&M received an engagement agreement from an attorney that states, "For a limited declaration amendment, to prohibit smoking, the cost would be in the \$800-1,100 range, depending on modifications needed, if I am to prepare the meeting notice or ballot, etc. It's an hourly charge, \$265 if on retainer, \$295 if not." In the event that homeowners vote in favor of the ban (5 of the 7 units), the majority of board members (Sarah, Ali, Joanne) voted to hire the attorney recommended by A&M to amend the governing documents, payment not to exceed \$1,100.
- 2. Unapproved work done to unit #816:** Board members discussed work done outside of unit 816 (staining of fence, concrete work, painting of steps, and garage door replacement). Expressed appreciation for trying to make improvements, but new stain does not match existing color. Discussed policies and procedures and need to receive HOA Board approval prior to completing work to ensure quality and conformity. Board requested to table this topic for the all-homeowners meeting. Would like input from A&M.
- 3. Missing voting results from Oct./Nov. 2015 collected by Pro Active Community Management:** Board members have a record of a letter sent by the previous management company requesting a vote on issues related to limited common element areas. At this point, no one has a record of the voting results. There is a concern that they were lost during the transition to our current management company. Board members discussed possibility of a re-vote. Ali will check in boxes in the basement for voting results. Board decided to add to all-owner meeting agenda.
- 4. Reimbursement to Kelly re: recent plumbing repairs:** Board is unclear of the scope of the work completed and how it applies to the definition of limited common element areas (e.g. # of units responsible). In addition, without a clear understanding of current governing rules, it is not clear who is responsible for the repairs. The Board is also adding this to the agenda for the all-owner meeting and is requesting assistance from A&M.
- 5. General Policies and Procedures:** Discussed need to follow governing documents more closely. Discussed need to elect new officers. Discussed possibility of having A&M take on additional responsibilities to assist with repairs. Board expressed concern about increase in costs vs. reducing stress and drama among the board and homeowners. Also discussed quality of work issues and best procedures for having work completed by reputable companies. Board members would like to better understand protocol for emergency repair situations. Table for all-owner meeting and request input from A&M.

6. **Winter services- time to collect bids:** Board discussed buying shovels and having home-owners remove snow this winter. Discussed need to collect bids soon if decide to hire snow removal service. Tabled for all-owner meeting.
7. **Summer lawn care 2018:** Board voted to collect bids and pay for a lawn service company next summer. Board voted to sell lawn mower after this season.
8. **Reimbursement to Ali re: lawn work:** Board agreed that reimbursement had previously been approved. Ali to submit receipts to A&M for reimbursement.
9. **Couch in basement:** Joanne will remove within 6 weeks (by mid-September).
10. **Sump pumps:** Board discussed need to fix the sump pump vs. need for regular cleaning. Board is requesting clarification from A&M on limited common element. Also, Board needs resolution on how these types of repairs will be made/paid for.
11. **Brown spots in grass caused by dog in unit 810:** homeowners will talk to tenants to try to limit effects.
12. **Additional items/Wish list:**
  - Repair fences
  - Concrete work
  - What would it cost/entail to replace plumbing in the building? The Board would like to reduce risk of continual plumbing issues throughout the building.

**Tasks Assigned:**

- Ali will confirm a date for the all home-owner meeting with A&M to ensure their participation in the meeting. Aug. 24 was tentatively proposed.
- Ali will write a letter requesting all homeowners to attend the meeting. The letter will specify the date, time and location of the meeting and will be sent via mail. The letter will include the following agenda items:
  - o Elections for HOA Board officers (is there a special process for this?)
  - o Vote on amending the governing documents to ban smoking in/outside the building (requires approval from 5 of 7 units)
  - o Policies and Procedures for completing work to individual units to ensure quality and conformity. How to enforce guidelines in governing documents?
  - o Missing Voting Results re: responsibility for limited common element areas. Where to go from here? Consider a re-vote.
  - o Determine responsibility for recent plumbing repairs/reimbursement to Kelly
  - o Determine responsibility for repair/cleaning of sump pump
  - o Protocol for emergency repairs
  - o Vote whether or not to collect bids for winter snow removal services
  - o Additional items...