

10/19/20 Meeting Minutes

- 6:04 Meeting Called to Order
- July 2020 Meeting notes approved
- Financials Discussion
 - Board agrees everything looks to be in order.
 - All insurance fees will be paid upfront as of October 1, 2020 (approved outside of the normally scheduled board meeting).
- Old Business
 - Rodent problem discussion at 8483
 - Back and forth discussion with American Pest Control.
 - The pest issue seems to be on-going; Forrest to follow-up again with American Pest Control.
 - Gutter downspouts at 8483 fixed
 - New owner at 8483 sewer line pipe; Oaks will cover if there is a problem in the future.
 - Pan cutting through the asphalt dismissed for the time being. Brothers bid was very high.
 - Board members will remain at 3
 - Reserve study is in progress.
- New Business
 - Leaf gutter cleaning needed. Forrest to follow-up with Rock Property Services.
 - Approved snow removal agreement
 - Move to approve new landscaping contract. Unanimous board approval.
 - Move to approve rule change regarding snow and trash: If 4 inches or more of snow is predicted, cars shall not be allowed to park in front of garages; trash must be in a bin. No formal approval; will officially be approved in the coming weeks. Owners will be notified via mail.
- Next meeting will be held in January
- Meeting adjourned 7:07 PM

Oaks Meeting Notes 7/27/2020

- Called to order 6:02 PM 7/27/2020
- Approved previous meeting notes
 - Added note: Community members voted for board members; there shall be 3 board members moving forward.
- Went over financial reports
 - Discussion regarding 8483 downspouts and rodent problems; confusion regarding if the downspouts and wildlife problems are actually fixed. Need additional feedback from 8483 homeowners.
 - Line-by-line expense discussions; Rock Property Services expenses; H2MK; City of Arvada; etc.
 - Balance Sheet Discussion; everything looks OK.
- 10 Emails were received regarding the community status update in lieu of the annual meeting
 - 8 approved the budget
 - 8 approved the board members
 - Again, no interest from community members to join the board.
- Updated owner's list needed from Realty One
- Board Action Items taken care of outside the meetings:
 - Porch home improvement - approved
- Insurance expiring in October; need to discuss at the next meeting 10/19/20.
- Asphalt discussion
 - Discussion and agreement that any pan cutting needs to be considered whenever asphalt re-paving occurs.
 - Pan survey to be conducted by Brown Brothers. This needs to be discussed before any further discussion regarding asphalt sealing.
- Cracked sewer pipe at 8483
 - HOA will accept responsibility if the sewer line becomes a problem; unclear if the crack is an actual problem.
- Need proposals for the reserve study; Realty One to follow-up.
- Adjournment; Next meeting 10/19 6:00

Oaks Homeowners Association Meeting Notes; March 16, 2020

- Called to order – 3/16/2020 6:30; board members: Dave Fairchild, Thomas Nicholson, Scott Spindler, Stacie Strang; RealtyOne: Forrest Scruggs
- Board Vacancy Discussion – Diane Eisman has resigned from the board.
- Minutes approved from 1/27/2020; Fairchild approval; Strang second approval
- Reviewed current financials
 - Reviewed dues and balances; Water credits from past year accounted for
- Reviewed the Budget for 2020-21
 - Discussion to increase the reserve study budget from \$1,000 to \$1,500
 - Decision to move \$500 from snow removal to the reserve study
 - Unanimous approval of the budget for 2020-21
- Discussion about H2MK and expectations for the upcoming year
 - Received multiple no-bids per Forrest / no competition for this year
 - Conversations with contractor have taken place regarding performance and future expectations; board feels comfortable moving forward with H2MK for another year
 - All this said, the board seeks written reports; more detail regarding sprinkler turn-on/turn-off
- Discussion regarding communications/follow-up from the management company
 - Up until now much of Forrest's communication has been with Dave/President,
 - Board requests better communication to the board at large.
- Board requests updated owner list (including extra columns of contact information) from RealtyOne at every meeting.
- Fence Repair was completed by Rock property Services, clearing up confusion.
- Concern about Excel laying wire/cable underground near the irrigation system. Board requests Forrest to follow-up with Excel to ensure they will be responsible for damages.
- Board requests Forrest to follow-up on 8483 E squirrel screen; why is it there?
- 8485 Water in the garage; concern from homeowner
 - Only solution is to create a concrete pan at great expense. No guarantee based on previous fix.
- Discussion to revise community rules; board members will volunteer time to help with this effort.

- Discussion regarding the annual 2020 community meeting
 - Meeting will be canceled due to corona virus concerns.
 - Community members will be emailed a copy of the proposed budget; proposal will automatically pass if there is no disagreement from the community.
 - Additionally, via email, the board will seek board interest and probe the community for issues that need to be addressed

Adjournment

**The Oaks Condominium Homeowners Association
Regular Board Meeting – January 27, 2020
Standley Lake Library – Study Room 1**

MINUTES

Attendees

Board Members – Dave Fairchild, Scott Spindler, Thomas Nicholson
Management Company – Forrest Scruggs, Realty One, Inc.
Owner – Stacie Strang

Owner Input

The meeting was opened by Dave Fairchild at approximately 6:00 p.m. Stacie Strang attended the meeting and pointed out sub-standard performance by the Grounds Maintenance and Snow removal vendor. Discussion followed.

Call to Order

A quorum was established with the arrival of Thomas Nicholson at approximately 6:30 p.m.

Approval of Minutes

The Minutes and the Summary of the October 21, 2019 Board Meeting were approved as submitted with only the Summary to be posted to the webpage.

Financials

Forrest Scruggs reviewed the following reports: Customer Balance Summary as of December 31, 2019; Profit & Loss - Budget vs Actual/October through December 2019; Transaction Detail by Account/October through December 2019; Profit & Loss - Budget vs Actual/March through December 2019 (fiscal year-to-date); Balance Sheet as of December 31, 2019; and a report of the Bank of Colorado Reserves Account for October through December 2019. Discussion and questions followed

Reports

Officers

-Board Vacancy

Stacie Strang was asked if she would be willing to fill the vacant board position. She agreed and was appointed unanimously by the board members present.

Managing Agent

-Report concerning issues (Mice/Rats/Squirrels/Pest Control)

Forrest presented the details of work done earlier at the 8469 building and the more recent work at 8483. The pros and cons of wider communication of this type of issue were discussed. We agreed that, minimally, the other owners within the same building should be notified of the situation by the manager due to common crawl spaces. Forrest was asked to get details on the final resolution, including the addition of the wire grid at the base of the 8487E deck railing.

-Report concerning annual gutter cleaning by Rock Property Services

It was noted that Rock's invoice for this was dated 11/8/19. No one present could confirm that this work was actually completed.

Recent Board Actions Taken Outside of Regular Meetings

- o None

Status of Outside Service Contracts/Renewal

- o Mowing/Grounds Maintenance
 - o Forrest will get at least 3 bids for 2020, including the current vendor, H2MK; additional vendor suggestions included Snow & Grow (VSG,LLC), LMI (current TC1 vendor), and Keeson (current TC2 vendor).

It was requested that this year a more specific agreement be used to replace acceptance of the landscaper's less detailed proposal and that the agreement provide more clarity and specify requirements concerning such tasks as weed control, shrub and small tree pruning and frequency, final fall clean-up/leaf removal and reporting on the irrigation system startup

The following were not discussed:

- o Snow Removal – H2MK
- o Trash/Recycling Removal - Waste Management – 36 month contract expiring December 31, 2021 [Monthly rates update 1/1/20 & 1/1/21 / 5% price increase cap on service base rate per year in years 2 and 3]
- o Insurances – Assured Partners – effective 9/30/19 – 9/30/20
- o Realty One contract (currently month to month)

Unfinished Business

- o Review of action log

The latest action log/to-do-list prepared by Diane (1/26/20) was briefly reviewed. A few items of note:

 - o A set of keys for the backflow cage and the irrigation controller were given to Thomas.
 - o Forrest estimated that FHA certification could cost around \$1500 and noted that there were pros and cons to doing this.
 - o Implementation of a capital improvement (Working Capital) fee would require a change to the Declarations, a fairly involved and expensive undertaking.
 - o Forrest will follow up with Gary to insure all of the gutter work is resolved at 8483A, especially the downspout connections to the gutters being sealed.

New Business

- o Monthly owner fees

There was a discussion about the possibility of reducing the monthly fees once the current loan is paid off in the Spring of 2021. It was also suggested that the HOA expand its maintenance responsibilities (e.g., patio fences) as an alternative to fee reductions.
- o Reserve Study

In connection with the discussion on monthly fees, there was a discussion of the need for a Reserve Study; this would give us a better handle on what our reserve account balance and monthly contributions to reserves should be.

Forrest was asked to include the cost of the Reserve Study in the next fiscal year budget.

Next Meeting

The next Board meeting is scheduled for Monday, March 16, 2020, at 6:30 p.m. at a Standley Lake Library study room, 8485 Kipling Street, Arvada. The Annual Meeting is scheduled for Thursday, April 16, 2020, 6:30pm (meeting set up starts at 6:00pm) at the Standley Lake Library Meeting Room. Note that the annual meeting was subsequently rescheduled to April 22, 2020, 6pm, at the Arvada Library.

Adjournment

With no further business before the Board, the meeting was adjourned at 8 p.m.

Recorded by: Dave Fairchild

Prepared: 1/28/20
Revised: 2/24/20