

**The Oaks Condominium Homeowners Association
Regular Board Meeting – May 14, 2018
Standley Lake Library – Study Room 1**

MINUTES

Attendees

Board Members – Dave Fairchild, Diane Eismann, Thomas Nicholson, Terry Johnson, and
Scott Spindler
Management Company – Forrest Scruggs, Realty One, Inc.

Call to Order

A quorum was present, and the meeting was opened by Dave Fairchild at approximately 6:00 p.m.

Approval of Minutes

The Minutes of the March 26, 2018, Regular Board Meeting, and the April 19, 2018, Organizational Board Meeting, were approved as submitted.

Brief discussion followed regarding placing a shorter summary version of meeting minutes on The Oaks' web-page rather than complete minutes. All were in agreement with posting summary minutes.

Financials

To familiarize the Board Members with the new financial reporting system, the Customer Balance Detail Report, Profit & Loss Statement, Transaction Detail Report, Balance Sheet, and Reserves Report for The Oaks Condominium Association for April 2018 were reviewed in detail by Forrest Scruggs. Discussion and questions followed with additional clarification of the transition of funds from Hufford & Co. to Realty One and some of the account changes necessitated by the change in management companies. Based on the financial documents presented at the meeting, it appeared that Hufford & Co. had not transferred the ending balance in the old operating account to Realty One for deposit into the new operating account. Only a partial payment (\$15K) had been provided as of the meeting date to get the new accounts going. Forrest agreed to provide an accounting of this when completed.

The Customer Balance Detail Report showed three owners currently in arrears.

Discussion followed concerning the long-standing current procedure of providing the monthly financial reports with attached originals of any invoices paid during each month reviewed to the Oaks' Treasurer for retention as Association files. Following discussion, it was determined that in the future, copies only of invoices paid would be attached to the Treasurer's financial reports, and Realty One would retain originals in their files.

Reports

Officers

Exterior Painting Project. Detailed bid information received to date was circulated for review. Discussion followed concerning costs, available funds, needed siding repairs, consideration of

"Touch-up Only" versus "Full Paint," the impact of changing paint color or to a two color scheme on cost of a Full Paint, possible scheduling if project to be completed over time, and if doing Touch-up Only now would lessen cost of a future Full Paint. Looking at estimated costs and current funds, consideration was more toward Touch-up Only at this point with possible Full Paint once roof loan is paid.

Consensus was to request a bid from one additional contractor, schedule a walk-thru by Board Members to focus on repair and paint needs, and then a brainstorm session before making a decision on how best to proceed.

Landscaping Status. Copies of an emailed update from Mike Gines of H2MK were distributed for review noting that aeration, first fertilizer application, and first targeted weed spray have been completed, and also noting a more detailed report regarding the irrigation system start-up and repairs.

It was also clarified that maintenance of the decorative stone along Garrison Street, between the curb and sidewalk is the responsibility of The Oaks, and it was suggested that additional stone be added to improve its appearance and the overall appearance of The Oaks complex.

Parking Violation Notice. It was noted that on approximately May 4th, the tenant in 8487E received a Notice of Parking Violation placed on his commercial van which was legally parked within The Oaks complex. Discussion followed noting that the violation notice actually was placed by MAXX Auto Recovery at the direction of Timbercove II. Realty One followed up by contact with the Timbercove II management company requesting better clarification and consideration of Timbercove versus Oaks properties.

Recent Board Actions Taken Outside of Regular Meetings

- E-mail approval (5/3/18) to proceed with gutter repair to east side of 8487 by Mile High Seamless Gutters, Inc. /\$414. It was noted that repair will be paid for by 8487E tenant, and work is scheduled for the week of May 21st. (Bid #13172 for tenant, 8487E).

Unfinished Business

2018 Action Log and Follow-up on Issues identified at Annual Meeting. The [5/10/18] Action Log and Issues from the Annual Meeting were reviewed in detail. Discussion followed, and direction on several Pending items was determined.

Next Meeting

The next meeting is scheduled on Monday, August 13, 2018, at 6:00 p.m. at a Standley Lake Library study room, 8485 Kipling Street in Arvada.

Adjournment

With no further business before the Board, the meeting was adjourned at 7:50 p.m.

Recorded by,
Diane Eismann

Prepared: 5/26/18

**The Oaks Condominium Homeowners Association
Annual Meeting – Standley Lake Library Meeting Room
April 12, 2017
MINUTES**

Attendees: Board Members – David Fairchild, Diane Elsmann, Kathleen Zinser, Stacie Strang, and Terry Johnson
Management Company – Hufford & Co., Inc. [Barbara Hufford and Doug Hufford]
Owners - 11 units represented and 4 proxies

The meeting was called to order by President David Fairchild at approximately 6:00 p.m. in the Standley Lake Library Meeting Room, 8485 Kipling Street, Arvada, Colorado. Roll Call was taken and a quorum of at least 25% of owners eligible to vote was established with owners of 11 units present; and 4 units represented by proxy.

Minutes

It was moved and seconded to approve the Minutes of the April 11, 2016, Annual Meeting as submitted. Discussion was called for; there was none. Motion carried unanimously.

Financials

Review of Year End Financial Report. Copies of The Oaks Condominium Association Financial Report for Year Ended February 28, 2017, were distributed and reviewed in detail. It was noted that the financial year of the Association runs from March 1 to the last day of February of the following year. The Total Cash on Hand February 28, 2017, was reported as \$83,931.19 with clarification that of that total, the balance in the checking/operating account is \$13,370.19, and the balances in the two Reserve accounts are \$60,519.50 and \$10,041.50.

Approval/Ratification of Annual Budget. Copies of the proposed 2017-2018 Operating Budget for The Oaks Condominium Association were distributed and reviewed in detail. It was explained that because the proposed budget had not been previously reviewed and approved by the Board, Board and Owner approval will be combined into one action. Brief discussion followed and revisions were requested: Reduce Grounds Maintenance/Landscaping from \$3,000 to \$2,000 and reduce Building Maintenance/Misc Maintenance from \$2,500 to \$1,000, to increase the Annual Cash Flow by \$2,500.

Question was raised and discussion followed concerning funds for a replacement identification/entry sign and application of asphalt sealing/top coating. It was noted that estimates for a replacement sign were too high to include in an already tight budget, and asphalt top coating will be considered for next year.

It was moved and seconded to approve and ratify the proposed 2017-2018 Operating Budget for The Oaks Condominium Association, as amended to reduce Grounds Maintenance/Landscaping to \$2,000 and to reduce Building Maintenance/Misc to \$1,000. Discussion was called for; there was none. Motion carried unanimously.

Election of Board Members

It was noted that per the Bylaws, the Board of Directors may consist of no less than 3 members and no more than 5 members. Current Board members David Fairchild, Diane Elsmann, Stacie Strang, and Terry Johnson agreed to continue to serve if elected. It was noted that current Board Member Kathleen

Zinser would be stepping down as her unit has recently sold and she will be moving out of state. Owners in attendance were polled for interest in serving on the Board for the coming year; Scott Spindler and Thomas Nicholson expressed interest in serving. Motions/votes for election of officers were separated to first vote to re-elect the four current board members and then votes necessary to fill the vacancy. Following brief discussion, Scott Spindler withdrew his name from consideration.

It was clarified that the owners present would be electing a slate of members to serve on the Board for the coming year; and that at a brief Board meeting at the close of the Annual Meeting, the Board members would then elect the officers to specific positions from that slate.

It was moved and seconded to accept the slate of four Board Members as presented: David Fairchild, Diane Elsmann, Terry Johnson, and Stacie Strang. Discussion was called for; there was none. Motion carried unanimously.

It was moved and seconded to elect Thomas Nicholson as Board Member. Discussion was called for; there was none. Motion carried unanimously.

It was explained that in addition to the Annual Meeting, owners are welcome to attend Board meetings; and if interested, to call Hufford & Co., Inc. for details of time and place of future meetings. A copy of the Owner Directory was circulated for updating, especially for e-mail addresses, to facilitate e-mail notices of Board meetings to those interested.

Business

Review of 2016.

- David Fairchild reported briefly on completion of the 2016 Roof/Gutter Replacement Project, the related touch-up painting completed by Rock Property Services, the small asphalt bump installed at the garage entrance of 8483 D to re-direct drainage flow, and the overall assessment of and repairs to the entire sprinkler system to possibly reduce water usage.

Homeowner Concerns.

- 8467 D. Owner requested that the sprinklers be adjusted and re-directed away from the windows on the west side of the unit near the front door.
- 8483 B. Owner requested that the overgrown bushes located outside the patio fence on the Garrison Street side be trimmed back or removed.
- 8469 A. Owner requested placement of additional rocks near the garage.
- 8485 C. Owner noted issues revealed by home inspection for sale of the unit and requested follow up with roofing contractor to correct roof vent for furnace/hot water heater.
- 8487 D. Owner requested follow up with roofing contractor for installation of gutter-guard as promised during roof replacement project.
- 8487 C. Owner requested clarification of notification process when other owner's dogs are running off-leash.

Doug Hufford responded he would follow up with the landscapers or roofing contractor regarding the applicable items; and also advised that whenever there are issues between owners, the best first approach would be to attempt initial resolution directly between owners. It was also noted that owners may always call Hufford & Co. with concerns.

**The Oaks Condominium Homeowners Association
Regular Board Meeting – March 26, 2018
Standley Lake Library – Study Room 2**

MINUTES

Attendees

Board Members – Dave Fairchild, Diane Eismann, Thomas Nicholson, Terry Johnson, and
Stacie Strang

Call to Order

A quorum was present, and the meeting was opened by Dave Fairchild at approximately 6:00 p.m.

Approval of Minutes

The Minutes of the January 29, 2018, Regular Board Meeting, the February 21, 2018, Special Board Meeting, and the February 26, 2018, Special Board Meeting were approved as submitted.

It was noted for the record, and the previous motion to contract with Realty One, Inc. as new management company for The Oaks Condominium Homeowners Association [effective April 1, 2018, through March 31, 2019, at the monthly fee of \$400.00] approved unanimously through email was ratified.

Financials

The Cash Flow Statements for January and February 2018 were reviewed and accepted as presented.

Wells Fargo Operating Account
Ending Cash Balance as reported.

January 2018	\$ 19,943.50
February 2018	\$ 20,419.50

The Fee Roll Information Reports of current and delinquent accounts for January and February 2018 were also reviewed; it was noted that the February 2018 Fee Roll Information Report showed one owner in arrears.

Detailed review of the proposed/draft 2018-19 Operating Budget followed; Gutters/Downspouts under "Building Maintenance" and all line items under "Grounds Maintenance" were revised. Proposed revisions reflected a more positive ending Annual Cash Flow.

Consensus of the Board was to approve the revised draft 2018-19 Operating Budget for The Oaks Condominium Association and present for Owner ratification at the Annual Meeting.

Follow-up discussion recommended implementing report and format changes to clarify review and understanding and provide better comparison of the Operating Budget with Monthly Cash Flow reports. Consideration was given to authorizing gutter cleaning twice a year, to including additional payments on the existing roof loan, and designating funds for a replacement entry sign; decisions were delayed pending receipt of estimates for exterior painting of the complex this year and the possibility of installing gutter guard in specific problem areas only.

Review and discussion of the draft 2017-18 Year-End Financial Report followed; questions were raised and it was noted that the report was not yet final and required additional revision. Dave advised he would continue to work with Barbara Hufford to correct, and the Board would be notified by email prior to the Annual Meeting.

Recent Board Actions Taken Outside of Regular Meetings

- ACC Approval for installation of radon mitigation/8467C. This was previously approved by the Board by email and the signed ACC form was given to Realty One for retention.

Topics of Discussion

Transition to Realty One

- Courtesy Notice to Timbercove. Brief discussion on notifying Timbercove of the change in management companies for The Oaks. Board members agreed to draft a letter as a step in continuing a good working relationship between the complexes.
- Orientation with Realty One. Due to timing and scheduling, this will likely take place at the Annual Meeting.

Annual Meeting – April 19, 2018

- Slate of Board Members for 2018-19. Current board members were polled to assess interest in continuing on the Board. All, except Stacie Strang, expressed interest in continuing. Stacie advised she would step down and that Scott Spindler had previously advised he was interested in serving on the board. Dave noted he would follow up with Scott.
- Year in Review. Compiling list delayed at this point.

Rules and Regulations updates / Governing Policies

- Diane offered to type the existing Rules and Regulations, as is, to provide working copy for the Board to begin much needed updates.
- Board will determine exactly which Governing Policies are needed, research for appropriate text, and coordinate with Realty One as necessary.

Tree Spraying

- Dave will follow up with Rocky Mountain Tree Care, Inc. to schedule spraying of the Oaks' pine and spruce trees against Zimmerman Pine Moth infestation. Recommended spraying is early Spring and late Summer. Previous quote was \$400 per spraying.

Repair to damaged gutter – east side of 8487

- The Board was previously advised of this damage by email. Repairs have not yet started. Owner will coordinate with Realty One for completion of repairs; new 8487-E tenant will be responsible for the repair costs.

Follow-up

- Return of any keys, etc. from M&M
- Required Board authorization for "For Rent" sign placed by 8487-C/ Bylaws 7.8.1

Maintenance Issues for Consideration / Reserves

- Exterior Painting
- Asphalt Seal Coating
- Painting of railings at cement stairs along Garrison, west of 8487
- Replacement Entry Sign
- Additional Landscaping

Next Meeting

The next meeting will be the Annual Meeting scheduled for Thursday, April 19, 2018, at 6:30 p.m. at the Standley Lake Library meeting room, 8485 Kipling Street in Arvada; a brief organizational meeting of newly-elected board members will follow close of the Annual Meeting.

Adjournment

With no further business before the Board, the meeting was adjourned at 7:45 p.m.

Recorded by,
Diane Elsmann

Prepared: 3/27/18

**The Oaks Condominium Homeowners Association
Special Board Meeting – February 26, 2018
Standley Lake Library Study Room**

MINUTES/Notes

Attendees

Board Members – Dave Fairchild, Diane Eismann, Terry Johnson, Thomas Nicholson, and
Stacie Strang (delayed arrival)
Others – Scott Spindler [B483A]

Call to Order

A quorum was present, and the meeting was opened by Dave Fairchild at approximately 6:00 p.m. for the purpose of continuing review of landscaping/snow removal proposals for the 2018 season and search for a replacement Management Agent for the Association.

Landscaping/Snow Removal Proposals

Three landscaping/snow removal proposals previously distributed at the February 21, 2018, meeting were under consideration; as well as a comparative table of services/costs of each contractor: a revised proposal from M&M Mowing, Inc. (Contractor that currently provides mowing and snow removal services for The Oaks), Environmental Designs, Inc., and H2MK Industries LLC. All Phase Landscape was removed from consideration due to higher costs.

Mike Gines, owner of H2MK Industries, was present and provided a very brief overview of his services followed by a short question/answer period. Review and discussion by the Board followed Mr. Gines' departure.

Dave Fairchild moved and Thomas Nicholson seconded that the Board accept the H2MK Industries' proposals for both Landscaping/Grounds [dated 2/18/18 - \$5,800.00] and Snow Removal. Motion carried by a unanimous vote of Board members present.

Dave Fairchild advised he would notify the new management company when appropriate, and Scott Spindler noted he would follow up with H2MK Industries to advise acceptance.

Search for Replacement Management Agent

Discussion continued from the previous meeting regarding the services provided and fees charged by the top 3 agencies remaining on the search list. Dave Fairchild advised that one of the management companies under consideration has now withdrawn their proposal and should no longer be considered. Focus centered on 2 remaining candidates. Discussion followed on the pros and cons of each.

Dave was requested to complete a fairly detailed reference check on each of the 2 remaining management companies and to report back to aid in the Board's final decision. Questions to be asked of each company for the reference checks were suggested.

Next Meeting

A follow up meeting was scheduled for Wednesday, February 28, 2018, at 6:00 p.m. at the Standley Lake Library Study Room #2. [Subsequently rescheduled to Wednesday, March 7 at 6:00 p.m. also at Standley Lake Library.]

Adjournment

With no further business before the Board, the meeting was adjourned at 7:45 p.m.

Recorded by,
Diane Elsmann

Prepared: 2/27/18

**The Oaks Condominium Homeowners Association
Special Board Meeting – February 21, 2018
Standley Lake Library Study Room**

MINUTES/Notes

Attendees

Board Members – Dave Fairchild, Diane Eismann, Terry Johnson, Thomas Nicholson, and
Stacie Strang
Others – Scott Spindler [8483A]

Call to Order

A quorum was present, and the meeting was opened by Dave Fairchild at approximately 6:00 p.m. for the purpose of reviewing proposals received for a replacement Management Agent for the Association.

Search for Replacement Management Agent

Dave Fairchild noted that he had completed online Requests for Bids for 13 management companies and had received 10 responses. He also searched the Better Business Bureau and Yelp websites. A summary worksheet, previously distributed to Board members, was reviewed in detail with discussion pertaining mostly to the top 3 candidate companies. Discussion focused on items such as: proposed monthly management fees, fees for additional/special services, fees for initial set-up and storage of documents, number of current associations each manages, number of years in business, number of board and/or annual meetings included, if property inspections are provided, and overall customer service/response times.

Focus remained on the top 3 bids primarily those with lower management fees to allow The Oaks to remain in budget. Discussion followed on the pros and cons of each. Dave was requested to seek additional information from the top 2 or 3 companies to help to narrow the consideration.

Next Meeting

A follow up meeting was scheduled for Monday, February 26, 2018, at 6:00 p.m. at the Standley Lake Library Study Room #1.

Adjournment

With no further business before the Board, the meeting was adjourned at 8:00 p.m.

Following the close of the meeting, copies of 3 landscaping/snow removal proposals and a comparative table of services and costs were distributed for review prior to the next meeting.

Recorded by,
Diane Eismann

Prepared: 2/27/18

The Oaks Condominium Homeowners Association
Regular Board Meeting – January 29, 2018 [rescheduled from January 15, 2018]

MINUTES

Attendees

Board Members – Dave Fairchild, Diane Eismann, Terry Johnson, Stacie Strang, and Thomas Nicholson

Management Company – Hufford & Co., Inc. [Barbara Hufford; Doug Hufford]

Others – Scott Spindler [8483A]

Call to Order

A quorum was present, and the meeting was opened by Dave Fairchild at approximately 6:00 p.m.

Approval of Minutes

The Minutes of the October 26, 2017, Regular Board Meeting, were approved as submitted.

It was requested that for future meetings, copies of meeting minutes be emailed to board members in advance of the meeting date.

Resignation of Management Company

Doug Hufford advised that Barbara Hufford would be retiring and that Hufford & Co., Inc. was submitting their 60-day notice of resignation as management company for The Oaks; the final day of service for the Huffords will be at the end of March and official written notice to the Board will be submitted shortly.

The Huffords were thanked for their many years of service to The Oaks and Congratulations were offered to Barbara on her anticipated retirement.

Discussion followed concerning the next steps necessary to hire a successor management company. Doug Hufford suggested staying with a management company of a similar smaller size and offered recommendations for Forrest Scruggs at Realty One, or Management Specialists, or Homestead. Question was raised on what to expect in future Management Fees; it was noted to likely expect an increase over our current monthly rate of \$400.00.

Dave Fairchild advised he would initiate the search immediately and would try to secure at least 3 bids for Board consideration. Dave commented he would probably contact the management companies for Timbercove I and Timbercove II because of the similarities of the complexes, and also request bids from those recommended by Doug. Thomas Nicholson and Scott Spindler offered to assist Dave with the search.

Financials

The Cash Flow Statements for October, November, and December 2017, and the Bank of Colorado Reserves Accounts Balances, and Loan Balance, as of December 31, 2017, were reviewed and accepted as presented.

Wells Fargo Operating Account
Ending Cash Balance as reported:

October 2017	\$ 16,833.80
November 2017	\$ 17,312.86
December 2017	\$ 18,047.59

Bank of Colorado Reserves Accounts - reported as of 12/31/17:

Money Market Account	\$ 67,972.06
Business/Operating	\$ 12,017.60
Total Reserves	\$ 79,989.36
Estimated Loan Balance	\$ 73,029.62

The Fee Roll Information Reports of current and delinquent accounts for October, November, and December 2017 were also reviewed; it was noted that the December 2017 Fee Roll Information Report showed no delinquent accounts.

Thomas Nicholson suggested that following the close of the current fiscal year and under a new budget and new management company, additional payments to pay down the principal of the roof loan be considered to reduce the total amount of interest to be paid. The Year to Date budget line item totals were briefly compared to the current year approved budget. It was noted that the budget year will end February 28, 2018.

Topics of Discussion

Parking Signs. Doug advised that the parking signs and posts as approved at the October meeting were now available at the office and could be installed by Gary with Rock Properties. Dave Fairchild requested that Gary contact him to schedule a time to meet for installation in the next week or two.

Snow Removal. Discussion followed on the dissatisfaction with the snow removal efforts, or lack of, by M&M following the January 21, 2018, snowfall. It was noted that our existing agreement with M&M is for sidewalk shoveling with 2" of snow and plowing with 5" of snow, and application of pet friendly ice melt after snow removal. It was also noted that while 7" of snowfall was reported for Arvada, it was uncertain if The Oaks' drive areas and garage approaches were plowed at all; if plowed, removal was inadequate. It was clarified that M&M is supposed to measure snow depth at the property, and that cars parked in front of garage doors may have prevented plowing; however, it was reported it did not appear that plowing actually took place.

Barbara Hufford will contact M&M to discuss the need to better address snow removal, plowing efforts, and applications of ice melt at The Oaks.

Landscape Proposals – 2018. Copies of proposals from Environmental Designs, Inc. (\$6,000 for 8 months) and All Phase Landscape (\$8,403 for 8 months), and copies of the current [2017] M&M Mowing Inc. agreement (\$6,608 for 7 months) for landscaping services as distributed at the October meeting were briefly reviewed and next steps discussed. Initial consideration was to renew the contract with M&M; discussion followed and it was determined to delay renewal at this point.

Consensus was to again table action on new contracts and/or renewal to allow follow up with M&M Mowing regarding snow removal concerns and to request an updated bid for next year, and to then re-consider all bids and action for 2018 services.

Comcast Re-cabling Activity. As follow-up to discussion at the October meeting concerning the recent Comcast re-cabling work on Oaks' property and the impact on The Oaks' sprinkler system/water usage, it was reported that M&M did perform a thorough check of our sprinkler system and then re-winterized; no problems or breakages were detected.

Kitty Litter Dumping. Brief continuation discussion concerning the problem of kitty litter being dumped under trees in the area of 8487 followed. It was again noted that without knowing when this actually takes place or by whom; action is not possible.

Recent Board Actions Taken Outside of Regular Meetings

- None reported.

Notes/Maintenance Requests, Etc.

- Damaged fence rails along Garrison in the vicinity of 8483 and 8487 and in the area of the mail kiosk have been repaired.
- Unit 8467C will be up For Sale shortly and owner has been authorized to place one "For Sale" sign along the fence.
- Section 7.8.1 of the Bylaws prohibits placing any advertising or posters of any kind in or on the project except as authorized by the Association.

Consensus was to authorize owner of unit 8487E permission to place a "For Rent" sign along the Garrison side/fence of the building.

Next Meeting

The next meeting was scheduled for Monday, March 26, 2018, at 6:00 p.m. at Hufford & Co., Inc., 7805 Ralston Road in Arvada, and is to focus on budget preparation and review prior to the Annual Meeting.

The suggested date for the Annual Meeting is Wednesday, April 18, 2018, at 6:00 p.m. at the Standley Lake Library meeting room. Dave Fairchild will follow up with the library to reserve the room.

Adjournment

With no further business before the Board, the meeting was adjourned at 7:15 p.m.

Recorded by,
Diane Eismann

Prepared: 1/30/18

**The Oaks Condominium Homeowners Association
Regular Board Meeting – October 26, 2017
MINUTES**

Attendees

Board Members – Dave Fairchild, Diane Eismann, Terry Johnson, and Thomas Nicholson
Stacie Strang – Excused
Management Company – Hufford & Co., Inc. [Barbara Hufford; Doug Hufford]

Call to Order

A quorum was present, and the meeting was opened by Dave Fairchild at approximately 6 00 p.m.

Approval of Minutes

The Minutes of the September 7, 2017, Regular Board Meeting, were approved as submitted.

Financials

The Cash Flow Statement for September 2017, and the Bank of Colorado Reserves Accounts Balances, and Loan Balance, as of September 29, 2017, as listed on the Board Meeting Agenda, were reviewed and accepted as presented.

Wells Fargo Operating Account
Ending Cash Balance as reported:

September 2017 \$ 21,851.29

Bank of Colorado Reserves Accounts - reported as of 9/29/17

Money Market Account	\$ 65,937.98
Business/Operating	\$ 12,017.60
Total Reserves	\$ 77,955.58

Loan Balance \$ 76,207.25

The Fee Roll Information Report of current and delinquent accounts for September was also reviewed; it was noted that the September 2017 Fee Roll Information Report showed no delinquent accounts.

Topics of Discussion

Parking Signs. Dave Fairchild reported on his recent physical assessment of the current parking spaces available at The Oaks. It was noted there are currently 10 parking spaces for the 25 Oaks units: two spaces south of 8467, two spaces south of 8485, five spaces between 8483 and 8487; and at present, one large parking space south of 8483 which should be striped as two parking spaces. Review of the plat maps recorded with Jefferson County confirmed that the parking area just south of 8483 is Oaks' property and accommodates two parking spaces. It was clarified that when Timbercove last had their asphalt re-paved and parking spaces striped, the contractor mistakenly changed the lines in this area from designating two parking spaces to designating one large parking space and a large, cross-hatched walkway covering the area in front of the Timbercove stairs and the Oaks' sidewalk.

Dave further explained that after speaking with the rep for Foothills Paving [who was onsite for Timbercove repairs to asphalt, to add concrete drain pans, and to eventually finish with a complete seal-coat and parking space striping], the rep agreed to seal-coat and correctly re-stripe the two Oaks' spaces and also mark these two spaces on the pavement with "Oaks." It was noted that the completion of this work has now been delayed to next Spring due to weather. A copy of Dave Fairchild's September 13, 2017, email message summarizing the parking assessment has been attached for additional clarification.

Discussion followed addressing the need to install appropriate signs for all of The Oaks' parking areas and to remove/replace the Handicap Parking sign south of 8485. It was agreed that wording on the signs should be consistent with that used by Timbercove (such as - The Oaks Parking Only/with appropriate directional arrow) and include the "Violators will be Towed" language. Proper direction of the arrows on each sign was also discussed as the parking space locations are different for each.

Doug Hufford advised the following costs from S&G Signs for signs similar to the existing signs in place by Timbercove: Signs for \$23.00 each / 8' posts for \$28.00 each / \$50.00 to install 2 signs

Dave Fairchild moved and Terry Johnson seconded that three signs and necessary posts be ordered and installed in the parking areas of 8483, 8485, and 8487, and that the Handicap Parking sign south of 8485, no longer being required, be removed to allow placement of the appropriate parking signage. Discussion followed. Motion carried by a unanimous vote.

Doug Hufford will place the order with S&G Signs and will notify appropriate Board Members of the installation date to allow a Board Member to be present at that time to assure installation at correct locations.

Landscape Proposals – 2018. Copies of proposals from Environmental Designs, Inc. (\$6,000 for 8 months) and All Phase Landscape (\$8,403 for 8 months), and copies of the current M&M Mowing Inc. agreement (\$6,608 for 7 months) for landscaping services were distributed for review and comment. Costs and services, including snow removal, were generally compared, discussion followed. Closer review is required as services and charges in each agreement are set out differently.

Brief discussion also followed regarding M&M performance and lack of response to recent requests. It was requested that any contact with M&M be put in writing and emails tracked.

Consensus was to table action on contracts and/or renewal at this time, to continue to review, and to re-consider in 2018 prior to Spring

Comcast Re-cabling Activity. Discussion focused on the recent Comcast re-cabling work on Oaks' property and the impact on The Oaks' sprinkler system/water usage

Dave Fairchild requested that Hufford advise M&M in writing of the recent Comcast digging activity, especially in the areas along Garrison which took place on approximately October 13th and that M&M be requested to check and test the sprinkler system to be sure the Comcast work did not cause any breakage and/or leakage; to completely check and re-winterize if necessary. It was noted that this check/testing needs to be completed now in the Fall, and not wait until Spring to check for damages.

Dave Fairchild also requested that Hufford check The Oaks' water usage amounts for any increase which might indicate water loss due to damages caused by Comcast. He suggested this needs to be documented and Comcast needs to be advised of any irregularities right away.

Gutter Cleaning. It was noted that gutter cleaning is generally performed once a year after the majority of leaves have fallen. Barbara Hufford will work to have this year's cleaning scheduled and to also re-check the gutter and downspout drainage at 8483D, southeast corner, where significant water spills over the gutter corner and edge with barely a trickle through the downspout extension.

It was reported that gutter guard has been installed on 8487 in the specific area as requested and that that area of gutter was cleaned prior to its installation. It was also noted that installation of the gutter guard was more or less a courtesy, not part of the original contract, and it would no longer be possible to request additional.

Kitty Litter Dumping. Brief discussion followed concerning the problem of kitty litter being dumped under trees in the area of 8487. While this is unpleasant and unacceptable, the problem cannot be addressed without knowing when it is actually taking place or by whom; action is not possible at this time.

Recent Board Actions Taken Outside of Regular Meetings

- On approximately September 26, 2017, Board Members approved by email to authorize Rock Property Services to repair damage to the fascia area above the garage door for 8487E. Estimate for repairs was \$659.00, and repairs have been completed.

Notes/Maintenance Requests

- Damaged fence rails along Garrison in the vicinity of 8483 and 8487 were reported.
- Need to repaint hand rails along steps on Garrison due to worn and chipped paint exposing bare metal was reported. Darker color paint, other than white, was suggested.

Next Meeting

The next meeting was scheduled for Monday, January 15, 2018, at 6:00 p.m. at Hufford & Co., Inc., 7805 Ralston Road in Arvada

Adjournment

With no further business before the Board, the meeting was adjourned at 7:10 p.m.

Recorded by,
Diane Elsmann

Prepared: 10/28/17

Attachment: 9-13-17 email message from Dave Fairchild / Subject: Oaks Parking Summary

**The Oaks Condominium Homeowners Association
Regular Board Meeting – September 7, 2017
MINUTES**

Attendees

Board Members – David Fairchild, Diane Eismann, Terry Johnson,
Stacie Strang and Thomas Nicholson
Management Company – Hufford & Co., Inc. [Barbara Hufford, Doug Hufford]

Call to Order

A quorum was present, and the meeting was opened by David Fairchild at approximately 6:00 p.m.

Approval of Minutes

The Minutes of the August 7, 2017, Regular Board Meeting, were approved as amended.

Financials

The Cash Flow Statement for August 2017, and the Bank of Colorado Reserves Accounts Balances as of August 31, 2017, as listed on the Board Meeting Agenda were reviewed and accepted as presented.

Wells Fargo Operating Account
Ending Cash Balances as reported:

August 2017	\$ 23,099.27
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Bank of Colorado Reserves Accounts - reported as of 8/31/17:

Money Market Account	\$ 65,260.39
Business/Operating	\$ 12,017.60
Total Reserves	\$ 77,277.99

The Fee Roll Information Report of current and delinquent accounts for August was also reviewed, it was noted that the August 2017 Fee Roll Information Report showed no delinquent accounts

Topics of Discussion

Trees/Rocks. It was reported that Majestic Tree Service has completed the tree and bush removals and installation of weed barrier and decorative rocks as discussed at the August meeting. The invoice amount will be \$1,200.00, plus the additional \$300.00 charge for weed barrier and decorative rock.

Comment was received that newly installed decorative rock areas need additional rocks and metal edging at the grass. Minor discussion followed

Tree Spraying. Barb Hufford reported that she contacted Rocky Mountain Tree regarding spraying of the pine and spruce trees for the infestation of Zimmerman Pine Moth. Rocky Mountain Tree advised Zimmerman Pine Moth is rare in Colorado but treatment would take care of it, their charge would be \$400.00 per application and would include all the pine and spruce trees at The Oaks. Treatments are most effective if applied in early spring and late summer when larvae are active

David Fairchild moved and Stacie Strang seconded to schedule the spraying application of all Oaks' pine and spruce trees with Rocky Mountain Tree against Zimmerman Pine Moth as soon as possible for a late summer/early fall treatment and again in both early spring and late summer as needed at the proposed charge of \$400.00 per treatment. Minor discussion followed. Motion carried by a unanimous vote.

Meeting with M&M Mowing
August 15, 2017 5:30 - 6:30 p.m.

In attendance: Leigh and Mark Kahre, David Fairchild, Terry Johnson,
Hufford & Co., Inc. - Barbara

The purpose of the meeting was to discuss issues and expectations of The Oaks HOA.

When situations occur such as a downspout is run over by a mower or a fence rail is down, they are not addressed until management notifies them. M&M employees should observe these and let Leigh know.

Be more careful trimming around base of trees and fence posts. It scars the trees and chips away at the fence posts

When mowing and trimming they broke some lights Terry had along his walk. They picked them up and threw them away without saying anything to anyone.

They do not acknowledge emails received and work done until we receive a monthly invoice with the items listed

Several times it has been noticed that we are billed for too many workers to complete a simple task such as working on a sprinkler head.

M&M discussed how their normal work flow goes. They do have some new crews and will talk to them about our concerns.

They check the sprinkler system at least once a month, more often if they feel there is a need.

On March 20, they activated the system and ran through zone by zone to check the sprinklers and to soften the ground to aerate

They trim the bushes in late May or early June. They are now trimming flowering bushes and will trim the evergreens in the Fall.

They have crews that go to the properties to address sprinkler repairs. Often these crews consist of 3-4 men. That does not mean they are all working on one sprinkler repair.

**The Oaks Condominium Homeowners Association
Regular Board Meeting – August 7, 2017
MINUTES**

Attendees

Board Members – David Fairchild, Diane Eismann, Stacie Strang, Terry Johnson
and Thomas Nicholson

Management Company – Hufford & Co., Inc. [Barbara Hufford; Doug Hufford]

Others – Scott Spindler [8483A]

Call to Order

A quorum was present, and the meeting was opened by David Fairchild at approximately 6:30 p.m.

Approval of Minutes

The Minutes of the June 5, 2017, Regular Board Meeting, were approved as submitted.

Financials

The Cash Flow Statements for June and July 2017, and the Bank of Colorado Reserves Accounts Balances as of July 31, 2017, as listed on the Board Meeting Agenda were reviewed and accepted as presented

Wells Fargo Operating Account
Ending Cash Balances as reported

June 2017	\$ 19,542.83
July 2017	\$ 20,747.08

Bank of Colorado Reserves Accounts - reported as of 7/31/17:

Money Market Account	\$ 64,582.63
Business/Operating	\$ 12,017.60
Total Reserves	\$ 76,600.23

The Fee Roll Information Reports of current and delinquent accounts for each month were also reviewed, noting two owners with past due balances as of the July 2017 report.

Brief discussion followed requesting that the format of the Cash Flow Statements be revised to also include a comparison of actual expenses to the budgeted amount for each line item. Doug Hufford will research and follow up to see if this format revision is possible.

Topics of Discussion

8469C – Russian Olive Tree. It was noted that this owner reported that the branches of the Russian olive tree near this unit were quite overgrown and in need of a major trim. Brief discussion followed noting there were actually two Russian olive trees in this area (East and West of the berm) in need of significant trimming, follow up to be considered as possible.

Landscaping – Bushes and Trees. Discussion followed regarding the results of the June 10th Board walk through to assess landscaping needs throughout the complex, and the proposal received from Arbortec Tree Service (\$1,125) and the estimate received from Majestic Tree Service (\$2,050) to address the tree/bush removals identified at the time of the walk through. Related email notes/reports and copies of the proposals are attached.

Continued discussion:

- It was noted that per Arbortec, the Pinyon Pine trees in the greenbelt do not have Pine Beetle disease but Zimmerman Moss and are dying; and with tree removal and grinding of stumps, concern of the Zimmerman Moss spreading to other trees should be minimal. It was suggested that removal be scheduled quickly.
- It was also noted that following removal of the trees and/or bushes, installation of weed barrier fabric and decorative rock or other plantings will be necessary and removal sites must be readied for installation or plantings.
- Continued dissatisfaction with M&M Mowing (lack of communication, feedback, responsiveness, overall working relationship/disrespect of property, accountability, broken fences, and billing practices) was voiced. Dave Fairchild requested continued efforts to schedule a face-to-face meeting with management of M&M and stated there were enough issues with M&M to warrant seeking bids from other landscapers for future contract services. It was requested that Hufford prepare written notice to be sent to M&M that their service is not up to par and that our expectations are not being met; Dave Fairchild also offered to assist in drafting the letter.
- It was noted that Arbortec's proposed total (\$1 125) would fall within the budgeted amounts for Trees & Shrubs/\$1,000 and Landscaping/\$2 000.

Dave Fairchild moved and Thomas Nicholson seconded to accept the proposal from Arbortec Tree Service in the amount of \$1 125 and to move forward with the items listed with exception of completion of item #3 (removal of Pinyon Pine at 8485) to allow additional research on that tree removal before actual work starts. Minor discussion followed. Motion carried by a unanimous vote.

Doug Hufford will contact Arbortec to accept proposal and schedule work. Once scheduled, owner at 8483B will be advised by Hufford that bush removal is scheduled and that date.

It was requested that Dave Fairchild and Scott Spindler each be advised of the date scheduled for Arbortec to remove trees and/or bushes so that someone will be able to be present during the work and to assure follow up.

Dave Fairchild moved and Stacie Strang seconded that Hufford request at least 5 bids from other contractors for landscaping/snow removal services for next season for Board consideration. Minor discussion followed. Motion carried by a unanimous vote.

Parking Issues In reviewing The Oaks Condominiums plat map (Jeffco Reception No 78105515, Page 1 of 7) for specific locations of trees/shrubs being considered for removal, discussion also centered on the several parking areas shared by The Oaks and Timbercove, the need for signage to clarify and designate the parking slots owned by The Oaks which should be reserved for Oaks' owners use, and also the need for those parking areas to be accurately striped. Follow up/action to be considered at the next meeting.

Downspouts/Gutter Guard Follow-up. It was noted that to date, no responses have been received from M&M or Interstate Roofing to requests for repairs to damaged downspouts, warranty work/corrections on downspout extensions, or installation of gutter guard specific to 8487D. Discussion determined that continued effort with Interstate Roofing is necessary to complete repairs and/or corrections related to improper initial installation. Hufford was requested to develop/maintain a log of contacts (written trail) with Interstate (by email or phone and dates – previous and current on-going) attempting to resolve needed corrections and repairs and note no response as necessary.

Community Clean-Up. Minor discussion centered on follow up to the idea presented at the Annual Meeting of scheduling a Clean-up Day [or portion of] for owners to participate in minor clean up/fix up tasks throughout the complex. It was requested that Hufford request feedback (via letter or email) from owners to determine participation level to plan next steps.

Decisions made outside of Regular Board Meetings. Dave Fairchild requested that decisions and/or discussion by Board members occurring outside of regular Board Meetings be included with the Minutes to be part of the record. Efforts will be made to comply.

NEXT MEETING

The next meeting was scheduled for Thursday, September 7, 2017, at 6.00 p.m. at Hufford & Co., Inc., 7805 Ralston Road in Arvada.

ADJOURNMENT

With no further business before the Board, the meeting was adjourned at 7:50 p.m

Recorded by,
Diane Eismann

Prepared: 8/8/17

Attachments

Arboret Tree Service Proposal / 7-10-17
Majestic Tree Service Estimate / 8-6-17
Email string from Dave Fairchild re Shrub Removal Bids etc.

**The Oaks Condominium Homeowners Association
Regular Board Meeting – June 5, 2017
MINUTES**

Attendees

Board Members – David Fairchild, Diane Elsmann, Stacie Strang, Terry Johnson
and Thomas Nicholson

Management Company – Hufford & Co., Inc. [Barbara Hufford; Doug Hufford]

Others – Scott Spindler [8483A]

Call to Order

A quorum was present, and the meeting was opened by David Fairchild at approximately 6:30 p.m.

Approval of Minutes

The Minutes of the February 6, 2017, and the April 12, 2017, Regular Board Meetings, were approved as submitted.

Copies of draft minutes of the April 12, 2017, Annual Meeting were distributed to allow Board members to review and comment prior to official approval by owners at next year's [2018] annual meeting. Draft minutes were accepted as submitted.

Financials

The Cash Flow Statements for February, March, April, and May 2017, and the Reserves Accounts Balance Sheet as of March 31, 2017, were reviewed and accepted as presented.

Wells Fargo Operating Account
Ending Cash Balances as reported:

February 2017	\$13,370 19
March 2017	\$17,145 63
April 2017	\$17,482 91
May 2017	\$19,890 82

Bank of Colorado Reserves Accounts - reported as of 3/31/17

Money Market Account	\$61,197.09
Business/Operating	\$10,041 50
Total Reserves	\$71,238 59

The Fee Roll Information Reports of current and delinquent accounts for each month were also reviewed, noting one owner with a significant past due balance as of the May 2017 report.

Topics of Discussion

8483B – Landscaping/Dead Bushes It was noted: (1) that this area has been inspected recently and the bush the owner is questioning and requesting removal of is not dead but may have been trimmed back too much, and (2) there are other bushes throughout the complex in similar condition at 8483, 8485, and 8487. Discussion followed

Thomas Nicholson moved and Terry Johnson seconded that a walk-through by the Board be scheduled to assess landscaping needs: what bushes may need to be removed and what would be best for replacement and possible irrigation if necessary. Brief discussion followed. Motion carried by a unanimous vote

Continued discussion noted:

- Board members agreed to a walk through scheduled for Saturday, June 10th at 9:00 a.m. to meet in the drive area between buildings 8487 and 8485. Diane Elsmann advised she would be unable to attend that date as she would be out of town.
- It was also noted that once bushes for removal are identified, it will be necessary to request cost estimates/bids for removal and possible replacement or rock ground cover and any irrigation treatment [to be received by the end of the month]. It was also suggested to pull paid invoices for previous removals for cost comparison.
- Management was requested to advise 8483B owner of this discussion and the scheduled walk through and that owner will be further advised when action is determined.

8489C – Barking Dogs. Complaint was reviewed and discussed. It was noted that without specific identification of barking dogs/owner, Board or Management follow up is not possible. Owner will be advised to contact dog owner directly or, if problem persists, to report to police.

8485A – Solar Lights along sidewalk Damaged by Mowers. Discussion followed noting that nothing is to be placed in the Common Areas by owners and while mowers may have caused breakage, damages/replacement would be owner's responsibility.

8487D – Crushed Downspout Extension Discussion determined that landscapers/mowers [M&M] should be quickly notified of any damages they may cause, and be responsible and held accountable. It was suggested that the mowing crews exercise more care. It was also suggested that available photos be sent to Management and then forwarded to M&M for action regarding damages they may be responsible for.

Landscape Contract with M&M Mowing Inc. Copies of the proposed Independent Contractor Agreement with M&M Mowing for services were distributed for review and comment. Concern was expressed that the primary issues with M&M were: possible over-billing, the need for more detail and clarification in their invoices, the need for better communication and clarification to them of our expectations of their services. Following discussion, David Fairchild commented that after review of the agreement, an actual face to face meeting may not be necessary. Management was requested to ask M&M to define their terms of Sprinkler Start-up [date] and Winterization, and to have Board/Dave review invoices prior to payment. Snow removal specifications were determined to remain the same as last year: 2" for walks, 5" for streets, and Yes to application of pet friendly ice melt. Based on the above agreement was signed.

Community Clean-Up. Discussion centered on follow up to the idea presented at the Annual Meeting of scheduling a Clean-up Day [or portion of] for owners to participate in minor clean up/fix up tasks throughout the complex. It was suggested that Board members identify needs/list items during the scheduled walk-through and that an e-mail be sent to owners and tenants to assess interest. Response was positive.

NEXT MEETING

The next meeting was scheduled for Monday, August 7, 2017, at 6:30 p.m. at Hufford & Co., Inc., 7805 Ralston Road in Arvada.