

**Forest Place HOA
Annual Meeting Minutes
December 4, 2018**

Location: Realty One 1630 Carr St. Suite D, Lakewood CO 80214

Attendees: Sarah Edstrom, Jillian Baumer, Susanna Lienhard, Sarah Hopkins, Forrest

www.realtyone-co.com/hoa-s.html

Reminders to HOA Members:

- The 9 Governing Documents can be found on www.realtyone-co.com/hoa-s.html
- Contact Sarah/Dan Edstrom with communication for the management company and they will forward your questions/concerns. barthelsl@yahoo.com
- Use the architectural request form (found on realtyone website) to receive approval for work you'd like to do to complete to common areas of the building and property.
- We do not have snow removal company this winter. We ask that all homeowners chip in to share the work
- New dog poop reporting policy- see open issues for details

Meeting was called to order: ~7:20 PM

Property Management Report & Discussion of Financials

- HOA is operating under a tight budget
- 2019 projected expenses = \$27, 299.92
- Dues will remain \$325/month
- Insurance has become more expensive ~ \$6,600
- Projected \$1,100 for snow removal next year (note: we currently do not have snow removal services for this winter)
- Balance sheet: no questions. No concern over owner balances.

Open Issues:

- We do not have a service agreement with our boiler company, but the boiler should be under manufacturer warranty for 3-5 years.
- Rewrite bylaws and declarations: In order to rewrite our declarations to clarify contradictory information, the HOA would need to file them with a lawyer in Denver. Forrest anticipates the cost would be \$6,000. And, 2/3 of all HOA owners would need to approve. Forrest explained that the "grey" areas in the declarations can be used to our benefit allowing the board to make decisions as they see fit in different situations.
- Smoking ban: There are currently no smokers in the building. A smoking ban is still to be considered by the board. Discuss possibility to add rules and regulations to make Forest Place a smoke-free building.
- Unapproved work done to units: Use the architectural request form from RealtyOne website to receive approval for work you'd like to complete affecting common areas of the building and property.

- Snow removal has not been secured for this winter. All HOA homeowners need to share the work.
- Dog Poop on the property. Board decided on new process.
 - o Observe the date/time of the dog poop and send an email to Sarah/Dan Edstrom at barthelsl@yahoo.com. If it is our tenant and you are not comfortable, you can send your email directly to Forrest at RealtyOne. Forrest@realtyone-co.com
 - o A notice will be sent to the homeowner
 - o After __ # warnings, the homeowner will be fined \$___ (Amount to be recommended by Realty One and approved by the board)

New Business:

- Election of officers for 2019 year
 - o Sarah/Dan Edstrom (President): Will communicate with RealtyOne
 - o Susanna Lienhard (Treasurer): Will review financials
 - o Jillian Baumer (Secretary): Will type up meeting minutes and send to RealtyOne to upload to their website
 - HOA approved purchase of laundry tablets. Susanna will purchase and her tenants will run through the washing machines 1x/month. Anticipated cost is a few dollars/month. Susanna will submit receipts for reimbursement
 - Process to pay bills to be determined with Dana at Realty One
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To Do List:

- Forrest will follow up with LawnTech re: cleaning of the gutters as soon as possible
- Forrest will recommend a dollar amount to fine homeowners who do not clean up after their dogs. HOA board will vote to approve. To be completed as soon as possible.
- Susanna to contact Dana to determine process to pay bills. For example, invoices will be sent via email to 2 board members for approval.
- RealtyOne (Forrest) will secure bids for lawn service in January/February. Forrest will contact Kinlan Works, Jose Robles as well as companies he is familiar with to obtain bids. If you have another company you would like the HOA to consider, send it to Sarah at barthelsl@yahoo.com to be forwarded to RealtyOne.

Items for Future Meetings:

- Update from RealtyOne re: lawn service for spring summer at March 6 mtg
- Hire company to assess pump sump in late winter before spring rain. Discuss at March 6 mtg
- Collect bids for snow removal companies starting in August, 2019
- Smoking ban?
- Rewrite bylaws and declarations?
- New business

Meeting adjourned : 7:20 PM

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 1st). 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