

# HOA MEETING December 2, 2019

"Nancy Weiler" [weilernancy@gmail.com]

Sent: 12/19/2019 3:22 PM

To: ""Jeanne Larson"" <jeannemlarson@yahoo.com>, ""Laura Mack"" <Laura.mack50@gmail.com>, ""Realty One"" <forrest@realtyone-co.com>, ""Nancy Weiler"" <weilernancy@gmail.com>

Meeting called to order 5:45 pm

Members attending: Jeanne Larson, Laura Mack, Nancy Weiler

## NEW BUSINESS

November minutes approved.

Motioned by Jeanne - second by Nancy.

## FINANCIALS

Board has not received them yet.

## FIRE LANES

Moving forward to have the fire lanes clearly marked.

Inform residents not to park in fire lanes.

## CRAWL SPACE COVERS

Progressing on the south side.

## ANNUAL MEETING

Looking for new place to have meeting.

Will discuss the reasons for increase of monthly dues.

## SPRINKLER SYSTEM

Need to begin work on sprinkler repair/replacement starting in 2020.

## LANDSCAPING

Looking for company that can put River Rock landscaping long Independence Street.

## LAWN CARE

Looking for a more reliable Lawn Care Company.

## SIDEWALK REPAIR

Forrest will check on what the HOA is responsible for when repairing unit # 4699.

Cracks in sidewalk and tree removal.

Next meeting January 13, 2020 5:00 pm Nancy's house.

Meeting adjourned 6:45 pm

**Subject:** HOA MEETING NOV. 11. 2019

**From:** Nancy Weiler <weilernancy@gmail.com>

**Date:** Thu, Nov 21, 2019 8:44 pm

**To:** Jeanne Larson <jeannemlarson@yahoo.com>, Laura Mack <Laura.mack50@gmail.com>, Realty One <forrest@realtyone-co.com>, Nancy Weiler <weilernancy@gmail.com>

Meeting called to order at 5:00 pm.

In attendance: Jeanne Larson, Laura Mack, Nancy Weiler, Forrest Scruggs

#### MINUTES

September minutes approved. Motioned by Jeanne and seconded by Laura.  
There was not a meeting in October.

#### FINANCIALS

Financials were reviewed.  
HOA Insurance has been renewed through Travelers as of Nov. 1, 2019.  
Travelers Insurance cost of coverage has increased.  
Sewer and snow removal has increased.

#### HOA DUES

The board is gathering information regarding an increase in monthly HOA dues.  
Forrest will check on the amount of increases that we will need to cover the increased expenses.  
The board will decide at the January meeting.

#### OPEN ISSUES

Evangeline Lambert - put in a work request to have the garage door fixed.  
Forrest will check on progress.  
Unit #4695 need to fix cracks in sidewalk - tree and root removal.  
Forrest in discussion with Realtor - work to be done this spring.  
Unit #4629 and Unit #4627 A letter needs to be sent concerning dryer vents - they need to be kept cleaned and vented to the outside.

#### NEWS LETTER

Laura will put together a news letter.  
Mentions: Keep dryer vents clean for positive air flow and increased efficiency.  
Crawl space covers are in the process of being built.  
Snow removal after three inches.  
Can not remove snow from around parked vehicles due to potential damage to vehicle.  
Owners need to share Rules & Regulations with their renters.  
The Rules & Regulations were updated November 2018.  
We are always looking for people interested in becoming board members.  
Please contact Jeanne Larson if you are interested in joining us.  
Our wish to you all - Happy Holidays!

Next Meeting December 2 at 5:00 pm.

We will be meeting at Jeanne's home.

# HOA MEETING September 9, 2019

Nancy Weiler [weilernancy@gmail.com]

Sent: 9/18/2019 3:52 PM

To: "Jeanne Larson" <jeannemlarson@yahoo.com>, "Laura Mack" <Laura.mack50@gmail.com>, "Nancy Weiler" <weilernancy@gmail.com>, "Realty One" <forrest@realtyone-co.com>

Called to order at 5:00 pm.

Members attending: Forrest, Jeanne, Nancy

August Minutes -

August minutes were reviewed and approved by attending members.

Financials -

The financials were reviewed and approved by members attending.

Paver Repair -

Unit # 4627 not completed.

Unit # 4625 not completed - pavers need to be glued down.

Lawn Service -

The Lawn services workers have not been consistent about blowing the debris from both the north and south sides. They also do not blow debris from each Unit.

This needs to be completed each service day as written in the contract.

X - Cell Energy Tree Trimming -

The trimming that X-Cell did on the trees on our south side was very poor and incomplete.

There are still many dead and broken branches hanging over roofs and wires.

Forrest said he will call X-Cell to see if they will complete the work.

Crawl Space Covers -

Pending.

Forrest, Jeanne and Laura are following up on several leads and bids.

Black Construction -

Pending.

HOA still trying to contact and get a response concerning several issues with the roofs and gutters.

Fence -

Construction complete.

Payment pending.

Insurance -

Due in November.

Waiting for quote.

Next meeting -

October meeting tabled until we receive quotes from insurance company.

Meeting adjourned at 6:10 pm

# HOA MEETING AUGUST 5, 2019

Nancy Weiler [weilernancy@gmail.com]

Sent: 8/8/2019 7:03 PM

To: "Realty One" <forrest@realtyone-co.com>, "Jeanne Larson" <jeannemlarson@yahoo.com>, "Laura Mack" <Laura.mack50@gmail.com>, "Nancy Weiler" <weilernancy@gmail.com>

HOA Meeting  
August 5, 2019

Meeting called to order at 5:00 pm

Members attending: Jeanne Larson - Laura Mack - Nancy Weiler

## JULY MINUTES

Minutes were reviewed -

Jeanne motioned to approve the July 8th minutes - Laura seconded the motion.

## BLACKS CONSTRUCTION

Jeanne will contact Forrest to see if he has been able to contact BLACKS CONSTRUCTION -

We have several issues that need to be discussed with the construction company.

The company will have information as how to fix some lingering issues.

Gutter flooding over front door - Loose siding

## TREES ON SOUTH SIDE

The members of the HOA will continue to call X-CELL ENERGY to report the need to trim the trees on the south side units that are entangling the electrical lines above the units.

Strong winds or storms can break the dead branches and cause damage to the electrical lines and the structures below.

Continuing reminders to X-CELL may produce action.

## CRAWL SPACE COVERS

The HOA is still trying to find a company to replace the covers before winter.

It seems that we can find covers for less than \$500 each but finding a company to sign on to a small job is proving difficult.

We will continue to pursue this goal.

## WORK DAY

Jeanne, Laura, Nancy will have another work day when the weather cools.

We want to continue cleaning the south side gutters and matted leaf buildup.

## FENCE

Forrest will look for another fence builder for unit 4691.

The contractor we thought would build the fence did not work out.

## FINANCIALS

We reviewed the financial statements.

Jeanne motioned to approve the financials.

Nancy seconded the motion.

Next Meeting - Nancy's house at 5:00 pm - September 9th

# HOA MEETING JULY 8. 2019

Nancy Weiler [weilernancy@gmail.com]

Sent: 7/16/2019 8:30 AM

To: "Realty One" <forrest@realtyone-co.com>, "Jeanne Larson" <jeannemlarson@yahoo.com>, "Laura Mack" <Laura.mack50@gmail.com>, "Nancy Weiler" <weilernancy@gmail.com>

Members attending: Forrest Seruggs - Jeanne Larson - Laura Mack - Nancy Weiler

Meeting called to order at 5:30 pm

## OLD BUSINESS

Motion to approve June minutes made by Jeanne - seconded by Laura.

## TREES

The trees on the south side are in need of pruning.

There is a lot of dead and diseased wood that could fall and cause damage to the residents homes under the trees.

The Power company Xcell has told the HOA that they are the ones that need to prune those trees because of the power lines.

We need to call Xcell and inform them that this pruning needs to be done ASAP.

The more we call Xcell the sooner they may respond to our need.

Xcell tree removal phone # 1-800-895-4999

HOA account # 533455378-1

HOA address on record is: 4721 Independence St. Wheat Ridge, CO 80033

## FINANCIALS

Financials were reviewed.

Motion to approve Financials by Jeanne and seconded by Laura.

## NEW BUSINESS

Jeanne was re paid for the bark she purchased and spread in the common area flower beds.

Jeanne, Laura and Nancy worked for a day removing the accumulated leaves and debris from the south side of resident homes.

We also cleaned the hard packed portion of the gutters.

We only cleaned half of what needs to be done and will complete the rest of the clean up another day.

We used 15 large trash bags for the first half of the clean up.

## Trees

Ron will continue to prune the other trees on the property.

## Gutters

Unit # 4625 continues to have issues with excess water drainage - and ice build up in winter- above the front door.

The water had seeped into her home through the front door during heavy rains.

Forrest will call Blacks Construction and have them come out and trouble shoot the problem.

## Crawl Space Covers

This issue is still in the works.

We are finding companies that can do the work.

On going.

## Communication

We discussed how residents can have better communication with Realty One.

## Fence

The fence between units will be built.

Realty One will contact owners as to the dates of construction.

Next meeting August 5 at 5:00pm at Nancys house.

Meeting adjourned at 6:30pm

# HOA MEETING Independence Square

Nancy Weiler [weilernancy@gmail.com]

Sent: 6/17/2019 5:09 PM

To: "Jeanne Larson" <jeannemlarson@yahoo.com>, "Laura Mack" <Laura.mack50@gmail.com>, "Realty One" <forrest@realtyone-co.com>, "Nancy Weiler" <weilernancy@gmail.com>

HOA Meeting  
June 10, 2019  
5:00 pm

Members attending; Jeanne Larson - Laura Mack - Nancy Weiler

## OLD BUSINESS

Reviewed May minutes.

Motion by Jeanne to approve minutes - seconded by Laura.

Financials - were not available this month.

Power Wash - was it completed - check to see.

Crawl Space Covers - on going - Laura is checking websites.

Fence Replacement is in the process to get started.

Pet Waste Signs - H & D supply - \$44.00 each - ordered three.

Motion to except bid - seconded by Nancy.

Lawn Service - need to contact Realty One about the quality of the contracted

lawn service - the mowing was spotty and the driveways were not blown off.

Trees - Ron needs to look into care of some of our trees - dead branches are appearing.

Recycling - will contact Realty One concerning our recycling - Are we still in the recycling program - pick up seems to be spotty.

Next Meeting: July 8, 2019 Nancy's house at 5:00 pm.

**INDEPNENCE SQUARE CONDOMINIUM  
OWNER'S ASSOCIATION  
BOARD MEETING MINUTES  
May 13, 2019**

**Call to Order:** Meeting called to order at 5:00pm. Board Members present were: Jeanne Larson, Nancy Weiler, Laura Mack and Forrest Scruggs from Realty One, Inc.

**OLD BUSINESS**

**APRIL MINUTES**

April minutes updated to correct next meeting date to May 13, 2019 at 5:00 pm.  
April minutes approved.

**BRICK REPAIR**

Unit # 4621 brick repair on garage not done.

**POWER WASHING**

HD Repairs will post date and time they will be power washing units.  
They will also post instructions to unit owners.

**PRIVACY FENCE**

Unit # 4691 A three way split of the cost to replace the privacy fence between unites has been agreed on. The HOA received a bid of \$2350.00.  
Forrest Scruggs will get the contractor started on the job.  
The Contractor is Hogan Construction.

**NEW BUSINESS**

**FINANCIALS**

Financials approved

**POLICE REPORT**

Unit # 4671 have been notified of the noise time restrictions - next police report there will be a fine.

**SPRINKLERS**

Sprinkler repair was done - included electrical timer replacement and line/head replacement.  
Motion by Jeanne Larson, seconded by Laura Mack to pay the cost of \$862.75.

**CRAWL SPACE COVERS**

Crawl space covers are on line with Liberty Home Improvement.  
Laura Mack volunteered to take a look at what they have to offer.  
Laura Mack will email information to Realty One, Inc.

**REIMBURSEMENT**

Motion was made by Laura Mack, seconded by Nancy Weiler to reimburse Jeanne Larson for cost of landscaping materials used on the work day.

**PET WASTE**

Pet Waste removal signs will be put up in front grass area to hopefully remind pet owners to remove their pets waste. This will be the first step towards keeping the front grass areas sanitary.

Next meeting June 10, 2019 at 5:30 pm.

Meeting adjourned 6:30 pm.

**INDEPNENCE SQUARE CONDOMINIUM  
OWNER'S ASSOCIATION  
BOARD MEETING MINUTES  
April 11, 2019**

**Call to Order:** Meeting called to order at 10:00pm. Board Members present were: Jeanne Larson, and Nancy Weiler.

**OLD BUSINESS**

**BRICK REPAIR**

Unit #4621

- Garage Repair -
- The Garage repair has not been completed -
- Sent text to Realty One to get estimates for brick and garage door casing repair.

**POWER WASH**

- Jeanne motioned to move ahead with power washing the front of residential units.
- Second by Nancy.
- Cost \$720.00 total.

**FENCE REPLACEMENT**

Unit # 4691

- We are thinking about offering a three-way financial split to cover the cost of a privacy fence between units.
- Both owners are agreeable.
- Need response from Forrest Scruggs at Realty One.

**ANNUAL MEETING**

- The invoice for renting the room for our meeting at Pennington School has been paid.

**NEW BUSINESS**

**POLICE REPORT**

Unit # 4671

- A police report was sent to this unit for violation of HOA Rules and Regulations.

**FINANCIALS**

- Most services have increased.
- Financials approved.

**CRAWL SPACE COVERS**

- Still working on approving a product and getting the process started.

#### INDEPENDENCE SQUARE WORK DAY

- April 24 Jeanne Larson, Nancy Weiler and Ann worked several hours on clean up on south side.
- Two more clean up days planned - weather permitting.

#### SPRINKLERS

- Sprinkler system is in the process of being repaired.

#### ASPHALT REPAIR

Unit # 4645

- Holes appearing next to raised paver beds.
- There may be more holes to be looked at.

Next meeting May 14 at 5:00pm. at Nancy Weiler's home.

Meeting adjourned at 11:30am.

**INDEPNENCE SQUARE CONDOMINIUM  
OWNER'S ASSOCIATION  
BOARD MEETING MINUTES  
February 11, 2019**

**Call to Order:** Meeting called to order at 2:00pm. Board Members present were: Jeanne Larson, and Nancy Weiler.

**Old Business:**

- Has anything has been done to repair the brick damage to the garage at unit # 4621.
- Jeanne Larson will need a copy of the Rules and Regulations for the Annual Meeting March 11 at 6:30 pm.
- Have the updates to the Rules and Regulations been completed and copies sent to owners.
- We hope to discuss the Rules and Regulations with the residents.
- Crawl Space Covers - Have we gotten quotes from the contractors that gave us their phone numbers concerning construction of new crawl space covers.
- We were told they might be constructed to be lighter in weight and may cost less than \$500.00 apiece.
- Ron needs to remove sucker tree from the back yard of unit 4671.
- It has gotten very large and is leaning on fence.
- Would be easier to remove now while the tree is not leafed out.
- Ron needs to make contact with the owner to find the best time to remove the tree.
- Ron needs to remove large pine tree in front of unit # 4697.
- This removal has been pre - approved for some time now.
- The HOA gave him a deadline or we will hire another person to remove the tree.
- Correction to January minutes – Jeanne Larson made a motion to correct the January minutes concerning the Annual Meeting - The Annual Meeting will be March 11, 2019 at 6:30 pm. instead of April 8th.
- The minutes were approved by Nancy Weiler as corrected.
- We are still waiting for conformation that the meeting will be held at Pennington Elementary School.
- Profit and Loss Overview - Discussed that tree maintenance needs to be increased to \$1500.
- A copy of expenses for the 2018 year ( when Realty One took over ) will be needed for the Annual Meeting.
- Hopefully showing residents how much the expenses are and what is covered may help with complaints.
- Jeanne Larson wants copies to review of invoices before payment to help track expenses.
- We have experienced over charging by vendors in the past.
- To review with Forrest Scruggs - 2019 Landscaping and Maintenance Contract Bid.
- HOA has questions.
- HOA would like to look into power washing the front of all unites.
- Bids to cost of project.
- Would like to complete project by June 1, 2019.

**Walk Through:**

- After meeting Jeanne Larson and Nancy Weiler walked through Independence Square -
- Laura 4691 - on going fence issue.
- Has the letter asking the neighbor at 4693 if they would be interested in sharing the cost of building a wooden fence between the two units.
- Jeanne Larson and Nancy Weiler walked to back yard of Laura unit - 4691 - to observe the back yard unit 4693.
- We saw a large amount of pet waste around yard and cement area frozen in the ice and fresher waste laid on top of the ice.
- Looked as if no attempt has been made to control acclimation of pet waste.
- What is our next step with this un - sanitary issue.
- Ron - Unit #4695 the tree inside the fence needs to be trimmed.
- Several large lower branches are laying on top of the garage and fence.
- Shed - Unit # 4679 - The add on shed needs to be painted again - to match the fence color.
- Flowering Vines - Unit # 4681 - The flowering vines need to be removed from the fence.
- The vines do damage to the fence through the growing season.
- Spray Snow - Unit #4665 - The spray snow on the front window ( used at Christmas time) needs to be removed .

**Meeting Adjourned:** 3:30 pm

Next meeting is the Annual Meeting at 6:30pm hopefully at Pennington Elementary School.

**INDEPNENCE SQUARE CONDOMINIUM  
OWNER'S ASSOCIATION  
BOARD MEETING MINUTES  
January 14, 2019**

**Call to Order:** Meeting called to order at 4:03 pm.

Board Members present were: Jeanne Larson, Laura Mack, and Nancy Weiler and Forrest Scruggs of Realty One, Inc.

**November 12, 2018 Minutes:**

- Has the damage to the garage brick work on unit #4621 been completed? Forrest Scruggs will check on this

**Approval of the November 12, 2018 Board of Director's Meeting Minutes:** The November 12, 2018 Meeting Minutes were approved, Motion by Jeanne Larson and seconded by Nancy Weiler, all approved.

**Reviewed Financials:**

Transaction Accounts – HOA would like clarification of billing to make reviewing clearer

**Profit and Loss:**

- Forrest Scruggs explained how the Profit and Loss Budget works
- Forrest Scruggs will send copies to HOA and some of the bills
- HOA needs to budget more money for Insurance, Sewer, Trash, Water, Landscaping and Tree Maintenance for the coming years
- These increases in our reserves will help with billing increases

**Open Issues:**

- If not already done, updates of the Rules and Regulations need to be sent to residents
- Crawl Space Covers - Nancy Weiler gave Forrest Scruggs the phone number of Tom to get a quote for the product he makes to cover outside crawl spaces. He was referred to the HOA by the owner of 888 Heating and Air in Centennial, Co. His product may be lighter in weight and less expensive than our other quote. The measurements are approximately 5' x 5' x 6"
- Landscaping – Jeanne Larsen will get a quote for future landscaping on Independence Street. sprinklers - **Terry (who is Terry – Last name with what company)** needs to start repair work on sprinkler systems again - as weather permits.
- Fence Request - The HOA will not approve fence replacement for unit # 4691. Unit # 4691 will send photos to Forrest and Jeanne of the portion of the fence that was not completed when HOA replaced the fences for Independence Square. The HOA will send a letter to unit # 4693 to see if they would be interested in sharing the cost of a fence with their neighbor unit # 4691

**Next Meeting:** Next meeting February 11, 2019