

HOA Meeting Minutes

Board Meeting 21MAR2023

Attendees: Julie McDermott, John Darrow, Michael Mitchell

- All call members aligned in approval of previous meeting minutes

Finances

- Finances are not in a good position. Very over budget for spend since/ including last financial report, especially on snow removal, plumbing, and energy usage.

Raising HOA Dues

- This was not completed earlier as it was not communicated to Realty One. We would like to give residents 30 days notice of the increased HOA. Notes will be communicated to Realty One for the resident notification and HOA due increase.

Motion to repeal dues at \$350/month on March 1st 2023

- **Motion to repeal approved by all call members.**

Motion to approve \$375 HOA due as of May 1st 2023

- **Motion to approve \$375 HOA due as of May 1st 2023 approved by all call members**

Snow Removal/Landscaping

Motion to request reducing or removing current snow removal contract services through September 2023

- **Approved by all call members.**

Motion to not re-up contract or creating new contract with external snow removal company for 2023/2024 season.

- Not voted on but suggested by call members to revisit next meeting.

Motion to request options on reducing some landscaping services, to a reasonable degree

- **Approved by all call members**

Boiler and Plumbing

Julie having contractors come out soon for multiple boiler quotes

- Heat exchanger in the boiler is not replaceable (as we've been informed thus far)

John recommended reaching out to Blue Sky for boiler quote

Quotes for making vents and water pressure

- Michael to request quote along with question on water pressure

Is water pressure lower for Julie? Debbie has noticed this.

- Julie states that hers is a bit lower.

Rotating schedule of basement checks or doing something to increase awareness of leaks?

- We are aligned we should implement something, maybe rotating checks and leak sensors, going forward.

MINUTES

The regular meeting of the Board of Directors of the Capistrano Court Homeowners Association was held January 24, 2023 by conference call. Participants were President Julie McDermott, Vice President Mike Mitchell, Secretary Zora Darrow, Treasurer John Darrow, Officer-at-Large Jennifer Plunkett, and Managing Agent Forrest Scruggs. A quorum was present.

The meeting was called to order at 5:35 p.m.

The minutes of the November 15, 2022 meeting were approved as presented.

Financial Report—Discussed budget vs. actual expenses. Some significant items were: Insurance. Boilers - East building has received fixes or replacement of major components already. West building will need more extensive work. Broken pipes. Xcel bill up in spite of normal usage, rates higher in 2023.

Balances as of 12/31/2022:

Checking \$1648.04

Reserves \$15405.11

Questioning higher snow removal bills. Board approved raising the trigger point for snow removal from 2 inches to 4 inches with expectation to pitch in on shoveling. Contract changes can be made in September with the snow removal company.

Gutters need to thaw before cleaning.

Mailboxes. Forrest has estimate to replace these for \$2000.

Boiler repair priority. Initial quote \$71,000. Forrest will get more quotes.

Possibility of a special assessment.

Plan to look at heat exchanger technology with Julie present.

West building—need to monitor water in basement. Jennifer notes water damage in her unit which corresponds with snow and condensation. Currently only a bandaid fix, need long-term fix to avoid rotting wood.

Dues cover operating costs with reserves enough to do most repairs. Special assessment needed for large projects like boiler repairs.

MSP that we approve raising the dues to \$350 per unit per month as of March 1, 2023

Raising dues will cover the deficit on paper for the 2023 budget. Realty One to write and send a letter notifying owners of this dues increase.

Boiler Issues– create e-mail loop for updates, if time critical, call special meeting for assessment.

The meeting adjourned at 7:07 p.m.

Respectfully submitted,

Zora Darrow, Secretary

MINUTES

The regular meeting of the Board of Directors of the Capistrano Court Homeowners Association was held November 15, 2022 by conference call. Participants were President Julie McDermott, Secretary Zora Darrow, Treasurer John Darrow, and Managing Agent Forrest Scruggs. A quorum was present.

The meeting was called to order at 5:32 p.m.

The minutes of the July 26, 2022 meeting were approved as presented.

The following slate of officers was elected:

President—Julie McDermott
Vice President—Mike Mitchell
Secretary—Zora Darrow
Treasurer—John Darrow
Officer-at-Large—Jennifer Plunkett

MSP that we approve the policy regarding Procedures for Collection of Unpaid Assessments.

MSP that we approve the policy regarding Procedures for the Conduct of Meetings.

MSP that we approve the Policies and Procedures for Covenant and Rule Enforcement.

Financial report—the largest expense this time was the Xcel energy bill, with insurance next largest. Both of these bills are part of our standard expenses.

Checking	\$ 7,315.73
Reserves	\$14,864.94

Needed repairs that are still pending include the porch of 6530, gutter cleaning, tree trimming, and alley paving.

If owners discover water leaks or other problems, they should call or e-mail Realty One. If there is a large water leak after 10 p.m., call 911 and the fire department will shut off the water.

The hot water temperature in the west building has dropped from 150 to 120 degrees. Forrest will ask Mac-Vik to look at both boilers.

The meeting adjourned at 6:17 p.m.

Respectfully submitted,

Zora Darrow, Secretary

MINUTES

The regular meeting of the Board of Directors of the Capistrano Court Homeowners Association was held July 26, 2022 by conference call. Participants were Secretary Zora Darrow, Treasurer John Darrow, Member-at-large Jennifer Plunkett, and Managing Agent Forrest Scruggs. A quorum was present.

The meeting was called to order at 5:32 p.m.

The minutes of the May 17, 2022 meeting were approved as presented.

President Samantha Hooper has sold her unit and resigned from the board. Julie McDermott (unit 6532) was elected to fill Sam's unexpired term.

Financial report--the only unexpected expense was for repair of the west side boiler.

The porch from unit 6530 has not yet been repaired. Forrest will contact the repairmen again.

Vice President Elias Blanco has filled in the potholes by the dumpster. John purchased the asphalt and will present a receipt to the HOA for reimbursement.

The Annual Meeting is scheduled for September 20, 2022. Realty One will send out Annual Meeting notices and proxy forms to the homeowners. The terms of Board Members Elias Blanco and Zora Darrow will expire at that time. Some other homeowners have expressed interest in serving. It is important to elect Board Members who will participate in the meetings regularly.

The meeting adjourned at 5:47 p.m.

Respectfully submitted,

Zora Darrow, Secretary

MINUTES

The regular meeting of the Capistrano Court Condominiums Board of Directors was held March 22, 2022 by conference call. Those participating were President Samantha Hooper, Secretary Zora Darrow, Treasurer John Darrow, and Managing Agent Forrest Scruggs. A quorum was present.

The meeting was called to order at 5:31 p.m.

The minutes of the November 16, 2021 meeting were approved as presented.

Financial Report as of February 28, 2022

Checking	\$ 5,076.67
Reserves	\$30,543.45

Income for 2021 was up because the arrears owed on 6032 were finally paid up. Most expenses were also up slightly. There were lots of plumbing expenses, and there was no insurance reimbursement for the clean up. Repairs on the west boiler should be taken up next. Sam and Forrest will get bids. Forrest will also check to see if some of the leaks should be covered by warranty for repairs previously done by Choice.

The porch structure on one of the units is collapsing. Sam will check to see if that repair is the responsibility of the home owner or the HOA.

Forrest will follow up on bids for pothole repairs.

A disabled vehicle not belonging to a Capistrano resident has been parked on the property for some time. Forrest said proper procedure is to photograph the vehicle and license plate, and then to call the towing company posted on our signs.

The meeting adjourned at 5:56 p.m.

Respectfully submitted,

Zora Darrow, Secretary