

**MINUTES**  
**Marshall Park Villas Condominium Association**  
**BUDGET PLANNING MEETING**  
**November 23, 2020**  
**7:00 p.m. Teleconference**

1. Called to Order at 7:03 p.m.
  - In attendance: Debbie Vaughan, President; Board members JoAnn Van Trump, Vice President, Beverly Zeller and Keith Kahler. Gary Best was not in attendance because he has moved and his unit is in the process of being sold.
2. Review of Association Financials for 2020 compiled from data received from Realty One, Inc.
  - Expenses as Compared to Budget through October 31, 2020
  - Anticipated Additional Expenses through December 31, 2020
  - Estimated Compared to Budget through December 31, 2020
3. Review of proposed budget with various dues increases. See approved Budget attached.
  - After review of the above financial information, and discussion of known and estimated increased costs, the Board unanimously agreed that a dues increase of \$10 per month was necessary in order to fund continued and increased costs in various areas. The increase is effective January 1, 2021.
4. Discussion of Reserve amount included in the Expenses
  - Board member Beverly Zeller once again expressed her view that including an amount for reserves with the expenses in the budget is an error in accounting that transfers an asset into an expense account instead of into an asset account, resulting in an artificial inflation of the expenses.
  - President Debbie Vaughan informed Ms. Zeller and the other Board members that the budget format used by Realty One, Inc., including the amount designated in the Expenses for transfer to the Reserve account will continue to be used and will not be changed.

She provided the following information based upon her research and understanding that seemed important to document in these Minutes:

- i. The Board is required to arrange for funding of the Reserve Account. (Bylaws)
  - ARTICLE VI Special Powers and Duties 6.1 Special Powers. The Board of Directors shall have the power to and be responsible for the following, in way of explanation, but not limitation: (a) preparing and adopting an annual budget in which there shall be established the contribution of each Unit Owner to the Common Expenses including reserves;

- ii. The amount of monthly the dues assessment is determined based on the total estimated Expenses, which must include an amount to be transferred to the Reserve Account that is over and above all other expenses.
  - The only means available to fund the Reserve account is through Monthly Dues or Special Assessments. It is better to save monthly as opposed to assessing large amounts at one time.
  - This is necessary in order to maintain a steady contribution to the Reserve account for the financial health of the community. Not to include, would leave no remaining monies available for savings, the Association seriously underfunded, assuring the need for large assessments to cover repair costs.
- iii. Lenders require that Associations make visible in the budget the portion of the dues designated for transfer to the Reserve Account.
  - The FHA for certification requires 10% of the dues to be set aside for transfer to Reserves. Other lenders have since adopted these requirements. Recommendations of up to 20% are not uncommon.
  - Since 2018, Marshall Park Villas Condominium Board of Directors has chosen to include an additional amount equal to 10% of the yearly dues to be transferred into the Reserves in twelve equal monthly amounts. Ideally, this amount would be enough to grow and maintain the Reserves to the suggested minimum funding of \$2,000 per Unit or \$56,000 for the 28 units at Marshall Park. However, because this transfer is often used to fund various capital and other large expenses (painting, concrete, emergencies) throughout the year due to the aging structures at Marshall Park and the increasing cost of repairs, it is not adequate, as it causes us to continue to dip into our dwindling Reserve balance. Therefore, it is likely we will have special assessments at some point in the future.
  - This is simply another expense item in the Budget -- savings for large known and unknown future expenses.
- iv. Information briefly alluded to during the meeting, and expanded here:
  - Including an additional amount for transfer to reserves in the total calculation of expenses seems to be standard Budget preparation practice for Home Owner's Associations and Management Companies in Colorado and other parts of the country. Debbie Vaughan has concluded this after viewing budget examples with instructions for preparation of HOA budgets on the websites of other management companies and law firms in various states, and from personal communication with other large management companies in the Denver area (in addition to Realty One).

5. Meeting was adjourned at 8:03 p.m.

- i. Snow
  1. at 3" unless many complaints
  2. Suggest to owners to keep ice melt or sand to sprinkler in icy areas
- ii. Board and Realty One contact info
- iii. Need new 1 new Board member
- iv. Reminder about AR and WR forms
- v. Come to Annual meeting in January for an update on all the work completed in 2020

14. New Business

- Gutter dripping issues at 6505 34<sup>th</sup> (Salvucci)
- Budget planning meeting
  - i. When received from Realty One, will send budget out, for review and we can then schedule a conference call to discuss.
- Annual Meeting to be held via Zoom. Realty One with organize and setup.

15. Meeting adjourned at 7:57 p.m.

**Minutes**  
**Marshall Park Villas Condominium Association**  
**Regular Board of Directors Meeting**  
**October 29, 2020**  
**7:00 p.m. Teleconference**

1. Called to Order at 7:01 p.m.
2. Approval of Meeting Minutes from July 23, 2020 – no changes noted
3. Financial
  - Review by Forrest Scruggs of Realty One
  - Balances as of September 30, 2020
    - Checking = \$4,257.14
    - Reserve = \$39,731.90
    - Total = \$43,989.04**
4. Structural
  - 6525 W. 34th Ave. – Crack in foundation wall – Completed: update of final work
    - i. Final totals
      1. \$983.40 - Hogan Construction (final payment after removal of sprinkler repair costs to USG).
      2. \$3,555 - Complete Basement Systems
      3. Total: \$4,538.40  
(\$5,600-original bid amount from Hogan; difference of \$1,061.60)
5. Roofs – nothing to report
6. Gutters/Drainage
  - 6525/6527 W. 34th Ave. – Drainage issues – Completed: update of final work. See above.
  - Gutter cleaning – will be completed in November after most leaves have fallen
7. Painting
  - Completed: update of final work
    - i. \$3,624 – 6520/6522 W. 34<sup>th</sup>
    - ii. \$4,165 – 6525/6527 W. 34<sup>th</sup> (includes wood repair on peak above garage)
    - iii. Total Painting 2020 = \$7,789
8. Landscaping and Trees
  - Possible rock committee for next year depending on budget
    - i. USG's price for rock work will be cheaper during winter months
    - ii. USG will help us during the 2021 landscaping season to identify areas where rock addition would easily eliminate grass/sprinkler or cover up bad areas
  - Rock addition in front of 3355/3357 Marshall St. to be completed by 11/2
  - Arthur Castillo removed large limb removed from storm damage on September 9

## 9. Sprinklers

- Update of work performed.
  - i. Cost of sprinkler repair work for 2020 as of September Financials = \$4,979.35.
    1. A lot of work that has needed to be done for years was completed.
      - a. Clocks
        - i. 1 replaced (between 6507 and 6525 W. 34<sup>th</sup>)  
Other clocks are not going to last long term, so anticipate replacement at some point in the future.
      - b. Wiring cleanup in relation to above clock replacement
      - c. Repair of leaking and choked lines, faulty valves, and broken or nonfunctional heads
      - d. Approximately \$1,200 was spent on trouble shooting and repair after damage incurred from backhoe at 6525 foundation repair.  
This cost was removed from final payment to contractor.
    2. The rest of the HOA by the early October was looking very good for the first time in many years. Due to aeration performed in early spring, extra deep watering, and seeding of some areas.
    3. 2021 anticipated repairs.  
Per Aaron at USG – they would have to look for stuff to repair at this point.
      - a. Only a two areas of noticeable dry grass: between 6507 and 6525 W. 34<sup>th</sup> and on the side of 3360 Marshall.
      - b. One additional project expected next year: digging and possible moving of shutoff from underneath deck at 6520 W. 34<sup>th</sup>. Expect 1 to 2 days of work (~\$800 to \$1,500)

## 10. Fencing

- Addition of more than 60 new posts and many replacement pickets completed in early October. Should give the fence several more years of life. Total cost: \$4,750
  - i. No repairs to fencing will be performed in 2021, unless critical.

## 11. Water

- Total spent on water as of September 30, 2020 = \$15,027.84  
(average of \$44.73 per unit per month)
- Two highest bills:  
\$6,451.07 (May and June)  
\$6,129.46 (July and August)
- Discussed with Aaron (USG) expectations for 2021
  - i. Overwatering due to stressed and dying turf. Root system now in better shape.
  - ii. Exceptionally hot and dry summer
  - iii. Leaking lines have been sealed, faulty, continually flowing valves have been repaired or replaced, and sprinkler system is running the best it has in years.
- Suggest: monitor water usage from May through August

## 12. Documents – nothing to report

## 13. Other Business

- Newsletter – finalize to send

**Minutes**  
**Marshall Park Villas Condominium Association**  
**Regular Board of Directors Meeting**  
**July 23, 2020**  
**7:00 p.m. Teleconference**

1. Call to Order at 7:01 p.m.

2. Motion to approve Minutes from April 23, 2020 Board meeting by Gary Best, seconded by Beverly Zeller.

3. Financial

Financial information, provided by Realty One, Inc., was reviewed by Forrest Scruggs of Realty One, Inc. All in order and nothing outstanding to note. Profit & Loss, Transaction Detail (invoices paid), and Balance Sheet are attached to and made a part of these Minutes.

- Balances as of June 30, 2020
  - Checking = \$14,379.64
  - Reserve = \$49,086.66
  - Total = \$63,466.30**

4. Structural

- 3362 Marshall St. – Mold remediation  
On April 27, Debbie Vaughan sent all electronic files relating to the work performed at 3362 Marshall St. to Realty One for record keeping.

Owner Cynthia Massey gave email agreement to Forrest Scruggs that all work was completed to her satisfaction.

- 6525 W. 34th Ave. – Crack in foundation wall  
On June 16, a puddle of water developed in the floor of the basement at 6525 (Zeller) from the hose being used by the chimney contractor. It came through the middle of a crack in the foundation wall on the south (front) side of the unit. The water did not come from the hose faucet. Repairs to the same wall were performed several years ago, unfortunately, the company who performed the work did not seal all the way to the bottom footer, so water is still able to enter. The downspout work was put on hold in order to find contractors to seal the foundation wall.
  - i. Beverly Zeller contacted several companies to do the foundation work, and never received any responses.
  - ii. Forrest Scruggs called their contractor, Hogan Construction, who met with Beverly Zeller in late June.
    - 1. Two bids were received from Hogan that include work on the foundation, and both downspout/drainage issues. Beverly discussed some changes to the bid and final bids were received early in July. The Board approved both bids by email. Realty One is waiting for Hogan to schedule the work.  
\$950.00 for addition of underground drainage at garage – 6525 W. 34<sup>th</sup>  
\$4,650.00 for excavation and sealing of exterior wall and reconstruction of existing drain line (between front of units).

- Chimney crowns inspections/repairs  
In May, President Debbie Vaughan contacted and arranged for Chuck Bahnsen/Mr. Chimney to inspect five chimney crowns (3320/22 Marshall; 3355/57 Marshall; 3380/82 Marshall; 6525/27 W. 34th Ave.; and 6540/6542 W. 35th Ave.). She requested and worked with the contractor on insurance paperwork, now received by Realty One, Inc. Mr. Bahnsen completed the repairs during the week of June 16. After completion, Debbie sent before and after pictures provided by Mr. Bahnsen to each owner via email.

The Board approved by email the payment of invoice for \$1,185 for all work.

The Board agreed to have Mr. Bahnsen inspect and provide pictures to determine the condition of all remaining chimney crowns. He is currently completing inspections on July 21 and 22, 2020, and will send pictures with bid proposal for any work he deems necessary.

- 6525/6527 W. 34th Ave. – Owner Beverly Zeller noted drops of water inside fireplace glass. Chimney Crown was repaired and rain caps added during the week of June 16, 2020. Owner will clean glass and watch to see whether any new water appears.
- 6520/6522 W. 34<sup>th</sup> Ave. – front porch soffit repairs  
David Salomon completed repair of warped plywood on the front porch soffit at 6520 and 6522 W. 34<sup>th</sup>. He did not see any current water damage so it is assumed that this occurred from some time in the past. No mold was found. Owner Gary Best was pleased with the work performed. Gary Best will contact the owner at 6522 to make sure she is satisfied with the work.  
\$800 – approximate total cost of repairs at both units

## 5. Roofs – nothing to report

## 6. Gutters/Drainage

- 6525/6527 W. 34th Ave. – Drainage issues  
On May 30, Debbie Vaughan inserted a temporary downspout extender to redirect the water away from the garage foundation, which now has a crack forming in the ceiling of the garage and in the dining room likely due to settling from water draining into the foundation over time.

Debbie Vaughan contacted Dominic from Excel Roofing, who came and met with her and Beverly Zeller (Owner 6525), to discuss a possible fix for the spillage at the downspout between the units. On June 15, an estimator from Highlands Landscaping and Fencing met with the Beverly Zeller, Jo Ann Van Trump, and Debbie Vaughan to look at the both drainage issues.

- A bid for work was received from Excel on June 5, and was held pending receipt of a second bid.
- Bids from Highlands and Excel were sent to the Board. The Owner felt we should try to get additional bids, and the Board agreed.
- In late June, Hogan Construction met with Beverly Zeller. Bids were provided for both drainage issues. See information on cracked foundation in Structural section above.

- Gutter cleaning  
All gutters were cleaned by Arthur Castillo in spring. He has since cleared additional areas.
- Gutter overflow  
After heavy rains on one day in June, gutter overflows were reported at 6542 W. 35<sup>th</sup>, and 3360/3362 Marshall St. Debbie called Dominic from Excel Roofing (the installers) to look. Debris had collected in both places. He checked to see if anything could be reconfigured to better handle the runoff or help with debris. He did not see anything that could be done. Suggested looking on the internet for tools that the owners could use to remove debris without getting on a ladder.
- 6527 W. 34th – hose bib repair  
On May 5, Teri Murray (daughter of Billy Thomas, 6527 W. 34th) sent an email to Dana at Realty One asking who is responsible to fix a leaking hose bib. Dana forwarded the request to Debbie Vaughan, who replied:

Our Declarations are confusing and not written for our particular situation when it comes to plumbing piping. Since exterior hose bibs are located inside and outside fenced/walled privacy areas (depending on the Unit), since hose bibs are rarely ever used by anyone but the Owner, and since all repairs must be done from inside the unit, it has been decided that responsibility for repairs to all exterior hose bibs are the responsibility of the current Owner(s) of record. Repairs and replacement have been performed in recent years by various Owners.

The revision to the Rules and Regulations done in early 2020, included the following:

#### 13. Water

Each Unit Owner is responsible to repair leaky faucets (including exterior hose bibs) and running toilets immediately. The Association expects prudent use of water by owners and tenants. Indiscriminate use of water will not be tolerated. The General Common Elements are the sole responsibility of the Association.

#### 7. Painting

On July 12, Forrest Scruggs contacted Ryan Hammel of NextGen. On July 13, he spoke to Debbie Vaughan who arranged for him to meet on site on Tuesday, July 21 at 1:30 to inspect the two buildings next on the schedule to be painted: 6525/6527 W. 34th Ave. and 6520/6522 W. 34th Ave. The Board is waiting for a bid from the contractor. Scheduling of 6525/6527 will depend upon completion of foundation and drainage work. Scheduling of 6520/6522 will depend upon the contractor.

#### 8. Landscaping and Trees

- Bush/Tree work  
Down To Earth Tree Specialist- Arthur Castillo completed bush and tree trimming in July, 2020. Invoice for \$4,100 was approved by the Board by email and has been paid.
- Weeds  
As of mid-July, weeds continue to be a problem in many areas. Debbie Vaughan will send an email to Dana Counts at Realty One, Inc. with addresses of areas to be addressed.



- Rock  
3555/3557 Marshall St.  
In early June, JoAnn Van Trump issued a work request for addition of rock and removal of remaining stumps where trees were removed in 2019. Highlands Landscaping and Fencing looked at the rock on 6/15/20 and provided a bid.

On July 9, 2020, USG provided a bid for \$520 for ground and stump leveling, and addition of new rock. Jo Ann Van Trump moved to accept the bid, seconded by Beverly Zeller, and unanimously accepted by the rest of the Board. Forrest Scruggs will communicate with USG.

## 9. Sprinklers

- In June, a letter was sent from the Board to Realty One to address areas of concern, including sprinkler system maintenance. It was stated that the consensus is that USG is doing a good job with mowing, and that where sprinklers have been running, our lawns have looked the best they have in years. There were obvious areas where the sprinklers had not been addressed in over a month, with many complaints coming from owners. After emails with pictures were sent to Realty One in early June, many of these areas were addressed, and as of mid-July, most of the sprinkler system is functional with only a few areas that appear to need work. Sending pictures of problem areas to Realty One has resulted in quick response by USG. The mowers also alert the sprinkler crew to problem areas. Debbie Vaughan will send addresses of the remaining problem areas to Dana Counts.

Additional charges for sprinkler repairs through June 30, 2020 = \$242.49

## 10. Fencing

- On April 16, 2020, Pat Salvucci sent email to President Debbie Vaughan, asking about repairs to her privacy fencing, and the possibility of changing style or type, and whether the Association is planning any upcoming work. Debbie Vaughan replied by email that privacy fencing is the responsibility of the Owner, and that any requests for work with plans and details should be submitted to Realty One via the Architectural Request Form. She noted that the style/type of exterior HOA fencing, to which her privacy fencing attaches, would not likely change.

Update – In July, 2020, the Owner had new section of fencing installed at her cost. Unknown whether she ever filed an ARF.

- Association Perimeter Fencing  
In early June, Debbie Vaughan made contact with a local fencing company working in the neighborhood, Chapin Fencing. On the same day, the two workers walked the Association with Debbie, marking various posts and pickets in need of repair. Debbie was told there was no need to replace but only repair the fencing and that would extend the life of the fence several more years.

On June 6, a bid in the amount of \$4,450 was received from Chapin Fencing for installation of 65 new 4x4" posts next to existing bad posts and replacement of up to 100 pickets. The bid was held while trying to get other bids.

Highlands Landscaping repair costs were too high to be of consideration.

Salomon Brothers submitted a bid for only new installation of 128 feet at \$7,040. Debbie Vaughan and Forrest Scruggs agreed that the bid was too high and did not address repairs at all. Forrest has asked David of Salomon Brothers whether they would do repairs. So far no response. Forrest suggested having Standard Fence submit a bid. No word yet.

Forrest informed the Board that most vendors will not repair fencing. Jo Ann VanTrump moved to accept the bid from Chapin Fencing, seconded by Beverly Zeller. The Board unanimously agreed. Debbie Vaughan will contact Chapin.

11. Water – nothing to report

12. Documents – nothing to report

13. Other Business

After meeting telephonically on June 9, the Board of Directors sent on June 16 a letter to Realty One, Inc. to address some ongoing areas of concerns, including communication and response time. The Board shared that several Owners had expressed frustration with lack of response from Realty One regardless of the method of contact. The general feeling is that this is an ongoing problem. Also addressed was the Board's frustration with lack of response and communication relating to work projects. Forrest Scruggs replied to Debbie Vaughan by email on June 16. The following is a summation with comments:

- Forrest shared that during the COVID-19 shutdown and Safer at Home order, they were receiving a greater than normal amount of calls from all properties. Also, noted that the voice mail message stated "leave message or email or if emergency, call the emergency number" and that during this time there were an increase in "hang ups", "I guess if they can't get a real person they hang up."
  - i. The Board asked Forrest whether the phone message could clarify that no one will ever answer the phone. Message must be left in order to receive a response.
- Since the letter and return to normal work from the shutdown, I (Debbie) has been pleased with the coordination with Forrest. He has been very helpful arranging contractors to come meet with the Board. I think the Board also understands better our role in moving our projects forward.

14. Newsletter – Debbie and JoAnn will work to finalize and send a newsletter in August that will include Board contact information.

15. New Business

- Renter Violations--The Board was made aware that the unit at 3355 Marshall St. may have more renters than is allowed in the Declarations. Forrest was asked to check the current leases on file.
- Overgrown weeds--A complaint was received of overgrown weeds in the backyard limited common area at 3462 Marshall St. Debbie will email Dana Counts to have a notice sent.

The meeting was adjourned at 8:01 p.m.

**MINUTES**  
**Marshall Park Villas Condominium Association**  
**Regular Board of Directors Meeting**  
**April 23, 2020**

The meeting was called to order at 7:00 p.m. The meeting was done by a teleconference because of the Covid19 Pandemic shutdown. Keith Kahler motioned with second by Jo Ann Van Trump to accept the December 18, 2019 minutes, which were sent out by email. The Minutes were accepted with no amendments.

**Financials**

Forest Scruggs, with Realty One, went over the financials from January 1, 2020 thru March 31, 2020. Everything was in order. Beverly Zeller had previously asked about investing some of the money from our reserve fund. Forrest explained that we did not have enough money to invest.

**Budget 2020**

On December 27, 2019 the 2020 Budget was approved in order to send it to owners by December 30, 2019 deadline. All the board members voted yes for the proposed 2020 Budget except Beverly Zeller.

**Landscaping and Trees**

Four bids for landscaping services were presented to the Board in February 2020. USG was chosen on March 17, 2020. All board members voted yes except Beverly Zeller.

Down To Earth Tree Specialist, - Arthur Castillo, will be performing bush trimming along with tree care in 2020 and submitting a new proposal. An accepted proposal from September, 2019 for tree and bush trimming/removal was completed on April 1, 2020. Invoice for \$1,875 has been paid.

**Snow Removal**

After concerns were expressed about cost by one of the board members, Realty One made the following changes with USG in March, 2020:

Trigger depth changed to 3". "Standing plow, with rubber protection on the blade to back drag the driveways, if possible.

Gary Best expressed concerns that the change would result in greater hazard and safety issues. Debbie Vaughan suggested keeping the trigger at 3" into the first few snows of fall/winter 2020 and discuss changing back to 2" if not satisfactory. Can discuss further in the fall.

**Roofs/Gutters/Drainage**

6525/6527 W. 34th Ave. –Beverly Zeller will find a contractor for the underground drainage issues/water in basement.

The Spring 2020 gutter cleaning was completed on April 1 by Down To Earth/Arthur Castillo; \$1,400 (first ½ of yearly bid) has been paid.

### **Structural**

#### 3362 Marshall St.

Chimney/water and mold in units –Final reconstruction work was completed on March 11, 2020 by Salomon Brothers, LLC. – Invoice No. 816 - \$4,282.49 was paid in March. Forrest spoke to owner, Cynthia Massey at completion of project and reported that she was pleased and happy with final work. David Salomon said he sent pictures to Forrest. The board decided to obtain a signed release from Cynthia Massey. Forrest will send a release form to Cynthia Massey. Paperwork and pictures are on file with Realty One.

#### 6525/6527 W. 34th Ave.

The owner at 6525 (Zeller) reported water inside the fireplace.

#### Chimney crowns inspections

Work request was submitted. Forrest will work with Debbie Vaughan's recommendations and try to find other contractors.

### **Fencing**

#### 6505 W. 34<sup>th</sup> Ave.

On April 16, 2020, Pat Salvucci sent email to President Debbie Vaughan, asking about repairs to her privacy fencing, and the possibility of changing style or type, and whether the Association is planning any upcoming work. Debbie Vaughan replied by email that privacy fencing is the responsibility of the Owner, and that any requests for work with plans and details should be submitted to Realty One via the Architectural Request Form. Also, that the style/type of exterior HOA fencing, to which her privacy fencing attaches, would not likely change.

#### Perimeter Fencing

JoAnn Van Trump will lead effort to take pictures of problem areas of the Marshall Park perimeter fence and submit work request to Realty One.

### **Painting**

Forrest will check with NexGen about a painting schedule.

### **Other Business**

The Revised Rules and Regulations document was passed out at the Annual Meeting on January 30, 2020. Owners who were not in attendance were mailed copies by Realty One.

Debbie Vaughan attended a Board Member Basics class given by Altitude Law Firm and gave a review. Debbie recommended that other board members take the class.

There was no new business

The meeting was adjourned at 7:45 p.m.

MARSHALL PARK VILLAS CONDOMINIUM ASSOCIATION  
MINUTES OF ANNUAL MEETING FOR 2019 HELD ON  
January 30, 2020

President Debbie Vaughan called the meeting to order at 7:05 p.m. welcoming everyone. All board members were present. Forrest Scruggs with Realty One, informed everyone that the Proof of Notice of the meeting is on file and sent out 30 days prior to the meeting and there was a quorum present. The units were represented as follows: 14 present and 3 represented by proxies.

The Agenda, Minutes from 2019 Annual Meeting, the Balance Sheet Year Comparison Profit & Loss Budget vs. Actual, the 2019, Profit & Loss Budget Overview and the new Rules and Regulations approved by the Board on December 18, 2019 were distributed to the owners.

Debbie Vaughan read the minutes from the January 30, 2019 Annual Meeting. Amelia Humphrey moved to accept the minutes seconded by Maxine Foster. Motion passed.

Forest Scruggs explained the Balance Sheet Year Comparison as of December 31, 2019, the Profit & Loss Budget vs. Actual January through December 2019 and the Profit & Loss Budget Overview January thru December 20, 2019. Total Liabilities & Equity on December 31, 2019 were \$54,620.78.

Maxine Foster moved to ratify the 2020 Budget seconded by Dennis Shepherd. The 2020 Budget was ratified. The dues for 2020 are \$340.00 a month beginning February 1, 2020.

### **2019 Overview**

Debbie Vaughan gave an overview of 2019

#### **Landscaping**

– H2MK did the best that he could considering that he lost all of his employees. There were a lot of repairs done to the sprinkler system and is was working much better at the end of the summer. There will have to be more work done in 2020. So far the costs have been under expectations. Requests for Proposals for landscaping will be sent out shortly.

The trees will continue to be trimmed by Arthur Castillo.

#### **Structural –**

There was some work done at 3362 Marshall Street due to a chimney leak that was not repaired in a timely manner. As a result, there was mold found in the unit and then the drywall that was to be removed was found to have asbestos which resulted in an abatement process. The chimney cap was also replaced. The work is still in progress. The cost of this may go over our deductible of \$10,000.00. If it does, State Farm will be contacted to see what, if anything, can be done.

The gutters and downspouts at 6540 /6542 West 35<sup>th</sup> Ave. had to be replaced because of water overflow.

The porch and steps were repaired and painted at 3320/3322 Marshall Street.

3460/3462 Marshall Street and 6505/6507 West 34<sup>th</sup> Avenue were painted by NextGen, who did a great job.

#### **Snow Removal**

The HOA is already over budget with snow removal for the year because of a large snow storm in October. The board is discussing ways to lower the cost if possible.

### **2020 Information**

Chimney crowns are going to be inspected to see if they need to be sealed or replaced because they are old and there have been some leakage issues.

There are several areas of the perimeter fencing that needs to be repaired.

Sprinkler system will still need repairs.

6540/6542 West 34<sup>th</sup> Avenue has drainage issues around one of the basement windows that needs to be rectified.

Drainage work needs to be done at 6525/6527 West 34<sup>th</sup> Avenue due to water coming into one of the basements.

There will be painting of one or two buildings this year with some repair work.

There are still some HOA documents that may be revised or completed this year with the help of our attorney.

### **Election of Directors**

The current Board will remain the same. This was done by acclamation stated by Forrest Scruggs since no one else ran for any office.

Beverly Zeller – One year left of a 3-year term

Debbie Vaughan two years left on her three-year term

Gary Best – One-year term

Jo Ann Van Trump – One-year term

Keith Kahler – One-year term

### **Other Business**

There was some discussion about dues increases that will probably be occurring yearly. The HOA has to put 10% into the Reserve Fund but a majority of this will be used for capital expenses.

Meeting was adjourned at 8:19 p.m.

Submitted by,

Jo Ann Van Trump