

**MINUTES**  
**Marshall Park Villas Condominium Association**  
**Budget and Planning Meeting**  
**Board of Directors**  
**December 18, 2019**

Debbie Vaughan, President  
Jo Ann VanTrump, Vice President

Beverly Zeller, Board Member  
Gary Best, Board Member  
Keith Kahler, Board Member

The meeting was called to order at 7:01 p.m. at 6542 W. 35<sup>th</sup> Avenue. All Board members were in attendance.

Minutes

The Minutes from the meeting on October 30, 2019 were approved with no changes.

Financial

- November financial information was sent to Board prior to meeting.
- The Board was in agreement to investigate investment of a portion of the Reserve Account in a CD to earn higher interest.

Landscaping and Trees

- Bush trimming was to have been completed by Mike Gines/H2MK by 12/12
  - Dana suggested to consider Arthur Castillo for bush trimming in 2020
- Fall leaf cleanup
  - Mike Gines/H2MK completed all leaf pickup prior to Thanksgiving and Arthur Castillo cleaned gutters on 11/15.
  - Board member Keith Kahler reported that there are still leaves around his place that were never picked up.

Sprinklers

- Dana Counts suggested using USG
- Question whether to ask Mike Gines to handle sprinkler work and let USG handle other landscaping?
  - Some in favor and others not in favor

Snow Removal

- USG Invoice from 3-day snow at the end of October, 2019
  - Per Forrest Scruggs: a crew of 7-8 worked a couple of hours with a smaller followup crew for a couple of hours on each of the three days.
  - Snow removal comparison chart prepared by Debbie Vaughan indicates that billing method by USG of \$55/hr/man works out to roughly the same per-push

rates as previous contractors. USG has shown up more frequently than other contractors. Crew sizes vary.

- The per-hour billing is hard to monitor

#### Roofs/Gutters/Drainage

- 6505 W. 34<sup>th</sup> - Ice from gutters
  - Owner Pat Salvucci submitted request to Realty One to have someone look at a gutter leak near her front door. Debbie Vaughan asked Realty One to contact Excel Roofing. Excel came removed chunks of ice and leaves; Arthur came later and cleaned gutters. Pat later told Debbie that she believes the unique weather is the cause. She is using ice melt provided by her son. Debbie Vaughan suggested that she could call Arthur and/or Excel again. She told Debbie that would not be necessary at this time.
  - Forrest sent email that the same problem happening at other properties.
  - Opinion that the larger gutters should have been installed.
  - Board suggested to check into and Ice Guard in the gutters over Pat's door.

#### Structural

- 3362 Marshall St: Chimney/water and mold in units
  - According to email from Cynthia Massey on 11/19, her part of the work on her fireplace was completed on about 11/21. As of 12/1, she is waiting for a new scheduled completion date, and has been talking to contractor.
  - The work by Quick Dry was supposed to be completed but was postponed due to weather. Bid amount for final work ~\$2,800
  - Attorney from Altitude Law sent email outlining the legal scenarios for negligence. The Board feels there was negligence on the part of the Association.
- 6512 W. 34<sup>th</sup> Ave.
  - Owner Kathleen Apel still deciding on type of railing
  - Forrest said railings installed by owners should then be maintained by HOA
- 6525/6527 W. 34th Ave.
  - Underground drainage issues/water in basement at 6525
  - Beverly Zeller to find contractor

#### Fencing

- Nothing new

#### Water

- Water usage spreadsheet prepared by Debbie Vaughan was presented to Board for review

### Budget

- Review and finalize 2020 Budget
  - Dana Counts prepared a newer version of budget than that presented by Forrest at 10/30 mtg., based on new actual \$\$ spent to date for 2019 with some adjustments.
  - Debbie Vaughan asked Beverly Zeller to look at numbers and to prepare a budget format for discussion
    - Board agreed to present the format to Realty One for review

### Documents

- New contact list was distributed to Board members
- Rules and Regulations changes approved

### Other Association Business

- 2020 Board members
  - Confirmed current Board members willing to continue
  - Owner Carole Beard a possible member

**MINUTES**  
**Marshall Park Villas Condominium Association**  
**Board of Directors Meeting**  
**October 30, 2019**

Debbie Vaughan, President  
Jo Ann VanTrump, Vice President  
Forrest Scruggs, Realty One, Inc.

Beverly Zeller, Board Member  
Gary Best, Board Member  
Keith Kahler, Board Member

The meeting was called to order at 7:02 p.m. at 6525 W. 34<sup>th</sup> Avenue. All Board members were in attendance, along with Forrest Scruggs of Realty One, Inc.

The Minutes from August 28, 2019 meeting were read and unanimously approved with no amendments.

Financial

Financial information provided by Realty One, Inc. was reviewed.

- Payment of \$450.00 to H2MK on 10/2 – this payment was questioned. Debbie Vaughan will ask for more details from Realty One, Inc.

Bank Statement Balance as of September 30, 2019: Checking \$12,582.62 Reserves \$54,789.16

Profit & Loss, Transaction Detail (invoices paid), and Balance Sheet are attached to and made a part of these Minutes.

Invoices for approval:

- Reimbursement to Debbie Vaughan for printer cartridge \$28.16 – Unanimously approved

Landscaping: Mike Gines/H2MK

- Performed aeration only in some areas; has not responded to request for explanation.
- First fall pickup on October 27; not all leaves present were picked up
- Bushes were not trimmed and some weed issues were never addressed
- Sprinklers: Board generally feels he has done a good job on the sprinklers, saving the Association a lot of money by getting the sprinklers up and running in most areas
- Board generally feels that he has not kept up with all areas of his contract because he is understaffed. Discussed getting additional bids for next year.

Snow Removal

- Any questions regarding snow removal should be directed to Realty One.
- Concern expressed over the cost related to the large number of individuals arriving to remove snow with new contractor USG. Previous contractors charged by the snow event with pricing that ranged from \$658.38 up to \$1,131.75 (depending on inches) per "Push." USG charges \$55 per man/per hour and with crews that ranged from around 10 persons (give or take), would equal \$550 per hour. With that size of crew, the HOA was

cleared in around 1 hour. Pricing will vary but seemed on par to last year's pricing. Invoicing has not yet been received to confirm.

Roofs/Gutters/Drainage - Arthur cleaned gutters on 10/25; will come again as needed.

- 6525/6527 W. 34th Ave.  
Underground drainage issues at 6525
  - Water in basement from middle downspout
    - Work performed by Mike Gines was completed but not yet reviewed by Board because of snow; Beverly Zeller will inspect
  - Drainage work at downspout near garage
    - Work request submitted to Realty One by owner Beverly Zeller
    - Forrest Scruggs searched for contractors to perform work
      - two companies declined to look and the job
      - Rock Property Services submitted bid for \$1,469; Owner Beverly Zeller not ok with suggested work or price. Board agreed to allow Beverly Zeller to search for additional contractors and submit any bids received to Forrest Scruggs at Realty One.
- 6505 W. 34<sup>th</sup> Ave. – Owner Pat Salvucci submitted request to Realty One to have someone look at a gutter leak near her front door. Debbie Vaughan asked Realty One to contact Excel Roofing. They informed owner that this would likely not be looked at until weather improved.
- 6540/6542 W. 35th Ave. - Gutter overflow/underground drainage issues: Gutters working very well since work done by Excel Roofing on 8/23/2019. No further overflow reported at this time.

### Structural

- Chimney Inspections
  - Work request with suggested contractors submitted to Realty One by Debbie Vaughan in October, 2019
    - Realty One will begin lining up contractors to perform inspections and for signs of wear/damage and provide suggestions and bid for necessary work.
- 3320/3322 Marshall St. - Front step repair and painting
  - Work and painting completed as of October, 2019; nothing heard from owners
- 3360/3362 Marshall St: Chimney and mold
  - Owner, Cynthia Massey, is having other work performed at her expense before final reconstruction work can be performed by Quick Dry Restoration
    - Quick Dry Restoration bid for \$2,728.38 was approved
    - Debbie Vaughan will contact Owner and David Mahoney at Quick Dry to find out progress

- Board member Gary Best suggested contacting Altitude Law to get documentation of previous conversation between Debbie Vaughan and attorney discussing liability for HOA to perform the work at 3360 Marshall.
  - Debbie Vaughan will contact Altitude Law
- Whether to file claim with State Farm discussed; not worth submitting claim because:
  - State Farm agent stated that mold is not an insured item in Colorado, so likely not to be covered
  - Association will have to pay up to \$10,000 deductible, and work likely to not exceed that amount by much.
  - Will review once work is completed.
- 6512 W. 34<sup>th</sup> Avenue – Owner Kathleen Apel submitted request to install hand railing going up steps to front door to help her with balance issues.
  - She will install at her expense
  - HOA would be liable for future maintenance and repairs because it is an exterior component, per Forrest of Realty One.
  - Bid submitted by Rock Property Services for installation of metal handrail \$652.00
    - Owner felt this cost was too high and she preferred a wood structure.
    - Owner will be looking for additional contractors. She was informed that workers would need to be insured and all bids should be submitted to Realty One.

#### Fencing – Fencing in various areas in poor condition.

- Need bids for repairs or replacement. Board will work on submitting a work request.

#### Painting

- Board member Beverly Zeller suggested that painting be pushed to ten years with touchups as necessary between paintings. President Debbie Vaughan reminded that current contractor guaranteed painting for 8 years and the Board's previous decision was to schedule two buildings per year with the caveat that painting could be extended depending on condition on a case-by-case basis. The two buildings scheduled for 2020 are already at the ten-year mark.

#### Documents

- Rules and Regulations
  - Debbie Vaughan will provide "red-lined" copy of suggested changes to Board
  - Realty One agreed to review and provide input
- Maintenance/Insurance Responsibility Chart
  - Will require additional review before submitting to attorneys
- Declarations

- Board member JoAnn Van Trump brought up concern that there is lack of clarity regarding the number of extended family members that should be allowed to live in a unit. Current situations were discussed involving extra cars, etc. Discussion was held, with input from Forrest Scruggs:
  - This has been an issue for other Associations managed by Realty One, where an Amended Resolution to Declarations was made to include specific wording as to:
    - Definition of "family" - related by blood or legal arrangement, i.e. marriage, adoption. The current price of housing in Denver likely to promote more families having to live together.
    - Discussed whether a limit to the number of extended family that would be allowed to live in a Unit in addition to the Owner(s) of record – suggested limit of no more than five
    - Cars should not block driveways/sidewalks or be parked on any portion of lawn
    - Also whether or not to allow rentals and if so limit the number
  - Board agreed that there is a need for either an amended resolution or full revision of Declarations to address this and other areas soon.

Other Association Business

- Newsletter – Board decided no fall newsletter, since so close to the Annual Meeting.
- New Board Members – There is still a need to recruit new Board members.

Meeting Adjourned at 9:15 p.m.

Next Meeting: Board will have a planning meeting prior to the Annual Meeting. Date to be determined.

Approved @ Meeting on 12/19/2019

by Board Members

Debbie Vaughan, President

**Marshall Park Villas Condominium Association  
Board of Directors Meeting  
August 28, 2019**

Debbie Vaughan, President  
Jo Ann VanTrump, Vice President

Beverly Zeller, Board Member  
Gary Best, Board Member  
Keith Kahler, Board Member

The meeting was called to order at 6:55 p.m. at 6520 W. 34<sup>th</sup> Avenue. All Board members were in attendance.

The Minutes from July 25, 2019 meeting were read and unanimously approved as amended.

Invoices for approval

- Chimney Sweeps \$1,455.62 – Second ½ of payment for new crown at 3360/62 Marshall
- Advanced Environmental Consulting, LLC \$895.00 - Mold and asbestos inspection and testing 3360/62 Marshall

Landscaping: Mike Gines with H2MK was in attendance for the first part of meeting. He gave an overview as follows:

- Replaced approximately 2 dozen sprinklers heads
- 3 valve issues; 2 fixed and one ongoing
- Leak next to 6512 W. 34<sup>th</sup> is on main; still addressing
- Need new heads and then seed and top dress dry areas, including next to 6520 W. 34<sup>th</sup> Ave. and other areas
- Could not locate valve for problem area behind 6555/6557 W. 34<sup>th</sup>. May be inside new fence added behind 6520 W. 34<sup>th</sup>. Will check.
- Dry area next to 3360 Marshall; no pressure may be due to a leak and/or tree root
- Weeds chemicals have been added 3 times with additional spot treatment
- Feels he is getting a good understanding of the sprinkler system and that he will be able to continue to improve next year with continued updating and addition of heads for better coverage.
- Difficulty finding committed personnel

New Business

- 3355/57 Rock addition – Not discussed

Snow Removal

- Request For Proposal was approved as amended. Debbie will submit to Realty One.
- Keith Kahler agreed to be the contact for snow removal.

## Trees

Request to plant trees vs sprinklers – ask H2MK – trees could be a good solution to dry areas, if the right kind; continued research needed

- 6520 W. 34th Ave.
- 3360 Marshall

Need contractors/bids for spraying – Not addressed

Roofs/Gutters/Drainage - Arthur will do cleanup of gutters in fall.

## Old Business

- 6520 W. 34th Ave.  
Pipe protruding: Removed on 8/23/2019 by Excel Roofing
- 3320 Marshall St.  
Gutter extensions: Installed 8/23/2019 by Excel Roofing
- 6510 W. 34th St.  
Extension needed at carport: Installed 8/23/2019 by Excel Roofing
- 6525/6527 W. 34th Ave.  
Underground drainage issues/water in basement at 6525
  - Mike Gines waiting for parts; will be finalizing project from downspout between units
  - Beverly Zeller to submit a new work request to find another contractor to complete drainage at spout near her garage
- 6540/6542 W. 35th Ave.  
Gutter overflow/underground drainage issues: Replace/move gutters work done 8/23/2019 by Excel Roofing

## New Business

- 6540/6542 W. 35th Ave.  
Window wells and regrading front of house (2020?) – To be addressed in 2020

## Structural

### New Business

- Board has agreed that all chimneys should be inspected for signs of wear/damage, and any necessary work, including up to replacement of crown would be done over time beginning with the worst case.
  - Beverly Zeller volunteered to arrange companies to inspect

### Old Business

- 3320/3322 Marshall St.  
Front steps need repair and painting: contractor began replacement of boards on 8/23; still to be painted – Work completed

- 3360/3362 Marshall St: Chimney/water and mold in units
  - Mold and asbestos testing done 8/22/19
  - Asbestos and mold remediation bid from Meridian Environmental \$6,440.82 – Unanimously approved by Board.

#### Fencing

Fence on East side of property in poor condition. Need bids for repairs.

#### Painting

#### Concrete – ON HOLD

- 6505 W. 34th - Request to fill in crumbling area under front steps (2020?)
- 6540/6542 W. 35th Ave. - Request for bid on repair of cracked front walk (2020?)

#### Documents – ON HOLD

- Rules and Regulations and Maintenance/Insurance Responsibility Chart

#### Other Association Business

- Newsletter not decided

Meeting Adjourned at 8:51

**Marshall Park Villas Condominium Association**

**Board of Directors Meeting**

**July 25, 2019**

Debbie Vaughan, President  
Jo Ann VanTrump, Vice President  
Forrest Scruggs, Realty One, Inc.

Beverly Zeller – Board member  
Gary Best – Board member  
Keith Kahler – Board member

The meeting was called to order at 6:56 p.m. at 6542 W. 35<sup>th</sup> Avenue. All Board members and representative from Realty One, Forrest Scruggs were in attendance.

The Minutes from April 24, 2019 meeting were read and unanimously approved as amended.

Financial

Financial information provided by Realty One, Inc., was read, reviewed, and approved by Board. Profit & Loss, Transaction Detail (invoices paid), and Balance Sheet are attached to and made a part of these Minutes.

Bank Statement Balance as of June 30, 2019:           Checking \$17,629.94   Reserves \$58,138.73

Invoices for Approval

Debbie Vaughan – \$8.63 receipt for memory stick to back up email account and other electronic files. Board approved for reimbursement.

Landscaping: Mike Gines with H2MK began mowing began end of April; sprinkler turn on 1st week of May and adjusted over the following weeks; weed and feed application 6/11 and mid-July. Sprinklers: about 20 heads replaced so far; other zones and heads still need trouble shooting and adjusting. About 50% of the non-grass weeds had been sprayed, and the remainder, held up due to rain, will be completed as soon as possible.

Trees: All trimming by Arthur Castillo/Down to Earth was completed as of July 25. Extra trimming in areas along west fence performed. Trees slated for removal have since revived, and will not be removed.

New Business

- Need contractors and bids for spraying.
- Need to ask Arthur if he has noted any diseased trees.

Roofs Gutters/Drainage: Arthur Castillo/Down to Earth crew cleaned gutters on 5/24; returned to reclean spouts at 6525/6527 on 5/25, no extra charge; returned to clear leaves and downspout at 6540/6542 two times in June and July; no extra charge.

- 6510/6512 W. 34th Ave. - structural/gutter issue (Purvis/Apel): On 5/9/19-two structural contractors concur no structural problem or settling; 5/17/19-Forrest met Dominic of Excel roofing; performed water test and adjusted gutter slope; no 3<sup>rd</sup>

downspout needed unless flow improved; Owner Kathleen Apel has so far reported no additional issues.

- 6520 W. 34th Ave. – Old pipe protruding from wall: Pipe scheduled to be cut off as part of warranty and other work to be done by Excel roofing in August, 2019;
  - Owner requested that the old pipe be completely removed

#### New business

- 6505/6507 W. 34th Ave. - Water main shutoff valve leaking on 7/25
  - Owner wondered whether valve should be repaired by HOA or Owner.
    - Owners have repaired piping inside the walls and HOA any piping outside the walls of the Unit. Wording in Declaration is conflicting and does not speak to the actual construction of our Units (water main coming into one side of building and branching to other side).
- 6510 W. 34th Ave.
  - Kathleen Apel (6512 W. 34<sup>th</sup> Ave.) reported need for an extension on the carport gutter at 6510 W. 34th;
    - Extension will be added as free warranty work on proposal from Excel roofing to be done in July or August 2019
- 6525/6527 W. 34<sup>th</sup> Ave.
  - Underground drainage water in basement at 6525
    - June 2019 - Mike Gines installed popup emitter at the end of pipe.
    - Owner Beverly Zeller (6527) reports that as of July 21, 2019, water is still trickling into basement; popup emitter is causing water to backup toward house; pipe should be extended farther into the yard to create a greater slope; should the middle downspout be abandoned?
      - President, Debbie Vaughan will talk further to Mike Gines before work proceeds.
  - Noisy water pipes
    - April or May 2019, City of Wheat Ridge came 2 times to replace valve in street due to loud water pumping sound heard inside units; problem resolved after 2<sup>nd</sup> visit
- 6540/6542 W. 35th Ave. - ongoing gutter overflow, underground drainage issue
  - Water overflows front gutters due to backup from where middle downspout enters pipe in ground; water flows back toward window wells, and has flowed into basement of 6540.
    - Work request submitted by Debbie Vaughan in May, 2019
    - Bid from Excel Roofing \$1,233
      - Remove existing 5" gutters and 3 smaller downspouts on front of unit; install new 6" gutters and 2 larger downspouts with wide mouth openings. Middle downspout will be abandoned
      - All Board members and Forrest Scruggs of Realty One concurred

that work should be done by same contractor who did previous installation-Excel Roofing.

- Bid approved by motion from Beverly Zeller with Second by Keith Kahler. Motion passed.
- 3320 Marshall St. – Gutter extensions needed
  - Owner requested gutter extensions that were not installed when gutters were replaced in 2017/2018.
    - Excel roofing will install matching extensions at no extra charge.

### Structural

- 6520 W. 34th Ave.
  - Ceiling of porch – repairs to drywall needed; will be addressed at painting in 2020.
  - Cap on roof – Excel roofing inspected and saw no problems

### New Business

- 3362 Marshall St. – Water intrusion and mold in Unit.  
Mold in unit discovered when owner had moss rock fireplace removed; due to ongoing water intrusion from improperly repaired chimney cap. Realty One with assistance from President, Debbie Vaughan and Vice President, Jo Ann VanTrump have attempted to obtain multiple bids and input.
  - Chimney crown must be sealed or replaced. Board approved crown coat as long as that would prevent water intrusion; if not, a complete crown replacement was agreed to. Still attempting to get final bids.
  - Mold remediation: 2 bids obtained; Board voted to accept 2-part bid from Quick Dry Restoration; includes stipulation that additional costs likely for mold testing and if more problems discovered.
    - \$1,733.78 for initial testing and removal services
    - \$1,336.95 for reconstruction
- 3320/3322 Marshall St. – Front steps: Front steps on both units need repair and repainting
  - Forrest Scruggs still attempting to get final bid amounts and scope of work
- 3337 Marshall St. Owner submitted Work Request to Realty One as notice of intent to repair back deck at owner's cost. Board approved.
- 3382 Marshall St. Owner submitted Work Request to Realty One as notice of intent to replace front door at owner's cost. Board approved by email.

### Fencing

- Fence on East side of property in poor condition.
  - Need to get contractor to look into stabilizing and gradual replacement, at some point.

Painting: NextGen completed and inspected painting on 5/17-20/2019 at 6505/6507 W. 34th and 3460/3462 Marshall St. Owner Maffeo at 6507 W. 34th paid all costs for extra coats– billed separately.

### Concrete

- 6520 W. 34th Ave. - Cracks in driveway/sidewalk
  - Tony Sherrick with Sherrick Construction email on 6/4/19; warranty is expired; does not cover hairline cracks; would try to come take a look; still awaiting response.
- 6505 W. 34th - Request to fill in crumbling area under front steps
  - Debbie Vaughan sent email to Sherrick on June 17; still awaiting response; no other contractors found.
- 6540/6542 W. 35th Ave. - Request for bid on replacement of cracked sections of front walk;
  - Debbie Vaughan sent email to Sherrick on June 17; still awaiting response;

### Governing Documents

- Rules and Regulations and Maintenance/Insurance Responsibility Chart
  - Jo Ann Van Trump and Debbie Vaughan have worked on drafts. Copies handed to Board for review.

### Association Business

- Newsletter - Prepare for sending in August or September?
  - Still to be determined
- Website
  - Add financial compared to budget?
    - Not normally done; must currently be requested;
    - Asked Forrest to have this added to website
- New Owners
  - 3335 Marshall St.

Meeting Adjourned at 9:20 p.m.

Minutes Approved by vote of Board:

August 28, 2019

(Date)

Debbie Vaughan, President

(Signature)

**Minutes of Board of Directors Meeting**  
**Marshall Park Villas Condominium Association**

**April 24, 2019**

Debbie Vaughan, President  
Jo Ann VanTrump, Vice President

Beverly Zeller – Board member  
Gary Best – Board member  
Keith Kahler – Board member

The meeting was called to order at 6:55 p.m. at 6520 W. 34<sup>th</sup> Ave., Wheat Ridge, CO 80033. All Board members and Representative Forrest Scruggs from Realty One, Inc. were in attendance.

The Minutes from the January 3, 2019 and February 7, 2019 meetings were read and unanimously approved as amended.

Financial

Financial information, provided by Realty One, Inc., was read, reviewed, and approved by Board. Profit & Loss, Transaction Detail (invoices paid), and Balance Sheet are attached to and made a part of these Minutes.

Landscaping

H2MK was voted in by the Board as the new landscaping company recommended by Realty One, Inc. The Board President and VP walked the property with the owner, Mike Gines.

- Fall cleanups to be done as needed, not just 1 or 2 times
  - Bid amount for Pre-emergent and weed control are not for separate visits, but primarily for cost of chemicals; all work done at weekly visits
  - Does not use weed and feed combo; uses separate granular feed and separate chemicals for weed control because more cost effective and more targeted
  - Will come as soon as snow is done to do spring cleanup and to begin turning on sprinkler to detect problems
  - Rock – does all landscaping installations, including rock; will give suggestions and bid as requested

Trees/Gutter cleaning

Arthur Castillo was voted in by the Board to care for large trees.

- The bid he submitted Jo Ann Van Trump was read and discussed at the meeting.
- The bid and insurance paperwork is in the process of being submitted to Realty One, Inc.
- Arthur also submitted a bid for the Gutter Cleaning. Beverly Zeller moved to accept both bids seconded by Keith Kahler. Motion passed.

Small trees and bushes under 10 feet will be handled by the landscaper, Mike Gines of H2MK, including:

- 3355/3357 Marshall St. – small evergreens and bushes in front

#### Snow Removal

- As requested, bags of Ice Melt chemicals have been replaced with sand and placed at various locations.
- Realty One, Inc. suggested using the landscaping contractor for snow removal in 2019-2020;

Mike Gines of H2MK is willing to provide a bid.

#### Structural

- 6510/6512 (Purvis/Apel) – Possible structural issue
  - Debbie Vaughan asked Forrest Scruggs to try to obtain three bids
    - Two companies have come out - No bids have been submitted at this time.
    - Kathleen Apel, at 6512 West 34th Avenue has requested to change the size of the posts at her cost. The bids will reflect this change and will be decided on once the bids have been received.
- 6520 W. 34<sup>th</sup> Ave. (Best)
  - Request for installation of new motion sensor light
    - Board approved by email the installation by Owner with stipulations that light would be adjusted, changed, or removed if there are complaints from surrounding owners. As of the meeting, no complaints had been received by the Board or the Owner.

#### Fencing

- Landscaper H2MK does fencing installation; will provide suggestions and bid as requested

#### Painting

- NextGen bid was approved by email vote to paint
  - 6505/6507 – still waiting on color choice
  - 3460/3462 Marshall Street. The colors have been submitted.
- New request for painting of 6525/6527 W. 34<sup>th</sup> Ave.
  - The Board, with agreement from the Owner Beverly Zeller, agreed that the area that is peeling and damaged will be repaired by a handyman in 2019, but to hold off painting the building until 2020 as scheduled.

- Discuss painting schedule
  - Since the painter NextGen provides a guarantee of 8 years, the painting schedule will be monitored on a case by case basis to see if the units need to be painted more frequently than the usual 10-year rotation.

### Concrete

- Crack in drive at 6520 W. 34<sup>th</sup>
  - Owner Gary Best will submit a work request with picture to Realty One, Inc. for cracks in the driveway to be looked at by Sherrick Cement Company. Realty One, Inc. has the warranty information.
- Water
  - 1/9/19-3/11/19 \$1,209.36 = Average of \$21.60 per unit per month
  - Highest usage 22,000 gallons 6510/6512 W. 34<sup>th</sup> Ave (Purvis/Apel). Owner in 6512 reported water leaks fixed that have been fixed.

### Documents

- Rules and Regulations
  - Chart with suggested changes received from various Owners was submitted to the Board for Review. The Board will continue effort to review and finalize Drafts.
- Maintenance/Insurance Responsibility Chart
  - format choices compared by JoAnn and shared with the Board
  - JoAnn will begin to prepare the chart for later review by the Board

Would like to coordinate both above documents to be completed at the same time, as they will refer to the other.

### Association Business

- Communication – mailed vs. emailed
  - The Board decided that there are 3 or 4 owners that need to receive certain items in writing due to difficulty accessing emails. Debbie Vaughan will distribute these items, or arrange with Realty One, Inc.
- Newsletter - emailed to all Owners in March, 2019
- Minutes
  - Meeting minutes will be taken by Board members
- Insurance
  - Worker's Comp
    - Pinnacol Assurance policy was put in place and the yearly premium of \$350 was paid in April, 2019.
  - Realty One, Inc. does not provide copies of insurance policies. All requests for copies must be directed to the insurance carrier—contact information is on the

website. Board members are not to issue copies of policies to Owners or other entities, but can provide the contact information.

- Sale of 3335 Marshall St.
  - Share sewer question/answer

This is how MPV has handled all repairs to sewer lines: the HOA is responsible to maintain the line from the walls of the unit to the street. Repairs to piping from the walls in to the Unit is the responsibility of the Owner(s). Any snaking to clear the line from the house to the street is also the responsibility of the Owner, and it is suggested that Owners schedule regular clearing about every 18 months depending on how many trees surround the unit. If snaking doesn't resolve the issue, and scoping (camera) is required to determine the location of the problem, the cost for scoping services will be paid depending on where the problem is found: inside walls=Owner, outside walls=HOA.

- Document request by Owner at 6510 W. 34<sup>th</sup>
  - Owner requested copy of agreement between Realty One, Inc. and Board. Realty One, Inc. informed Owner that they do not send that agreement to Owners unless Board gives approval. The Board asked Realty One, Inc. to provide a PDF copy of the agreement; emailed by Realty One, Inc. along with a request for acknowledgement of receipt, and instructions to direct any additional requests for documents to Realty One, Inc. No response to date.

#### New Business

- Gary Best, at 6520 West 34th Avenue will submit work requests to Realty One, Inc. for damage to the ceiling on his porch and a work request for damage to a cap on his roof.

Meeting was adjourned at 8:31 p.m.

Minutes Approved by vote of Board

July 25, 2019

(Date)

Debbie Vaughan, President

(Signature)

Marshall Park Villas  
Board of Directors Meeting  
February 7, 2019

Debra Vaughan - President  
Beverly Zeller - Board Member  
Gary Best - Board Member

Keith Kahler – Board Member  
Jo Ann Van Trump - Board Member

The meeting was called to order at 7:05 p.m. at 3360 Marshall Street. All board members were in attendance.

**Items Discussed**

1. Officers were decided on.
  - a. Debbie Vaughan – President
  - b. Welcomed new Board member Keith Kahler; email address provided – [KeithImphoa@gmail.com](mailto:KeithImphoa@gmail.com)
  - c. No Officers: Board Members will be responsible for sharing duties of the secretary and treasurer as needed.
2. Snow Removal
  - a. Debbie asked Keith if he would eventually be the contact person for snow removal once he is familiar with things. Keith said that he would.
  - b. Agreed that sand would be used in icy areas; not salt or Ice Slice. Debbie will contact Chad.
3. Budget
  - a. The Budget approved at the Annual Meeting did not take into consideration that the new dues increase did not go into effect until February 1st. Realty One, Inc. made the correction and sent a revised budget adjusting the total income for 2019 to reflect January 2019 dues of \$260, not \$320 – reducing the 2019 income by \$1,680. A copy of the revised Budget was approved by the Board.
4. Website
  - a. The Quarterly Statements and the Budget need to be posted on the website.
  - b. The Board needs to inform Realty One, Inc. about items that they believe need to be on the website.
5. Vendors for 2019
  - a. Debbie is working with Realty One, Inc. on names of vendors we would like to have submit bids.
  - b. Need irrigation specialist to look at sprinkler system to resolve problems and provided suggestions for improvement.
6. Owner contact list
  - a. Debbie will work with Realty One, Inc. to coordinate any changes and request a copy be sent to the Board
  - b. Hope to be able to use email for communication with Owners wherever possible to save postage;

7. Rules and Regulations
  - a. Board would like to revise
  - b. Gary Best volunteered to put together a committee of volunteers
8. Newsletter
  - a. Board will be working with Realty One, Inc. to put together a brief newsletter to send to Owners with highlights from Annual Meeting and reminders of any changes.
9. Upcoming Meeting Locations
  - a. April 24 – Gary Best
  - b. July 31 – Debbie Vaughan
  - c. October 30 – to be decided

Meeting adjourned at 8:15 p.m.

Minutes approved: Debbie Vaughan, President 2-19-2018

**MARSHALL PARK VILLAS CONDOMINIUM ASSOCIATION**  
**Board of Director's Meeting**  
**Thursday, January 3, 2019, 7:00pm**  
**6525 W. 34<sup>th</sup> Ave., Wheat Ridge, CO 80033**

**1. Call to Order: 6:30pm.** Cindy Shepherd

Present were Cindy Shepherd, Jo Ann Vantrump, Gary Best, Beverly Zeller, and Debbie Vaughan and Kim Ibbison

**2. Minutes:** Minutes of the November 28, 2018 Board of Director Meeting were approved.

**3. Property Management Report:** Forrest Scruggs – See Notes.

- Quarterly meetings (\$50.00) Forrest will take minutes

**4. Open Issues:**

- Sprinkler System – possible assessment for repairs
- Note – Put website information on Agenda for Annual Meeting.
- Arthur Castillo – trimming, gutter
- Update Rules & Regulations – Board hopes to address and revise in 2019
- J.R. Active Adult Center for Annual Meeting – Forrest to bring check for payment of room rental
- Reserve Study – Board decided not to proceed with updated study

**5. New Business:**

- 2019 Budget – Debbie Vaughan
- Only owners can provide proxies
- Increase contributions to reserve account to a total of 10% of budget
- Vote to have all reserve money transferred monthly no longer a yearly transfer
- Loss Assessment on personal insurance policies should be at least \$10,000.00
- February 1, 2019, State Farm, will be renewed
- Worker's Compensation: need to have; Forrest will obtain premium estimates

**6. Meeting Adjourned:**

**MARSHALL PARK VILLAS CONDOMINIUM ASSOCIATION**  
**Annual Meeting**  
**Wednesday, January 30, 2019, 6:30pm**  
**Active Adult Center**  
**6363 W. 35<sup>th</sup> Ave., Wheat Ridge CO, 80033**

- 1. Call to Order:** 7:00pm
- 2. Roll Call:**
- 3. Proof of Notice of Meeting:** Forrest Scruggs
- 4. Reading of Minutes:** Motioned and seconded, all in favor approving the Minutes from January 24, 2018.
- 5. Realty One, Inc – New Management Company:**
  - Introduction: Forrest Scruggs reviewed and gave history of his company.
  - Overview of Responsibilities: what they do and don't do: Email is most important
  - Contact Information: Contact Office, 303 237-8000
  - Other: admin@realtyone-co.com
  - Web: <http://www.realtyone-co.com/hoa-s.html>
- 6. Financial Report: ( Realty One, Inc. to provide)** Realty One, Inc. just started, contract 1-1-2019. Forrest Scruggs gave report on what financials will be submitted to Board of Directors in the future.
- 7. Overview of 2018:** Cindy Shepherd
  - Landscaping: ASAP Landscaping performed job in 2018. Will get bids from other companies for 2019.
  - Structural: Had problems with sprinkler repairs, looking for Irrigation Expert to take pictures of areas of concern
  - Concrete: 2 new driveways and a partial installed
  - Painting: 3 units completed: 2 to 3 scheduled, depending on funds, two owners need to agree on colors. Colors should be approved by Association
  - Snow Removal: New Company. The Snow Plow Guy. No removal under 2" using Ice Slicer. (Buckets set around property)
  - Potential upcoming projects: Arthur Costillo our tree contractor, does good work with trees and gutters. Excel Roofing, good response in regard to gutters and roofing. Looking into possible landscape changes (Rock)

- Documents: Debbie Vaughan
  - Policies – NEW: 9 policies rafted by Altitude Law, signed on November 28, 2018, available on Realty One, Inc. website
  - Declarations Review Committee: 2018 committee studied - tabled
  - Rules and Regulations need revising: Board will work on committee
  - Maintenance Chart – NEW: Each unit unique, chart for owners responsibility. Example sky lights are owners. Lighting all owners Reserves: Base study in 2007. Recommended \$300,000.00 in reserves
  - Reserve Study: Done. New study recommended. Revise study every 3-5 years.
  - Reserve Account: Approximately 10% monthly from checking

#### **8. Insurance:**

- State Farm: Kim Wood is agent. Standard deductible, no separate Wind & Hail deductible. Letter from State Farm about Loss Assessment coverage to be added to website. Owners need to talk to their agents, minimum \$10,000.00 Loss Assessment
- Worker's Compensation: Checking into it, don't have now, recommended by Altitude Law and Realty, One, Inc.

#### **9. Approval of Proposed Budget:** Motioned, seconded and all were in favor

- Overview of 2018: Debbie Vaughan compared to 2019 Budget
- Overview of increases: Some categories budgeting up
- Addition of estimated Worker's Comp premium, increase of amount to Reserves, general maintenance expenses increase

**10. Election of Officers:** Cindy Shepherd resigned. Debbie Vaughan 3 years, Jo Ann Vantrump one year remaining, Gary Best one year remaining , Beverly Zeller, two years remaining, Keith Kahler, new Board member.

**11. Other Business:** None

**12. Adjourned:** 8:40pm, Motion and Second.