

**THE OAKS CONDOMINIUM HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES
Monday October 24, 2022**

The Board Meeting was held virtually (via Zoom) and was **called to order** at 6:04pm. In attendance were: Dave Fairchild, Linda Brainard, and Linda Lockwood. Forrest Scruggs, the community manager was also present.

The **Minutes** for the July 25, 2022 meeting were approved through a motion by Dave Fairchild seconded by Linda L., and unanimous vote of the Board members present.

It was noted that Chris Seaver resigned on October 4, 2022 via an e-mail sent to the Board.

Financials

- Forrest reviewed the financial reports and noted that the credit showing up in building repairs represents reimbursement for owner expenses on unit 8483E cleanup.
- He noted that we exceeded budget on expenses from landscaping, the sidewalk curb repairs, sprinkler/siding repairs and the trees/shrubs maintenance. These items were covered with reserves.
- Reserves are extremely low, and it was noted we need to discuss building up reserves before our next annual meeting (it will be placed on the agenda for the January meeting).
- Forrest will provide a current owner's list to the Board.
- It was noted that insurance costs are still increasing more than budgeted each year. Solutions will be considered when discussions occur about building reserves.
- The previously discussed dues increase that may be needed due to increased costs and reserve contributions needs to be finalized.

Items Ratified (Actions Taken Between Meetings)

- Insurance renewal-proposal approved via e-mail
- Snow removal contract-proposal approved via e-mail
- Gutter cleaning-approved by action previously approved by Board giving Dave ability to agree to small contracts.

Status of Service Contracts

- Insurance was renewed on 9/30/22
- Snow removal contract for 2022/2023
 - A committee is needed to track services provided by snow removal services. Board will solicit volunteers from the community.
 - It was noted that we need to work on improving service.
- Landscape Maintenance – USG 2022 agreement in place; new agreement needed for 2023

Continuing Business

- Rules update – Linda presented current status of rules document. It was agreed that additional updates would be made and circulated to Board again. We will be seeking finalization of rules during January meeting.
 - Parking limitations needs to be clarified
 - Owner responsibility for architectural/maintenance requirements need to be reviewed for redundancies.
- Grounds Review
 - Projects were completed and paid out of reserves.

New Business

- Trough on roof above 8469A is due to one rafter being installed higher than the rest. It was confirmed that it was not due to bad decking. Because this is not impacting function at this time, no repairs are warranted.
- Water damage occurred in ceiling above 8483C (and ceiling of 8483B) due to a pinhole leak in the copper pipe above the ceiling. It was fixed by Kerwin Plumbing and paid for by HOA.
- Water damage was reported in 8483C unit due to a dishwasher hose rupture in 8483E. Restoration One is working with 8483C and E owners and their insurance carriers
- Updated policy information needs to be provided to owners due to new regulations in HB22-1137.
- A complaint was filed about a dog barking issue at 8469D on 9/11/22. A rules violation letter was sent on 9/20/22 and the owner provided a response on 9/27/22. The owner also reported that he is working with a trainer to resolve the issue. No follow up has been provided by the original complainant.
- Water damage to 8467B ceiling was reported on 9/27/22 as a result of the failure of the hot water heater in 8467E. The owner of 8467E reported a new hot water heater installed earlier this year has been repaired (defective part) and they are working with the owner of 8467B to complete repairs.
- It was acknowledged that the Board needs to notify owners to check existing plumbing connections, hot water heaters, etc. on all 2nd floor units.
- A discussion occurred regarding deferred maintenance issues at 8483E as regular maintenance of the unit is not occurring and may impact other units within the building.
- A discussion occurred regarding a report that some dog owners who are failing to pick up their dog waste are actually coming down the hill from Timbercove II (south of the Oaks). We discussed installing a bag station, but no decisions were reached.
- Dave reported that owners are in the habit of contacting him instead of Realty One regarding issues in the complex. Dave asked Forrest if something could be done to remind owners to file any concerns with Realty One first. It was agreed that an e-mail should be sent to owners to remind them of the appropriate procedures for reporting maintenance issues.

Future meeting is January 2023 (date will be communicated through Dana)

Meeting was adjourned at 7:18pm

**THE OAKS CONDOMINIUM HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES
Monday July 25, 2022**

The Board Meeting was held virtually (via Zoom) and was **called to order** at 6:06pm. In attendance were: Dave Fairchild, Jeff Brier, Linda Brainard, Stacie Strang, Chris Seaver and Linda Lockwood. Forrest Scruggs, the community manager was also present.

The **Minutes** for March 28 and the April 25 (election of officers immediately after the Annual Meeting) meetings were approved through a motion by Linda Lockwood, seconded by Jeff Brier, and unanimous vote of the Board members present.

Financials

- Forrest reviewed the monthly reports and balance sheet.
- Budget was reviewed (It was brought up during discussion to keep an eye on charges from City of Arvada for trash removal as it should be \$15.63/month/unit)
- It was also noted that regular monthly deposits are being made to the reserve. This does not show up on the P & L statement.

Items Ratified (Actions Taken Between Meetings)

- Fill hole by foundation next to 8485E entrance (Chris noted that the repair was not completed per the invoice sent to the HOA. This will be checked and followed through by Dave Fairchild with the vendor.)
- Irrigation controller replacement
- 8483D turf issues
- 8485C clogged gutter (It was brought up that this repair also needs follow up to determine if it was actually completed)
- Sprinkler system repairs completed by 8483A garage island and patio

Status of Service Contracts

- Insurance was renewed on 9/30/21-working with new broker for renewal
- Snow removal contract (Need new proposal for 2022-2023)
 - It was noted that we need to work on improving service.
- Waste Hauling
 - It was noted that Republic has missed some pickups but has been responsive to picking up when called.
- Landscape Maintenance – We are currently working under a 2022 contract
 - It was noted that we need to be better at providing feedback to the landscape company regarding weeds and contracted services. Regular walk throughs with issues will be noted and sent as feedback.

Continuing Business

- Rules update – Jeff and Linda presented a new rules document that was produced with reference to multiple other HOA's and with current issues facing The Oaks in consideration. Feedback is sought and is due to Linda by Aug 30.
 - Dave noted that new regulations by State Law will need to be considered and will require review by attorneys
 - It was also suggested that we pull any reference to fees back out of the document and maintain current only in documents reviewed regularly by attorneys.
 - Linda will review new House Bills regarding HOA's, including HB22-1137, to align new rules to new regulations. These bills have been signed into law and take effect August 10, 2022.
 - Forrest will seek lawyer review of documents that may need changes due to new legislation.
- Grounds Review
 - Concrete repairs (still seeking company that can do small patching jobs)
 - Greenbelt drainpipe removal will be scheduled
 - Dead aspen removal will occur when we receive an approved quote
 - Chris Seaver will do periodic walk throughs of the property on behalf of the board to note any upcoming issues that may need to be addressed.

New Business

- Stacie proposed that she resign her position and be replaced by Chris Seaver (Voted on by Board and approved. Chris was welcomed to the Board.)
- Timber Cove 2 has a tree that has caused damage near 8483D. Timber Cove was notified and they took care of the tree. Dave repaired damage to the 8483D patio fence.
- Trough on roof over 8469A will be reviewed by Rock Properties for suggested solutions.
- Water damage was reported in ceiling above 8483C washer/dryer area. It was determined because this occurs in a "common space" that the HOA will be responsible for fixing. Dave will follow up with owners and service personnel.
- Chris brought up that in her informal review of current owners that they would like to see better communication between the Board and the owners, particularly on individual unit issues/repairs. The Board agreed that communication is key and efforts will be made to improve this communication in the future.
- Dave was authorized to approve expenses up to \$1000 without board approval.

Future meeting is October 24, 2022 at 6pm

Meeting was adjourned at 7:31pm

THE OAKS CONDOMINIUM HOMEOWNERS ASSOCIATION

ANNUAL MEETING MINUTES

Monday, April 25, 2022, 6:00 p.m

Roll Call / Sign In

The Annual Meeting was held in person with a virtual (Zoom) option. In attendance were Ryan Wendling, Larry and Mary Littell, Mary Beaumont (via Zoom), Andrew Hoon, Jeff Brier (via Zoom), Diane Eismann, Chris Seaver, Linda Brainard, Dave Fairchild, Linda Lockwood and Stacie Strang. Elizabeth Roybal was represented by proxy (Sonja/via Zoom Audio). The Community Manager, Forrest Scruggs, was also present via Zoom.

The meeting was called to order at 6:05pm.

Proof of Notice of Meeting

Forrest Scruggs confirmed that the meeting notice had been mailed to all owners 30 days prior to the meeting date.

Determination of Quorum

It was determined that a quorum was present as more than 20% of Condominium owners were present or represented by proxy.

Review/Approval of Minutes of previous meetings

The Minutes of the 2021 Annual Meeting were unanimously approved as written.

Reports of Board:

Review of 2021/2022

Items covered on review included grounds maintenance (removal of junipers, tree trimming, Evergreen tree care, driveway maintenance and sprinkler system repairs. The fourth of five deck roof membranes have been replaced and a switch was made to the City of Arvada sponsored trash service.

Review of Year-End (2/28/22) Financial Report

The Financial Report for the last fiscal year (3/2021 - 2/2022) was reviewed.

It was acknowledged that during the reserves study a significant shortage was noted and measures should be taken to resolve the shortage. Dave indicated that a raise of \$20 per month in HOA dues would bring us much closer to the reserves we need and discussed some of the categories of expenses that are covered under our reserve account.

Reports of Community Manager:

No report

Ratification of the Annual (2022-2023) Budget

The budget approved by the board for the current fiscal year (3/2022-2/2023) was ratified.

Election of members of the Board of Directors

Dave Fairchild, Stacie Strang, Jeff Brier, Linda Brainard, and Linda Lockwood, were reelected unanimously as members of the Board of Directors.

Open Forum

Mary L. asked if there could be a new owners list circulated to all residents. Dave Fairchild will check on privacy issues and create a list of appropriate information for distribution.

Ryan W. voiced concerns over the reserve shortage and asked if there was a set date for a dues increase and asked the amount that dues would increase. Dave F. indicated that the board still had to vote on any increase and that an amount had not yet been decided on. It was acknowledged that dues had not changed much over the years and that perhaps a step up in increase could be taken over the next two years to make up for the shortage.

Diane E. asked for clarification on the balance sheet where the recent painting project was listed as a fixed asset. Forrest and Dave explained that it is showing up on records to reconcile the accounts and that it is actually not an asset.

Adjournment

The annual meeting was adjourned at approximately 6:56 pm.

THE OAKS CONDOMINIUM HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES
Monday January 24, 2022

The Board Meeting was held virtually (via Zoom) and was **called to order** at 6:08pm. In attendance were: Dave Fairchild, Jeff Brier, Linda Brainard, Stacie Strang, and Linda Lockwood. The Community Manager, Forrest Scruggs, was absent.

The **Minutes** for the Oct 25th meeting were approved through a motion by Linda Lockwood, seconded by Stacie Strang, and unanimous vote of the Board members present.

Financials

- The board was informed that Forrest has been hospitalized and was expected to be released today. The board wishes him well in his recovery.
- Financials for October-December were presented by Dave Fairchild.
- Reserve deposits have been increased by \$2000 and is going well.
- He noted while looking at the report that "Building Repairs" is a deposit placed on work needed in the complex.

- We will be doing a detailed report on budget at the next meeting.

Issues raised include:

- 8485C-It was noted that the resident has passed away and has an outstanding balance owed to the HOA. Forrest is working out the outstanding balance with relatives (oldest daughter). It was noted that a lien will automatically be placed on property if sold if monies owed have not been resolved.
- Dave noted that the "Fence Repairs" and "Trees and Shrubs" line items should be taken from reserves (not the general fund) and transferred on financial reports. Linda motioned we take those funds from reserves and restore those funds to the general account, it was seconded by Dave and passed unanimously.

Reports

- A new Owner-Resident list was distributed.
- 8483E Follow-up: Decking is the only thing left to do to fix property damage and the owner is in contact with Rock Properties to finish work. There will need to be a payment plan developed as required by state law. Garage door is still needing to be painted.

Board Actions to be ratified

- 8483E-Owner to reimburse HOA for damage due to his not informing the HOA of the issues at his property. HOA will assume costs for re-roofing. This action was ratified by a unanimous vote.

Status of Service Contracts

- Insurance was renewed on 9/30/21
- Snow removal contract secured with USG
 - Communication regarding changing the number of inches of snow needed to warrant the driveways being scooped to 4" still needs to be communicated to USG. Dana will be responsible.
- Waste Hauling
 - New pickup day is Monday and the transition seemed to go well. Excess containers still need to be picked up and any stray trash cans should be recycled.
- Landscape Maintenance contract will be secured in February.

Continuing Business

- Update on 8483E is noted above.
- 8467E Deck-Pergola installed without AIR has not been addressed.
- 8487B-The improper exterior wiring/cabling has not been addressed.
- Bylaws and Rules need update (Linda and Jeff will work on before next meeting).
- 8483D had a request for siding repair. Rock Properties is working on this and has already completed caulking repairs. Still needs to address the siding repair/replacement.
- It was noted that the trash sitting on the roadway by the tennis courts has been removed.

New Business

- 8467-Stacie noted that there is a big limb down by the tennis courts that needs to be addressed
- Dumpster used by 8483E is taking up a great deal of space and removal should be encouraged.
- Jeff noted the Corvette that has enjoyed long-term parking should be moved so that the parking space can be used by more active residents. The Board requested that a courtesy notice be sent to the owner and followed up by a violations notice as appropriate.

- It was also noted that the Board may want to send a courtesy notice to residents who are still not moving their cars during snowstorms as it impedes the snow removal efforts.
- It was noted by a resident that the City of Arvada is charging residents a fee when the agreement had been that the HOA would pay all appropriate fees for trash removal. Dave will follow-up with the city after the first billing for trash removal is received.
- Minutes of the next meeting will be taken by Linda Brainard as Linda Lockwood will not be able to attend.

Future meetings will occur in March and April (Annual Meeting)

Meeting was adjourned at 7:18pm