

**First & Harlan Carriage Homes Condominium Association**  
**Board of Directors Meeting Agenda**  
**Tuesday, August 22, 2023 6:30pm**

**VIA CONFERENCE CALL**  
**1.916.235.1420**  
**PIN # 557413**

1. Call to Order
2. Roll Call
3. Approval of the June 27, 2023 Board of Director Meeting Minutes
4. Property Management Report
5. Open Issues
6. New Business
7. Meeting Adjourned

# **FIRST & HARLAN CARRIAGE HOMES CONDOMINIUM ASSOCIATION**

## **Board Meeting Minutes Tuesday, June 27, 2023 Conference Call**

- 1. Call to Order:** 6:30 pm, by Cindy Ayde, also on conference were Board members Gordon Corn, and Forrest Scruggs of Realty One.
- 2. Minutes:** Minutes of the Board Meeting from September were previously approved and for February there was no quorum.
- 3. Homeowners Forum:** None
- 4 Property Management Report:**  
Financial Report – Forrest Scruggs reviewed the financials for the year to date P&L, January through May, 2023. The 5-31-23 Balance sheet was presented by Forrest and he stated the Reserve is fully funded in accordance with Budget. The scheduled Income is on Budget as well. Forrest noted the annual insurance was pre-paid at the end of 2022.
- 5 Open Issues:**
- 6 New Business:** Gordon noted the following: He met with our landscape person, Kevin, and it was agreed to provide a second bush trim in addition to the current one in our contract for \$1750. He confirmed there will be no power washing provided due to the expense. He would like a bid on painting all shutters. Forrest will obtain bids. Also, a bid on replacing bad base covers around the front columns. He asked Forrest to explain the State law on HOA's known as CCIOA. He asked about #66 status on picking up after their dog and Forrest has information this tenant is to be evicted on June 29<sup>th</sup>. Cindy mentioned mail box #2 is broken and open but getting mail. Forrest has contacted through USPS web site about problems with mail boxes.
- 7 Meeting Adjourned:** by Cindy 7:14 pm

**First & Harlan Carriage Homes**  
**Profit & Loss**  
January through July 2023

	Jan - Jul 23
Ordinary Income/Expense	
Income	
Monthly Dues	
Parking Permit Income	1,700.00
Monthly Dues - Other	56,130.00
Total Monthly Dues	57,830.00
Total Income	57,830.00
Expense	
ACH Quarterly Bank Fee	105.12
Annual Filing Fees	40.00
Annual Stormwater	4,164.60
Backflow	250.00
Colorado Department of Revenue	15.00
Department of Treasury	101.00
Landscape Contract	6,177.20
Landscaping and Groundskeeping	1,234.00
Meeting Room	90.00
Office Supplies	35.52
Postage and Delivery	84.81
Property Management Fees	
Special Services	125.00
Property Management Fees - Other	4,375.00
Total Property Management Fees	4,500.00
Repairs and Maintenance	830.55
Sewer	375.00
Snow Removal	5,680.35
Storm Water	1,524.93
Tax Prep	325.00
Trash Removal	3,224.06
Water	7,445.04
Total Expense	36,202.18
Net Ordinary Income	21,627.82
Other Income/Expense	
Other Income	
Interest	122.52
Total Other Income	122.52
Net Other Income	122.52
Net Income	21,750.34

12:18 PM

07/31/23

Accrual Basis

# First & Harlan Carriage Homes

## Balance Sheet

As of July 31, 2023

	Jul 31, 23
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Operating	13,603.75
Reserves	151,290.60
Total Checking/Savings	164,894.35
Accounts Receivable	
Accounts Receivable	-4,009.73
Total Accounts Receivable	-4,009.73
Total Current Assets	160,884.62
<b>TOTAL ASSETS</b>	<b>160,884.62</b>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
Opening Balance Equity	227,084.35
Retained Earnings	-87,590.07
Net Income	21,390.34
Total Equity	160,884.62
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>160,884.62</b>

12:18 PM

07/31/23

Cash Basis

# First & Harlan Carriage Homes

## Profit & Loss Budget vs. Actual

January through July 2023

	Jan - Jul 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Monthly Dues	1,700.00	1,050.00	650.00	161.9%
Parking Permit Income	56,130.00	55,440.00	690.00	101.2%
Monthly Dues - Other				
Total Monthly Dues	57,830.00	56,490.00	1,340.00	102.4%
Total Income	57,830.00	56,490.00	1,340.00	102.4%
Expense				
ACH Quarterly Bank Fee	105.12	325.00	-219.88	32.3%
Annual Filing Fees	40.00	40.00	0.00	100.0%
Annual Stormwater	4,164.60	4,200.00	-35.40	99.2%
Backflow	250.00	250.00	0.00	100.0%
Colorado Department of Revenue	15.00	100.00	-85.00	15.0%
Department of Treasury	101.00	500.00	-399.00	20.2%
Insurance Expense	0.00	10,913.00	-10,913.00	0.0%
Landscape Contract	6,177.20	7,340.00	-1,162.80	84.2%
Landscaping and Groundskeeping	1,234.00	1,820.00	-586.00	67.8%
Meeting Room	90.00			
Office Supplies	35.52			
Postage and Delivery	84.81	178.00	-93.19	47.6%
Property Management Fees				
Special Services	125.00			
Property Management Fees - Other	4,375.00	4,375.00	0.00	100.0%
Total Property Management Fees	4,500.00	4,375.00	125.00	102.9%
Repairs and Maintenance	830.55			
Reserve Contribution	0.00	5,579.00	-5,579.00	0.0%
Sewer	375.00			
Snow Removal	5,680.35	7,944.00	-2,263.65	71.5%
Sprinkler Maintenance	0.00	1,500.00	-1,500.00	0.0%
Storm Water	1,524.93	1,500.00	24.93	101.7%
Tax Prep	325.00	325.00	0.00	100.0%
Trash Removal	3,224.06	3,325.00	-100.94	97.0%
Water	7,445.04	11,095.00	-3,649.96	67.1%
Total Expense	36,202.18	61,309.00	-25,106.82	59.0%
Net Ordinary Income	21,627.82	-4,819.00	26,446.82	-448.8%

First & Harlan Carriage Homes  
Profit & Loss Budget vs. Actual  
January through July 2023

	Jan - Jul 23	Budget	\$ Over Budget	% of Budget
Other Income/Expense				
Other Income	122.52			
Interest	122.52			
Total Other Income	122.52			
Net Other Income		-4,819.00	26,569.34	-451.3%
Net Income	21,750.34			

# **First & Harlan Carriage Homes Condominium Association**

## **Board of Directors Meeting Agenda**

**Tuesday, June 27, 2023 6:30pm**

**Via Conference Call**

**916.235.1420**

**PIN# 557413**

1. Call to Order
2. Roll Call
3. Approval of the February 21, 2023 – Board of Director Minutes –  
There was no quorum
4. Property Management Report
5. Open Issues
6. New Business
7. Meeting Adjourned

8:45 AM

06/12/23

Cash Basis

## First &amp; Harlan Carriage Homes

## Profit &amp; Loss

January through May 2023

	Jan - May 23
Ordinary Income/Expense	
Income	
Monthly Dues	
Parking Permit Income	1,000.00
Monthly Dues - Other	39,620.00
Total Monthly Dues	40,620.00
Total Income	40,620.00
Expense	
ACH Quarterly Bank Fee	89.28
Annual Filing Fees	40.00
Annual Stormwater	4,164.60
Colorado Department of Revenue	15.00
Department of Treasury	101.00
Landscape Contract	2,861.10
Landscaping and Groundskeeping	1,234.00
Meeting Room	90.00
Postage and Delivery	42.60
Property Management Fees	
Special Services	75.00
Property Management Fees - Other	3,125.00
Total Property Management Fees	3,200.00
Repairs and Maintenance	830.55
Sewer	375.00
Snow Removal	5,680.35
Storm Water	1,524.93
Tax Prep	325.00
Trash Removal	2,302.90
Water	5,350.74
Total Expense	28,227.05
Net Ordinary Income	12,392.95
Other Income/Expense	
Other Income	
Interest	104.20
Total Other Income	104.20
Net Other Income	104.20
Net Income	12,497.15



First & Harlan Carriage Homes  
**Balance Sheet**  
As of May 31, 2023

	May 31, 23
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Operating	7,428.88
Reserves	147,772.28
Total Checking/Savings	155,201.16
Accounts Receivable	
Accounts Receivable	-3,589.73
Total Accounts Receivable	-3,589.73
Total Current Assets	151,611.43
<b>TOTAL ASSETS</b>	<b>151,611.43</b>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
Opening Balance Equity	227,084.35
Retained Earnings	-87,590.07
Net Income	12,117.15
Total Equity	151,611.43
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>151,611.43</b>

8:45 AM

06/12/23

Cash Basis

# First & Harlan Carriage Homes

## Profit & Loss Budget vs. Actual

January through May 2023

	Jan - May 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Monthly Dues	1,000.00	750.00	250.00	133.3%
Parking Permit Income	39,620.00	39,600.00	20.00	100.1%
Monthly Dues - Other				
Total Monthly Dues	40,620.00	40,350.00	270.00	100.7%
Total Income	40,620.00	40,350.00	270.00	100.7%
Expense				
ACH Quarterly Bank Fee	89.28	0.00	89.28	100.0%
Annual Filing Fees	40.00	40.00	0.00	100.0%
Annual Stormwater	4,164.60	4,200.00	-35.40	99.2%
Backflow	0.00	250.00	-250.00	0.0%
Colorado Department of Revenue	15.00	100.00	-85.00	15.0%
Department of Treasury	101.00	500.00	-399.00	20.2%
Insurance Expense	0.00	7,795.00	-7,795.00	0.0%
Landscape Contract	2,861.10	3,670.00	-808.90	78.0%
Landscaping and Groundskeeping	1,234.00	1,300.00	-66.00	94.9%
Meeting Room	90.00			
Postage and Delivery	42.60	118.00	-75.40	36.1%
Property Management Fees				
Special Services	75.00			
Property Management Fees - Other	3,125.00	3,125.00	0.00	100.0%
Total Property Management Fees	3,200.00	3,125.00	75.00	102.4%
Repairs and Maintenance	830.55			
Reserve Contribution	0.00	3,985.00	-3,985.00	0.0%
Sewer	375.00			
Snow Removal	5,680.35	7,944.00	-2,263.65	71.5%
Sprinkler Maintenance	0.00	1,500.00	-1,500.00	0.0%
Storm Water	1,524.93	1,500.00	24.93	101.7%
Tax Prep	325.00	325.00	0.00	100.0%
Trash Removal	2,302.90	2,375.00	-72.10	97.0%
Water	5,350.74	7,925.00	-2,574.26	67.5%
Total Expense	28,227.05	46,652.00	-18,424.95	60.5%
Net Ordinary Income	12,392.95	-6,302.00	18,694.95	-196.7%

First & Harlan Carriage Homes  
Profit & Loss Budget vs. Actual  
January through May 2023

	Jan - May 23	Budget	\$ Over Budget	% of Budget
Other Income/Expense				
Other Income	104.20			
Interest	104.20			
Total Other Income	104.20			
Net Other Income	12,497.15	-6,302.00	18,799.15	-198.3%
Net Income				

# FIRST & HARLAN CARRIAGE HOMES CONDOMINIUM ASSOCIATION

## Annual Meeting Minutes

Wednesday, April 26, 2023

Washington Heights Arts Center

1. **Call to Order:** Cindy Ayde (Cindy) called the meeting to order at 6:30 pm with Board Members Jeff Jacobs (Jeff) and Gordon Corn (Gordon) also hosting the meeting. A quorum was established with 5 proxies and 9 ownerships present.
2. **Minutes:** Minutes of the April 26, 2022 Annual Meeting were approved with a motion by Gordon and a second by Ken Gallegos.
3. **Property Management Report: Financial Report -** Jeff reviewed the financials for January through December 2022 with numerous comments on several "high" items, including a negative cash flow condition for the year, snow removal and pet waste provider. The 2023 Budget was approved.
4. **Open Issues:** The Board reviewed several meetings which recently concluded in the cleaning out and installation of a new manhole cover near the north end entrance of the complex. Repair work has been completed by Alpine Air and Rose Paving. Completion of the concrete patches of the drives ways also noted at a cost of approximately \$22,000.
5. **New Business:** The Election of 2023 Board was conducted with Cindy being elected President, Jeff as Treasurer and Gordon as Secretary. A litany of issues were discussed, some of which resulted in approved motions and some of which were placed on a "Task and Follow-up" list as follows.
  - a. Our financial condition needs attention and commitment. A resolution was passed to increase monthly dues by \$10 or from \$240 to \$250, effective July 1, 2023.
  - b. The effectiveness of the pet clean up vendor was discussed and a resolution passed to instruct Realty One to terminate that contract and service effective as soon as permitted subject to our contractual obligations and without penalty to us.
  - c. Board was instructed to contact Realty One to have fruit (apple) trees trimmed and to rake and clean up the fruit under and around these several trees. These areas are both unsightly and may be a liability issue.

d. Ken Gallegos, unit 52 brought to the Board's attention that some of the mail box doors in our mail kiosk do not properly lock. First, the Board will inquire if the post office can remedy the situation. Second, Board will request a lock smith visit the issue.

e. Board was asked to evaluate the cleanness of the exteriors of our buildings to determine if (1) they should be power washed (2) bird nests and such be removed from the down spout areas where needed (3) that down spouts needing repair be identified and scheduled for repair.

f. Board was asked to evaluate and propose a possible "heat tape" solution to the ice buildup in north facing gutters and down drains with respect to that feasibility and cost..

g. Board was asked to inspect and determine repairs needed on complex shutters.

6. Meeting Adjourned.: No further business being brought forward, Cindy called for the meeting to be adjourned at 7:00 pm.

# **First & Harlan Carriage Homes Condominium Association**

## **Board of Directors Meeting Agenda**

**Tuesday, February 25, 2023 6:30pm**

**Conference Call in Information: 1.235.916.1420 PIN# 557413**

1. Call to Order
2. Roll Call
3. Approval of the August 23, 2022 Board of Director Minutes
4. Property Management Report
5. Open Issues
6. New Business
7. Meeting Adjourned

10:21 AM

11/22/22

Cash Basis

**First & Harlan Carriage Homes**  
**Profit & Loss Budget Overview**  
January through December 2023

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	Jan - Dec 23
Ordinary Income/Expense	
Income	
Monthly Dues	
Parking Permit Income	1,800.00
Monthly Dues - Other	95,040.00
Total Monthly Dues	96,840.00
Total Income	96,840.00
Expense	
ACH Quarterly Bank Fee	325.00
Annual Filing Fees	40.00
Annual Stormwater	4,200.00
Backflow	250.00
Colorado Department of Revenue	100.00
Department of Treasury	500.00
Insurance Expense	18,708.00
Landscape Contract	11,010.00
Landscaping and Groundskeeping	3,120.00
Postage and Delivery	238.00
Property Management Fees	7,500.00
Reserve Contribution	9,564.00
Snow Removal	13,240.00
Sprinkler Maintenance	1,500.00
Storm Water	1,500.00
Tax Prep	325.00
Trash Removal	5,700.00
Water	19,020.00
Total Expense	96,840.00
Net Ordinary Income	0.00
Net Income	0.00

**First & Harlan Carriage Homes**  
**Profit & Loss**  
January through December 2022

	Jan - Dec 22
Ordinary Income/Expense	
Income	
Monthly Dues	
Parking Permit Income	1,900.00
Monthly Dues - Other	94,840.00
Total Monthly Dues	96,740.00
Total Income	96,740.00
Expense	
ACH Quarterly Bank Fee	281.89
Annual Filing Fees	39.00
Annual Stormwater	3,820.74
Backflow	200.00
Capital Expense	20,966.20
Colorado Department of Revenue	68.00
Department of Treasury	450.00
Electrical Repairs	204.00
Fence Repairs	140.00
Insurance Expense	20,267.40
Landscape Contract	13,995.46
Landscapeing/Trees	2,170.00
Landscaping and Groundskeeping	1,716.00
Legal	395.00
Miscellaneous - Bldg. Maint.	162.00
Miscellaneous - Grounds Maint.	3,625.00
Postage and Delivery	231.66
Property Management Fees	
Special Services	350.00
Property Management Fees - Other	6,300.00
Total Property Management Fees	6,650.00
Snow Removal	19,976.01
Sprinkler Maintenance	1,212.50
Storm Water	1,476.30
Tax Prep	300.00
Trash Removal	5,474.58
Water	18,228.00
Total Expense	122,049.74
Net Ordinary Income	-25,309.74
Other Income/Expense	
Other Income	
Interest	20.09
Total Other Income	20.09
Net Other Income	20.09
Net Income	-25,289.65



12:32 PM

01/17/23

Accrual Basis

# First & Harlan Carriage Homes

## Balance Sheet

As of December 31, 2022

	Dec 31, 22
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Operating	11,615.93
Reserves	130,168.08
Total Checking/Savings	141,784.01
Accounts Receivable	
Accounts Receivable	-2,289.73
Total Accounts Receivable	-2,289.73
Total Current Assets	139,494.28
<b>TOTAL ASSETS</b>	<b>139,494.28</b>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
Opening Balance Equity	227,084.35
Retained Earnings	-62,760.42
Net Income	-24,829.65
Total Equity	139,494.28
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>139,494.28</b>

12:32 PM

01/17/23

Cash Basis

# First & Harlan Carriage Homes

## Profit & Loss Budget vs. Actual

### January through December 2022

	Jan - Dec 22	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Monthly Dues				
Parking Permit Income	1,900.00	2,400.00	-500.00	79.2%
Monthly Dues - Other	94,840.00	95,040.00	-200.00	99.8%
Total Monthly Dues	96,740.00	97,440.00	-700.00	99.3%
Total Income	96,740.00	97,440.00	-700.00	99.3%
Expense				
ACH Quarterly Bank Fee	281.89			
Annual Filing Fees	39.00	50.00	-11.00	78.0%
Annual Stormwater	3,820.74	3,500.00	320.74	109.2%
Backflow	200.00	150.00	50.00	133.3%
Capital Expense	20,966.20			
Colorado Department of Revenue	68.00	75.00	-7.00	90.7%
Department of Treasury	450.00	500.00	-50.00	90.0%
Electrical Repairs	204.00			
Fence Repairs	140.00			
Gutters/Downspouts	0.00	1,200.00	-1,060.00	11.7%
Insurance Expense	20,267.40	1,200.00	-1,200.00	0.0%
Landscape Contract	13,995.46	24,000.00	-3,732.60	84.4%
Landscaping/Trees	2,170.00	9,702.00	4,293.46	144.3%
Landscaping and Groundskeeping	1,716.00	2,004.00	166.00	108.3%
Legal	395.00			
Miscellaneous - Bldg. Maint.	162.00			
Miscellaneous - Grounds Maint.	3,625.00			
Postage and Delivery	231.66	100.00	131.66	231.7%
Property Management Fees				
Special Services	350.00	600.00	-250.00	58.3%
Property Management Fees - Other	6,300.00	6,300.00	0.00	100.0%
Total Property Management Fees	6,650.00	6,900.00	-250.00	96.4%
Reserve Contribution	0.00	14,166.00	-14,166.00	0.0%
Snow Removal	19,976.01	9,600.00	10,376.01	208.1%
Sprinkler Maintenance	1,212.50	1,020.00	192.50	118.9%
Storm Water	1,476.30	1,445.00	31.30	102.2%
Tax Prep	300.00	300.00	0.00	100.0%
Trash Removal	5,474.58	5,304.00	170.58	103.2%
Water	18,228.00	16,224.00	2,004.00	112.4%
Total Expense	122,049.74	97,440.00	24,609.74	125.3%
Net Ordinary Income	-25,309.74	0.00	-25,309.74	100.0%

12:32 PM

01/17/23

Cash Basis

**First & Harlan Carriage Homes**  
**Profit & Loss Budget vs. Actual**  
January through December 2022

	Jan - Dec 22	Budget	\$ Over Budget	% of Budget
Other Income/Expense				
Other Income	20.09			
Interest				
Total Other Income	20.09			
Net Other Income	20.09			
Net Income	-25,289.65	0.00	-25,289.65	100.0%