

AGENDA
The Oaks HOA Board Meeting
July 24, 2023 / 6:00 p.m. Zoom Meeting – see email for link

Call to Order

Minutes

- Approve Minutes of March 27 and April 24 (Officer election) Board Meetings

Financials - Forrest

- Fiscal year, March 2023 – June 2023 vs budget

Board Actions Taken Without a Meeting – to be ratified

- Wayward shopping cart found near east side of 8467; returned to King Soopers
- Backflow valve for irrigation system tested per city requirement
- Loose material on chimney reported at 8469B- roofing contractor called to resolve-completed
- Broken sprinkler reported by 8469B gate – landscaper contractor notified
- Tree trimming project approved (\$1800) for area NW of the 8487 bldg; completed by Majestic Tree on 7/14/23
-

Review Status of Service Contracts/Renewal dates

- Insurance – Renewed 10/30/22
- Snow removal for 2022/2023 season – agreement approved
- Trash hauling service by city sponsored vendor (Republic Services) began 1/1/22 (Mon pickup)
- Landscape Maintenance – agreement approved for 2023 season

Old Business

- Dog barking issue at 8469D
 - Complaint filed 9/11/22
 - Rules violation letter sent 9/20/22; owner written response received, dated 9/26/22
 - Owner that filed complaint has sold her unit
 - Continue monitoring
- General issue – plumbing connections, hot water heaters, etc. on 2nd floor of all units
- Deferred maintenance issues at 8483E
- Dryer vent issues (squirrel into 8487D thru vent) – asked roofing contractor to check out these vents (back draft damper?). The roofing contractor (Interstate Roofing, 5/23/23) discovered that the dryer vent had been damaged and there was no damper in place, perhaps damaged while someone was trying to remove the damper and/or the filter. Several other dryer vents were checked and it appeared that the vents were properly installed during the roof replacement project, but a few also still had filters that are normally removed during installation for dryer vents (so there was also lint on those filters); the 8487D roof vent was replaced with a new one, including the damper and no filter, and the chicken wire was removed. There is an outstanding request from the unit owner for reimbursement for expenses (\$300) associated with the squirrel entry to her unit via this damaged vent.
- Concrete/foundation issues near 8487D front entrance – expense approved at last meeting and Advanced Mud-jacking completed this work
- Water hammer issues from 8485B (per Chris 1/24/23 to Forrest)
- Trash containers left out after pickup day at 8487E

New Business

- Board grounds review
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Next Meeting

- October 23, 2023, 6pm

Adjournment

**THE OAKS CONDOMINIUM HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES
Monday March 27, 2023**

The Board Meeting was held virtually (via Zoom) and was **called to order** at 6:02pm. In attendance were: Dave Fairchild, Linda Brainard, Andrew Hoon, Jeff Brier, and Linda Lockwood. Forrest Scruggs, the community manager, was absent on medical leave.

The **Minutes** for the January 23, 2023 meeting were approved through a motion by Linda L. seconded by Andrew H. and unanimous vote of the Board members present.

Financials (Dave)

- Dave reviewed the profit and loss statement and balance sheet
- The new budget was presented and Dave pointed out inflationary adjustments to some items on the budget and noted that we are still not able to make deposits to the reserves as recommended from the last reserve study and we will need to increase dues again soon to avoid any special assessments for large projects needed in the future.
- The budget was approved by unanimous vote

Board Actions Taken Without a Meeting-Were ratified by unanimous vote

- Monthly assessment increased from \$260 to \$280 effective 3/1/2023
- Landscape Contract approved for 2023

Review Status of Service Contracts/Renewal Dates

- Insurance-Renewed 10/30/22
- Snow removal for 2022/2023 season-agreement approved
- Trash hauling continuing with Republic Services
- Landscape Maintenance – agreement approved for 2023 season (ratified above)

Old Business

- Rules update – approved effective 1/23/23 and e-mailed to all owners; uploaded to Realty One (community manager) website
- Water damage to 8483C washer/dryer area
 - Also in ceiling above 8483B
 - Pinhole leak(s) in copper pipe above ceiling repaired by Kerwin Plumbing
 - Completion of associated drywall work completed per 8483C owner
- Water damage again in 8483C unit due to d/w hose rupture in 8483E
 - Restoration One working with 8483C and E owners and their insurance
 - Completion of associated drywall work completed per 8483C owner
- Dog barking issue at 8469D
 - Complaint filed 9/11/22
 - Rules violation letter sent 9/20/2022; owner written response received,
 - Continue monitoring
 - Chris reported some additional barking but also reported she had a positive discussion with the owner of the dog

- Water damage to 8467B ceiling due to H/W heater issue in 8467E
 - Associated drywall work completed per 8467B owner
- General issue of plumbing connections, hot water heaters, etc. on 2nd floor of all units
- Deferred maintenance issues at 8483E are continuing

New Business

- Dryer vent issues (squirrel into 8487D thru vent) asked roofing contractor to check vents but he has not been there yet. Mentioned the possibility of vents having back draft damper on them to prevent this in the future.
- Concrete/Foundation issues near 8487D front entrance-asked Advanced Mudjacking for a bid to raise concrete. Bid is \$1400 and Dave asked for the board to approve \$1500 be set aside for this repair. The Board approved it unanimously.
- Snow removal issues after ~1/24 storm-resolved quickly by USG
- Trash containers have been left out for extended periods at 8487E (Dave will send courtesy notice if continues)
- Water hammer issues from 8485B (per Chris 1/24/23 to Forrest)
 - Some clarification of issue requested by Dave, but Chris has not responded yet

Dave noted that Standley Lake Library is booked at the time of our annual meeting, so other arrangements will need to be made.

Future meeting is annual meeting on April 24, 2023

Meeting was adjourned at 6:44 pm

**THE OAKS CONDOMINIUM HOMEOWNER ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES
Monday, April 24, 2023**

The Board Meeting was held in person and was **called to order** at 7:26pm. In attendance were: Dave Fairchild, Linda Brainard, Andrew Hoon, and Linda Lockwood. Jeff Brier had already signed off of Zoom

Officers of the Board were proposed to remain the same with:

Dave Fairchild-President
Linda Brainard-Treasurer
Linda Lockwood-Secretary
Andrew Hoon-Member at Large
Jeff Brier-Member at Large

The vote passed unanimously and the meeting adjourned at 7:29pm.

THE OAKS CONDOMINIUM HOMEOWNERS ASSOCIATION

ANNUAL MEETING MINUTES

Monday, April 24, 2023, 6:00 p.m

Roll Call / Sign In

The Annual Meeting was held in person with a virtual (Zoom) option. In attendance were Sarah Halas, Ryan Wendling, Linda Lockwood, Mary Beaumont (via Zoom), Katie Mnichowicz (via Zoom), Andy Hoon, Jeff Brier (via Zoom), Anthony Villanueva, Diane Eismann, Chris and Linda Brainard, Dave and Nancy Fairchild, and Stacie Strang. John Eldredge was represented by proxy (given to Diane E.). Forrest Scruggs was on medical leave.

The meeting was called to order at 6:06pm.

Proof of Notice of Meeting

Dave Fairchild confirmed that the meeting notice had been mailed to all owners more than 15 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 2022 Annual Meeting were unanimously approved as written.

Reports of Board:

Review of 2022/2023

Items covered on review included grounds maintenance (irrigation controller replacement, greenbelt drain removal, dead tree removal and cleanup in the greenbelt berm, sprinkler system repairs, Evergreen tree care, gutter/drain cleaning/repairs, and concrete sidewalk and curb repairs). Building maintenance included repairs made due to plumbing pinhole leaks occurring between units. Lastly, administrative updates included updated rules document, updated policies to align to recent legislative changes, and board membership updates. It was confirmed that most communication is occurring via e-mail with owners and that association documents are available on the Realty One website.

Review of Year-End (2/29/23) Financial Report

The Financial Report for the last fiscal year (3/2022 - 2/2023) was reviewed.

Dave Fairchild reviewed the financial report and the status of the reserves account. It was acknowledged that current fees are not keeping up with inflation and providing enough monies to deposit to reserves as needed. Another fee adjustment is likely within the next fiscal year to attempt to bring our budget into alignment with inflationary costs and to bring reserves balances where they need to be to avoid future special assessments. Currently, the financials reflect that we are falling behind by about \$3,000 per year.

Ratification of the Annual (2023-2024) Budget

The budget approved by the board for the current fiscal year (3/2023-2/2024) was ratified.

Election of members of the Board of Directors

Dave Fairchild, Andrew Hoon, Jeff Brier, Linda Brainard, and Linda Lockwood, were re-elected unanimously as members of the Board of Directors.

Open Forum (Some questions occurred during the regular part of the meeting and are included here.)

Stacie S. asked if bushes blocking pathways will be addressed. Dave Fairchild indicated a walk through would be conducted by the board and priorities will be set after that.

Andrew H. brought up that the gutter at 8469C is blocked/leaking and there is bare wood or siding that has not been painted around the new irrigation controller on 8469C. The next few days will allow the leak to be observed more clearly.

Linda B. indicated that trim below new window installed at 8485D has not been painted.

Anthony V. indicated that drywall in his unit above the washer and dryer is still not repaired. Dave Fairchild indicated Rock Properties may be called in to complete the job.

Sarah H. asked if coordination between The Oaks and Timbercove II could be established to minimize noise and dust on landscape days. Dave Fairchild will pursue coordination of landscape, snow, and trash services.

Sarah H. and Ryan W. said there have been some inconsistencies in trash/recycling pickup. Forrest had followed up on that and thought it was resolved, so it will continue to be monitored.

Diane E. noted that a speed limit is established in the new rules but is concerned about how that will be enforced or if signs will be posted. Linda L. indicated that like most rules, we are relying on accountability of the community for compliance/enforcement.

Stacie asked if there was interest in a community garage sale. Discussion occurred without resolve.

Anthony V. asked how often the HOA could raise fees and it was declared that it is totally up to the board to make that decision. However, any special assessment must be passed by owners after presented by the board.

Ryan W. asked about maintenance of the aging pines which will be discussed with walk through of board on property.

Sarah H. asked about the current status of the tennis courts owned by Timbercove II. It was acknowledged that there is an intent to remove the courts but what will be put in place is still being decided. Options may include dog park or community gardens.

Adjournment

The annual meeting was adjourned at approximately 7:19 pm.

9:59 AM
07/05/23
Cash Basis

The Oaks Condominium Association
Profit & Loss
January through June 2023

	<u>Jan - Jun 23</u>
Ordinary Income/Expense	
Income	
Association Dues	41,000.00
Total Income	41,000.00
Expense	
ACH Quarterly Bank Fee	80.70
Annual State Filing Fees	30.00
Building Repairs	825.00
Electric	267.30
Gutters/Downspouts	249.00
Insurance Expense	-187.46
Landscape Contract	3,015.00
Meeting Expenses	87.26
Misc. Grounds Maintenance	225.00
Office Supplies	35.52
Postage and Delivery	16.80
Property Management Fees	2,550.00
Snow Removal	2,400.00
Sprinkler Repairs	769.09
Tax Prep. Fee	325.00
Trash Removal	2,350.41
Water	913.65
Total Expense	13,952.27
Net Ordinary Income	27,047.73
Other Income/Expense	
Other Income	
Interest	257.34
Total Other Income	257.34
Net Other Income	257.34
Net Income	<u>27,305.07</u>

The Oaks Condominium Association
Balance Sheet
As of June 30, 2023

	Jun 30, 23
ASSETS	
Current Assets	
Checking/Savings	
Bank of Colorado MM Acct.	89,222.95
Operating	25,853.35
Total Checking/Savings	115,076.30
Accounts Receivable	
Accounts Receivable	-1,425.00
Total Accounts Receivable	-1,425.00
Total Current Assets	113,651.30
Fixed Assets	
Long Term Asset-Paint Project	57,772.00
Total Fixed Assets	57,772.00
TOTAL ASSETS	171,423.30
LIABILITIES & EQUITY	
Equity	
Opening Balance Equity	103,639.10
Retained Earnings	50,956.88
Net Income	16,827.32
Total Equity	171,423.30
TOTAL LIABILITIES & EQUITY	171,423.30

The Oaks Condominium Association
Profit & Loss Budget vs. Actual
March through June 2023

	Mar - Jun 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Association Dues	28,000.00	28,000.00	0.00	100.0%
Total Income	28,000.00	28,000.00	0.00	100.0%
Expense				
ACH Quarterly Bank Fee	80.70	125.00	-44.30	64.6%
Annual State Filing Fees	30.00	25.00	5.00	120.0%
Asphalt Repairs	0.00	0.00	0.00	0.0%
Building Repairs	825.00			
Electric	201.94	0.00	201.94	100.0%
Fence Repairs	0.00	0.00	0.00	0.0%
Gutters/Downspouts	249.00	0.00	249.00	100.0%
Insurance Expense	-187.46	0.00	-187.46	100.0%
Irrigation	0.00	0.00	0.00	0.0%
Landscape Contract	3,015.00	2,700.00	315.00	111.7%
Meeting Expenses	87.26	100.00	-12.74	87.3%
Misc. Grounds Maintenance	225.00	0.00	225.00	100.0%
Misc. Maintenance	0.00	0.00	0.00	0.0%
Office Supplies	35.52			
Postage and Delivery	16.80	0.00	16.80	100.0%
Property Management Fees	1,700.00	1,700.00	0.00	100.0%
Reserve Contribution	0.00	8,160.00	-8,160.00	0.0%
Roof Repairs	0.00	0.00	0.00	0.0%
Snow Removal	1,200.00	0.00	1,200.00	100.0%
Sprinkler Repairs	769.09	0.00	769.09	100.0%
Tax Prep. Fee	325.00	325.00	0.00	100.0%
Trash Removal	1,884.55	1,600.00	284.55	117.8%
Trees/Shrubs	0.00	850.00	-850.00	0.0%
Water	875.69	1,172.00	-296.31	74.7%
Total Expense	11,333.09	16,757.00	-5,423.91	67.6%
Net Ordinary Income	16,666.91	11,243.00	5,423.91	148.2%
Other Income/Expense				
Other Income				
Interest	160.41			
Total Other Income	160.41			
Net Other Income	160.41			
Net Income	16,827.32	11,243.00	5,584.32	149.7%

THE OAKS CONDOMINIUM HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES
Monday January 23, 2023

The Board Meeting was held virtually (via Zoom) and was **called to order** at 6:15pm. In attendance were: Dave Fairchild, Linda Brainard, Andrew Hoon, Jeff Brier, and Linda Lockwood. Forrest Scruggs, the community manager, was also present. Stacie Strang attended to present her request to the Board.

Stacie Strang (8487D) explained that a squirrel gained access to her unit by traveling down the dryer vent, chewing through the dryer vent tubing, and escaping into her unit. It cost \$300 to have the squirrel removed and to have chicken wire placed over the vent to the outside of the building. She is requesting reimbursement for the expenses related to the removal of the squirrel and the installation of the chicken wire from the Board. The Board thanked her for her time and placed the item under "new business" to be discussed later in the meeting.

The **Minutes** for the October 24, 2022 meeting were approved through a motion by Dave Fairchild seconded by Linda L., and unanimous vote of the Board members present.

Financials

- Forrest reviewed the year-to-date financial reports and noted the following:
 - -4650.00 under building repairs is reimbursement on expenses from 8483E
 - Our insurance expense was over budget (\$2353.46)
 - Our water expense had increased over our budget (\$3226.10 actual, \$2500.00 budgeted)
 - Our snow removal costs were under budget
 - A number of items were not budgeted for
 - \$2215.00 under Insurance
 - \$308 under Pest Control
 - \$1340 under Plumbing Repair
 - \$2700 under Sidewalk and Curb Repairs (reserve expense)
 - \$497 under Siding Repairs
 - \$2859.48 under Landscaping (incl. 1832.70 reserve expense)

- Forrest then described some of the 12/31/22 balance sheet numbers noting \$76,725.61 was the current reserves balance with regular payments being deposited to reserves and \$10,160.62 was the operating account balance.

- Dave Fairchild added the following notes to the budget to clarify the amount going into reserves and net income/loss
 - Expenses of \$6637.32 on concrete repairs, irrigation controller, and landscaping were withdrawn from the actual reserves deposited this year of \$21,670. That gives a net deposit to reserves of \$15032.68
 - Net operating loss year-to-date is \$1877.31 (13155.37 per profit and loss – 15032.68 net to reserves)

Owner Contact List-Forrest will send update

Board Actions Taken Without a Meeting-to be ratified

- Andrew Hoon was voted to the Board (Everyone welcomed him)

Review Status of Service Contracts/Renewal Dates

- Gutter cleaning occurred and was billed 12/2
- Insurance-Renewed 10/30/22
- Snow removal for 2022/2023 season-agreement approved
- Trash hauling continuing with Republic Services
- Landscape Maintenance – Need new agreement

Old Business

- Rules update (Vote item)
 - Dave moved, Jeff seconded and the new rules were passed unanimously
 - Rules will be posted to Realty One and sent in an e-mail to owners
- Water damage to 8483C
 - All repairs have been made except drywall (pending insurance)
- Update policy info was sent to all owners on 11/1/22 per HB 22-1137
- Nothing further has been received about the dog barking issue at 8469D since last meeting
- Water damage to 8467B has been fully repaired.
- General issue of plumbing connections, hot water heaters, etc. deferred to save time for rules vote
- Deferred maintenance issues at 8483E was also deferred to leave time for rules vote

New Business

- Snow Removal
 - Dave indicated that he had checked on snow removal the first two snowstorms but was not around for third. Seemed snow had been removed appropriately but it was noted that a few folks had forgotten to move cars for snow removal.
 - Linda L indicated that snow piled on incline next to 8469A was thawing during the day and running down in front of garages for A and B units. This froze at night and is leaving a dangerous situation. She asked if somewhere else could be identified that didn't involve an upslope for snow to be piled.
 - Jeff B indicated that snow piled on small island next to his unit can sometimes begin to encroach his garage if snow totals get large. He suggested checking on that due to his absence.
 - Dave asked if someone could help keep an eye on snow removal. Linda offered and Andrew agreed to help. Items checked will be if cars are moved, is it getting done efficiently, and is snow piled where it needs to be
 - Dave will follow up with snow removal company regarding concerns.
- Dryer Vent Issues (Stacie Strang)

- Dave noted this is a gray area and asked Forrest what other HOA's have done. Forrest indicated that he had seen it taken care of by one HOA and not taken care of by another. Linda L suggested that we investigate to see if vents need to be covered with chicken wire or other solutions to avoid this as a future problem. The Board unanimously agreed that we should have this looked into and if chicken wire is installed on the roof for other units, to agree to reimburse Stacie for the cost of placing chicken wire over her vent. Concerns were voiced that if we agree to pay all of the costs that this will set precedence and could get costly.
- Pad under Fireplace (Stacie Strang) not discussed-crack may be pest entry point and/or foundation issue
- Harassment concerns for the record
 - Linda Brainard indicated that her tenant has felt harassed by Chris Seaver (8485C) over two issues (a mouse outside, trash can encroaching/not put away). Chris had contacted Linda B. voicing her concerns, but cornered tenant anyway to also express concerns even though Linda B. had assured her it was being taken care of.

Future meeting is March 27, 2023 (Budget approval for annual meeting, budget will be sent ahead of meeting)

Annual meeting is set for April 24, 2023

Meeting was adjourned at 7:18pm