

**Forest Place HOA  
Board Meeting Minutes  
March 6, 2019**

Location: Realty One 1630 Carr St. Suite D, Lakewood CO 80214

Attendees: Sarah Edstrom, Jillian Baumer, Susanna Lienhard, Sarah Hopkins and Forrest Scruggs, Realty One, Inc.

**Reminders to HOA Members:**

- The 9 Governing Documents can be found on [www.realtyone-co.com/forest-place.html](http://www.realtyone-co.com/forest-place.html)
- Contact Sarah/Dan Edstrom with communication for the management company and they will forward your questions/concerns. [barthelsl@yahoo.com](mailto:barthelsl@yahoo.com)
- Use the architectural request form (found on Realty One, Inc. website) to receive approval for work you'd like to do to complete to common areas of the building and property.

**Meeting Called to order 6PM**

**Property Management Report**

- Snow removal was added for 2019
- All in favor of current budget, no objections to line items

**Open Issues**

- Sump pump to be inspected before spring rain. There is 2 on the property located near the garden unit level in the front and back entrances
  - Forest to line up a vendor to arrive in late March/early April and coordinate with Jillian for the onsite inspection
  - Once confirmed will share out time and date to the board but attendance is not required
  - Fees for the service
    - Total fee for the services is approved from all board members at \$500
    - A base fee service fee for general inspection
    - Any further repairs that may exceed \$500 will be discussed with the board if needed.
- A picture of items stacked out by the back door of unit 810 was sent to Sarah requesting removal. Susanna will follow up to make sure items have been removed
- Rewriting Bylaws and declarations will remain an open item of whether to not to amend them.
  - Estimated cost a \$6,000 but quotes of up to \$12,000 have been heard in the past
  - Idea to slowly start reserving money with the budget to work towards this one day if the funds will be needed
  - Board will revisit this item at the next meeting
- Smoking Ban

- It was decided to put a smoking ban across all 7 units. Includes all tobacco and non tobacco products
  - This can be put into place without redoing the Bylaws. It will be posted to the realty one website.
  - Susanna will draft up these new regulations and send to admin@realtyone.com, Forest, and the board to review
- Lawn Mowing Services
  - Dana has sent over the scope of work and has been approved by all board members
  - Company was supposed to respond by 3/8 with next steps if we are to move forward
- Gutters from 2018
  - Still has not been confirmed if gutters have been cleaned
  - Forest to confirm with the company if work was completed
  - Jillian to see if gutters has been cleaned looking at units near the garage
- New Billing process
- Sarah to email Dana confirming the new process would be to send invoices to the President, Sarah, and Treasurer, Susanna, for an email approved on what expenses are coming out of the account

#### **New Business**

- Need to get next HOA meeting date scheduled. For June/July time frame
- In August of 2019 need to collect bids for snow removal companies

#### **To Do List**

- Forest to work with Jillian on scheduling a sump pump inspection for the last week in March or first week in April
- Susanna to draft up smoking ban language and send to larger group for feedback. Once approved Forest to add to Realty One, Inc. website
- Sarah to get confirmation from Dana on new invoicing process
- Dana to follow up on lawn mowing response and or confirmation of service week of 3/10

#### **Items for Future Meetings**

- **UPCOMING:**
- **June 5, 2019, conference call 6PM MST**
- **Sept. 4 annual meeting at 6:00 PM MST at Realty One- 1630 Carr St. Lakewood, CO 80214**
- Snow bids needed starting August 2019
- Revisit bylaws and declarations

Meeting adjourned 6:42