

Title: NotesHARLAN.10-30-18

The Board of First and Harlan HOA met at Starbucks on Tuesday evening, Oct 30th with the meeting starting at 6:45pm and adjourning at 8:00pm. Present were Forest Scruggs of Realty One, Gordon Corn, Julia Martin and Julia Martin. The group was later joined by Cindy Ayre.

The following topics were reviewed, discussed with conclusions and action as outlined herein.

9 Governing Policies pending completion by attorneys

Hail Damage Repairs complete with the exception of second floor, west side screen on 72 Harlan

Sprinkler Valve Boxes replacement completed

Gutter tip outs completed

Exterior garage light replacements completed. Dwight likes the replacement lights that he is considering for changing his light and paying for that change. It was suggested that others be invited to do the same. Dwight will deal with that/those issues

BBQ Rule...as first mandated or recommended by "Travlers", the "general rule written by Julia to be "adopted" by the Board and that rule mailed (first of several enclosures for mailing) to all residents and owners

Special Assessment refund completed to 33 owners in cash or prepayment

Forest/RealtyOne asked to obtain bid/proposal to remove 15 "inactive" Sallite dishes Julia provided a drawing and listing of those to be removed along with Dana's survey to Forest for bid and removal purposes.

Unauthorized deck issue. Although Board/Association must yield to ADA request for Accommodation for the deck on #53 liability issues may still exist since the deck was built without City of Lakewood permit or safety compliance. A letter is to be sent to owner requesting City compliance.

Parking of van belonging to #53 to be started, again, realizing that that owner may ask for ADA accommodation again and that a "handicap space sign" may be the end result of this "no parking" enforcement issue

The "parking issue" from tenant of #59 brother parking on site seems to be resolved.

Signs at both street entrance to complex have been replaced by Realty One

Landscaping "tune up" to be schedule for early spring. Existing landscape company and another suggested by Cindy to be asked for proposals (including scope of work in January 2019

RealtyOne asked to contact Bruckner, again, for clarification on "concrete" issue(s)

RealtyOne asked to obtain proposal for additional tree trimming with special attention to areas next to buildings. Julia identified specific building ends. Dwight suggest trimming should take place in January or February 2019

RealtyOne asked to do "early work" on complex insurance renewal

RealtyOne asked to include rate increase from Alameda W&S in annual budget. Also, to clarify if the charge is per meter, rather per residential unit served by each meter.

RealtyOne asked to obtain updated bids to remove and replace the 6' grapestake fence using updated measurements and not to replace existing split rail fence

RealtyOne asked to obtain bid to do site "dog poop" removal....one time, about Jaanuary or February....on a day where there is no snow covering the lawn areas

RealtyOne asked to confirm compliance with all owners on "insurance safety requirements" per letter sent out by Dana July 31, 2018

RealtyOne asked to mail hard copy (15 pages) to each Board member in addition to the electronic format now used.

HOA financial audit put on hold do to cost. Suggested that all owners be reminded the complete financials are posted on the HOA website, secure to Harlan owners

RealtyOne asked to send a letter to all owners (second enclosure) stating that some owners have requested re-cycling be added as a trash service further noting that if that service is put in place monthly dues will increase by the actual cost of \$12 per unit. Asking for a vote to or not to implement the service

Comment were made on garage door maintenance stating it is the Boards position that "maintenance" is not repair and replacement, rather items like painting

Reviewing Dana's letter to the owner of 28 Harlan relating to their trees on our fence, it was further requested that RealtyOne contact zoning at the City and initiate a complaint since the property is being used as a (1) construction dump and storage site and (2) the residential building is being used as a commercial office

Julia Martin was given a very special "thank you" for her stellar service to the Board. Although she declined Gordon's request to "stay" she did say she "would be back"

Cindy volunteered her home for Board Meetings. It was suggested that RealtyOne's office conference room would suit the Board, well.

Cindy has a suggestion for a replacement Board member. Those who may consider joining the Board shall be invited to attend our next meeting so they may "have a taste" of what the Board does.....hopefully.

Annual HOA Meeting scheduled for Thursday, May 16, 2019

Next Board Meeting, Tuesday, Jan 8, 2019 subject to Forest's availability

Fellow Board Members and Forest...I am sure that I have missed some items, so please add your comments, please

Gordon

**First and Harlan Carriage Homes Condominium Association
Board Meeting Notes
Tuesday, August 28th 2018 6:30 pm**

Attendees: Gordon Corn, Dwight Patrick, Julia Martin, Cindy Ayde, Forrest Scruggs.

CALL TO ORDER: First and Harlan Carriage Homes Condominium Association Board Meeting called to Order by Gordon Corn at Starbucks 92 S Wadsworth Blvd, Lakewood, CO 80226 at 6:35 pm
Adjournment: 7:30 pm.

Quorum: 4 **Guests:** 1

Notes: Notes from the July 17th, 2018 meeting were distributed by email and reviewed.

Property Management report/ Financials: Were review by all board members. Reviewed customer balance, Profit and Loss statement, Transaction detail, balance sheet. It has been previously voted to pursue third party evaluation. So far the costs have been too much. The Board and Forrest will continue to pursue finding someone.

- **9 Governing policies:** The Governing policies of the HOA were reviewed. There needs to be a clean up and reorganizing to meet the legal requirements. Voted to move forward with Having Realty One lawyer Hindman Sanchez rewrite to meet legal standards.
- **Hail Damage Repairs:** The shutters will be mounted now that painting has been completed. Discussed reviewed of final Popp invoice. Julia had questions about Screen costs and light fixture charges. All have been reviewed over email and Julia states she understands the changes.
- **Sprinkler Valve Boxes:** Completed.
- **Gutter tip outs:** Scheduled to be completed September 11th.
- **Lights:** Lights have been purchased will be place. #86,#72,# 46
- **BBQ rule:** Julia wrote BBQ rule was voted on to accept.
- **Special Assessment and Traveler's Insurance payment:** After multiple contacts and messages. It was finally determined that Traveler's Insurance has closed out claim from First and Harlan from May 2017. The claim was closed without requesting the refund check that has been in question since November 2017. A vote was taken to refund the money to residents. All voted in favor for except Gordon Corn, who voted nay. Realty One was directed to refund 714.91 to all residents.

- **Satellite dishes:** Realty One has submitted survey to residents, and the results will be tallied and sent to the Board. Then we will move forward with removing dishes.
- **Unauthorized deck:** A hearing was scheduled for # 53
- **Signage:** Two signs for no trespassing and 5 mph have been replaced.
- **Landscaping:** Gordon talked with current landscaper Kevin, and they agreed to give us a bid for mulch, rocks, and repairs to metal edging. The brushes will be trimmed in September. It will happen until they are less busy in the fall.

ANNOUNCEMENTS:

The date of the next meeting: The next meeting was set for Tuesday October 30th, 218 6:30 pm at Starbucks 92 S Wadsworth Blvd, Lakewood, CO 80226

Respectfully Submitted by,

Julia Martin - Secretary

**FIRST & HARLAN CARRIAGE HOMES ASSOCIATION
SPECIAL MEETING MINUTES**

August 24, 2018

1426 Pierce St. Lakewood, CO 80214

Call to Order: A Violation Hearing was held upon the request of Maria Bettina Haro Oliva, 53 Gray Street, Lakewood, CO and scheduled for 9:30am, August 24, 2018. The meeting was called to order at 9:45am. Gordon Corn, Dwight Patrick and Julia Martin, Board of Directors of First & Harlan Carriage Homes HOA were present. Forrest Scruggs, Dana Counts and Dawna Quillin of Realty One, Inc. were also present. The Homeowner Maria Bettina Haro Oliva, 53 Gray Street, Lakewood, CO was not present.

Gordon Corn advised that proper notice was given to the Homeowner, Maria Battina Haro Oliva.

Discussion was had and it was agreed: Absence the presence of the Owner, the Board of Directors has no choice but to dismiss the request of the Homeowner, Maria Battina Haro Oliva.

Julia Martin made a motion to remove the deck, Dwight Patrick seconded and the motion carried. Realty One, Inc. will move forward with removal of the deck. All documents and information regarding the violation of improper installation of a deck at 53 Gray Street, Lakewood, CO shall be forwarded to the attorney for immediate action.

Meeting adjourned: 10:00am.

First and Harlan Carriage Homes Condominium Association
Board Meeting Notes
Tuesday, July 17th 2018 6:30 pm

Attendees: Gordon Corn, Dwight Patrick, Julia Martin, Cindy Ayde, Forrest Scruggs.

CALL TO ORDER: First and Harlan Carriage Homes Condominium Association Board Meeting called to Order by Gordon Corn at Starbucks 92 S Wadsworth Blvd, Lakewood, CO 80226 at 6:35 pm
Adjournment: 7:30 pm.

Quorum: 4 **Guests:** 1

APPROVAL OF THE MINUTES: Notes from the June 12th meeting were distributed by email. No official minutes to be reviewed.

Property Management report/ Financials: Were review by all board members. Reviewed customer balance, Profit and Loss statement, Transaction detail, balance sheet. It had been previously voted June 12th that a third party should review all transactions. Discussion included that we do not have someone yet. The Board and Forrest will continue to pursue finding someone.

- **Hail Damage Repairs:** Steve Popp submitted a bill on June 9th and the final billing will be completed soon. Discussed timing for releasing the last check. The shutters will be mounted after building painting is completed.
- **Paint:** RZ has been booked and approved and is currently completing the rest of the painting of the units. Bid total \$19,500.00
- **Sprinkler Valve Boxes:** Dwight obtained a bid from a Handyman for new and painted sprinkler cover boxes for \$280. Voted and approved a bid to have them completed.
- **Gutter tip outs:** To complete the repair of the gutters that was started with hail damage replacements the tip-outs will be repaired and replaced. Realty One obtained a bid from Denver Gutter that was voted on and approved for \$500. The date for repairs TBD.
- **Lights:** Cindy researched new light fixtures. Through email, the Board selected a light with many similarities to use. Will replace mismatched light # 89 and the broken light # 46. Dwight will obtain from Home Depot, and then a handyman will place. This may be at the same time that satellite dishes are taken down in one work bid.
- **BBQ rule:** Review of Lakewood fire code reveals that BBQ use is exempt for Townhouses and can be allowed within certain guidelines. Julia will write a specific rule with safety guideline like storage on patio slab and use away from the building. The rule must address rule clarification about not using within garages and must be included from previous complaints that need to be addressed.

- **Special Assessment and Traveler's Insurance payment:** Gordon and Forrest have not yet had a call with Traveler's from timing last check and payment. Will be scheduled.
- **Trees:** Schulthoff Tree & Lawn Care Inc. met with Dwight, upon Tree evaluation it was revealed there is a large tree in front of # 76 that is uprooting and leaning in a hazardous way. Schulthoff will move forward with removing this tree first. Then trimming will happen 6 Ash N. side of building along 1st Ave. Class 1 complete prune; raise over street & sidewalks; clear building 13 Ash along E. of building. On Gray St. Class 1 complete prune; raise over streets & sidewalks. It was also discussed what needed to be done for emerald ash borer risks. Consensus on moving forward with another 2-year treatment. Bid total from Schulthoff \$9016.00 was voted on and accepted.
- **Fence:** Discussed the bids and when it would make sense to invest in the fence. Dwight offered to talk with new neighbor to the South with whom we share the fence line. There may be some collaboration that can be done for the fence.
- **Satellite dishes:** Realty One has submitted survey to residents, and the results will be tallied and sent to the Board. Then we will move forward with removing dishes.
- **Unauthorized handicap ramp:** Has been removed.
- **Unauthorized deck:** # 53 has a wooden deck add-on has been notified and responded with an email. Has not removed and we reviewed reasons from the email. The board understands this is still a major violation and needs to be removed. The resident will be notified that if she does not remove we will book someone and she will be charged for the expense.
- **Signage:** Forrest states he has signs we can procure. Need new 5mph and No trespassing signs 2 of each at entrances.
- **Grass seeding:** It was in the May 8th annual meeting minutes that seeing of bald grass areas would be investigated. Cindy noted that it seems like there are areas that still need to be addressed and a review of the quality of seed and type of grass should be included in any seeding plans. No bids at this time under review.
- **Landscaping:** Gordon talked with current landscaper, and they agreed to give us a bid for mulch, rocks, and repairs to metal edging. It will happen until they are less busy in the fall. No other bids were able to be obtained at this time.

ANNOUNCEMENTS:

The date of the next meeting: The next meeting was set for Tuesday August 28th, 2018 6:30 pm at Starbucks on First and Wadsworth.

Respectfully Submitted by,
Julia Martin - Secretary

**First and Harlan Carriage Homes Condominium Association
Board Meeting
Notes
Tuesday June 12th 6:30 pm**

Attendees:

Gordon Corn, Dwight Patrick, Julia Martin, Cindy Ayde, Forrest Scruggs.

CALL TO ORDER: First and Harlan Carriage Homes Condominium Association Board Meeting called to Order by Gordon Corn at Starbucks 92 S Wadsworth Blvd, Lakewood, CO 80226 at 6:30 pm

Quorum: 4 Guests: 1

APPROVAL OF THE MINUTES: Minutes from the May 8th meeting were reviewed and adopted as written.

Property Management report/ Financials: Were review by all board members. Late payments were discussed on the customer balance summary.

It was voted that technical audit and profit loss review should be performed for all the hail damage payments and from the transfer of HOA managers. A public accountant needs to be contracted for this review. All board members and Forrest will make contacts to obtain a public accountant.

- **Hail Damage Repairs:** Voted to move forward with painting bid from RZ. Dwight will Book RZ painting for the rest of the bundling painting needs. Will try and coordinate the rest of the painting before the shutters go up.
- **Concrete:** Dana from Realty One is still trying to get and exact account of what concrete was a concern for the Buckner loss assessment performed fro Traveller's.
- **BBQ rule/Rules review:** Gordon will forward the sample rules from other HOA's that he obtained from Dana to help formulate what changes need to me made.
- **Special Assessment and Traveler's Insurance payment:** Voted that the final check be released to Steve Popp for hail repairs. Then Gordon and Forrest will set a conference call with Traveller's insurance to find out the finial insurance payment and what should be done with the check that has been held.
- **Trees:** Dwight will contact Schulthoff Tree & Lawn Care Inc. for and estimate. Then rock and mulch will be assessed as well and removal of dead bushes. Board still having difficulty finding landscaping company.
- **Fence:** The Board wants to see other bids. The fence was moved to a lower priority related to other repairs.
- **Satellite dishes:** Realty One will send a satellite dish survey of who's dishes are still in use.
- **Sprinkler Valve Boxes:** Bid will be obtained and sent to the board via email.

- **Unauthorized handicap ramp:** Unit #11 had a ramp of plywood installed on the front door and has a curb ramp with plywood in the back near the garage. A letter has been issued by Realty One. The resident indicated they would be removed.
- **Unauthorized deck:** # 53 has a wooden deck add-on that needs to be removed a letter has been sent remove within 30 days.
- **Signage:** There are some signs on the entrance to the units that are unreadable from wear. Can be obtained but was decided was a lower priority.
- **Newsletter:** Times for summer newsletter were decided.
- **FHA:** First and Harlan discussed FHA approval for the units. At this time, it was decided not to move forward with approval related to costs and market.

ANNOUNCEMENTS:

To view any documents, go to www.realtyone-co.com/hoa-s.html and select First and Harlan Condominium Association

The date of the next meeting: The next meeting was set for Tuesday July 17th at 6:30 pm at Starbucks on First and Wadsworth.

Adjournment: 7:15 pm

Respectfully Submitted by,
Julia Martin - Secretary

**First and Harlan Carriage Homes Condominium Association
Board Meeting
Minutes
Tuesday, May 8th, 2018**

Attendees:

Dwight Patrick, Julia Martin, Cindy Ayde, Forrest Scruggs.

CALL TO ORDER: First and Harlan Carriage Homes Condominium Association Board Meeting called to Order by Secretary Julia Martin at 7:20 p.m. at the Washington Height Arts Center 6375 W 1st Ave, Lakewood, CO 80226 Immediately following the annual meeting

Quorum: 3 Guests: 1

INTRODUCTIONS: Welcome Cindy Ayde new member.

ADOPTION OF THE AGENDA: The agenda was reviewed and adopted.

APPROVAL OF THE MINUTES: No minutes were reviewed at this meeting.

ELECTION APPOINTMENTS: New member Cindy Aide was appointed Vice President, Dwight Patrick will stay as Treasurer, Julia Martin will stay as Secretary, and Gordon Corn will remain as president.

REVIEW OF OPERATING BUDGET/ FINANCIALS: Adopted the current 2018 budget. Discussed the late fee's that residents had brought up. Forrest says that they will have a better handle on late fee's after another month since waiting on some clarifications from Hufford. The board with unanimous consent that there will be no perusal of late fees until the situation is better understood.

- **Hail Damage Repairs:** Dwight will email the estimate he received from Steve Popp's contractors for painting. Will try and coordinate the rest of the painting before the shutters go up.
- **Special Assessment and Traveler's Insurance payment:** The Travelers Insurance check that reduced the total from our contracted deductible will be held in non-use status until the final report from the insurance company has been issues.
 - The Board will perform a financial review to evaluate all monies and finical records. This will begin this summer after more information has been transferred from Hufford to Realty One.
- **Trees:** The board discussed and decided that the tree maintenance is the first maintenance for the landscaping. Forrest recommended using Schulhoff Tree & Lawn Care Inc. Forrest recommended gathering a list of items to send to them before they come out to evaluate. Cindy Dwight and Julia will do walks of the property and collate a list along with previous issues including a sick looking tree just west of unit # 54 and Broken branches on the tree o the corner

from # 32. There will also be a review of the landscaping. Discussed with Forrest whom to contract with for these services. Issues that can face small landscaping projects are that people do not take small jobs from how busy many vendors are. The focus was decided to look at the trees first. Then rock and mulch will be assessed as well and removal of dead bushes.

- **Snow removal:** Discussion of the current snow removal service. Snow removal is bundled with our lawn care. Residents have complained that we do not get shoveled at the appropriate times. Forrest can review the details of the contract. However, snow removal services can be difficult to obtain promptly for small jobs, and there may not be a workable alternative company.
- **Fence:** The Board will be taking bids for the wooden fence that runs along the south part of the property. Forrest obtained a bid from AvadaLakewood Fence for 10,590.00. The Board wants to see other bids.
- **Satellite dishes:** It has been noted that many satellite dishes in the unit look old or are in disrepair. Many may not be in use. Proposed for the summer newsletter a survey of who's dishes are not in use and then contract a handyman to remove.
- **Sprinkler Valve Boxes:** During the last walkthrough it was noted the sprinkler water control boxes needed maintenance at least painting. End of Building 7 and 5. Forrest will get a handyman to get a bid. Send pictures to Forrest and Dana.
- **Gutters:** Steve Popp will get us an estimate for any remaining gutter repairs and cleaning. He needs to get us an official bid, but estimates around 6,000 dollars.
- **Unauthorized handicap ramp:** Unit #11 had a ramp of plywood installed on the front door and has a curb ramp with plywood in the back near the garage. A letter will be issued by Realty One discussing the need for an ADA qualified ramp to be installed and to get details of the situation.
- **Unauthorized deck:** # 53 has a wooden deck add-on that needs to be removed a letter will be sent with a call to remove within 30 days. The fines and timeline will be double checked with the current regulations.
- **Signage:** There are some signs on the entrance to the units that are unreadable from wear. We will obtain prices for new signage later in the summer from Forrest.

ANNOUNCEMENTS:

To view any documents, go to www.realtyone-co.com/hoa_s.html and select First and Harlan Condominium Association

The date of the next meeting: To be determined by email

Adjournment: 7:50 pm

Respectfully Submitted by,
Julia Martin - Secretary

**First and Harlan Carriage Homes Condominium Association
Annual Homeowners Meeting
Minutes
Tuesday, May 8th, 2018**

Attendees:

See sign-in sheet on file

CALL TO ORDER: First and Harlan Carriage Homes Condominium Association Annual Homeowners Meeting called to Order by Secretary Julia Martin at 6:15 p.m. at the Washington Height Arts Center 6375 W 1st Ave, Lakewood, CO 80226.

Quorum: 8 Guests: 2

INTRODUCTIONS: Introduction of Forrest Scruggs from Realty One Inc. was interviewed and contracted by the board. Official change to this management company was April 1st, 2018.

ADOPTION OF THE AGENDA: The agenda was reviewed and adopted.

APPROVAL OF THE MINUTES: The minutes from the annual meeting from March 15th, 2017 were reviewed and adopted.

REVIEW OF OPERATING BUDGET/ FINANCIALS: Review of yearly operating budget and the proposed budget for 2018. There was a question about how money is transferred to reserves each year. The total monies are assessed by the board, and if there is any money not needed in the cash flow budget for maintenance, it will be transferred to the reserve total. The goal is to get the HOA reserve total to 2% of the value of the properties.

UNFINISHED BUSINESS:

- **Hail Damage Repairs:** Steve Popp from Popp construction was in attendance as a guest to answer any questions. Final Payment has been authorized for finishing repair work. The decorative shutters have been ordered. Two garage doors are left to be repaired. There was discussion from a resident about scheduling timing issues. Discussed timeline for completing his garage door. Discussed if we could finish the painting of the East and North sides of buildings before these are attached. Also discussion of repairing gutters that were not changed in the hail repairs. There was a specific goal of evaluating the "tip out's" for additional repairs. The Board will be reviewing bids for painting the rest of the building.
- **Special Assessment and Traveler's Insurance payment:** Several residents had questions about the calculation of the special assessment. The Board discussed that all of the calculations for the special assessment were made on the contracted deductible with Travelers. Some people's insurance companies had a different number provided by Travellers and did not pay the amount that was in the special assessment. Travelers has submitted a check to the HOA. This check is

being held in nonuse status. It will not be cashed and returned to residents until all the work is done. This is because there may have been an error on the Traveler's side and the HOA may have to return this money to Travelers related to the originally contracted deductible.

- As a result of this confusion and issues with insurance companies, several people have incurred late fees for portions of the special assessment. There was a discussion that these fees' will be reviewed. Some time will be needed for the transfer between management companies to fully evaluate all balances. The Board will perform a financial review to evaluate all monies and financial records. Any resident can request a monthly statement from Realty One Inc.

NEW BUSINESS:

- **New Management:** Realty One Inc. Has been contracted for one year and is charging per door for their fee. We also have some extra work from the transfer that will incur costs above and beyond the monthly fee.
- **Maintenance:** The "tip out's" of the non replaced gutters will be assessed. The Board will be taking bids for the wooden fence that runs along the south part of the property. There will also be a review of the landscaping. Bushes, trees and mulch and ground cover will be assessed this year.
- **Elections:** The motion was made and unanimously approved for the new Board to be Gordon Corn, Julia Martin, Dwight Patrick and Cindy Ayde. Officers will be elected at the Board meeting to immediately follow the annual meeting.

ANNOUNCEMENTS:

To view any documents, go to www.realtyone-co.com/hoa-s.html and select First and Harlan Condominium Association

The date of the next meeting: To be determined

All residents will be notified of the date, time and place of the next annual meeting. If any resident would like to come to the Board meeting with a concern they can coordinate times through Realty One.

Adjournment: 7:15 pm

Respectfully Submitted by,
Julia Martin - Secretary