

First & Harlan Homes Condominium
Association

Board of Directors Budget Meeting –Virtual & In Person
Wednesday November 19th 2025 at 6:00 PM

MEETING NOTES

Call started at 6 pm

- a. Attendees: Cindy Ayde, Roger Corn, Renee Couture, Dana

II. BUDGET

a. Insurance discussion

- i. Prices increasing for 2026 – broker was able to negotiate a better price than initial amount.
- ii. Board agreed to adding more coverage for D&O Liability
- iii. Monthly payments will be made instead of lump sum

b. Gutters

- i. reducing to 1x a year in the Fall instead of 2x year

c. Tree Maintenance –

- i. reduced amount for 2026. Board decided there would not be a need to do the same extensive work for next year and adjusted budget for broken branches and cleanup.

d. Projects:

- i. Retaining wall fix (included in budget)
- ii. Mulch/rock replenishment for entire community (Special assessment or reserves to fund this)
- iii. Painting & shutter fixes (3-4 years) Need to save up funds.

e. Waste Management

- i. Noted - Water/Trash increases

f. Landscaping contract

- i. Increased fees from 2025

III. Other

a. Parking spots

- i. (2x available) – Communications have been sent out to homeowners of availability.

Meeting Adjourned 7:15 pm

First & Harlan Homes Condominium
Association

Board of Directors Meeting –Virtual & In Person
Wednesday October 28th, 2025 at 6:30 PM

AGENDA/MEETING NOTES

- I. Call to Order:** 6:36 pm by Cindy, seconded by Roger
 - a. Attendees: Cindy Ayde, Roger Corn, Renee Couture, Dana
- II. Financial Report**
 - a. Current reserves reviewed.
 - b. Overbudget areas:
 - i. Federal & state taxes up 107% due to additional income (CD & parking space rentals underestimated).
 - ii. Landscape contract up 17.9%.
 - iii. Storm water costs increased.
 - iv. Trash up 30%.
 - v. Water up 26.7%.
- III. Insurance renewal due November 29:**
 - a. Community value increased from \$8.2M to \$10.3M.
 - b. New premium estimate: \$51K
 - c. Broker is shopping for better rates.
- IV. Budget concerns for 2026:**
 - a. Potential deficit of \$29K if insurance premium holds.
 - b. Historical dues increases: 2018–2022: No increases; 2023: +\$10; 2024: +\$20.
 - c. Possible shortfall: \$889 per unit → \$74 increase per unit.
 - d. Need to review reserves and project funding approach.

Next budget meeting scheduled for mid-November.
- V. Landscaping Report**
 - a. Gutter cleaning vendor has not responded; two other estimates pending.
 - b. Dana to get quotes for mulch and rock
 - c. USG Landscaping to provide zero-scaping proposal.
- VI. Minutes Review** - Approved
- VII. Old Business**
 - a. Towing Company – Tri-County Auto Recovery LLC- signs posted
 - b. Mailbox repair - Complete
 - c. Backflow claim update – closed.
 - d. Email list - Board is requesting an email blast to be sent for homeowners to confirm correct emails.

VIII. New Business

- a. Broken Tree Branches - \$350 proposal - approved
- b. Budget Ratification meeting – before end of year

IX. Homeowner Forum – No other homeowners joined the meeting.

X. Adjourned at 7:29 pm.

First & Harlan Homes Condominium Association
Board of Directors Meeting –Virtual & In Person
Wednesday August 27th, 2025 at 6:30 PM

AGENDA/MEETING NOTES

- I. Called to Order – Cindy 6:33 pm**
 - a. Attendees: Forrest – Realty One (call)
 - b. Cindy Ayde - President
 - c. Roger Corn - VP
 - d. Renee Couture - Secretary
- II. Financial Report**
 - a. July 2025 Financials - Good
- III. Landscaping Report**
 - a. Broken Sprinklers - fixed
 - b. Mulch – will budget for 2026
 - c. Tree trimming branches – project complete
- IV. Minutes Review – Cindy motioned to approve – Roger 2nded.**
- V. Old Business**
 - a. Towing Company – Tri-County Auto Recovery LLC – (Renee)
 - b. Shutter repairs & paint quote –Forrest recommends painting every 7-8 years last done in 2018, and recommended to start the rotation of 1/3 of the buildings in 2026. Will assess in 2026 budget.
 - c. Mailbox repairs – not fixed – Roger will address.
 - d. Door painting – complete
 - e. CD vs Savings. – to be discussed during budget planning.
- VI. New Business**
 - a. **Backflow Repair (Second Fix) – pipes do not meet City of Lakewood regulations, failed inspection. Contractor has failed to respond to outreach attempts.**
 - i. Quote from Backflow Bob (\$3,865) – Board approved to move forward
 - ii. Forrest & Dana will handle the review & approve process.
 - iii. Schedule & request to keep the old piping – (Renee)
 - a. Next steps with first contractor – insurance claim – (Renee)
 - b. Snow removal agreement
 - a. Board has agreed to continue to use Jeff Jacobs/ Alpine Services for 2025/2026 season
 - i. \$1025 monthly spread over 12 months
 - ii. Forrest will negotiate an official contract with Jeff
 - c. Landscaping 2026 proposal from Bluegrass Lawns received.
 - a. Confirming pricing on one line from Bluegrass Lawns
 - d. Email list – confirm that it's up to date.
 - a. Board is requesting an email blast to be sent for homeowners to confirm correct emails.
 - e. Parking waiting list
 - a. Dana to confirm if this has changed since last discussion.
 - f. Retaining Wall:
 - a. SRG landscaping – bid of \$5500 – bricks have to be removed, compacted gravel base has to be replaced.
- VII. Homeowner Forum**
 - a. no other owners on the call.
- VIII. Adjournment – 7:02 pm.**

First & Harlan Carriage Homes
Profit & Loss
January through September 2025

	Jan - Sep 25
Ordinary Income/Expense	
Income	
Monthly Dues	
Parking Income	1,757.88
Monthly Dues - Other	86,700.00
	<hr/>
Total Monthly Dues	88,457.88
	<hr/>
Total Income	88,457.88
Expense	
ACH Quarterly Bank Fee	128.00
Annual Filing Fees	69.00
Annual Stormwater	4,676.10
Association Management	
Special Services	475.00
Association Management - Other	5,850.00
	<hr/>
Total Association Management	6,325.00
	<hr/>
Backflow	7,715.00
Colorado Department of Revenue	264.00
Department of Treasury	1,863.00
Landscape Contract	11,141.82
Landscapeing/Trees	7,800.00
Office Supplies	52.51
Postage and Delivery	69.35
Snow Removal	9,675.00
Storm Water	1,733.35
Tax Prep	350.00
Trash	5,427.72
Water	13,002.02
	<hr/>
Total Expense	70,291.87
	<hr/>
Net Ordinary Income	18,166.01
Other Income/Expense	
Other Income	
Interest	2,899.34
	<hr/>
Total Other Income	2,899.34
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Net Other Income	2,899.34
	<hr/>
Net Income	21,065.35
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First & Harlan Carriage Homes

Balance Sheet

As of September 30, 2025

	Sep 30, 25
ASSETS	
Current Assets	
Checking/Savings	
Operating	24,763.79
Reserves	37,927.70
Sooper Credit Union - CD	109,617.61
Sooper Credit Union - Savings	3.48
Total Checking/Savings	172,312.58
Accounts Receivable	
Accounts Receivable	-5,609.82
Total Accounts Receivable	-5,609.82
Total Current Assets	166,702.76
TOTAL ASSETS	166,702.76
LIABILITIES & EQUITY	
Equity	
Opening Balance Equity	227,085.35
Retained Earnings	-81,447.94
Net Income	21,065.35
Total Equity	166,702.76
TOTAL LIABILITIES & EQUITY	166,702.76

First & Harlan Carriage Homes

Profit & Loss Budget vs. Actual

January through September 2025

	Jan - Sep 25	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Monthly Dues	1,757.88	1,800.00	-42.12	97.7%
Parking Income	86,700.00	86,955.00	-255.00	99.7%
Monthly Dues - Other				
Total Monthly Dues	88,457.88	88,755.00	-297.12	99.7%
Total Income	88,457.88	88,755.00	-297.12	99.7%
Expense				
ACH Quarterly Bank Fee	128.00	128.00	0.00	100.0%
Annual Filing Fees	69.00	68.00	1.00	101.5%
Annual Stormwater	4,676.10	4,600.00	76.10	101.7%
Association Management				
Special Services	475.00	425.00	50.00	111.8%
Association Management - Other	5,850.00	5,850.00	0.00	100.0%
Total Association Management	6,325.00	6,275.00	50.00	100.8%
Backflow	7,715.00	300.00	7,415.00	2,571.7%
Colorado Department of Revenue	264.00	150.00	114.00	176.0%
Department of Treasury	1,863.00	900.00	963.00	207.0%
Gutters/Downspouts	0.00	1,383.00	-1,383.00	0.0%
Insurance Expense	0.00	0.00	0.00	0.0%
Landscaping Contract	11,141.82	11,250.00	-108.18	99.0%
Landscaping/Trees	7,800.00			
Meeting Room	0.00	90.00	-90.00	0.0%
Office Supplies	52.51			
Postage and Delivery	69.35	200.00	-130.65	34.7%
Reserve Contribution	0.00	8,712.00	-8,712.00	0.0%
Snow Removal	9,675.00	9,675.00	0.00	100.0%
Storm Water	1,733.35	1,650.00	83.35	105.1%
Tax Prep	350.00	350.00	0.00	100.0%
Trash	5,427.72	4,275.00	1,152.72	127.0%
Water	13,002.02	11,475.00	1,527.02	113.3%
Total Expense	70,291.87	61,481.00	8,810.87	114.3%
Net Ordinary Income	18,166.01	27,274.00	-9,107.99	66.6%
Other Income/Expense				
Other Income				
Interest	2,899.34			
Total Other Income	2,899.34			
Net Other Income	2,899.34			
Net Income	21,065.35	27,274.00	-6,208.65	77.2%

First & Harlan Carriage Homes Condominium Association
Board of Directors Meeting Agenda
Wednesday, August 27, 2025 6:30pm

VIA CONFERENCE CALL
1.916.235.1420
PIN # 557413

1. Call to Order
2. Roll Call
3. Approval of the June 24, 2025 Board of Director Meeting Minutes
4. Property Management Report
5. Open Issues
6. New Business
7. Meeting Adjourned

First & Harlan Homes Condominium Association
Board of Directors Meeting –Virtual & In Person
Tuesday June 24th, 2025 at 5:30 PM

MEETING MINUTES - DRAFT

- I. Called to Order by Cindy at 5:36 pm
- II. **Attendees:**
 - a. Forrest – Realty One
 - b. Cindy Ayde - President
 - c. Roger Corn - VP
 - d. Renee Couture - Secretary
- III. **Financial Report**
 - a. May 2025 Financials – Forrest went over budget vs actuals for first 5 months. We are over budget due to backflow fix & cages project. First payment made in May, 2nd payment will reflect in June financial report – total of \$7,626.00.
- IV. **Manager Report**
- V. **Landscaping Report**
 - a. **Broken Sprinklers** – Kevin at Bluegrass let us know that parts are on order and will be fixed in the next week or so.
 - b. **Mulch** – Averages \$500 per unit for the quote that Forrest received.
 - c. **Tree trimming branches:**

Quote received from Forrest / Schulhoff Tree & Lawn Care – includes trimming and Ash Borer insect control good for 2 seasons. The Board will be getting a 2nd quote this week. The walkthrough is scheduled for Thursday with Board & Summer Landscaping. Upon review of both quotes, the Board will decide on next steps.
- VI. **Minutes Review** – Motion to approve by Cindy, seconded by Renee.
- VII. **Old Business**
 - a. **Towing Company – Tri-County Auto Recovery LLC.** A simple service agreement is needed to make them our official towing company. Once filled out, they will schedule a time to come to the community and will replace all the current Wyatt Towing signs with their own, free of charge. They will also provide free sticker permits and orange nasty stickers. Renee will fill out the agreement to move this forward.
 - b. **Shutter repairs** – Quote received from RZ Construction Group on June 24th.
 - c. **Mailbox repairs** – Roger submitted a request from local Lakewood USPS to fix the problem mailbox. As of 6/25, repair has not been done. Roger will follow up.
 - d. **Door painting** – Unit 70, as of June 24th has not been painted yet. Will allow 30 days (Until July 24th) before sending a friendly reminder to owner if still not painted.
- VIII. **New Business**
 - a. **Backflow testing** – We will receive invoice once it's been done.
 - b. **Snow removal agreement** – No official contract with Jeff Jacobs/Alpine Services for snow removal. Current agreement is \$12,900 spread out over 12 months flat rate. Board has requested that Forrest reach out to Jeff to get a formal bid/contract based on an hourly rate if we want to continue working with him.
 - c. **Retaining Wall** – Noted that wall in front of community near corner of 1st & Harlan has shifted and started to tip forward. Roger will take photos & send to Forrest to get a quote to fix.
 - d. **Savings account vs CD:** Roger asked a question about how our reserves are currently saved. Forrest confirmed that we used to have a CD when Gordon was on Board, but that CD was cashed out and moved to a savings account after Gordon retired from Board. Roger will get more information on doing another CD again to get a higher

interest rate.

IX. Homeowner Forum – No requests/discussions

X. Review of actionable Items

- a. Roger will take photos of retaining wall & send to Forrest
- b. Roger will look into CD for reserve funds.
- c. Renee will fill out Tri-County service agreement to make them the official community towing company.
- d. Forrest will reach out to Jeff Jacobs/ Alpine Services for snow removal contract/bid for upcoming 2025/2026 winter season.

XI. Meeting adjourned at 6:11 pm.

Next Board of Directors Meeting scheduled for Tuesday August 26th 2025 at 6:30 pm.

First & Harlan Carriage Homes
Profit & Loss
January through July 2025

	Jan - Jul 25
Ordinary Income/Expense	
Income	
Monthly Dues	
Parking Income	1,557.88
Monthly Dues - Other	67,565.00
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Total Monthly Dues	69,122.88
	<hr/>
Total Income	69,122.88
Expense	
ACH Quarterly Bank Fee	128.00
Annual Filing Fees	69.00
Annual Stormwater	4,676.10
Association Management	
Special Services	375.00
Association Management - Other	4,550.00
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Total Association Management	4,925.00
Backflow	7,715.00
Colorado Department of Revenue	264.00
Department of Treasury	1,863.00
Landscape Contract	7,395.38
Landscapeing/Trees	7,800.00
Postage and Delivery	69.35
Snow Removal	7,525.00
Storm Water	1,733.35
Tax Prep	350.00
Trash	4,079.06
Water	7,684.27
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Total Expense	56,276.51
	<hr/>
Net Ordinary Income	12,846.37
Other Income/Expense	
Other Income	
Interest	2,152.18
	<hr/>
Total Other Income	2,152.18
	<hr/>
Net Other Income	2,152.18
	<hr/>
Net Income	14,998.55
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First & Harlan Carriage Homes
Balance Sheet
As of July 31, 2025

	<u>Jul 31, 25</u>
ASSETS	
Current Assets	
Checking/Savings	
Operating	20,104.15
Reserves	35,977.09
Sooper Credit Union - CD	108,871.06
Sooper Credit Union - Savings	3.48
Total Checking/Savings	164,955.78
Accounts Receivable	
Accounts Receivable	-4,459.82
Total Accounts Receivable	-4,459.82
Total Current Assets	160,495.96
TOTAL ASSETS	<u>160,495.96</u>
LIABILITIES & EQUITY	
Equity	
Opening Balance Equity	227,085.35
Retained Earnings	-81,447.94
Net Income	14,858.55
Total Equity	160,495.96
TOTAL LIABILITIES & EQUITY	<u>160,495.96</u>

First & Harlan Carriage Homes

Profit & Loss Budget vs. Actual

January through July 2025

	Jan - Jul 25	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Monthly Dues				
Parking Income	1,457.88	1,400.00	57.88	104.1%
Monthly Dues - Other	67,525.00	67,485.00	40.00	100.1%
Total Monthly Dues	68,982.88	68,885.00	97.88	100.1%
Total Income	68,982.88	68,885.00	97.88	100.1%
Expense				
ACH Quarterly Bank Fee	128.00	128.00	0.00	100.0%
Annual Filing Fees	69.00	68.00	1.00	101.5%
Annual Stormwater	4,676.10	4,600.00	76.10	101.7%
Association Management				
Special Services	375.00	425.00	-50.00	88.2%
Association Management - Other	4,550.00	4,550.00	0.00	100.0%
Total Association Management	4,925.00	4,975.00	-50.00	99.0%
Backflow	7,715.00	300.00	7,415.00	2,571.7%
Colorado Department of Revenue	264.00	150.00	114.00	176.0%
Department of Treasury	1,863.00	900.00	963.00	207.0%
Gutters/Downspouts	0.00	1,383.00	-1,383.00	0.0%
Insurance Expense	0.00	0.00	0.00	0.0%
Landscape Contract	7,395.38	8,750.00	-1,354.62	84.5%
Landscaping/Trees	7,800.00			
Meeting Room	0.00	90.00	-90.00	0.0%
Postage and Delivery	69.35	200.00	-130.65	34.7%
Reserve Contribution	0.00	6,776.00	-6,776.00	0.0%
Snow Removal	7,525.00	7,525.00	0.00	100.0%
Storm Water	1,733.35	1,650.00	83.35	105.1%
Tax Prep	350.00	350.00	0.00	100.0%
Trash	4,079.06	3,325.00	754.06	122.7%
Water	7,684.27	8,925.00	-1,240.73	86.1%
Total Expense	56,276.51	50,095.00	6,181.51	112.3%
Net Ordinary Income	12,706.37	18,790.00	-6,083.63	67.6%
Other Income/Expense				
Other Income				
Interest	2,152.18			
Total Other Income	2,152.18			
Net Other Income	2,152.18			
Net Income	14,858.55	18,790.00	-3,931.45	79.1%

First & Harlan Carriage Homes Condominium Association

Board of Directors Meeting Agenda

Tuesday, June 24, 2025 6:30pm

Via Conference Call

916.235.1420

PIN# 557413

1. Call to Order
2. Roll Call
3. Approval of the February 26, 2025 – Board of Director Minutes – NO MEETING MINUTES TO APPROVE – BOARD OF DIRECTORS WAS A NO SHOW.
4. Property Management Report
5. Open Issues
6. New Business
7. Meeting Adjourned

First & Harlan Carriage Homes

Profit & Loss

January through May 2025

	Jan - May 25
Ordinary Income/Expense	
Income	
Monthly Dues	
Parking Income	1,357.88
Monthly Dues - Other	48,015.00
Total Monthly Dues	49,372.88
Total Income	49,372.88
Expense	
ACH Quarterly Bank Fee	65.00
Annual Filing Fees	69.00
Annual Stormwater	4,676.10
Association Management	
Special Services	325.00
Association Management - Other	3,250.00
Total Association Management	3,575.00
Backflow	2,700.00
Colorado Department of Revenue	264.00
Department of Treasury	1,863.00
Landscape Contract	3,781.44
Postage and Delivery	69.35
Snow Removal	5,375.00
Storm Water	1,733.35
Tax Prep	350.00
Trash	2,730.40
Water	4,682.87
Total Expense	31,934.51
Net Ordinary Income	17,438.37
Other Income/Expense	
Other Income	
Interest	366.30
Total Other Income	366.30
Net Other Income	366.30
Net Income	17,804.67

First & Harlan Carriage Homes

Balance Sheet

As of May 31, 2025

	May 31, 25
ASSETS	
Current Assets	
Checking/Savings	
Operating	28,341.15
Reserves	34,026.52
Sooper Credit Union - CD	107,085.75
Sooper Credit Union - Savings	3.48
Total Checking/Savings	169,456.90
Accounts Receivable	
Accounts Receivable	-6,014.82
Total Accounts Receivable	-6,014.82
Total Current Assets	163,442.08
TOTAL ASSETS	163,442.08
LIABILITIES & EQUITY	
Equity	
Opening Balance Equity	227,085.35
Retained Earnings	-81,447.94
Net Income	17,804.67
Total Equity	163,442.08
TOTAL LIABILITIES & EQUITY	163,442.08

First & Harlan Carriage Homes

Profit & Loss Budget vs. Actual

January through May 2025

	Jan - May 25	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Monthly Dues	1,357.88	1,000.00	357.88	135.8%
Parking Income	48,015.00	48,015.00	0.00	100.0%
Monthly Dues - Other				
Total Monthly Dues	49,372.88	49,015.00	357.88	100.7%
Total Income	49,372.88	49,015.00	357.88	100.7%
Expense				
ACH Quarterly Bank Fee	65.00	128.00	-63.00	50.8%
Annual Filing Fees	69.00	68.00	1.00	101.5%
Annual Stormwater	4,676.10	4,600.00	76.10	101.7%
Association Management				
Special Services	325.00	425.00	-100.00	76.5%
Association Management - Other	3,250.00	3,250.00	0.00	100.0%
Total Association Management	3,575.00	3,675.00	-100.00	97.3%
Backflow	2,700.00	300.00	2,400.00	900.0%
Colorado Department of Revenue	264.00	150.00	114.00	176.0%
Department of Treasury	1,863.00	900.00	963.00	207.0%
Gutters/Downspouts	0.00	1,383.00	-1,383.00	0.0%
Insurance Expense	0.00	0.00	0.00	0.0%
Landscape Contract	3,781.44	6,250.00	-2,468.56	60.5%
Meeting Room	0.00	90.00	-90.00	0.0%
Postage and Delivery	69.35	200.00	-130.65	34.7%
Reserve Contribution	0.00	4,840.00	-4,840.00	0.0%
Snow Removal	5,375.00	5,375.00	0.00	100.0%
Storm Water	1,733.35	1,650.00	83.35	105.1%
Tax Prep	350.00	350.00	0.00	100.0%
Trash	2,730.40	2,375.00	355.40	115.0%
Water	4,682.87	6,375.00	-1,692.13	73.5%
Total Expense	31,934.51	38,709.00	-6,774.49	82.5%
Net Ordinary Income	17,438.37	10,306.00	7,132.37	169.2%
Other Income/Expense				
Other Income				
Interest	366.30			
Total Other Income	366.30			
Net Other Income	366.30			
Net Income	17,804.67	10,306.00	7,498.67	172.8%

First & Harlan Carriage Homes Condominium Association

Annual Meeting Agenda

Monday, April 28, 2025, 6:00pm

Conference Call in Information: 1.916.235.1420 PIN# 557413

1. Call to Order
2. Roll Call
3. Approval of May 6, 2024, Annual Meeting Minutes.
4. Property Management Report
 - ✓ Financials Report
5. Open Issues
6. New Business
7. Meeting Adjourned.

HOA meeting 5-6-24

The meeting was called to order by President Cindy Ayde at 6:32pm with a quorum present and Forrest Skaggs from Realty One present by conference call on speaker phone. Those present introduced themselves and their unit number and it was noted that Frank and Renee Couture in unit 86 Harlan were our newest owners

Item 3, Approval of the April 26, 2023 Annual Meeting was brought to the floor. President Cindy was asked to read the Meeting notes but could not since she did not have her glasses. Gordon Corn, Secretary, furnished a copy of those notes since it appeared that the notes had not been mailed to owners and Emma Frey of unit 58 was asked to read the Minutes to the group present. It was suggested that several of the items mentioned would be brought up later in "Open Issues" and the minutes approved subject to those reviews. Gordon noted that the minutes were available on the Associations web site and offered the web site address to any person who need the same. Emma read the Minutes to the group.

Forrest was asked to move forward with item 4, Property Management Report and Financials Report. He did so. Treasurer Jeff Jacobs commented on several items which seemed to be higher than anticipated as well as the several items (including a \$22,000 concrete patching and man hole repair) which were completed during the year. Forrest commented on expenses rising in the past year and our cash flow condition as shown on the statements Realty One has provided to the Association. Forrest commented that our Balance Sheet looked really, really good as do our reserves and overall financials. The 2024 Budget was approved.

Insurance: A resolution presented calling for the HOA manager to require all owners to present proof of HO6 insurance coverage yearly. May be concurrent with Fire Safety Report management has been calling for. Cindy, possibly correctly, suggested all owners are required to have insurance by their lender. However, subsequently we do not know policies were renewed or paid. Cash buyers would not be included in a lender requirement. The Resolution was read, voted on and passed. Copy attached.

Jeff suggested the By-laws be changed from "shall" to must. Frank stated that he thought that any change of By-laws would have to take a different form than must amending the Resolution. The matter was to be further clarified and the Resolution to stand in the interim.

Frank of unit 86 asked that a landscape proposal, possibly mulch, be obtained. The landscape on the east side of unit 86 is especially in need.

A discussion on parking violation took place. Which reserved parking spaces are available. A suggestion was made to ask Dana to provide a copy of her list of spaces, to whom rented along with the monthly financials she currently provides the Board. That would show any available spaces.

In an order to improve communication within the community, like parking, insurance and common interests, Realty One is asked to provide a current list of owners with their contact information, especially email addresses and to update the same when new owners join our community.

An election of officers for the coming year took place. The existing Board was nominated and voted upon with the Board continuing as is.

The "Meeting Sign In Sheet", the "Resolution" and two pages of items labeled as "Note", "Action items" and Outline", generated by "OtterAI" are attached here to and incorporated here in as part of the overall meeting notes.

With no further business, Cindy called for the meeting to be closed. Meeting closed at 7:27 pm

Respectfully,
Gordon Corn, Secretary

Note

During the meeting, residents discussed various maintenance and repair issues in the complex, including damaged shutters, clogged gutters, and trees rubbing against buildings. They also discussed security concerns regarding communal mailboxes and packages, with some suggesting using a locksmith to secure the mailboxes and others suggesting that each homeowner take care of their own mailbox. Unknown speaker raised concerns about tree branches obstructing gutters, and speaker 9 mentioned the need to include the issue in the next meeting's agenda.

During the meeting, residents discussed parking enforcement efforts, insurance requirements, and updates to the ownership list. Speaker 2 proposed a resolution to ensure all homeowners have an HO 6 policy in force, while Speaker 2 suggested amending the Articles to make proof of insurance mandatory. Speaker 3 expressed concerns about the parking situation, and Speaker 9 mentioned the problem had been resolved. Speaker 1 emphasized responsibility enforcement, and Speaker 2 suggested sending out a form for owners to update their information. In another topic, Speaker 2 expressed concerns about the limited common areas in their complex, specifically the flowerbeds by the driveway, which are prone to washing away. Speaker 3 inquired about the maintenance of these areas and suggested mulching them, while Speaker 5 proposed planting wildflower seeds. The city of Lakewood's restrictions on exterior hose bibs were also discussed, which affects the limited common areas' watering.

Action items

- ☐ Amend proposed resolution language to change "shall" to "must" regarding insurance proof.
- ☐ Provide updated owner contact list with emails and phone numbers to board.
- ☐ Request monthly parking and financial reports from property manager.
- ☐ Obtain proposals to add mulch or plants to flower beds near driveways.
- ☐ Follow up with property manager on availability of parking permit spaces.
- ☐ Circulate updated owner information form to collect current contact details.
- ☐ Re-elect existing board officer positions for the coming year.

- ☐ Get estimates to trim trees away from buildings, especially on the east side of 86.
- ☐ Contact the post office and a locksmith to repair mailbox locks, especially the larger package box.
- ☐ Provide a quote for regular gutter cleaning services.
- ☐ Follow up on why the budget and meeting documents were not received by homeowners. Coordinate mailing documents in the future.

RESOLUTION

May 6, 2024

Pursuant to ARTICLE SEVEN, paragraph 7.1, page 33 of THE CONDOMINIUM DECLARATION OF THE FIRST AND HARLAN CARRIAGE HOMES CONDOMINIUMS, The Board of Directors shall promptly furnish to each Owner and/or such Owner's First Mortgagee requesting same, written notice of the procurement of, subsequent changes in, renewals of, or termination of insurance coverages obtained on behalf of the Association.

The Owner of a owner-occupied Condominium Unit SHALL PURCHASE A Condominium unit owner's policy (HO-6) or its equivalent for all of such owner's personal property, and household goods located within such owner's residence. The policy shall also insure any and all improvements or betterments made to the residence's interior unfinished surfaces of the perimeter walls, floors and ceilings by current owner, together with providing personal liability coverage. An owner, except for declarant, of a non-owner-occupied condominium residence, shall purchase a condominium owner's rental liability policy or its equivalent.

The letter written by Realty One, Inc. as Managing Agent and sent to all owners on February 15, 2024 and the writing by Dana M. Counts, Vice President of Operations, Realty One, Inc, on February 16, 2024, both relating to the above identified insurance requirements is incorporated by reference hereto.

In consideration of the common good of the community, the Board hereby instructs the HOA manager to request proof of such insurance, currently paid and in force on or before July first of each year from all owners. Failure to provide such proof shall result in enforcement by the fine and enforcement provisions of the Declaration being implemented.

The HOA manager may make such request concurrent with the annual Fire Safety Equipment Report or separately and furnish to all owner's, again as in the above identified Realty One, Inc. communication, the name and contact information for the Association's insurance agent suggesting to each owner they or their insurance agent contact same to insure that proper coverage is in place as outlined in their communication.

Outline

Property management issues and budget approval.

- Speaker 1 introduces the agenda, including approving notes from annual meeting.
- Board addresses financial issues, increases dues, and terminates vendor contract.
- Board inquired about improperly locking mailboxes and gutter issues.

Budget, financial reports, and mailing copies to owners.

- Speaker 4 provides budget overview, highlighting adjustments made to insurance and expenses.

Balance sheet and operating reserves are in good shape, with accounts receivable showing a credit.

- Speakers discuss mailing copies of budget and meeting notice to owners.
- Confusion over missing packet information and follow-up emails.

Repairs for shutters, mailboxes, and package locks.

- Board discusses costly shutter repairs and potential alternatives.
- Speakers discuss shutter issues at a complex, with concerns about color matching and coordination with vendors.

- Speaker 5 suggests a locksmith should be hired to fix the communal package lock.

HOA insurance requirements and proof of coverage.

- HOA should require proof of HO six insurance coverage from all owners annually.
- Board instructs HOA manager to request proof of insurance from owners.
- Speaker 1 proposes resolution, met with resistance from Speaker 2 and others.

HOA management, insurance coverage, and limited common areas.

- Homeowners association discusses amending declaration to address insurance coverage.
- Speaker 1 discusses insurance coverage for a condominium complex with a \$6,000 range for repairs.

- Residents discuss limited common areas in their condominium complex, including flowerbeds and hose bibs.

- Homeowners are responsible for tracking down the issue with the package lock, according to Speaker 1.

- Speaker 1 and 3 discussed issues with the post office and trash cans in a secluded area.
- Speaker 3 mentioned a new business and suggested closing shutters to address the issue.

Tree trimming, gutter cleaning, and insurance issues.

- Speaker 5 highlights the east side of 86 as a problem area with trees rubbing against buildings, and requests trimming to prevent damage.
- Unknown Speaker mentions the need for maintenance on the exteriors of buildings, including power washing and cleaning downspouts, but the group decides not to pursue it due to budget constraints.

- Speaker 5 discussed issues with ice buildup in north-facing gutters and downspouts, and the need for regular cleaning.

- Speaker 2 inquired about companies that provide gutter cleaning services, and Speaker 5 volunteered to do it.

- Speaker 5 suggests hiring a company to clean gutters regularly.

Parking enforcement and resident concerns.

- Residents discuss parking issues and potential solutions in their neighborhood.
- Resident suggests implementing 24-hour rule to deter unauthorized parking.
- Residents confused about parking rules, frustrated with towing company.

HOA updates, officer roles, and email list management.

- Speakers discuss parking availability and follow-up with manager.
- Speakers discuss updates to HOA board, email list, and officer positions.
- Owners of rental properties need to update contact information.

First & Harlan Carriage Homes

Profit & Loss

January through December 2024

	Jan - Dec 24
Ordinary Income/Expense	
Income	
Monthly Dues	
Parking Income	2,400.00
Monthly Dues - Other	109,470.00
Total Monthly Dues	111,870.00
Total Income	111,870.00
Expense	
ACH Quarterly Bank Fee	115.31
Annual Filing Fees	53.00
Annual Stormwater	4,539.48
Association Management	
Special Services	775.00
Association Management - Other	7,500.00
Total Association Management	8,275.00
Backflow	250.00
Colorado Department of Revenue	131.00
Department of Treasury	891.00
Fence Repairs	1,006.82
Insurance Expense	41,459.00
Landscape Contract	18,017.45
Landscapeing/Trees	1,938.00
Legal	235.00
Meeting Room	90.00
Miscellaneous - Bldg. Maint.	3,300.00
Office Supplies	36.90
Pest Control	165.00
Postage and Delivery	198.73
Repairs and Maintenance	165.71
Roof Repairs	900.00
Snow Removal	12,900.00
Storm Water	1,646.51
Tax Prep	325.00
Trash	5,526.96
Water	17,688.57
Total Expense	119,854.44
Net Ordinary Income	-7,984.44
Other Income/Expense	
Other Income	
Interest	4,416.04
Total Other Income	4,416.04
Net Other Income	4,416.04
Net Income	-3,568.40

First & Harlan Carriage Homes
Profit & Loss Budget vs. Actual
January through December 2024

	Jan - Dec 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Monthly Dues				
Parking Income	2,400.00	1,800.00	600.00	133.3%
Monthly Dues - Other	109,470.00	108,900.00	570.00	100.5%
Total Monthly Dues	111,870.00	110,700.00	1,170.00	101.1%
Total Income	111,870.00	110,700.00	1,170.00	101.1%
Expense				
ACH Quarterly Bank Fee	115.31	153.00	-37.69	75.4%
Annual Filing Fees	53.00	40.00	13.00	132.5%
Annual Stormwater	4,539.48	4,200.00	339.48	108.1%
Association Management				
Special Services	775.00	288.00	487.00	269.1%
Association Management - Other	7,500.00	7,500.00	0.00	100.0%
Total Association Management	8,275.00	7,788.00	487.00	106.3%
Backflow	250.00	250.00	0.00	100.0%
Colorado Department of Revenue	131.00	25.00	106.00	524.0%
Department of Treasury	891.00	125.00	766.00	712.8%
Fence Repairs	1,006.82			
Insurance Expense	41,459.00	25,020.00	16,439.00	165.7%
Landscape Contract	18,017.45	14,400.00	3,617.45	125.1%
Landscaping/Trees	1,938.00			
Legal	235.00			
Meeting Room	90.00	90.00	0.00	100.0%
Miscellaneous - Bldg. Maint.				
Office Supplies	3,300.00	45.00	-8.10	82.0%
Pest Control	36.90			
Postage and Delivery	165.00	180.00	18.73	110.4%
Repairs and Maintenance	198.73	6,000.00	-5,834.29	2.8%
	165.71			
Reserve Contribution	0.00	17,234.00	-17,234.00	0.0%
Roof Repairs	900.00			
Snow Removal	12,900.00	12,900.00	0.00	100.0%
Storm Water	1,646.51			
Tax Prep	325.00	350.00	-25.00	92.9%
Trash	5,526.96	5,700.00	-173.04	97.0%
Water	17,688.57	16,200.00	1,488.57	109.2%
Total Expense	119,854.44	110,700.00	9,154.44	108.3%
Net Ordinary Income	-7,984.44	0.00	-7,984.44	100.0%
Other Income/Expense				
Other Income				

First & Harlan Carriage Homes

Profit & Loss Budget vs. Actual

January through December 2024

	Jan - Dec 24	Budget	\$ Over Budget	% of Budget
Interest	4,416.04			
Total Other Income	4,416.04			
Net Other Income	4,416.04			
Net Income	-3,568.40	0.00	-3,568.40	100.0%

First & Harlan Carriage Homes

Balance Sheet

As of December 31, 2024

	Dec 31, 24
ASSETS	
Current Assets	
Checking/Savings	
Operating	13,328.78
Reserves	29,164.50
Sooper Credit Union - CD	106,720.47
Sooper Credit Union - Savings	3.48
Total Checking/Savings	149,217.23
Accounts Receivable	
Accounts Receivable	-3,579.82
Total Accounts Receivable	-3,579.82
Total Current Assets	145,637.41
TOTAL ASSETS	145,637.41
LIABILITIES & EQUITY	
Equity	
Opening Balance Equity	227,085.35
Retained Earnings	-77,879.54
Net Income	-3,568.40
Total Equity	145,637.41
TOTAL LIABILITIES & EQUITY	145,637.41

First & Harlan Carriage Homes

Profit & Loss Budget Overview

January through December 2025

	Jan - Dec 25
Ordinary Income/Expense	
Income	
Monthly Dues	2,400.00
Parking Income	116,160.00
Monthly Dues - Other	
Total Monthly Dues	118,560.00
Total Income	118,560.00
Expense	
ACH Quarterly Bank Fee	128.00
Annual Filing Fees	68.00
Annual Stormwater	4,600.00
Association Management	
Special Services	425.00
Association Management - Other	7,800.00
Total Association Management	8,225.00
Backflow	300.00
Colorado Department of Revenue	150.00
Department of Treasury	900.00
Gutters/Downspouts	1,383.00
Insurance Expense	40,000.00
Landscape Contract	15,000.00
Meeting Room	90.00
Postage and Delivery	200.00
Reserve Contribution	11,616.00
Snow Removal	12,900.00
Storm Water	1,650.00
Tax Prep	350.00
Trash	5,700.00
Water	15,300.00
Total Expense	118,560.00
Net Ordinary Income	0.00
Net Income	0.00

**FIRST AND HARLAN CARRIAGE HOMES
CONDOMINIUM ASSOCIATION**

ANNUAL MEETING

Monday, April 28, 2025, 6:00pm

Conference Call in Information 1.916.235.1420 PIN# 557413

The Annual Meeting of the First and Harlan Carriage Homes Condominium Association will be held on the above date and location. The meeting is scheduled for 6:00pm and we hope you will be able to attend. Please mail back this proxy if you are unable to attend, as we need a quorum to conduct this meeting. All assessments, fees and charges must be current as of March 31, 2025, to count towards a quorum and to vote at the Annual Meeting. Return proxy to: Realty One, Inc., 1630 Carr St., Suite D, Lakewood, CO 80214, or email admin@realtyone-co.com.

PROXY

First and Harlan Carriage Homes Condominium Association

ANNUAL MEETING, Monday, April 28, 2025

I, _____ am a member in good standing of the First and Harlan Carriage Homes Condominium Association under the provision of the legal documents governing said association (please check one of the following):

_____ I grant my proxy to the Secretary of the First and Harlan Carriage Homes Condominium Association.

_____ I grant my proxy to _____ (please name an individual who will vote your proxy at the April 28, 2025 meeting.)

This proxy is executed for the Annual Meeting scheduled for April 28, 2025 and all adjournments thereof, and carries with it full right to the proxy holder to cast his/her vote(s) as he/she sees fit, and to represent me on any matter or resolution which may come before the meeting and to take any other action which I could personally take if present at the meeting.

This proxy shall remain in effect for this meeting, until revoked by me or upon the conveyance of my property.

Date: _____, 2025 By: _____

Address: _____

First & Harlan Carriage Homes Condominium Association

Board of Directors Meeting Agenda

Wednesday, February 26, 2025 6:00pm

Conference Call in Information: 1.916.235.1420 PIN# 557413

*Board of
Directors
was a no
show -*

1. Call to Order
2. Roll Call
3. Approval of the August 20, 2024 Board of Director Meeting Minutes
4. Property Management Report
 - Year End Financials for 2024
5. Open Issues
6. New Business
7. Meeting Adjourned

**FIRST & HARLAN CARRIAGE HOMES CONDOMINIUM
ASSOCIATION**

Board Meeting Minutes

August 20, 2024

Conference Call

1. Call to Order: 6:31 pm, by Cindy Ayde, also present was Board member Gordon Corn. And Forrest Scruggs of Realty One was present.

2. Minutes: Minutes of the Board Meeting from June 25, 2024 were approved, motion by Gordon, second by Cindy, all in favor.

3. Homeowners Forum: None

4 Property Management Report:

Financial Report – Forrest Scruggs reviewed the financials for the year to 6-29-24. The 5-31-24 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.

5 Open Issues: Power washing that was approved should be starting next week.

6 New Business: 28 homeowners have sent in proof of their HO6 insurance.

Parking spaces that are used for renting are full with a waiting list.

Kevin with Blue Grass bid \$9500 to provide mulch to the whole complex. This would be a 2-4 inch thick mulch addition. More discussion on this by the Board where possibly the homeowners can put down their own mulch.

Meeting Adjourned: Motion by Cindy at 6:48, second by Gordon.

First & Harlan Carriage Homes
Profit & Loss
January through December 2024

	Jan - Dec 24
Ordinary Income/Expense	
Income	
Monthly Dues	
Parking Income	2,400.00
Monthly Dues - Other	109,175.00
Total Monthly Dues	111,575.00
Total Income	111,575.00
Expense	
ACH Quarterly Bank Fee	115.31
Annual Filing Fees	53.00
Annual Stormwater	4,539.48
Association Management	
Special Services	775.00
Association Management - Other	7,500.00
Total Association Management	8,275.00
Backflow	250.00
Colorado Department of Revenue	131.00
Department of Treasury	891.00
Fence Repairs	1,006.82
Insurance Expense	41,811.00
Landscape Contract	18,017.45
Landscapeing/Trees	1,938.00
Legal	235.00
Meeting Room	90.00
Miscellaneous - Bldg. Maint.	3,300.00
Office Supplies	36.90
Pest Control	165.00
Postage and Delivery	198.73
Repairs and Maintenance	165.71
Roof Repairs	900.00
Snow Removal	12,900.00
Storm Water	1,646.51
Tax Prep	325.00
Trash	5,526.96
Water	17,688.57
Total Expense	120,206.44
Net Ordinary Income	-8,631.44
Other Income/Expense	
Other Income	
Interest	4,017.28
Total Other Income	4,017.28
Net Other Income	4,017.28
Net Income	-4,614.16

First & Harlan Carriage Homes
Balance Sheet
As of December 31, 2024

	Dec 31, 24
ASSETS	
Current Assets	
Checking/Savings	
Operating	12,366.78
Reserves	29,164.17
Sooper Credit Union - CD	106,322.04
Sooper Credit Union - Savings	3.48
Total Checking/Savings	147,856.47
Accounts Receivable	
Accounts Receivable	-3,264.82
Total Accounts Receivable	-3,264.82
Total Current Assets	144,591.65
TOTAL ASSETS	144,591.65
LIABILITIES & EQUITY	
Equity	
Opening Balance Equity	227,085.35
Retained Earnings	-77,879.54
Net Income	-4,614.16
Total Equity	144,591.65
TOTAL LIABILITIES & EQUITY	144,591.65

First & Harlan Carriage Homes Profit & Loss Budget vs. Actual January through December 2024

	Jan - Dec 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Monthly Dues				
Parking Income	2,400.00	1,800.00	600.00	133.3%
Monthly Dues - Other	109,175.00	108,900.00	275.00	100.3%
Total Monthly Dues	111,575.00	110,700.00	875.00	100.8%
Total Income	111,575.00	110,700.00	875.00	100.8%
Expense				
ACH Quarterly Bank Fee	115.31	153.00	-37.69	75.4%
Annual Filing Fees	53.00	40.00	13.00	132.5%
Annual Stormwater	4,539.48	4,200.00	339.48	108.1%
Association Management				
Special Services	775.00	288.00	487.00	269.1%
Association Management - Other	7,500.00	7,500.00	0.00	100.0%
Total Association Management	8,275.00	7,788.00	487.00	106.3%
Backflow	250.00	250.00	0.00	100.0%
Colorado Department of Revenue	131.00	25.00	106.00	524.0%
Department of Treasury	891.00	125.00	766.00	712.8%
Fence Repairs	1,006.82			
Insurance Expense	41,811.00	25,020.00	16,791.00	167.1%
Landscape Contract	18,017.45	14,400.00	3,617.45	125.1%
Landscaping/Trees	1,938.00			
Legal	235.00			
Meeting Room	90.00	90.00	0.00	100.0%
Miscellaneous - Bldg. Maint.	3,300.00			
Office Supplies	36.90	45.00	-8.10	82.0%
Pest Control	165.00			
Postage and Delivery	198.73	180.00	18.73	110.4%
Repairs and Maintenance	165.71	6,000.00	-5,834.29	2.8%
Reserve Contribution	0.00	17,234.00	-17,234.00	0.0%
Roof Repairs	900.00			
Snow Removal	12,900.00	12,900.00	0.00	100.0%
Storm Water	1,646.51			
Tax Prep	325.00	350.00	-25.00	92.9%
Trash	5,526.96	5,700.00	-173.04	97.0%
Water	17,688.57	16,200.00	1,488.57	109.2%
Total Expense	120,206.44	110,700.00	9,506.44	108.6%
Net Ordinary Income	-8,631.44	0.00	-8,631.44	100.0%
Other Income/Expense				
Other Income				

First & Harlan Carriage Homes
Profit & Loss Budget vs. Actual
 January through December 2024

	Jan - Dec 24	Budget	\$ Over Budget	% of Budget
Interest	4,017.28			
Total Other Income	4,017.28			
Net Other Income	4,017.28			
Net Income	-4,614.16	0.00	-4,614.16	100.0%