

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.
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- ☐ 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%
Landscapeing/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	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	
Monthly Dues - Other	116,160.00
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

	<u>Dec 31, 24</u>
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	<u>147,856.47</u>
Accounts Receivable	
Accounts Receivable	<u>-3,264.82</u>
Total Accounts Receivable	<u>-3,264.82</u>
Total Current Assets	<u>144,591.65</u>
TOTAL ASSETS	<u>144,591.65</u>
LIABILITIES & EQUITY	
Equity	
Opening Balance Equity	227,085.35
Retained Earnings	-77,879.54
Net Income	<u>-4,614.16</u>
Total Equity	<u>144,591.65</u>
TOTAL LIABILITIES & EQUITY	<u>144,591.65</u>

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%
Landscape/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%