

# **RDPM, INC.** ROBERT DREW PROPERTY MANAGEMENT, INC.

905 Little Leaf Court Longmont, CO 80503 303-485-9818 rdpm.amyscott@gmail.com

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December 26, 2019

Dear North Court owner,

As 2019 draws to a close, we hope this letter finds you well. Enclosed please find the following documents:

- Year-end statement of your North Court Residences HOA account, showing your charges and payments throughout 2019
- Proxy for the Annual Members Meeting
- Agenda for the Annual Members Meeting
- 2020 board-approved budget
- December 2019 Balance Sheet
- Parking Map and Parking Space Assignment for your condominium
- North Court Residence Rules - a summary of the HOA's covenants for all residents.

**HOA FEES:** The 2020 Budget will be ratified at the January 23 Members Meeting. It calls for a 10% increase in monthly fees, which comes to \$17-28/month, depending on the square footage of your unit. The association faces several escalating operating costs, especially with insurance premiums, which have doubled since 2014, and domestic water rates, which have increased 88% in the same time period. The increase will be effective February 1, 2020.

There are several ways to pay your HOA fees. You may mail a payment to our office each month. You may set up a recurring bill-payment with your bank, or you may sign up for direct-pay through our office. We do not send out statements unless you have fallen behind, in which case we will send a reminder statement. If you'd like a coupon book, we will provide one upon request. Please note: we do not have the ability to take credit card payments.

**PARKING:** Each condominium at North Court has a specified parking space. Enclosed in this mailing is a map with the parking space for your condominium identified. Please make sure you, or your tenants, are using the parking space assigned to your condominium. Lee Hill, Zamia, 14<sup>th</sup> Street and 15<sup>th</sup> Street are public, City of Boulder streets. Street parking is regulated by the City's ordinances.

**RULES:** A summary of the association's rules and policies is also enclosed in this mailing. Please read it and share with your tenants if you rent your North Court condominium. The Rules are posted on the HOA's website as well. A reminder on how to access the website is included below.

**INSURANCE:** The HOA's policy with Farmers Insurance renews on January 1, 2020. An updated insurance declaration page is available on the association's website. We'd like to remind you to review your own coverage and ensure that you have "Loss Assessment Protection" which protects you in the case of a special assessment due to a wind/hail loss and resulting special assessment to collect the HOA's 5% deductible (\$474,030). Owners should have at least \$7000 in Loss Assessment Protection.

-OVER-

We hope to see you at the **Annual Members Meeting**, which will be held at **5:30 pm on Thursday, January 23, 2020 at the Boulder Housing Partners office, 4800 Broadway**. Follow the exterior curved staircase to the BHP front door on the second floor. The meeting is a great opportunity to discuss your ideas and concerns with your neighbors and the HOA board. There will be an election to the HOA's board of directors. Meetings are held quarterly. Please let us know if you are interested in serving on the board.

As always, you may reach our office via phone, e-mail, fax or mail:

North Court Residences  
c/o RDPM, Inc.  
905 Little Leaf Court  
Longmont, CO 80503

Phone: 303-485-9818 Fax: 303-485-7655 E-mail: [rdpm.amyscott@gmail.com](mailto:rdpm.amyscott@gmail.com)

We wish you the best in the upcoming year!



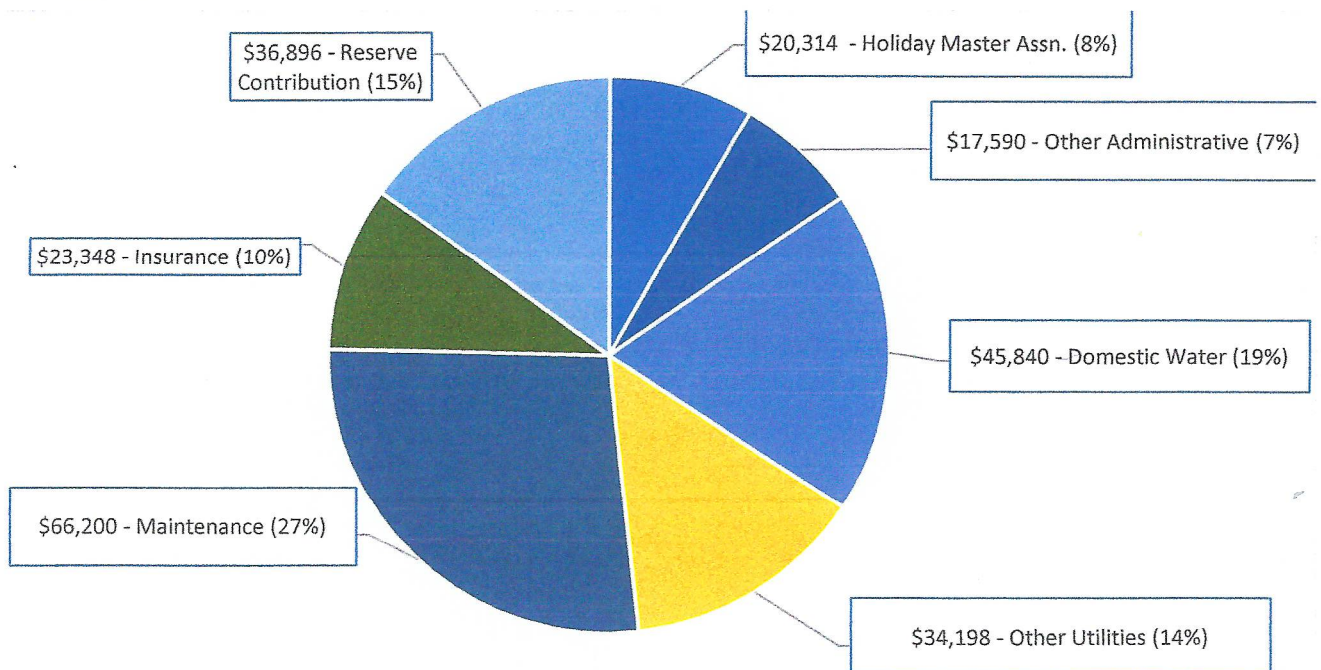
Amy Scott  
Managing Agent

The HOA's website provides access to governing documents, meeting minutes, financial statements, rules, insurance information, exterior change forms, direct pay forms and more. To access the website:

Website: [www.rdpminc.com](http://www.rdpminc.com)  
Select: Associations  
Choose: North Court Residences  
Password: ncr7002

Along with being a resource for owners, the website satisfies the requirements of the Colorado real estate sales contract and HOA-related statutes.

### North Court Residences - 2020 Budget Allocations 2020 Projected Income \$224,386



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To: North Court Owners  
From: Amy Scott  
Date: December 26, 2019  
Re: Annual Meeting & Board Elections

Please be advised that the Annual Meeting of the North Court Residences members will be held on **Thursday, January 23, 2020 at 5:30 pm**, at the nearby Boulder Housing Partners Building, 4800 Broadway, located at the northeast corner of Lee Hill and Broadway. An election will be held for two positions on the 5-member board of directors. The 2020 budget will also be ratified.

***Please complete this proxy form today and e-mail it to rdpm.amyscott@gmail.com, fax it to 303-485-7655, or mail it to the above address. Without your proxy, we might not have enough owners represented to meet quorum requirements and conduct the meeting.***

<b>PROXY</b>
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I/We, \_\_\_\_\_

being the owner(s) of the property located at

\_\_\_\_\_, Boulder, Colorado, within the  
North Court Residences Condominium Association, hereby authorize and appoint

\_\_\_\_\_ \* of \_\_\_\_\_  
(name of proxy) (address of proxy)

to be my/our proxy, to vote in the board election on my/our behalf at the North Court Residences membership meeting to be held on January 23, 2020 at the Boulder Housing Partners Building, 4800 Broadway, \_\_\_\_\_ and to vote on my/our behalf in the board election, in the event a quorum shall fail to attend, at such time and place as the adjourned meeting shall be resumed. In the event the named proxy fails to attend, I authorize and appoint the current board president as my proxy. The proxy shall remain in full force and effect until such time as it shall be revoked by me/us in writing.

\_\_\_\_\_  
(date)

\_\_\_\_\_  
(signature of owner)

\_\_\_\_\_  
(date)

\_\_\_\_\_  
(signature of owner)

\* You may name as a proxy any homeowner who will be attending the annual meeting, such as a neighboring homeowner or one of the current board members.

# AGENDA

## North Court Residences Annual Members Meeting January 23, 2020

Boulder Housing Partners  
4800 Broadway 5:30 pm

- A) Registration, Introductions, Determination of Quorum**
- B) Update on Past Year and Upcoming Projects**
- C) Report on Association's Financial State**
- D) Ratification of board-approved 2020 budget**  
per Article 9.3 of the governing documents, the budget is ratified unless 80%, or 62 unit owners, reject the budget.
- E) General Discussion** (limit of 10-15 minutes per topic)
  - **Smoking at North Court** – owner's input on possible policy to limit and/or prohibit smoking. (*Note: any No Smoking Policy would require a vote of the owners, with at least 2/3 of the owners in favor of such policy, before it could be adopted*)
  - **Armory Development** – development started on 201 living unit project this fall, anticipate residents in 2021.
- F) Nominations and Election for Two (2) Positions on Board**  
Paul DesRosier's term and one vacant seat are up for election at this meeting; Mitzi Riddle's term expires in 2021, Ronnie Pelusio's term and Tim Beal's term expire in 2022.
- G) Adjourn**  
followed by brief first meeting of the new directors, to elect officers, and schedule the next board meeting

**Balance Sheet (Cash)**  
**North Court Residences - (ncr)**  
**Dec 2019**

Prepared For:  
North Court Residences

Prepared By:  
RDPM, INC.  
905 Little Leaf Court  
303-485-9818  
Longmont, CO 80503

**ASSETS**

Cash	
Cash in Bank - Operating Acc't	23,335.35
Cash in Bank-Reserve Savings	237,430.65
Total Cash	<u>260,766.00</u>
TOTAL ASSETS	<u>260,766.00</u>

**LIABILITIES & CAPITAL**

Liabilities	
Fund Balance - RDPM start date	89,450.56
Fund Balance (1/1/00 cash)	135.10
Retained Earnings	171,180.34
Total Equity	<u>260,766.00</u>
TOTAL LIAB. & CAPITAL	<u>260,766.00</u>

North Court Residences is a condominium association with 77 units in 12 buildings on Lee Hill Road and Zamia Avenue. The association pays domestic water, trash, recycling, composting, grounds maintenance, exterior building maintenance (except for windows & screens), and insurance on the building structures. Unit owners are responsible for their own electricity/gas and cable/internet. North Court Residences is managed by RDPM, Inc. Contact: Amy Scott at 303-485-9818 or rdpm.amyscott@gmail.com.

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*These rules are adapted from the Association's Declaration of Covenants and adopted by the Association's Board of Directors*

**BALCONIES/PATIOS:** The balconies and patios are designed for leisure use, not for storage. Outdoor furniture is permitted on the balconies and patios. No trash, pet waste or excessive clutter is permitted to accumulate on the balconies and patios.

**BBQ GRILLS / OPEN FLAMES:** North Court follows the City of Boulder ordinance for Open Flame and Open Burning. Propane grills with a small, 2.5 lb propane tank are allowed. Large propane tanks are prohibited, due to the combustible nature of the siding and decks. Charcoal grills are not allowed. Electric grills are allowed if used with an extension cord that has an adequate rating for the grill being used. *Absolutely no open burning of portable, mobile fireplaces or firepits is permitted.*

**CHANGES/IMPROVEMENTS TO UNITS:** No unit owner may make any external structural addition, alteration or improvement to their unit, including the patios, balconies, common areas and landscaping, without prior written consent of the Board of Directors.

**DRYERS:** All dryers must have lint filters to prevent lint from accumulating in ducts.

**MAINTENANCE:** The Association is responsible for the maintenance, painting, repair and replacement of common elements, including landscaping, lawn, trees, shrubs, walls, gates, sidewalks, and parking areas. The Association shall have the sole discretion to determine the time and manner in which such maintenance shall be performed. Each unit owner is responsible for the repair or replacement of their windows and glass in doors. Each unit owner is responsible for sweeping and cleaning their balcony and patio. The HOA will provide periodic cleaning of the stairwells, owners may need to supplement with additional sweeping in between HOA cleaning.

**NOISE:** Due to the size and proximity of the condominiums, all residents must show respect towards their neighbors in regard to noise issues. Excessive noise disturbing other residents is unacceptable. Additional efforts to reduce noise must be made during the established quiet hours of 11:00 pm – 7:00 am.

**PARKING:** Each condominium has either a designated, numbered parking space or a garage. There are 22 garages in the community that legally belong to 22 specific condominiums. The association does not own or assign garages. The numbered parking spaces are owned and assigned by the Association. If you do not know your parking space,

please contact RDPM, Inc. Parking spaces may not be used to store inoperable vehicles or spare parts. Only one vehicle is permitted per parking space.

**PETS:** Per the HOA's Declaration of Covenants, no more than one dog may be kept in a unit and no more than one cat may be kept in a unit; with no more than two household pets total per unit. Pets may not be kept or bred for commercial purposes. All dogs must be on a leash when in the common areas. All pet waste must be picked up promptly from the common areas. No pet waste may accumulate on porches, patios or balconies. Any pet creating a nuisance or unreasonable disturbance shall be permanently removed from the community with 3 days written notice and a hearing from the board. *NOTE: If you are renting your condo, also refer to your lease in regard to your landlord's policy on pets.*

**RENTALS:** All leases must be at least 30 days. All residents are subject to the rules of the association. Short Term Rentals such as AirBnB or VRBO are not allowed for periods less than 30 days.

**SATELLITE DISHES:** Satellite dishes may be installed within the limited common elements of a condominium, following these specifications: The dish may not encroach onto the common elements of the building. The dish must be contained within the plane of a balcony or deck. The dish may not be mounted on the railings of the decks or the columns of a porch, deck or balcony. The dish may not be installed on any of the building's roofs. Any cost incurred by the Association to repair the building's exterior surfaces, due to the mounting or removal of a satellite dish, will be charged back to that unit. The unit owner must notify the Association when a satellite dish is relocated or removed.

**SIGNS:** No signs are allowed, except for one "For Sale" or "For Rent" sign, no larger than 18" x 24". The sign may be placed on the inside surface of a window or on the outside surface of a unit's balcony or patio. Signs may not be placed in the grass or any part of the common areas.

**SMOKING:** Due to the close proximity of the multi-family condominiums, all residents must be aware of the transmission of second-hand smoke. No smoking is allowed in shared limited common elements, such as stairwells. Please be considerate of your neighbors.

**TRASH:** There are 7 trash enclosures to serve the association. The HOA pays for trash, recycling and composting. When the compost or recycle bins are contaminated with trash, they are emptied as trash into the landfill, and the HOA is charged extra. Please dispose of your trash, recycling and compost items appropriately. **If your item does not fit inside the dumpster, do not leave it.** Do not leave furniture, mattresses, computers, televisions, tires, etc. at the trash enclosures. Do not leave an item assuming someone will want or take it. This is illegal dumping. If a dumpster is overflowing, please contact RDPM, Inc. **Illegal dumping of furniture will result in a fine of \$300.**

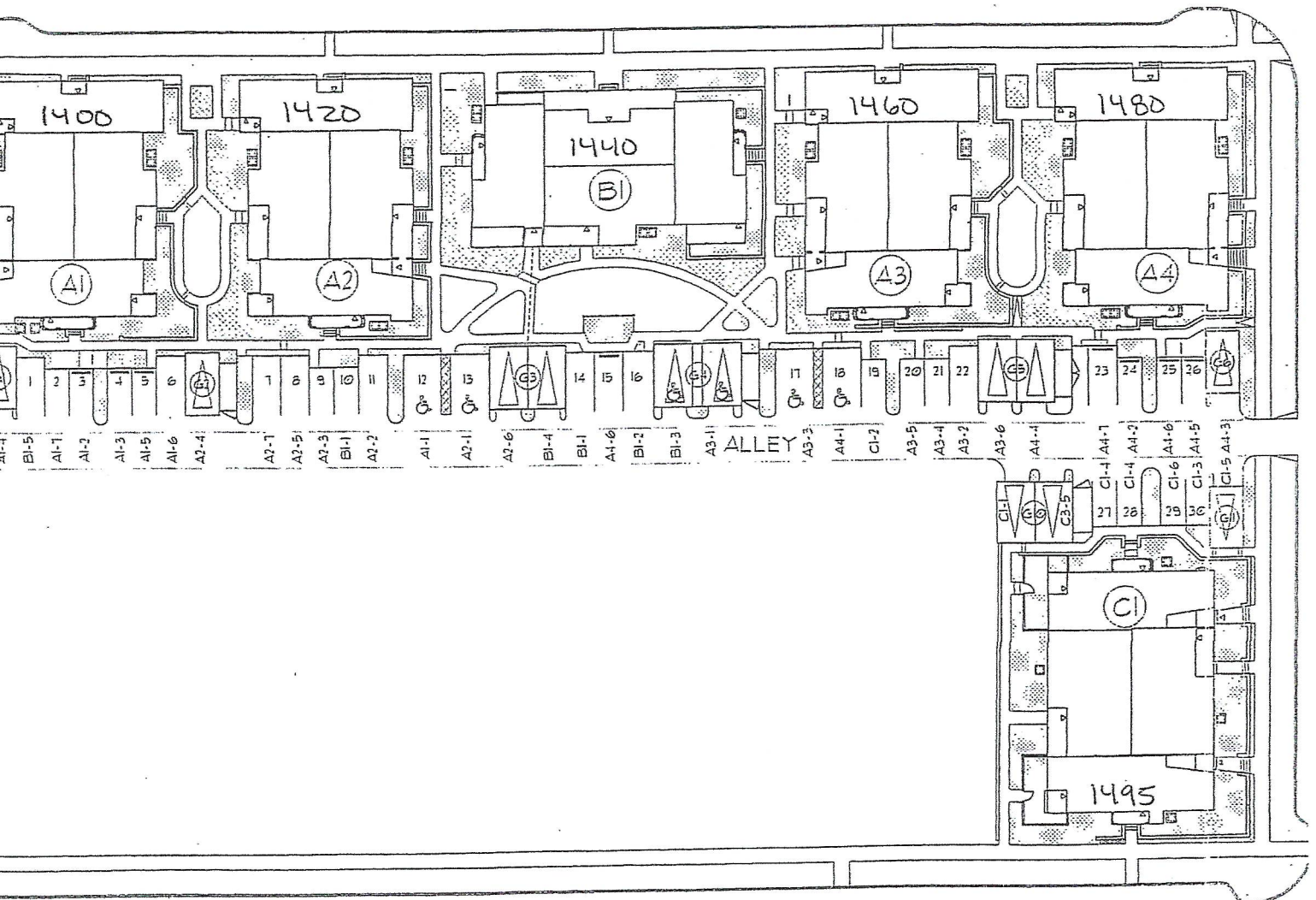
**USE:** Except for the 9 commercial studios, all condominiums are designated for residential use only.

# North Court Residences

## Parking Space Assignments

LEE HILL DRIVE

BLOCK 1



North Court Unit #

BLOCK 1

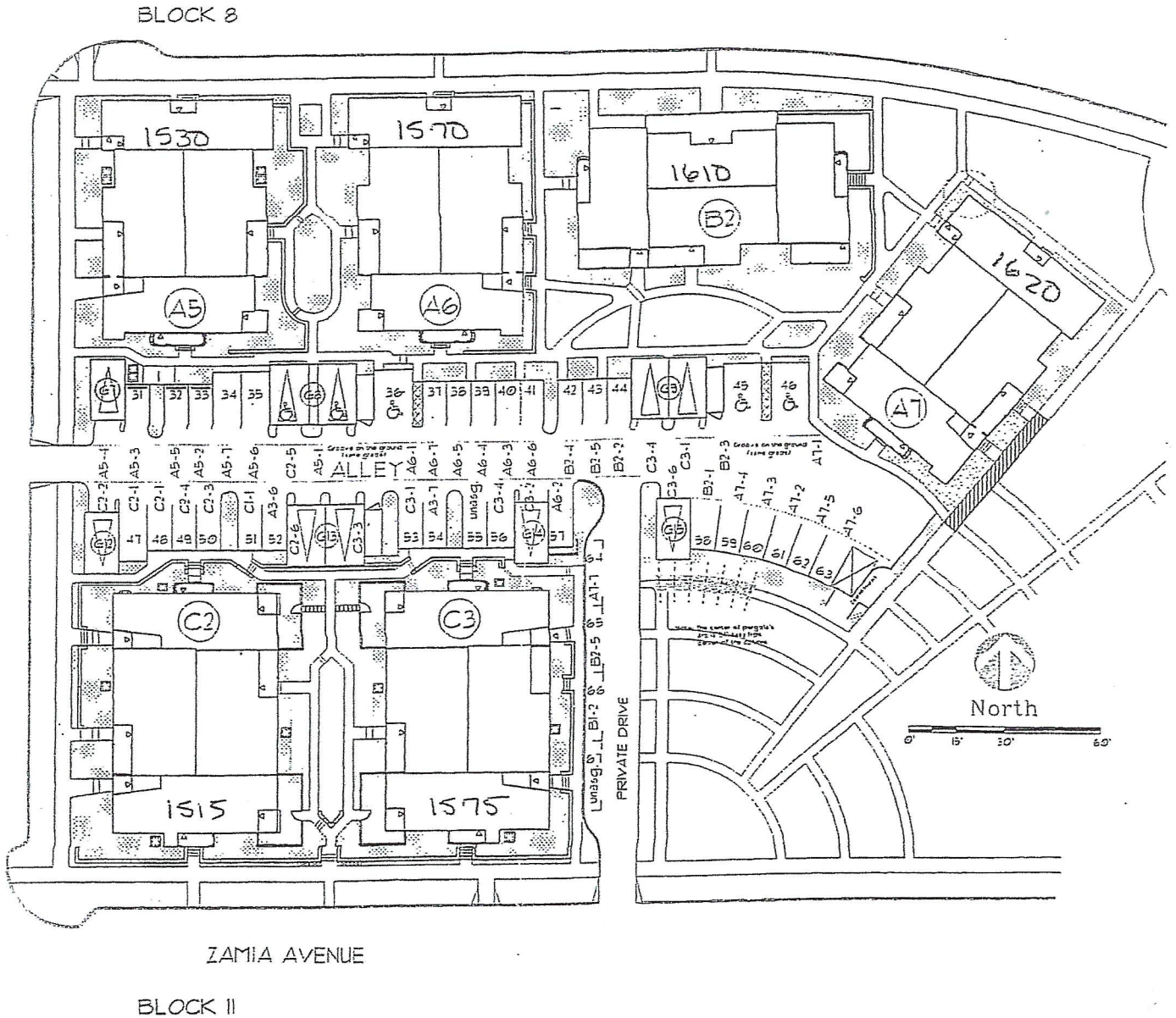
**PARKING SPACE #**

# North Court Residences

## Parking Space Assignments

North Court Unit #

**PARKING SPACE #**



# WE DON'T MEAN TO



# ALARM



# YOU!

**On Monday, September 30, the fire alarm panels and the fire sprinklers in each North Court building will be inspected and tested.**

**This is to satisfy annual certification requirements and to ensure the proper function of these important elements in your condominium buildings. Trident Security will be conducting the tests. They anticipate being at North Court for about 4-6 hours total, starting between 9:00 – 10:00 am , and will do their best to minimize the noise and impact to you, the residents.**

**There is a chance that you will hear some fire alarms on Monday. Please know that this is most likely a part of the testing process.**

**Questions?**

**Please don't hesitate to call us at 303-485-9818.**

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**Attention:**

**ALL RESIDENTS & VISITORS at NORTH COURT**

**Pick up after your dog, always.**

**No one will do it for you! Your dog cannot do it.**



**Your neighbors thank you in advance.**

**Please be responsible. Keep your dog on a leash...this way you are in control of your dog and know when and where he/she has done his/her business.**

***This is a City of Boulder law as well as an HOA rule.***



# North Court Residences

Winter 2019

303-485-9818

rdpm.amyscott@gmail.com

RDPM, Inc.

## Updates from the Annual Members Meeting

On Monday, January 14, the North Court Residences held their Annual Members Meeting. Ronnie Pelusio, Tim Beal and Nola Chow were re-elected to the 5-member Board of Directors, joining Bill Zimmermann and Mitzi Riddle. There may be a vacancy on the board this year, due to a resignation. If you are interested in serving on the board, contact HOA manager Amy Scott at 303-485-9818 for details. The board meets quarterly, all owners are welcome to attend any board meeting. The group went over projects completed in 2018, including the installation of new mailboxes, planting 6 trees, and striping & numbering the parking spaces.



## HOA Fees Increase 7.5% as of February 1

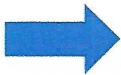
The 2019 Budget, which was mailed out to owners in December, was ratified at the Annual Meeting. The 7.5% increase in dues translates to \$12-\$20/month, depending on the size of your condominium. Remember, your HOA fees include domestic water, trash, recycling and compost, and building insurance, as well as grounds maintenance and reserve account savings. A statement with your new monthly dues amount is included with this newsletter. If you are on auto-pay, through our office, no action is needed.

**If you pay using your own bank's bill payment program, you must update the amount immediately.**  
**We cannot do this for you!**

**\*IMPORTANT UPDATE\***

### **YOUR HOA INSURANCE POLICY CHANGED January 1, 2019**

- As of January 1, 2019, North Court Residences is insured by Farmers Insurance. The association's agent is Devon Schad. His office number is 303-661-0083.
- American Family Insurance no longer insures the structures of North Court.
- Due to the severe weather in Colorado and the constantly changing insurance environment, the new policy has a 5% wind & hail deductible. The 5% deductible, if assessed, would be \$455,800. This is important to you, because you – as an owner – would be required to pay a portion of that deductible, should the HOA experience a devastating hail storm.



**The way to protect yourself from a wind & hail special assessment is to ensure that you have Loss Assessment Protection as part of your owner's insurance.**

- Your Loss Assessment coverage should be at least \$6000. This protects you if the Association must assess each owner in order to meet the wind & hail deductible.

There are several important elements of coverage that owners are responsible for obtaining. To ensure that you have no gap in your own insurance coverage, please contact your agent or HOA agent Devon Schad. The insurance memo we sent out in December has more details as well and is posted on the HOA's website under "Insurance".

★ We urge you to review your coverage, especially "Loss Assessment Protection" which protects you in the case of a special assessment due to a wind/hail loss. ★

#### WEBSITE ACCESS REMINDER:

Website: [www.rdpminc.com](http://www.rdpminc.com) Select: "Associations" Choose: "North Court Residences"  
When prompted, use password: "ncr7002"