

**ROBERT DREW  
PROPERTY  
MANAGEMENT, INC.**

905 Little Leaf Court  
Longmont, Colorado 80503  
303-485-7655 (fax)  
303-485-9818

December 6, 2016

Dear Cattail Cove West Owner,

At their most recent board meeting, your board of directors reviewed the association's financial performance for the past year. A modest 2% increase in monthly fees was approved for 2017, which comes to \$4-5 per month, depending on the size of your townhome. Please know that the board feels the "pinch" of increased fees, too! The board is building back the reserve account after 2015's carpentry and repainting project. Small, steady increases help to avoid the need for a special assessment down the road. We have included the 2017 budget here, so that you can see how your HOA fees are used throughout the year. Your new monthly fee is reflected on the enclosed statement, which also shows your payment history for 2016.

You may mail your monthly fees to our office or place them in the HOA's payment dropbox, located by the trash enclosure near 3110 Bell Drive. *If you are using your bank's bill-pay service please remember to update the monthly amount and ensure that the mailing address for the HOA is correct:*

Cattail Cove West HOA  
905 Little Leaf Court  
Longmont, CO 80503

In addition, if you would like a coupon book, please let us know. We will mail one to you upon request.

If you rent out your Cattail Cove West property, we'd like to remind you that the City of Boulder requires all landlords to obtain rental licenses. If you don't have one, please go to the City's website for details on how to obtain a rental license. The HOA requires a minimum of 30 days for all leases.

Another reminder: Your HOA has a website, which provides access to governing documents, budget and financial reports, meeting minutes, correspondence, insurance information, architectural improvement request forms, and more.

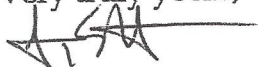
Website: [www.rdpminc.com](http://www.rdpminc.com)  
select "Associations"  
choose "Cattail Cove West"

*when prompted, please use the following password: cat2991*

Along with being a resource for you, the website is intended to satisfy the requirements of the Colorado real estate sales contract and HOA-related statutes, passed by the Colorado state legislature. We hope you find it both useful and valuable.

We wish you the best this holiday season!

Very truly yours,



Amy Scott, Managing Agent

**CATTAIL COVE WEST**  
**2017 BUDGET PREPARATION**

	2012 ACTUAL (3.8% CPI LESS 1.3% INSURANCE)	2013 ACTUAL (1.7% CPI PLUS .3% INSURANCE)	2014 ACTUAL (1.7% CPI PLUS .0% INSURANCE)	2015 ACTUAL (1.7% CPI PLUS .0% INSURANCE)	2016 Estimated (2%increase + insurance)	2017 Approved (2%increase insurance)
<b>OPERATING INCOME</b>						
Homeowners Base Fees	\$68,504	\$72,716	\$81,394	\$80,240	\$84,586	\$90,200
Homeowners Reserve Contribution	\$34,841	\$32,814	\$25,478	\$28,165	\$27,642	\$25,986
Late Fees/ Fines / Legal Fees	\$220	\$440	\$400	\$480	\$350	\$400
Interest	\$396	\$301	\$245	\$451	\$225	\$250
Other Operating Income	\$0	\$400	\$0	\$520	\$0	\$0
<b>TOTAL OPERATING INCOME</b>	<b>\$103,961</b>	<b>\$106,671</b>	<b>\$107,517</b>	<b>\$109,856</b>	<b>\$112,803</b>	<b>\$116,836</b>
<b>OPERATING EXPENSES</b>						
Administration				\$10,200	\$10,200	\$10,200
Management Fees	\$9,513	\$9,513	\$10,200	\$10,200	\$1,216	\$1,250
Accounting / Bank Charges	\$2,167	\$174	\$2,315	\$230	\$450	\$600
Legal / Professional	\$54	\$405	\$385	\$950	\$620	\$650
Printing, Copies, Postage, Website	\$559	\$357	\$684	\$516	\$0	\$0
Parking Patrol	-\$60	-\$80	-\$40	\$0	\$0	\$0
Other Administrative	\$41	\$256	\$0	\$210	\$0	\$0
<b>Total Administrative</b>	<b>\$12,274</b>	<b>\$10,625</b>	<b>\$13,544</b>	<b>\$12,106</b>	<b>\$12,486</b>	<b>\$12,700</b>
Utilities						
Electricity	\$327	\$362	\$532	\$278	\$300	\$300
Trash/Recycling	\$10,555	\$10,768	\$10,972	\$12,037	\$12,691	\$13,200
Water	\$4,276	\$4,891	\$4,497	\$3,929	\$7,500	\$5,250
<b>Total Utilities</b>	<b>\$15,158</b>	<b>\$16,021</b>	<b>\$16,001</b>	<b>\$16,244</b>	<b>\$20,491</b>	<b>\$18,750</b>
Maintenance						
Cleaning/Litter Pick-up	\$1,177	\$774	\$763	\$295	\$180	\$800
Landscape Maintenance	\$6,733	\$5,414	\$6,100	\$7,540	\$6,293	\$8,000
Tree Maintenance	\$2,035	\$6,449	\$9,021	\$1,890	\$13,443	\$6,000
Asphalt/Concrete Repairs	\$759	\$330	\$1,100	\$0	\$0	\$0
Roof Maintenance	\$680	\$0	\$1,704	\$375	\$275	\$750
Chimney Maintenance	\$0	\$768	\$384	\$0	\$392	\$400
Exterior Carpentry/Repairs	\$402	\$446	\$834	\$1,803	\$610	\$1,200
Gutter Maintenance	\$1,912	\$2,323	\$1,865	\$4,265	\$4,545	\$4,400
Snow Removal	\$5,178	\$8,517	\$7,588	\$12,595	\$10,700	\$9,500
Sprinkler System	\$5,456	\$5,333	\$2,716	\$952	\$2,905	\$2,500
Exterior Painting & Staining	\$0	\$0	\$0	\$0	\$0	\$0
Other Maintenance	\$871	\$2,106	\$1,387	\$1,025	\$1,579	\$1,600
<b>Total Maintenance</b>	<b>\$25,202</b>	<b>\$32,459</b>	<b>\$33,462</b>	<b>\$30,740</b>	<b>\$40,922</b>	<b>\$35,150</b>
<b>Taxes &amp; Insurance</b>						
Taxes - Fed / State						
Insurance	\$16,487	\$14,751	\$19,033	\$22,601	\$24,190	\$24,250
<b>Total Taxes &amp; Insurance</b>	<b>\$16,487</b>	<b>\$14,751</b>	<b>\$19,033</b>	<b>\$22,601</b>	<b>\$24,190</b>	<b>\$24,250</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>\$69,121</b>	<b>\$73,857</b>	<b>\$82,040</b>	<b>\$81,691</b>	<b>\$98,089</b>	<b>\$90,850</b>
<b>RESERVE CONTRIBUTION</b>	<b>\$34,841</b>	<b>\$32,814</b>	<b>\$25,478</b>	<b>\$28,165</b>	<b>\$14,714</b>	<b>\$25,986</b>
<b>NET OPERATING INCOME</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Additions to Reserves</b>	<b>\$34,841</b>	<b>\$32,814</b>	<b>\$25,478</b>	<b>\$28,165</b>	<b>\$14,714</b>	<b>\$25,986</b>
Expenses from Reserves						
Exterior Painting/Staining				\$86,263	\$0	\$0
Pre-Painting Carpentry Repairs				\$36,789	\$0	\$0
Roof Replacement	\$0	\$0	\$0	\$0	\$0	\$0
Sidewalk/Concrete Replacement	\$5,639	\$0	\$0	\$0	\$0	\$6,000
Asphalt Resurfacing	\$0	\$0	\$0	\$0	\$0	\$0
Asphalt Seal & Striping	\$0	\$0	\$0	\$0	\$0	\$0
Grounds Improvement	\$0	\$0	\$0	\$1,999	\$0	\$0
Lighting Fixture Upgrade	\$0	\$0	\$0	\$0	\$0	\$0
Tree & Shrub Planting	\$0	\$0	\$0	\$0	\$0	\$3,500
Gutter Replacements - Overall	\$900	\$0	\$0	\$0	\$10,500	\$34,550
<b>Total Expenses From Reserves</b>	<b>\$6,539</b>	<b>\$0</b>	<b>\$0</b>	<b>\$125,051</b>	<b>\$10,500</b>	<b>\$44,050</b>
<b>NET RESERVE ACCT CHANGE</b>	<b>\$28,302</b>	<b>\$32,814</b>	<b>\$25,478</b>	<b>-\$96,886</b>	<b>\$4,214</b>	<b>-\$18,064</b>
<b>RESERVE BALANCE (Projected)</b>	<b>\$148,550</b>	<b>\$181,364</b>	<b>\$206,842</b>	<b>\$109,956</b>	<b>\$114,170</b>	<b>\$96,106</b>

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**Attention: Cattail Cove West HOA residents**  
*We are posting this information as your neighborhood is impacted by this project.*

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**Quiet Zones - Dec. 15th Public Engagement meeting 5:30-7:30 p.m. @ Boulder  
Chamber of Commerce, 2440 Pearl Street**

### **RAILROAD QUIET ZONES**

In response to concerns expressed by community members regarding the impacts of train horn noise, city staff is working with agency partners to pursue the implementation of "quiet zones" for railroad crossings impacting Boulder.

Quiet zones are at-grade railroad crossings that include physical infrastructure and warning systems so that train engineers are not required to sound the train horn at the crossing. The city has been awarded approximately \$1 million in grant funding from the Denver Regional Council of Governments to advance quiet zones for the Boulder community.

### **Get Involved**

**NOTICE:** The December 15 public open house has changed location and will now be hosted at the Boulder Chamber of Commerce. For further details about the public meeting please see below.

The city is beginning a public engagement process with the community to inform a prioritization and phasing plan for implementation. You will be able to provide input on a number of factors to consider when prioritizing the quiet zone crossing improvements, including the number of people living and working within 0.5 miles of the railroad crossings, type and proximity of adjacent land uses (existing and/or planned), as well as street characteristics, safety, and costs for installation, plus any potential on-going maintenance responsibilities.

### **Process & Timeline**

The city will work with the community, Transportation Advisory Board, City Council and agency partners to develop a prioritized phasing plan to create railroad Quiet Zones for the Boulder community. Based on this prioritized list and available funding levels, the city will submit a railroad Quiet Zone proposal to the Federal Railroad Administration and Colorado Public Utilities Commission.

### **Current Timeline**

Late 2016 to early 2017 – Staff will update the technical study and cost estimates, begin community engagement process to identify and prioritize quiet zone crossing improvements, develop phasing plan for implementation, and continue to pursue additional funding strategies.

Spring 2017 – Update to Transportation Advisory Board and City Council Study Session.

Mid-2017 to 2018 – Selection of crossing location(s), crossing improvements, and conduct final design, engineering, and permitting process with BNSF, PUC, FRA and other agencies.

2018 to 2019 – Construction of selected quiet zone crossing improvements.

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September 14, 2016

Dear Cattail Cove owner,

Your townhome complex was painted last fall. As part of the painting process, carpentry repairs were done to the buildings. Certain repairs to the privacy walls that separate decks were the responsibility of the individual owners. We alerted owners to this in our communication prior to the painting, and we spoke to many of you over the phone during the project.

Lookout Maintenance, the contractor that did the carpentry work, invoiced the HOA for all of the HOA-responsible work in late fall. However, we did not receive the billing for the individual-owner repair work until late spring. The HOA paid for this work, and now we are charging owners back for the amount they are each responsible for. We realize that this may come as a bit of a surprise, since it has been several months since the work was completed.

As noted last fall, the HOA will allow you up to 3 months to pay for the repair charges, which are itemized on the statement enclosed. If you can pay for your repair all at once, that would be preferred. If you need to split it over 3 months, we understand. We'd like to have all repairs paid in full by December 31, 2016. *If you need to extend your re-payment beyond 3 months, please contact our office and we will work an individual payment plan out with you.*

Please feel free to call or e-mail our office with any questions.

Sincerely yours,



Amy Scott

Managing Agent, Cattail Cove West HOA

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ATTENTION OWNERS:

The Cattail Cove West HOA  
Board of Directors  
will be meeting

**Wednesday, Sept. 14 at 6:00 pm**  
at

The Meadows Branch of the Boulder Public  
Library, 4800 Baseline Road.

*This is a regular meeting of the board.  
Owners are welcome to attend.*

Please contact Amy Scott at 303-485-9818  
with any questions or for more details.

Thank you.

**Attention:** Cattail Cove West HOA Residents  
**From:** Robert Drew Property Management, Inc.  
**Date:** September 2, 2016  
**RE:** Train horns and "Quiet Zones"

*The letter below was composed by a resident of a nearby neighborhood. There is a meeting with the City of Boulder September 21, 2016 at 6:00 pm.*

**Dear Neighbors,**

**I've been working with a group of concerned business leaders and neighbors about the creation of Quiet Zones at railroad crossings in Boulder. We've now met with the City staff a couple of times to express our desire for the City to make the QZs a priority. The City has been studying the issue since 2013 and has made a lot of progress in this direction. They estimated that creating nine (9) Quiet Zones in Boulder would cost approximately \$5 million dollars (in 2013 dollars).**

**The City has announced an upcoming Capital Improvement Program (CIP) and right now only \$300K is allocated toward the Quiet Zone issue. The CIP bond money provides a huge opportunity to fund the Quiet Zones and make it a reality.**

**Please see the recent article regarding how the money is going to be spent: [http://www.dailycamera.com/news/boulder/ci\\_30240494/boulder-eyes-454-million-capital-improvements-by-2022](http://www.dailycamera.com/news/boulder/ci_30240494/boulder-eyes-454-million-capital-improvements-by-2022)**

**We need to make our collective voices heard in order to affect how this money is allocated. Therefore, I'm urging you to come to a meeting on Wednesday, September 21st at 6 p.m. in Boulder Junction at The Hyatt hotel.**

**Kathleen Bracke, from GO Boulder, in the city's Transportation Department will provide an update on the train horn noise, what's required to create QZs, the Denver Regional Council of Government's (DRCOG) commitment to Boulder QZs, and where the city currently stands. Several developers from the area and a staff member from the Chamber of Commerce will also be in attendance.**

**Please let me know if you have any questions about this meeting and please encourage your neighbors to come as well. Carpooling, biking or walking to the meeting is greatly encouraged.**

**Sincerely,  
Terri Furman  
[720.341.0556](tel:720.341.0556)**

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August 5, 2016

**ATTENTION:  
CATTAIL COVE WEST RESIDENTS**

The neighborhood compost bin is located by the southwest trash enclosure, to the side of it.

This is the approved placement of the compost bin, by both the HOA and Western Disposal.

Please do not move it.

Having the bin in this location helps eliminate owners or passers-by using it as a trash or recycling bin.

We encourage all owners to compost!

Thank you,  
RDPM, Inc.

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## ATTENTION CATTAIL COVE RESIDENTS:

The *eastern portion* of the parking lot, from

**3108 Bell- 3102 Bell Drive**

and

**4791 Edison – 4797 Edison Lane**

will be power washed by

Top Gun Power Washing on

**Tuesday, July 12, starting at 11 am.**

The crew expects to arrive at 11:00 am  
The power washing should not take more than an  
hour or two.

***Please remove your car from this area  
of the parking lot before 11:00 am on  
Tuesday morning.***

The job will go more quickly if they do not have to  
work around vehicles.

This will also ensure that your vehicles don't get any  
backsplash from the spraying procedure.

Please call 303-485-9818 with any question.

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July 9, 2016


Dear Cattail Cove West Residents,

Your HOA is now providing compost service!

- Compost is a different service from Recycling.
- **Compost pick up will be once a week, on Tuesdays, starting July 12.**

**PLEASE COMPOST only COMPOSTABLE ITEMS!**

If the compost bin is contaminated, it will be emptied as TRASH.  
Not only does this defeat the community effort of composting, but the HOA (you!) will be charged an additional contamination fee.

**The attached flyer specifies items that may be composted.** 

You may find additional information on composting on Western Disposal's website, at [www.Westerndisposal.com](http://www.Westerndisposal.com) or by calling 303-444-2037.

**OK to COMPOST:**

- Food scraps – fruit and vegetables, meat and bones, coffee grounds
- Paper napkins, paper towels
- Grass clippings, weeds, leaves and flowers

***Never, Never Compost:***

- Pet waste
- Kitty litter
- Plastic of any kind
- Frozen food containers
- Liquids
- Dirt, sod, bricks or lumber

We have one animal-proof compost bin to serve the neighborhood. **Please make sure to completely close the lid each time, to avoid attracting raccoons and other wildlife.** Compost pick up is once a week, on Tuesdays. We appreciate your efforts in making Cattail Cove West's composting program a success!

Sincerely yours,

  
Amy Scott  
Managing Agent

**Annual Members' Meeting**  
**CATTAIL COVE WEST HOA**  
**March 29, 2016**

- A) Registration and Introductions
- B) Determination of Quorum
- C) Past Year Highlights and Upcoming Projects
- D) Report on Financial Status
- E) General Discussion (*limit of 15 minutes per topic*)
- F) Nominations and Votes for One Position on Board  
*Maddy Gibson's term expires at this meeting. Cortney Haggart's and Ruth Eure's terms expire in 2017, Leland Giovannelli's and Jason Kim's terms expire in 2018. Maddy Gibson has indicated she will run for the board again. Other owners are welcome to nominate themselves at the meeting*
- G) Adjourn  
*(followed by first meeting of the new directors, to elect officers and schedule the next board meeting)*

**Balance Sheet (Cash)**  
**Cattail Cove West HOA - (cat)**  
**Feb 2016**

Prepared For:  
Cattail Cove HOA  
3101-53 Bell Drive and  
4791-4997 Edison Avenue  
Boulder, CO 80301

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

**ASSETS**

Cash

Cash in Bank - Operating Acc't

Cash in Bank-1st Nat. Savings

Total Cash

10,239.80

118,117.99

128,357.79

128,357.79

**TOTAL ASSETS**

**LIABILITIES & CAPITAL**

Liabilities

Fund Balance (1/1/00 cash)

Retained Earnings

Total Equity

138,694.77

-10,336.98

128,357.79

128,357.79

**TOTAL LIAB. & CAPITAL**

**CATTAIL COVE WEST**  
**2016 BUDGET PREPARATION**

	2011 ACTUAL (1.1% CPI AND 0% INSURANCE)	2012 ACTUAL (3.8% CPI LESS 1.3% INSURANCE)	2013 ACTUAL (1.7% CPI PLUS .3% INSURANCE)	2014 ACTUAL (1.7% CPI PLUS .0% INSURANCE)	2015 ACTUAL (1.7% CPI PLUS .0% INSURANCE)	2016 approved (2% increase + insurance)
<b>OPERATING INCOME</b>						
Homeowners Base Fees	\$76,710	\$68,504	\$72,716	\$81,394	\$80,240	\$84,586
Homeowners Reserve Contribution	\$24,174	\$34,841	\$32,814	\$25,478	\$28,165	\$27,642
Late Fees/ Fines / Legal Fees	\$260	\$220	\$440	\$400	\$480	\$400
Interest	\$354	\$396	\$301	\$245	\$451	\$250
Other Operating Income	\$300	\$0	\$400	\$0	\$520	\$0
<b>TOTAL OPERATING INCOME</b>	<b>\$101,798</b>	<b>\$103,961</b>	<b>\$106,671</b>	<b>\$107,517</b>	<b>\$109,856</b>	<b>\$112,878</b>
<b>OPERATING EXPENSES</b>						
<b>Administration</b>						
Management Fees	\$9,513	\$9,513	\$9,513	\$10,200	\$10,200	\$10,200
Accounting / Bank Charges	\$215	\$2,167	\$174	\$2,315	\$230	\$1,250
Legal / Professional	\$18	\$54	\$405	\$385	\$950	\$600
Printing, Copies, Postage, Website	\$334	\$559	\$357	\$684	\$516	\$600
Parking Patrol	-\$140	-\$60	-\$80	-\$40	\$0	\$0
Other Administrative	\$0	\$41	\$256	\$0	\$210	\$0
<b>Total Administrative</b>	<b>\$9,941</b>	<b>\$12,274</b>	<b>\$10,625</b>	<b>\$13,544</b>	<b>\$12,106</b>	<b>\$12,650</b>
<b>Utilities</b>						
Electricity	\$320	\$327	\$362	\$532	\$278	\$300
Trash/Recycling	\$9,433	\$10,555	\$10,768	\$10,972	\$12,037	\$12,600
Water & Sewer	\$3,723	\$4,276	\$4,891	\$4,497	\$3,929	\$4,500
<b>Total Utilities</b>	<b>\$13,476</b>	<b>\$15,158</b>	<b>\$16,021</b>	<b>\$16,001</b>	<b>\$16,244</b>	<b>\$17,400</b>
<b>Maintenance</b>						
Cleaning/Litter Pick-up	\$1,685	\$1,177	\$774	\$763	\$295	\$900
Landscape Maintenance	\$10,431	\$6,733	\$5,414	\$6,100	\$7,540	\$7,000
Tree Maintenance	\$8,592	\$2,035	\$6,449	\$9,021	\$1,890	\$4,200
Asphalt/Concrete Repairs	\$235	\$759	\$330	\$1,100	\$0	\$500
Roof Maintenance	\$710	\$680	\$0	\$1,704	\$375	\$1,200
Chimney Maintenance	\$384	\$0	\$768	\$384	\$0	\$400
Exterior Carpentry/Repairs	\$670	\$402	\$446	\$834	\$1,803	\$1,200
Gutter Maintenance	\$1,288	\$1,912	\$2,323	\$1,865	\$4,265	\$5,000
Snow Removal	\$8,985	\$5,178	\$8,517	\$7,588	\$12,595	\$9,000
Sprinkler System	\$1,531	\$5,456	\$5,333	\$2,716	\$952	\$2,000
Exterior Painting & Staining	\$1,993	\$0	\$0	\$0	\$0	\$0
Other Maintenance	\$1,274	\$871	\$2,106	\$1,387	\$1,025	\$1,200
<b>Total Maintenance</b>	<b>\$37,779</b>	<b>\$25,202</b>	<b>\$32,459</b>	<b>\$33,462</b>	<b>\$30,740</b>	<b>\$32,600</b>
<b>Taxes &amp; Insurance</b>						
Taxes - Fed / State						
Insurance	\$15,878	\$16,487	\$14,751	\$19,033	\$22,601	\$22,586
<b>Total Taxes &amp; Insurance</b>	<b>\$15,878</b>	<b>\$16,487</b>	<b>\$14,751</b>	<b>\$19,033</b>	<b>\$22,601</b>	<b>\$22,586</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>\$77,074</b>	<b>\$69,121</b>	<b>\$73,857</b>	<b>\$82,040</b>	<b>\$81,691</b>	<b>\$85,236</b>
<b>RESERVE CONTRIBUTION</b>	<b>\$24,724</b>	<b>\$34,841</b>	<b>\$32,814</b>	<b>\$25,478</b>	<b>\$28,165</b>	<b>\$27,642</b>
<b>NET OPERATING INCOME</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Additions to Reserves</b>	<b>\$24,724</b>	<b>\$34,841</b>	<b>\$32,814</b>	<b>\$25,478</b>	<b>\$28,165</b>	<b>\$27,642</b>
<b>Expenses from Reserves</b>						
Exterior Painting/Staining					\$86,263	\$0
Pre-Painting Carpentry Repairs					\$36,789	\$0
Roof Replacement	\$0	\$0	\$0	\$0	\$0	\$0
Sidewalk/Concrete Replacement	\$0	\$5,639	\$0	\$0	\$0	\$4,000
Asphalt Resurfacing	\$0	\$0	\$0	\$0	\$0	\$0
Asphalt Seal & Striping	\$0	\$0	\$0	\$0	\$0	\$0
Grounds Improvement	\$0	\$0	\$0	\$0	\$1,999	\$0
Lighting Fixture Upgrade	\$0	\$0	\$0	\$0	\$0	\$0
Tree & Shrub Planting	\$550	\$0	\$0	\$0	\$0	\$0
Misc. Upgrade/Replacement	\$0	\$900	\$0	\$0	\$0	\$0
<b>Total Expenses From Reserves</b>	<b>\$550</b>	<b>\$6,539</b>	<b>\$0</b>	<b>\$0</b>	<b>\$125,051</b>	<b>\$4,000</b>
<b>NET RESERVE ACCT CHANGE</b>	<b>\$24,174</b>	<b>\$28,302</b>	<b>\$32,814</b>	<b>\$25,478</b>	<b>-\$96,886</b>	<b>\$23,642</b>

## **CATTAIL COVE WEST**

*March 22, 2016*

### **Summary: Wonderland Creek Improvement Project, Neighboring Wetland / Native Area**

#### **"Pond" OWNERSHIP and USE**

- The plat map of Noble Park Commons defines property and boundaries of the development. The pond area is located in Outlot A of the plat map. Noble Park owns the land where the pond/wetland is located, adjacent to Cattail Cove's property boundary.
- A drainage easement is designated on the plat in Outlot A.
- The covenants refer to the area as wetland, not a pond.

#### **Ability to Use & Control Area; Responsibilities**

- The wetland area has appeared as a pond, due to the amount of surface water. It is not a true, contained pond. There are no water rights and no authority to retain and hold water in the area.
- It is the Noble Park Commons' responsibility to maintain the area. Maintenance includes desired treatment of the surface water for algae control and mosquito control, select pulling of cattails, trimming the surrounding landscape trees and shrubs.
- Designated wetlands are controlled by law, including the Clean Water Act, to protect their function as habitats for many species.

#### **CITY OF BOULDER / COUNTY – Designation and Responsibilities**

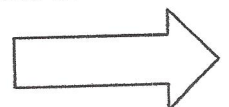
- Per County and City records, the area has been classified as a wetland since 1994. The City and County do not consider it a pond.
- The City has the rights and authority to maintain portions of the drainage easement, due to their specific interest in flood mitigation.
- The City has commented that the pond area does not serve any flood mitigation purpose, the view it as a drainage corridor.
- The City is developing a "maintenance plan" to trim nuisance trees and remove excessive grasses, creating a deeper channel for improved flow through the wetland pond area, through Cattail Cove, and on downstream. The City notes they are attempting to compromise with residents concerns over tree removal, while still accomplishing necessary maintenance.
- A part of the Wonderland Creek improvement project is to divert the water where the White Rock Ditch and Wonderland Creek intersect, just west of Foothills Parkway. This diversion will separate water flow in the event of large storms, preventing the ditch from overflowing. In addition, it will decrease the downstream water runoff into the wetland area. The level of water will be weather dependent, and the wetland will most likely be dryer than it has been.

#### **Resources:**

##### **City of Boulder, Wonderland Creek Improvement:**

<https://bouldercolorado.gov/flood/wonderland-creek-greenways-improvement>

<https://bouldercolorado.gov/flood/wonderland-creek-udfcd-maintenance-east-of-foothills>



- Ward Bauscher, City of Boulder, Project Manager for Wonderland Creek improvements east of Foothills Parkway  
#303-441-4199    bauscherw@bouldercolorado.gov
- Laurel Olsen-Horen, City of Boulder, Flood and Greenways Specialist  
#303-441-3203    olsenl@bouldercolorado.gov
- David Kuodas, Urban Drainage and Flood Control #303-455-6277

**EPA's Wetlands Website:** [www.epa.gov/owow/wetlands/regs/](http://www.epa.gov/owow/wetlands/regs/)

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## Wonderland Creek UDFCD Maintenance East of Foothills

### Overview

A flood mitigation Capital Improvement Program (CIP) project to the west of Foothills Parkway will begin in the winter of 2015 to contain more flows within the Wonderland Creek channel and remove many homes and businesses from the floodplain. Consulting engineers are currently analyzing the downstream capacity of Wonderland Creek from 47th Street to Kings Ridge Boulevard to confirm that it can currently handle the flows that it was designed to convey. Over time, a channel can become restricted with growth and sediment. The goal of the maintenance is to limit channel disturbance and tree removal while making sure the channel maintains the necessary flood capacity without catching or creating debris. Selective tree and sediment removal may be needed to restore channel capacity. Urban Drainage and Flood Control District (UDFCD) is taking the lead on a maintenance effort to restore the capacity of the channel downstream of 47th Street.

This maintenance project is designed, funded and contracted through UDFCD, with the City of Boulder as a member of the district. Part of UDFCD's mandate is to maintain flood flow conditions and capacity in channels within the district. [View UDFCD projects and maintenance work plan.](#)

The Army Corps of Engineers is reviewing wetland permitting requirements. The maintenance in this area is scheduled for the summer of 2015 but may be delayed based on Corps and consultant input.

*Next Steps:* Continued design analysis, Army Corps of Engineer permit review, environmental impact assessment and public involvement. The City, along with UDFCD, will hold public meetings describing the findings of the analysis and to discuss the proposed design.

**ROBERT DREW  
PROPERTY  
MANAGEMENT, INC.**

905 Little Leaf Court  
Longmont, Colorado 80503  
303-485-9818 303-485-7655 (fax)  
rdpm.amyscott@gmail.com

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To: Cattail Cove West Homeowners  
From: Amy Scott  
Date: March 7, 2016  
Re: Annual Meeting & Board Election

Please be advised that the annual meeting of the Cattail Cove West Homeowners Association members will be held Tuesday, March 29, 2016, at 6:00 p.m., at the Meadows Branch of the Boulder Public Library, in the Meadows Shopping Center near Foothills Parkway and Baseline Road. One position on the Board will be up for election. There will be reports from the board, and an opportunity for homeowners to raise questions and concerns.

*If you might be unable to attend the meeting, please complete the proxy form below, and mail it or fax it to my office. The proxies are essential to have a sufficient number of votes to make a quorum.*

PROXY

I/We, \_\_\_\_\_

being the owner(s) of the townhouse located at \_\_\_\_\_

\_\_\_\_\_, Boulder, Colorado, in the Cattail Cove West

Homeowner Association, authorize and appoint

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

(or, in the event that the named proxy does not attend the meeting, the current board president) to be my/our proxy, to vote on my/our behalf at the membership meeting of the Cattail Cove West Homeowners Association to be held on March 29, 2016 at the Meadows Branch of the Boulder Public Library, and to vote on my/our behalf, in the event a quorum shall fail to attend, at such time and place as the adjourned meeting shall be resumed. The proxy shall remain in full force and effect until such time as it shall be revoked by me/us in writing.

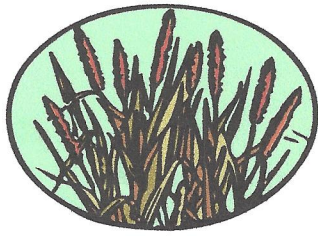
\_\_\_\_\_  
(date)

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

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

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

\* You may name as a proxy any Association member who will be attending the annual meeting, such as a neighboring owner or a Board member.



# Cattail Cove West

March 2016

Robert Drew Property Mgmt, Inc.

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## ANNUAL MEMBERS MEETING TO BE HELD MARCH 29

Mark your calendars! The Annual Members Meeting of the Cattail Cove West HOA will be held Tuesday, March 29 at 6:00 pm at the Meadows Branch of the Boulder Public Library. The address is 4800 Baseline Road and the library is on the southwest corner of Baseline and Foothills Parkway, behind Safeway. The meeting is required by the association's governing documents and it is a good opportunity for owners to meet the board and discuss questions and concerns. The property manager will review the association's financial state. Your neighborhood's diligent savings allowed for the painting and carpentry work to be completed last year without any hint of a special assessment. A current balance sheet and a 2016 budget are included with this newsletter. There is one position up for election at this meeting. Owners are welcome to nominate themselves at the meeting, and may call Robert Drew Property Management for more information at 303-485-9818.

The agenda for the meeting includes the following:

- A) Registration and Introductions
- B) Determination of Quorum
- C) Past year highlights and Upcoming Projects
- D) Report on Financial State
- E) General Discussion (limit of 15 minutes per topic)
- F) Nominations and vote for One Position on the Board
- G) Adjourn



We hope to see you on the 29<sup>th</sup>!

### It's been quite a while...

...since the HOA has distributed the Cattail Cove West Rules and Handbook. While this information is always available on the website, we thought it would be helpful to provide each owner with a fresh copy. Please take a few minutes to review the manual, enclosed here. All of the information is relevant and the manual helps to explain how the HOA operates. We encourage you to especially review the sections on **Association Responsibilities, Homeowner Responsibilities, Miscellaneous Policies and Parking**. If you are renting your townhome, please ensure that your tenants have this information as well.

*All residents are expected to comply with the HOA's rules.*

## PLANS FOR YOUR HOME? GET THE OK, FIRST!

Your townhome is part of a homeowners association, with specific covenants and guidelines. As such, you must submit your plans for ANY exterior change to the Cattail Cove Architectural Review Committee BEFORE you start your project. This includes any project that impacts the outside of your home: storm door, replacement windows, new door, garage door, any interior project that impacts the outside, such as vents that exit through the walls or roof. The HOA has a simple form that you fill out, and you should include as much detail as possible – photos, brochures, etc. Submit your application to Robert Drew Property Management and they will distribute it to the Committee. The ACC is charged with upholding the covenants and preserving the continuity of the neighborhood. **There is potential for very harsh consequences if you proceed without approval: *the HOA has the authority to make you remove your project and restore your home back to its previous state!*** Protect your investment in your home by getting the OK FIRST. Please call Robert Drew Property Management at 303-485-9818 with any questions.

## No more raccoons, please!

The HOA went to great lengths last year to make the neighborhood inhospitable to raccoons. This included extensive carpentry repairs, the installation of raccoon-proof trash lids on the dumpsters and targeted tree trimming over the building roofs. Please do your part by not encouraging wildlife. Do not leave food or water outside, including dog food and birdseed. If you are composting, your container must be completely sealed and animal proof. Let's enjoy wildlife from a distance, not in our own homes!

### Be a good neighbor!

- Pick up after your dog - always
- Dispose of cigarettes safely in the trash, not the grass
- Put your trash inside the dumpster, not on top
- Do not leave items next to the dumpsters. The HOA (you!) pays to have them removed.
- Do not feed wildlife
- Drive with care on Bell Drive, especially when there is snow and ice
- Use your parking permit and avoid an expensive "boot".

## ARE YOU CONSIDERING NEW WINDOWS?

The Cattail Cove West HOA is researching with a few different window companies to see if they would offer any kind of volume discount on window replacements, if multiple owners in the association participated in purchasing new windows. Windows are a homeowner responsibility. The HOA is willing to facilitate this project with a contractor, if there is enough interest. If you'd like to be put on our list, please e-mail

rdpm.amyscott@gmail.com and note your name and address.

***\*\*This will not obligate you in any way, it merely helps us assess the level of interest.***

**CATTAIL COVE WEST**  
**2016 BUDGET PREPARATION**

	2011 ACTUAL (1.1% CPI AND 0% INSURANCE)	2012 ACTUAL (3.8% CPI LESS 1.3% INSURANCE)	2013 ACTUAL (1.7% CPI PLUS .3% INSURANCE)	2014 ACTUAL (1.7% CPI PLUS .0% INSURANCE)	2015 ACTUAL (1.7% CPI PLUS .0% INSURANCE)	2016 approved (2% increase + insurance)
<b>OPERATING INCOME</b>						
Homeowners Base Fees	\$76,710	\$68,504	\$72,716	\$81,394	\$80,240	\$84,586
Homeowners Reserve Contribution	\$24,174	\$34,841	\$32,814	\$25,478	\$28,165	\$27,642
Late Fees/ Fines / Legal Fees	\$260	\$220	\$440	\$400	\$480	\$400
Interest	\$354	\$396	\$301	\$245	\$451	\$250
Other Operating Income	\$300	\$0	\$400	\$0	\$520	\$0
<b>TOTAL OPERATING INCOME</b>	<b>\$101,798</b>	<b>\$103,961</b>	<b>\$106,671</b>	<b>\$107,517</b>	<b>\$109,856</b>	<b>\$112,878</b>
<b>OPERATING EXPENSES</b>						
<b>Administration</b>						
Management Fees	\$9,513	\$9,513	\$9,513	\$10,200	\$10,200	\$10,200
Accounting / Bank Charges	\$215	\$2,167	\$174	\$2,315	\$230	\$1,250
Legal / Professional	\$18	\$54	\$405	\$385	\$950	\$600
Printing, Copies, Postage, Website	\$334	\$559	\$357	\$684	\$516	\$600
Parking Patrol	-\$140	-\$60	-\$80	-\$40	\$0	\$0
Other Administrative	\$0	\$41	\$256	\$0	\$210	\$0
<b>Total Administrative</b>	<b>\$9,941</b>	<b>\$12,274</b>	<b>\$10,625</b>	<b>\$13,544</b>	<b>\$12,106</b>	<b>\$12,650</b>
<b>Utilities</b>						
Electricity	\$320	\$327	\$362	\$532	\$278	\$300
Trash/Recycling	\$9,433	\$10,555	\$10,768	\$10,972	\$12,037	\$12,600
Water & Sewer	\$3,723	\$4,276	\$4,891	\$4,497	\$3,929	\$4,500
<b>Total Utilities</b>	<b>\$13,476</b>	<b>\$15,158</b>	<b>\$16,021</b>	<b>\$16,001</b>	<b>\$16,244</b>	<b>\$17,400</b>
<b>Maintenance</b>						
Cleaning/Litter Pick-up	\$1,685	\$1,177	\$774	\$763	\$295	\$900
Landscape Maintenance	\$10,431	\$6,733	\$5,414	\$6,100	\$7,540	\$7,000
Tree Maintenance	\$8,592	\$2,035	\$6,449	\$9,021	\$1,890	\$4,200
Asphalt/Concrete Repairs	\$235	\$759	\$330	\$1,100	\$0	\$500
Roof Maintenance	\$710	\$680	\$0	\$1,704	\$375	\$1,200
Chimney Maintenance	\$384	\$0	\$768	\$384	\$0	\$400
Exterior Carpentry/Repairs	\$670	\$402	\$446	\$834	\$1,803	\$1,200
Gutter Maintenance	\$1,288	\$1,912	\$2,323	\$1,865	\$4,265	\$5,000
Snow Removal	\$8,985	\$5,178	\$8,517	\$7,588	\$12,595	\$9,000
Sprinkler System	\$1,531	\$5,456	\$5,333	\$2,716	\$952	\$2,000
Exterior Painting & Staining	\$1,993	\$0	\$0	\$0	\$0	\$0
Other Maintenance	\$1,274	\$871	\$2,106	\$1,387	\$1,025	\$1,200
<b>Total Maintenance</b>	<b>\$37,779</b>	<b>\$25,202</b>	<b>\$32,459</b>	<b>\$33,462</b>	<b>\$30,740</b>	<b>\$32,600</b>
<b>Taxes &amp; Insurance</b>						
Taxes - Fed / State						
Insurance	\$15,878	\$16,487	\$14,751	\$19,033	\$22,601	\$22,586
<b>Total Taxes &amp; Insurance</b>	<b>\$15,878</b>	<b>\$16,487</b>	<b>\$14,751</b>	<b>\$19,033</b>	<b>\$22,601</b>	<b>\$22,586</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>\$77,074</b>	<b>\$69,121</b>	<b>\$73,857</b>	<b>\$82,040</b>	<b>\$81,691</b>	<b>\$85,236</b>
<b>RESERVE CONTRIBUTION</b>	<b>\$24,724</b>	<b>\$34,841</b>	<b>\$32,814</b>	<b>\$25,478</b>	<b>\$28,165</b>	<b>\$27,642</b>
<b>NET OPERATING INCOME</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Additions to Reserves</b>	<b>\$24,724</b>	<b>\$34,841</b>	<b>\$32,814</b>	<b>\$25,478</b>	<b>\$28,165</b>	<b>\$27,642</b>
<b>Expenses from Reserves</b>						
Exterior Painting/Staining					\$86,263	\$0
Pre-Painting Carpentry Repairs					\$36,789	\$0
Roof Replacement	\$0	\$0	\$0	\$0	\$0	\$0
Sidewalk/Concrete Replacement	\$0	\$5,639	\$0	\$0	\$0	\$4,000
Asphalt Resurfacing	\$0	\$0	\$0	\$0	\$0	\$0
Asphalt Seal & Striping	\$0	\$0	\$0	\$0	\$0	\$0
Grounds Improvement	\$0	\$0	\$0	\$0	\$1,999	\$0
Lighting Fixture Upgrade	\$0	\$0	\$0	\$0	\$0	\$0
Tree & Shrub Planting	\$550	\$0	\$0	\$0	\$0	\$0
Misc. Upgrade/Replacement	\$0	\$900	\$0	\$0	\$0	\$0
<b>Total Expenses From Reserves</b>	<b>\$550</b>	<b>\$6,539</b>	<b>\$0</b>	<b>\$0</b>	<b>\$125,051</b>	<b>\$4,000</b>
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