

# Knollwood Village HOA Board Meeting

Wednesday, November 18, 2020

7:00pm Remote Meeting via Zoom

Attendees included Board members Cathy Allen, Robert Owens, Philippa Gregson, Allan Press, Gareth Coville, and Amy Scott (property manager).

## A. Call to Order

**B. Approve September Meeting Minutes** - previously e-mailed, attached for reference. *There were no changes or objections to these minutes.*

## C. Review Financial and Delinquency Reports

As of October 31, 2020, the HOA's total cash position is \$44,293.90 with \$8,354.81 in the Operating Account and \$35,939.09 in the Reserve Account. The YTD net operating income is \$11,877.25 compared to a budgeted net income of \$9,641.20.

Reserve Projects completed to date= \$47,627.35

Delinquencies= \$1960. 256 = \$800 (fines); 274 = \$1160

*Amy will follow up with the owners of fourplex unit #274. The HOA cash position is about \$3,500 lower than it was as of the end of August. Much of this decrease can be attributed to the additional tree work needed because of the storm.*

## D. Pending Business

- 1) **Tenant Contact Info / Rules- 256** /Shaw is the only landlord that has not complied with HOA rules; a \$100/month fine has been assessed since March, \$900 total. *This owner's address has been updated.*
- 2) **Rules Update-** Cathy drafted revised Rules, see New Business #4. *This issue will be discussed as part of New Business #4.*
- 3) **Maintenance / Projects**
  - Metal Plate at 250 Spruce- Plate purchased, needs to be installed. *Noted.*
  - Metal Plate on parking lot sidewalk near 274, purchased, needs to be installed. *There are holes in this plate and thus need to be replaced. Amy hiring someone to do this work (with Bob's supervision).*
  - 276 -new deck in process, owner to paint new patio door. *The door has been painted. The HOA is still waiting for the document application for this project. Amy will follow up.*
  - 265-267 divider wall rebuilt, Stucco Doctor will re-stucco. *The stucco work is now ongoing.*
  - 250 gutter pop up drain-yard daylight project completed by EDI. *The drain now goes into the dry well.*
  - Animal & Pest Control- inspect/assess for bat mitigation. Following up on schedule with Don Scaddon at Animal & Pest Control. *Amy has a call in but didn't hear back. She sent another message and is waiting to hear. Note that this firm knows where bats might enter the fourplex*

Alpine Services cannot repair without damaging shingles, recommends roofer to repair. Amy is scheduling. *Phil has extra shingles in her garage which may handle Alpine Services' objections. Also Bob mentioned that the gutter in the back of #285 needs to be replaced. Perhaps this can be done at the same time.*

#### **E. New Business**

- 1) **Stucco Repairs**-Stucco repairs approved with the Stucco Doctor for 267 Spruce divider wall and back west wall; 275 window well (owner); 252 patch at patio wall base (owner). *The Stucco Doctor's bid has been approved on these various projects by the appropriate authority (e.g., the HOA or the owner, depending on the project). He has started working on the main project.)*
- 2) **Snow Removal** -renewed with Jack Frost Snow Removal at no increase. *Noted.*
- 3) **Tree Maintenance** -Outstanding tree work, aftermath of September 8 storm. *There is still work on various hanging branches and such on both fourplex and duplex side. Also piles of branches still to be removed, by Green Spaces between November 27<sup>th</sup> – 30<sup>th</sup>. May be as much as two days of work. Amy said that Todd will come this coming week after the Board meeting.*
- 4) **HOA Governing Documents**- Conference call with Altitude Law attorney Jeff Smith raised questions on restating and amending Declaration of Covenants. **Covenants (our HOA Declaration):** Altitude Law estimated \$10-\$15K; Attorney Stan Jezierski will rewrite Declaration at an estimated cost of \$5K (see attached). *After a brief discussion the Board unanimously approved Jezierski's bid. Amy will also ask him add his review of our Bylaws by the Annual Meeting. This work will be added to the cost of this project.*

**Bylaws:** Cathy & Allan are working on Bylaw updates and creating an editable Word file. Bylaw changes are not recorded but must be approved by Owners at Annual Meeting or Members Meeting. *The Board agreed that we should be able to complete work on the Bylaws before the Annual Owner's Meeting in January, send these changes to the owners, and to potentially approve this new version of the Bylaws at this meeting.*

**Policies:** Board approved Altitude Law to update 9 State Policies for flat rate of \$705, in process. Discuss next steps. *These have been delivered but still need feedback if we want more input from Altitude Law. It appears from an initial reading that these policies are oriented toward much larger HOA. Allan has converted these pdf files to Microsoft Word files and will send them to Amy and the rest of the Board. About half of these 11 policies can be accepted as is. The other policies will be modified to better fit our HOA procedures.*

**Rules:** Updates to Rules pending, based on Covenant re-write. *This work needs to be put on hold; Cathy's work will be included in the revision of the Declaration.*

- 5) **2021 Draft Budget**- attached. *A budget comparison noted that the HOA has less money now that was the case at the end of 2019. This is primarily due to the large number of reserve projects that were carried out this year. The Board unanimously approved an increase of 12% in home owner's dues for this coming year*

category, along with the anticipated reroofing around 2032.

**6) Other New Business**

*There was a discussion of the status of the area around the fourplex parking spaces and, separate from this, of Spruce St. from the parking lot to 5th Street. There are substantial areas that need repaving after the minimal repaving that was done that was paid for by the owners across the bridge. The Board agreed to bring this to the attention of the appropriate authorities. Specifically Amy will contact Inquire Boulder about paving Spruce Street and the circle.*

**F. Schedule Next Meeting / Annual Meeting.** *The next Board meeting will be held on Tuesday, 26 at 6 pm, followed by the Annual Meeting at 7 pm. Both meetings will be held on Zoom. Also Gareth suggested using the service provided by [www.mentimeter.com](http://www.mentimeter.com).*

**Minutes**  
**Knollwood Village HOA Board Meeting**  
**Wednesday, September 2, 2020 7:00pm**  
Remote Meeting via Zoom

Attendees included Cathy Allen, Robert Owens, Philippa Gregson,  
Allan Press, Gareth Coville, and Amy Scott (property manager).

**A. Call to Order**

**B. Approve June Meeting Minutes** -previously e-mailed, attached for reference. *Approved; included a discussion about an ash tree work issue that hadn't been resolved.*

**C. Review Financial and Delinquency Reports**

As of August 31, 2020, the HOA's total cash position is \$47,886.79 with \$11,947.70 in the Operating Account and \$35,939.09 in the Reserve Account. The YTD net operating income is \$11,875.97 compared to a budgeted net income of \$6,065.36. Reserve Projects completed to date= \$44,033.18.

Delinquencies= \$1100. 256 = \$600 (fines); 274 = \$500 (owner paying incorrect amount)  
*HOA financial status was discussed (see New Business #4 below),*

**D. Pending Business**

**1) Tenant Contact Info / Rules-** 256 owner Shaw is the only landlord that has not complied, \$100/month fine has been assessed since March, \$600 total. Discuss next steps; see also New Business #3. The Board agreed that *Amy will contact a lawyer and keep track of these expenses, with the expectation that the owner will eventually pay for attorney fees.*

**2) Maintenance I Projects**

- Gutter repairs - completed in August. *Noted*
- Metal Plate at 250 Spruce - Bear Mountain Construction will replace plate. Currently sourcing replacement plate. *Noted*
- 276 - paint new patio door - owner now has a permit from City. *Noted. Need to have owner submit an Architectural Form, which Amy will send.*
- 265-267 Back Wall between patios- re-build of wall in process. *The rebuild appears to be moving along well. The wooden forms used to hold the wall together will be saved as might be needed to fix other duplex Back Walls in the future. Also other loose stucco on the 267 unit should be handled at the same time the wall is stuccoed.*
- 252 Yard Improvements- almost completed. *The owners are very pleased with these improvements. There is a small amount of stucco at the bottom of the wall that needs to be repaired/patched. The Stucco Doctor will be asked to make a bid. Also, the 250 gutter popup that is part of the gutter drainage is covered. It may have been buried out of sight before the work was done. Allan will run the hose down the downspout to determine the approximate location of the popup. Bob will adjust that area so that the popup works appropriately.*
- Animal & Pest Control- inspect/assess for bat mitigation, etc. Amy will schedule this. *It was noted that there have been no reports of bat at sightings. Work to be done will include handling the cord hanging out from that unit's loft window.*
- There are minor stucco issues at duplex unit 275 that occurred when the south window well was rebuilt. The Stucco Doctor will be asked to make a bid, which

will be referred to the homeowner.

#### **E. New Business**

1) **Landscape Maintenance**- thistle near 266 eradicated in early August. Sprinkler behind 265-267 not working, grass going dormant. Any other landscape projects issues? *There is an issue with woodpecker prevention with regard to hanging CDs. The CDs will be hung in the spring, and the hanging string (which looks ugly) will be taken down.*

*Also, Todd needs to cut down/remove two ash trees. One has vines on it and is near 290 by the library box. The other is behind the 299 duplex near the Farmers Ditch. Amy will call Todd to arrange this work, possibly later in the fall so that the trees are bare of leaves.*

*The cherry tree by the stairway by 276 is deteriorating. Amy will have Todd assess it. He will either take it all down or just remove the larger of the two main limbs, which appears to be dead..*

*Also, ask Todd to revisit the limb over #274. It may be as close as 4 or so feet above the roof. If so the tree limb might be reachable by someone standing on the roof and able to be cut into small sections and handed down.*

2) **Lilac Tree** - provide water to lilac tree in corner of fourplex parking lot by 266.

Concrete replacement estimate is \$1500. Discuss options.

*Given the complexities Cathy and Allan agreed that the best solution might be to hand water when needed. The owners have agreed to do this. When they are not available Cathy and Allan will handle it.*

3) **Rules Update** - clarify subleasing language, fining and legal fees. Colorado State Law (CCIOA) provides for HOA's to assess legal fees to owners. See attachments. *Cathy and Allan will take responsibility.*

4) **2021 Budget** - discuss HOA's current financial situation. Last year the dues were raised 12%. Tree work and other major maintenance projects have used up some reserve funds. *For the last two years home owner's dues were raised 12% because of several factors including: inflation, large recurring expenses of maintaining trees, the continuing deterioration of the HOA's end-of-year balance over the last few years, and the maintenance tasks that have been carried out. Reserve projects have taken about \$44,000 out of the HOA general funds.*  
*This year the end-of-year balance is again projected to be lower than the end-of-year balance for 2019. Given this, the Board was unanimous in expecting to authorize another 12% increase at our November Board meeting. A final determination will be made based on our cash position at the November Board meeting.*

5) **Other New Business:** *No other new business was brought up.*

**F. Schedule Next Meeting:** *The next meeting is scheduled for Wednesday, November 18 at 7 pm*

**G. Adjourn**

**Minutes**  
**Knollwood Village HOA Board Meeting**  
**Wednesday, June 24, 2020 7:00pm**  
**Remote Meeting via Zoom**

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Attendees included Board members Cathy Allen, Robert Owens, Philippa Gregson,  
Allan Press, Gareth Coville, and Amy Scott (property manager).

**Call to Order**

**Approve April Meeting Minutes** -previously e-mailed, attached for reference. No changes

**Review Financial and Delinquency Reports**

As of June 24, 2020, the HOA's total cash position is \$42,922.92 with \$6,983.83 in the Operating Account and \$35,939.09 in the Reserve Account. The YTD net operating income is \$1,528.97 compared to a budgeted net income of \$2,012.52. Reserve Projects paid to date= \$38,650.05. Note: \$25,000 transfer from Reserve Account to Operating Account was made in June to cover \$22,668 in bills (Boulder Roofing, Cal's Painting, Left Hand Tree (pruning), and Natural Cuts Tree Care (EAB).

Delinquencies= \$2855. Duplex 275 = \$2385; fourplex 256 = \$400 (fines); fourplex 274 = \$70

*The YTD net operating income was \$74356 at the end of March, about \$31,000 more than the current end-of-month balance. But as the projects listed above indicate, our HOA has accomplished and paid for many projects that needed to be done.*

**Pending Business**

- a. **Stucco repairs**-295 repair to front wall completed, owners paid \$1490 per agreement Stucco repair at 276 completed where patio walls were removed. Stucco touch-up painting completed by Cal's Painting.
- b. **Tenant Contact Info / Rules** -256s - Shaw is the only landlord that has not complied, \$100/month fine has been assessed since March, \$400 total. Shaw has not responded to HOA calls, emails, or certified mailing. The 274 fourplex now has tenants. The 274 owners have told us that they will get us required leasing information we have asked for.
- c. **Maintenance / Projects**
  - Duplex 1/2 Walls-Boulder Roofing installed sheet metal on 23 of the 24 wall caps. The wall between 265-267 is not yet done; this wall needs to be re-built or repaired. *Noted; see last item*
  - Fence staining at 265 (Cal's Painting) is completed. *Noted.*
  - Gate repair (by Bob) and fence staining (Cal's Painting) at 252 completed. *Noted.*
  - Fourplex Railings- restained by Cal's Painting *Noted.*
  - Duplex railings and some duplex decks was restained by Cal's Painting *Noted.*
  - Gutter repairs -some repair work done in May, remaining items to be done by Alpine Gutter in two weeks. Gutter cleaning done in May. Wayne from Alpine is confirming work with Allan. *Wayne will come to our HOA and confirm the work to be done this Friday. The majority of the work will be done at 262 and 264 (including needed carpentry at 264). This work includes a small project on the duplex side.*
  - Tree Pruning completed by Todd and Chuck of Left Hand Tree & Landscape  
*Todd is done working at the HOA until the fall. Bob along with Cathy walked the duplex area and found 2 new small ash trees. Todd has cut them down with one exception. There is one ash so low on the ditch that Todd will do this in the fall after the ditch is not running. There is an ash at the beginning of the trail by Spruce St that is on the HOA that is large and covered with vines. Todd suggests cutting it down. Board members should take a look before we decide.*  
*Chuck mentioned that the large tree branch over the roof by 274 ideally should be cut down. After working on this branch last year Chuck decided that he did not want to take the risks associated with taking the limb down. Taking down the branch will be revisited this fall.*  
*Brierley Orchards agreed to contribute \$75 towards pruning a large fir tree. This money has been received*
  - EAB Treatments completed by Justin French of Natural Cuts Tree Care. Justin told me while he was

doing this *that Brierley Orchards has inoculated their ash trees sometime in the past.*

- 250 Spruce- find contractor to re-do concrete and replace deteriorated metal plate bottom of entry stairs. *Noted.*
- 276 Need to Painting New Patio Door- . Owner was waiting on permit from City and will paint both doors at the same time. *Noted.*
- 265-267 Back Wall between patios- moves about 6" when pushed, wall has electrical running through it, Melton's repair/rebuild cost was \$20-\$30K. Bob and Amy are finding other contractors to assess wall and provide bids. *Bob plans to open back area to stabilize wall with tube or a c-shaped channel. Allan will help with the low-voltage wires on these walls. The walls will then be re-stuccoed as needed.*
- CD's to repel woodpeckers to be hung at #265. *Amy reported that Cal would do this if asked.*

#### **New Business**

- 1) **Fourplex Dumpster**- Western Disposal swapped out the dumpster on June 15 since door latches were sticking. *Noted.*
- 2) **252 Yard Improvement**- patio/yard plan approved via email, with HOA to share in cost. *Noted.*
- 3) **Fourplex Courtyard border with Brierley Orchards**-discuss maintenance issues (see Cathy's email). The entire *north area of Brierley Orchards has increasingly been maintained by our HOA. Cathy did a lot of work that allowed our lawn service to mow and weed wack this area. The Board agreed to ask the lawn service to mow this area every week.*

#### **4) Other New Business**

**The owners of 275 Spruce Ct.** redid their window wells without getting approval from the HOA for their design. While the work overall looks acceptable, the very top row of pavers does not conform to the pavers used on the rest of the window well. This may be because these pavers are larger to handle the larger arc at the top level. Amy will contact the neighbor who is affected to get her opinion of the work; with her opinion being the deciding one. Also there are large gaps in the stucco now where the timbers were removed. These need to be refilled. There are also holes left from the remodel - under their concrete stoop - where animals might be able to get in.

**Amy will call our extermination company** to inspect all the fourplex roofs for bats and any other critter intrusions. Gareth is also reporting a lot of mice activity in his basement; he reported that he captured 3 – 4 mice in the last week..

Allan had previously suggested getting a bag of Road Rescue, a mixture to repair minor asphalt issues, to use on the fourplex parking lot. Bob Owens has recently used this material on the last step from his front door. The two of them will work together to apply this material to the fourplex parking lot.

**Schedule next meeting:** the next meeting is tentatively scheduled on take place online on Wednesday Sept 2 at 7 pm. If travel appears feasible there is the possibility that this meeting will be rescheduled.

#### **Adjourn**

**Knollwood Village HOA**  
**Annual Membership Meeting**  
**January 27, 2020**  
**7:00      287 Spruce Ct.**

A. **Registration and Introductions** *Determination of Quorum (20% of members required in person or by proxy.* Allan started the meeting for thanking Amy for her work as property manager and thanking the Board. In particular Allan singled out a new Board member, Bob Owens, for the knowledge he shares as a retired architect and his willing to spend time on HOA projects. There were a total of 15 out of 20 (75%) of homeowners represented at this year's meeting. Eleven homes had one or two owners present (5 duplex and 6 fourplex) and 4 homeowners (1 duplex and 3 fourplex) gave their proxies to other homeowners.

B. **Review of Past Year's Business and Upcoming Projects**  
Here is a list of highlights/issues that dominated our HOA over the past year. These are based on a list that Amy sent out prior to the meeting.

Allan reported on the following HOA and fourplex matters:

- 1) Insurance carrier and policy changed in March. Owners were notified and encouraged to obtain "loss assessment coverage" to protect them in the event of a wind/hail claim.
- 2) Turnover in ownership of one unit in 2019 – 272 Spruce.
- 3) The fourplex parking spaces were re-numbered.
- 4) The perimeter fence at 252 Spruce was re-built in July. There are some concerns over some aspects of the construction.
- 5) Azek Handrail Project - mostly complete.
- 6) Under rail lighting project – complete.
- 7) Dues increased 12% for 2020 in attempt to keep up with ever-increasing operating and reserve costs.
- 8) Renovations at 276 Spruce – including patio removal and shifting of front door to the patio

Bob reported on the following duplex matters.

- 9) Stucco Repairs by Melton completed, with some not satisfactorily done.
- 10) Duplex 1/2 walls - work approved with Lookout Renovation, not yet done.
- 11) Tree maintenance of numerous, mature trees is ongoing – \$13,998 spent in 2019. Emerald Ash Borer treatment to be done again in 2020 (protective treatment is every 2 years, at least with the current level of infestation). Treatment frequency may need to be increases as the infestation worsens.

## **Report on Association's Finances**

Amy Scott, property manager, went through the association finances. As of December 31, 2019, the HOA's total cash position was \$80,027.50, with \$19,088.41 in the Operating Account and \$60,939.09 in the Reserve Account. \$25,000 was transferred from Reserve account to Operating account to provide funds for Melton's stucco repairs (\$8238) and Lookout Renovations work (\$15,000-\$18,000, not billed by 12/31/19.) At year end, the HOA had a net operating income of \$8,108.35 vs. a projected net income of \$17,163.00. Large variances in the budget come from insurance premiums (\$3922 over budget) and tree maintenance (\$7998 over budget), snow removal (\$1775 over budget). No Delinquency: All owners are current.

**C. Ratification of 2020 Budget** (*Per Colorado statute, the board-approved budget is ratified unless 67% of the members disapprove of the budget*). The budget was ratified.

**D. Nominations and Election of Five Board Directors**

The five owners currently serving were nominated to the Board, 3 from the fourplex side and two from the duplex side. Three fourplex Board members serving in 2019 were nominated along with the two duplex Board members. These 5 Board members were elected by acclamation. Subsequent office assignments were the same as the previous year: (Allan Press, President; Robert Owens, Vice President; Cathy Allen, Secretary; Philippa Gregson, Treasurer; and Gareth Coville, at large).

**E. General Discussion**

- **Stucco Repairs**

Bob Owens gave an overview of what we have learned about stucco on the duplex and the fourplex side, mentioning that the duplex stucco has needed much more work over the years than the fourplex stucco. These structural repairs have left the duplex stucco looking much less aesthetically appealing than the fourplex stucco. This has resulted, at least in part, because the method used for originally applying the fourplex stucco used chicken wire as backing. This was not done when the duplex stucco was originally applied. A fuller description that Bob wrote in an email that covers what he reported is appended to these minutes.

Bob also included "Reworking the downspouts on the walls between the duplex garages to prevent the existing water damage from reoccurring" that would not be covered. The Board will consider handling this as part of work to be done in 2020.

- **Issue of lighting by the 270 sidewalk:** Robert (272 Spruce) agreed with Bob and Allan that there was a lighting issue. Bob and Allan misinterpreted where it was. It's on the sidewalk around Ron Levin's place. Light should be coming from solar units, but it appears the battery in one unit is not working. Bob is going to McGuckins to get the appropriate solar battery for the unit (charges from the sun during the day and powers the light at night). This battery has been installed. This should handle the lighting issue.

#### **F. Adjourn**

*Followed by brief meeting of new board to elect officers and schedule the next board meeting (see E. above for the results)*

The next Board meeting is scheduled for 7 pm on Wednesday, April 1 at the home of Cindy and Robert Owens (287 Spruce Ct.)

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Bob's e-mail to the Board) This is what I understand Bob Hunsaker (The Stucco Doctor) is including in his \$14,000 per unit estimate for the duplex units and Allan's \$3,500 rough estimate for the fourplex units:

1. Remove any loose stucco (primarily observed on the walls extending out between the duplex garages).
2. Remove any existing stucco that has too rough a finish to properly accept the new finish coats described below.
3. Repair any structural damage exposed beneath the removed stucco including studs, insulation etc.
5. Install metal flashing at window, door and garage door heads.
6. Create 3/8" wide joints around all exterior openings and fill the joints with urethane elastomeric sealant and backer rods.
7. Replace any stucco that has been removed to accomplish the above including a bond coat where required.
8. Apply a hard base coat over all of the stucco (woodpecker proof) and remove all suspended CDs.
9. Apply a new hand troweled textured acrylic finish coat over all of the stucco.

This process should yield a consistent like new appearance to all of the stucco which should last many years.

The other work, not included, that might need to be done, is:

1. Replacing and painting several vent caps that have been coated with sprayed stucco texture.
2. Reworking the downspouts on the walls between the duplex garages to prevent the existing water damage from reoccurring.

## Knollwood Village HOA Board Meeting

Monday, January 27, 2020

6:00pm 287 Spruce

Attendees included Board members Cathy Allen, Robert Owens, Philippa Gregson, Allan Press, and Gareth Coville, and Amy Scott (property manager). Cindy Owens also sat in at the meeting.

**A. Call to Orders** Allan started this meeting by thanking Amy Scott for her work in a year that at times was difficult. He also thanked the Board, in particular singling out a new Board member, Bob Owens, for the knowledge he shares as a retired architect and his willing to spend time on HOA projects.

**B. Approve November Meeting Minutes** -previously e-mailed, attached for reference. *Noted.*

### C. Review Financial and Delinquency Reports

As of December 31, 2019, the HOA's total cash position was \$80,027.50, with \$19,088.41 in the Operating Account and \$60,939.09 in the Reserve Account. *\$25,000 was transferred from Reserve account to Operating account to provide funds for Melton's stucco repairs (\$8238) and Lookout Renovations work (\$15,000-\$18,000, not billed by 12/31/19.)* At year end, the HOA had a net operating income of \$8,108.35 vs. a projected net income of \$17,163.00. Large variances in the budget come from insurance premiums (\$3922 over budget) and tree maintenance (\$7998 over budget), snow removal (\$1775 over budget). No Delinquency: All owners are current. *Allan focused on the EOY totals Amy provided in her 2020 Budget Worksheet (page 10). The totals for 2017, 2018, and 2019 were \$88,735, \$87,756, and \$80,027 respectively, showing a worsening cash position at the end of each year. The projected EOY total for 2020 was \$72,319; for the first time this figure took into account the expected expenses that will be taken out of the reserves. The drop from 2019 to 2020 is misleading, however, as about \$14,000 of the money that will be taken out of the 2020 reserves was work done in 2019. It is unusual to have work done at the end of one year result in the payment of a large sum of money in the following year. Arguably this distorts the Board's ability to understand cash flow from one year to the next. If we correct for this we get the following figures for 2017 – 2020 - \$88,735, \$87,756, \$66,027, and \$94,027 respectively. The EOY figure for 2019 of \$66,027 would seem to more adequately reflect the amount of maintenance and upgrade projects that the HOA implemented in 2019.*

### D. Pending Business

- a. **Stucco repairs** -Allan, Bob and Amy met with Alex from Melton Design/Build to assess repair work. After meeting, Melton reduced their invoice by \$500 to \$8238. Repair done at 295 Spruce is visually unsatisfactory. Bob Owens researching options with another contractor, The Stucco Doctor, on repainting and repairs. *Noted.*
- b. **Hand-rail project / Duplex 1/2 walls** -Lookout Renovation completed Azek handrails. Dana Richards completed LED lighting underneath handrails. Lookout to finish duplex vs. wall work, per approved bid. \$14,000 invoiced on January 9; \$4065 to be paid upon completion of work. *Noted.*
- c. **Drainage Improvement Project** -Approved by board via email. Environmental Designs paid 50% deposit of \$3677.06 in December, balance due at completion of work. Project now scheduled to start January 27. *The project started on Tuesday, January 28. It was completed on Thursday, January 30.*
- d. **Outstanding Maintenance**
  - **Fence staining/post repair at 252 yard.** *Bob has come up with a couple of ideas to fix the biggest issues with the fence. He will coordinate this work with other Board members.*
  - **Fence staining at 265.** *Not yet scheduled.*
  - **Gutter repair at 264 and 256**-approved bid with Colorado Seamless Gutters, not

yet completed. *Colorado Seamless Gutter* was waiting to be contacted by Melton to handle taking down the gutter along 262-264. Amy will coordinate this.

- **Remove dead tree / branches from ditch behind 287 Spruce in winter.** *Todd Huston has completed this work.*

#### **E. New Business**

- 1) **Tenant Issues at 256 Spruce-** HOA has limited authority in matter; consider amending HOA rules to prohibit subleasing. Amy to have all investment owners provide updated tenant information sheets (see attached). *There was a discussion about what might be done to make future issues less likely. The Board agreed that it would be useful to have the names of all tenants living in rental units.*
- 2) **Budget Worksheet with anticipated Reserve expenses-** see attached. HOA has not had independent Reserve Study conducted, may be a valuable tool for future planning. *This item was not discussed for lack of time. Allan notes that most Reserve Studies include an analysis of anticipated future expenses (see <https://www.cheapreservestudy.com/> for an example of an Excel spreadsheet that purports to handles this). The problem I have is how you go about successfully predicting large maintenance, tree, and other reserve expenses.*
- 3) **Final Preparations for Annual Meeting, starting at 7:00pm.** *Noted.*

**F. Adjourn.** *The next Board meeting is scheduled for 7 pm on Wednesday, April 1 at the home of Cindy and Robert Owens (287 Spruce Ct.)*