

Agenda
KNOLLWOOD VILLAGE BOARD MEETING
November 6) 2016

Present: Cathy Allen, Elizabeth Barton, Philippa Gregson, Allan Press, and Amy Scott

- A) **Opportunity for guest homeowners to address the Board**
No other homeowners were in attendance
- B) **Minutes from September meeting:** Distributed via e-mail, attached here for reference, approval.
No edits or changes to the approved minutes.
- C) **Financial & delinquency reports** - all owners are paid in full. As of October 31. The operating account has \$1,169.45 and the Reserve accounts have \$94,676.16 for a total cash position of \$95,845.61. The YTD net income is \$217.92 compared to a budget of \$12,395.90. Sprinkler maintenance and tree maintenance account for \$11,676 of the variance.
The current cash position is about \$8,000 less than the cash position in September. More information on this will be found under category E-3 below.
- D) **Pending Business**
- 1) **Tree Maintenance** -Augustine Tree did significant trimming in early October, large trees lining ditch will require crane, Amy met with Davey Tree (see attached bid for work).
Ed Goebbels still has significant work to do in his winter follow-up.
Davey Tree gave a bid for work requiring a crane of \$11,550. The vast majority of the work is for large trees on the duplex side. Approval for this bid is in process.
 - 2) **Two buckets with sand/gravel traction mix to be delivered to HOA this week.**
Amy delivered these two buckets of winter mix to the fourplex side immediately after the meeting.
 - 3) **Snow Removal** - Great Outdoors pulled the snow contract due to our strained relationship, four other bids are attached for consideration. The Board needs to choose a contractor.
After a discussion of the bids received, from four companies the Board chose Lawn Works. Lawn Works is based in Boulder and its owner appears to want to be responsive to our needs and wishes. Amy has also had a good experience with them on other properties she manages.
 - 4) **New tree corner rock bed at 266** - Cathy met with Todd Huston of Left Hand Tree, who suggested a tree planting of a Japanese Lilac in the spring. His bid for this work is \$875.
The Board approved this work.
 - 5) **Wildlife interaction language** added to Knollwood Rules and Regulations.
Noted.
 - 6) **French Drain** -install in improved area by 274-276 for better drainage, include in budget plans for next year.
Tabled. The Board will check as to whether this is needed in June, 2017.
- E) **New Business**

1) **Landscape Maintenance for 2017**- No maintenance bids received yet; contractors to provide bids after fall clean ups, can review and decide by February.

Tabled. Amy will contact Lawn Works to discuss a possible contract.

2) **256 Spruce reported water intrusion into basement** - thinks it was from watering and irrigation. The owner will correct the foundation to provide positive drainage, and may come to the HOA to seek some reimbursement.

Tabled. Amy will contact Jim about this.

3) **Draft 2017 Budget attached here**- includes no dues increase, 3% and 5% increase scenarios.

During this discussion the Board members acknowledged how pleased they have been with maintaining the same level of homeowner dues for a number of years. Unfortunately by the end of the year our net reserve will have decreased by almost \$20,000. This decrease is due primarily to substantial work being done on tree work (about \$6,400 over budget), sprinkler maintenance (about \$5,000 over budget), and the money spent to renovate the east side of the fourplex 27x unit (about \$23,500). The latter was work approved several years ago but delayed because of the work done on the tennis courts as a result of the severe flooding Boulder experienced several years ago. There is also the additional tree work that is scheduled to be done by the end of the year that will cost over \$10,000.

The Board also noted that we need to protect the rising property value of these properties.

The Board approved an increase of 5% for the 2017 calendar year. This will add about \$4,200 to our operating budget and reserves.

F) Open to discussion

1) **Water bill at 274 is higher than normal for the past month only.** Their outside faucet has been used, with permission, to water the new plants in front of fourplex units 274 and 276. Amy is going to ask the residents to send the last few water bills to see when this increase started. While it could have been the watering, other possibilities include a toilet that is running. Board members pointed out that there are numerous examples of owners and renters watering plants on common area and paying for the water use themselves. The Board agreed that the owners of these two units would be asked to split the cost of the increase if watering is the cause of the higher bill.

2) **256 Renter feeding outside animals with food, including hamburger patties. A Board member had a field mouse run by his foot in the vicinity of that unit.** Fourplex Board members will keep an eye out for further instances of this.

G) Set Next Meeting Date / Annual Meeting Date

The next Board meeting will take place at 6:00 pm on Thursday, January 19, 2017 at 254 Spruce Street. This will be followed at 7:00 pm by our annual home-owners Board meeting.

H) Adjourn

KNOLLWOOD VILLAGE HOA BOARD MEETING

September 21, 2016

Present: Cathy Allen, Franklin Cameron, Elizabeth Barton, Philippa Gregson, Allan Press, and Amy Scott

- A) **Opportunity for guest homeowners to address the Board:** Steve Howser and Gareth Coville were in attendance
- B) **Minutes from June meeting: Distributed via e-mail attached here for reference, approval.** No changes.
- C) **Financial & delinquency reports-**all owners are paid in full. As of August 31, the operating account has \$4,533.11 and the Reserve accounts have \$98,676.16 for a total cash position of \$103,209.27. The YTD net income is \$6981.58 compared to a budget of \$9689.72. Sprinkler maintenance, tree maintenance, and gutter maintenance are over budget. *(Note: there remains a fair amount of tree work to complete that will need to be paid for this season):* Our overall financial position is down about \$8000 from June. Major contributors to the overall budget overages include:
- Tree maintenance/Replace: already about \$2,200 over budget, with significant tree work still to be done
 - Gutter maintenance: \$2,000 over budget; expect some of this money to be recovered because of tenant damage
 - Sprinkler maintenance: \$1,600 over budget, with significant work still to be billed
- Note that there are categories of the budget that are under or on budget, like routine landscape maintenance and stucco repairs.
- D) **Pending Business**
- 1) **#274- 276 landscape improvement project completed in late July: Discuss \$600 final payment to Ward's; The Garden Keeper's assessment; need for French drain in new area.** The Board authorized the final payment of \$600 to Ward's. The issue of the need for a French drain was not discussed.
 - 2) **Concrete curb at duplex driveway bid from Superior Aggregates is attached, as is suggestion from Doug S.** The Board agreed to try other options first. This includes lowering the grass where the water runs down to the street, the part directly behind the gutter between #290 and the second duplex unit. Doing this will mean that there is more room for snow to be stored and absorbed by the ground.
 - 3) **285 Sidewalk replacement- owner is disappointed that HOA is not participating in sidewalk replacement costs.** Amy Scott replied with an excellent letter noting that in general it is inappropriate to use general funds to pay for improvements for an individual owner.
 - 4) **Compost service started in early July-any comments/feedback?** Some duplex owners have received a compost bin while others have not.
 - 5) **Irrigation system has been problematic - Hummer Enterprises is maintaining, with seemingly better communication and results.** We've asked Hummer Enterprises to bill us for work done and to sign an ongoing contract, but have not received a response. Amy will continue to ask them to do this.
 - 6) **Follow up on 264-Architectural Meeting on 8/17** (notes attached at the end of the minutes)
 - 7) **Augustine Tree to complete tree trimming list.** This is scheduled for October 3rd and 4th. Allan said he would be available, especially for the fourplex side, if there are questions about what needs to be done. There is also the hope that a duplex owner will be available to fill a

similar role on that side. Otherwise Allan will do the best he can.

E) New Business

- 1) **Japanese Lilac Tree for corner rock bed near 266: Move forward with fall installation? Total for tree, soil amendment, rock removal and labor approximately \$900-\$1100. Sourcing installers (not Wards or Great Outdoors).** This proposal was approved unanimously by the Board. And here is additional information from an advisor that we'll most likely follow:
 - #1. Wait until spring to plant. It is much better to plant in April or May. "Who said fall is for planting? The nurseries, who want to get rid of their stock." said the advisor, who used to be in the nursery business. Poorer selections and drier roots in the fall.
 - #2. Get a ball and burlap which will take water well.
 - #3. He is pricing a 2" and a 2 ½ " ball and burlap, the larger which will probably be one or two hundred dollars more, but will look better and be easier to care for.So at our next meeting we can decide which size to purchase.
- 2) **Wildlife interactions in Knollwood Village: Consider adopting a rule for the HOA that mirror City guidelines. One or more residents have been feeding and enticing bears and raccoons.** 252 will provide a set of guidelines on this issue for the Board to consider and, if approved, add to the Rules and Regulations document.
- 3) **Snow Removal for 2016-2017-renewal bid from Great Outdoors is attached:** The Board agreed to renew the contract with Great Outdoors. The Duplex side has had a continuing problem with ice on the street after a snow. Great Outdoors will be asked to provide more snow removal services for the duplex side. This includes a more careful plowing to move more snow to the end of the street, as well as more frequent shoveling to remove melted snow from the street before it refreezes. Two 5-gallon buckets containing a mixture of gravel and snow melt will be provided as well.
- 4) **Landscape Maintenance for 2017-discuss options:** The Board is looking to replace Great Outdoors with another landscape company next year. Amy will ask Hummer Enterprises and one other company that she currently uses on another property to provide bids for the Board to consider at their next meeting.
- 5) **HOA dues for 2017:** A majority of the Board was in favor of raising the homeowner dues 3% for this coming year. Reasons include the amount of the outstanding bills that will have to be paid this year (e.g., sprinkler system maintenance and a large amount of tree work). The sprinkler system in particular is showing signs of aging. Amy has been asked to prepare a budget that shows the amounts raised if the dues are kept as they are now or raised 3% or 5%.

F) Open to discussion

A duplex owner raised an issue about standing water in the Farmer's ditch and whether there is any risk of contracting mosquito-borne illnesses. This is occurring in part because the Farmer's Ditch is no longer running and because water is coming in from the Silver Lake Ditch, which is still running. Board members noted that this has presumably been happening for years. Ditch personnel have been contacted but do not seem inclined to see this as an issue.

- G) Set Next Meeting Date:** The next meeting is scheduled for Wednesday, November 16 at 7pm; it will take place at #265 Spruce

H) Adjourn

Note: the minutes from the Knollwood Architectural Committee Meeting start on the next page.

Knollwood Architectural Committee Meeting August 17, 2016 5:00-6:00 pm, 264 Spruce, Unit C

Cathy Allen, Phillipa Gregson, and Allan Press were the Board Members in attendance. Aileen Carrigan was an Architectural committee member in attendance. The Lowensteins and their architect Mark Gerwing also attended.

Below are the agenda items to be considered by the committee. In all cases except for items 3 and 10 the HOA members in attendance voted unanimously to accept the requests. The original Item 3 request and the Item 10 request were withdrawn by the Lowensteins. Additional information is provided below for each of the items.

1. **Replacement windows, reviewing sample for approval.** All windows are going to be replaced as part of the City's requirement that the unit meet certain energy requirements.
2. **New High Efficiency Boiler vent/exhaust, penetration in wall near existing gas meters and painted to match Stucco.** The vent and exhaust pipes have already been installed. This furnace does not use the stack. The architect said that he will change the appearance of these vents from sticking out horizontally to turning down. This will make them a bit less visually intrusive. He will also cap the existing stack as long as it is not currently being used for another purpose.
3. **We will re-use the fireplace termination cap from the existing fireplace. Therefore there will be no change to the roof. We will NOT add a penetration for a new FP vent at the main level of the south wall as previously discussed.** The original request has been withdrawn.
4. **Addition of a new dryer vent in the wall roughly 3' above the kitchen window. It will be painted to match the exterior stucco.** While HOA owners questioned the appearance of the dryer vent there is no alternative way of allowing venting.
5. **We propose to lower the sill heights on all of the windows at the second floor master bedroom (4") to match the one window that we will need to be lower for Code Compliance Egress issues.** There was considerable discussion of this item as none of the attending HOA owners were in favor of this. The sill height of one window has to be lowered to meet code, as noted above. Given this it was agreed that it was much more preferable to lower the line of all the windows to maintain a uniform look. The look will be very similar to the current look. The bottom trim line will drop by 4".
6. **Step to new entry way has had a slight alteration from original submittal, and the existing rail will remain.** The new entry way is actually very similar to what was there previously.
7. **Window wells:**
 - a. **East side window well needs to be rebuilt due to structural instability and to allow adequate egress from the downstairs bedroom.**
 - b. **South side will be rebuilt to allow room for the condensing units.**
 - c. **We propose to rebuild both window wells similar to existing.**

The basement windows are going to be lowered to meet the standard for adequate egress. The window well walls will be vertical rather than slanted. Railroad ties will be used similar to what is currently there.

8. **AC Condensing unit: We are proposing to rebuild the walls of the south window well to provide a platform for the proposed condensing unit; the proposed unit will be roughly 24"x24" square.** We were told that the platform will be on the east rather than the west side of the current window well. This means that the issue described in #10 below no longer exists.
9. **The condensing lines for the new AC will be run within the wall cavity space of the exterior walls. There will be minimal visible conduit on the exterior.** Noted and agreed upon.
10. **Neighbor's Condensing Unit: discussion of the placement of the neighboring condensing unit on unit 264's property.** Moving this unit is no longer an issue (see #8 above)

KNOLLWOOD VILLAGE HOA BOARD MEETING

June 29, 2016

A) Opportunity for guest homeowners to address the Board

No guest homeowners were present

B) **Minutes from March meetings:** approved via e-mail, attached here for reference

No changes: noted.

C) **Financial & delinquency reports** - all owners are paid in full.

As of May 31, the operating account has about \$2542 and the Reserve accounts have about \$108,675 for a total cash position of about \$111,220. The YTD net income is about \$6185 compared to a budget of about \$5730. Tree maintenance is over budget, due to cleanup from the spring storm damage.

Our overall financial position was \$118k, so we are down approximately \$7000 from our March meeting. Amy is going to look into our yard service charging us for chemical services and for lawn aeration. Both of these are in the contract but it isn't clear if they've been done.

D) Pending Business

1) **#274 - #276 landscape improvements:** Ward's was scheduled to start landscaping new area per approved plan, hadn't started as of 6/29. Some irrigation issues caused delays, trying to get firm schedule from Nick Hoag.

2) **Replace low stone wall with concrete curb at duplex driveway;** tied into ice mitigation project for duplex parking lot. Obtain bids and suggestions.

Amy is meeting with a contractor to discuss this project. Philippa, Cameron and I all asked to be part of the meeting if scheduling permits.

3) **Bear and Wildlife issues – any follow-up needed for May bear sighting?**

Noted.

4) **285 sidewalk replacement –** final vote on HOA's position; owners know that the Board was to finalize decision at this meeting on request for reimbursement; in addition, concrete work caused damage to irrigation system.

After a short discussion there was a motion made a seconded to reimburse the owners for the sidewalk replacement. The motion failed 4 – 0 with one abstention. Amy was asked to check with the owners about how best to handle the reimbursement due to the damage caused by their contractor to the HOA irrigation system. Amy will also check to see whether the owners still plan to follow through on their landscaping plans for the front area.

E) **New Business**

- 1) **Arborist Steve Day recommended work throughout the HOA neighborhood**
– providing list to Augustine Tree, work to be done in 2-3 weeks.

Noted.

- 2) **Irrigation issues this season on both duplex and fourplex sides.**

Several irrigation issues were discussed.

- **There is a question as to who is responsible for several irrigation fixes that arose because of the work done by the city on the area around the tennis courts. The HOA is responsible for sprinkler system upgrades and new parts while the city should reimburse us for other work.**
- **There are issues on the duplex side which Lonnie said that he handled on Saturday, July 2**
- **There are issues on the fourplex side involving the new battery-run sprinkler scheduling box. The zones in the central area were running for hours. The new water line finally had to be turned off. Lonnie is supposed to have come and reset the entire system but so far he has not shown up (as of late Tuesday afternoon).**

- 3) **Compost bin per City Ordinance** – HOA is on list for a small cart delivery. Need to educate residents.

The issue is that Western Disposal will inspect the compost bin and notify the HOA if it is contaminated. If the contamination isn't handled by the HOA then the contents will be put into the dumpster at an additional cost. Given this it would seem prudent to encourage only those users who both want to compost and know how to do it. There was a suggestion that a fourplex resident really into composting might want to take this task on.

- 4) **Request to plant tree** in entry rock bed at 266, on edge of parking lot. Steve Day recommended a Calory Pear or a Japanese Tree Lilac, noted that a Dwarf Spruce, the preference of the owner below, would be difficult to maintain. We need something "compact, tight, and showy" for this area.

The Board agreed that a Japanese Tree Lilac would be a good choice for this area.

- F) Open to discussion:

None

- G) Set Next Meeting Date.

The next meeting is scheduled for Wednesday, September 21 at 7 pm. The meeting will take place at #265 duplex, Philippa Gregson's unit.

- H) Adjourn

KNOLLWOOD VILLAGE HOA BOARD MEETING
March 24, 2016

Walk around at 6:00pm, Meeting to Follow at 265 Spruce
The walk around was canceled due to heavy snow on the ground; it
will be rescheduled in the next few weeks once the weather has
improved.

- A) Opportunity for guest homeowners to address the Board
Meeting date noted in previously distributed minutes and reminder sent via e-mail.
Attendees included Board members Cathy Allen, Franklin Cameron, Elizabeth Barton
and Phillipa Gregon, and Allan Press, Amy Scott (property manager) and guest
homeowners Maia Andreasen (#276), Mari last name?? (#275) and Ann Morrison
(#266).

**Tree damage was noted to a tree by the following units: #270, #276,
#250 and #254 on the fourplex side and #267 and 275 on the duplex
side. Some of the trees are quite badly damaged. Ed Goebbels will be here
as soon as his crew have handled trees that are threatening property
(e.g., roofs and cars).**

- B) Minutes from January meetings: approved via e-mail, attached here for reference
Noted.

- C) Financial & delinquency reports- all owners are paid in full through 29/16.
**Our overall financial position is \$118k, down approximately \$1000 from
our January meeting. Looking through the budget comparison does not
show any large unexpected expenses this year to date.**

- D) Pending Business

1) #274 - 276 retaining walls & landscape improvements: Wards finished
building the new wall drainage and steps. Nick Haag providing pricing on
shrubs, mulch and flagstone. Nick said he would have a bid by this meeting
but the snow storm shifted his priorities.. City has committed replacing two
trees in area; we may request 1 tree and some shrubs in lieu of two trees.

**During the discussion on landscaping Maia expressed a preference for
mulch over stones. She also said that she prefers to wait before
considering a "privacy" fence that would be close to the two units. She
also wants the city to hold off on putting up a screen on the tennis court
fence. Cathy has been investigating the type of tree to plant in front of
#274; she is recommending a Japanese maple along with two shrubs
(ewes, perhaps). Once a decision is made the HOA will explore with the
City whether they would pay for one tree and a shrub in place of the two**

trees the City said it would pay for.

2) Augustine Tree completed winter trimming in mid-March, coordinating with 250. Spruce on trimming of spruce growing over roof. Recommended some treatments (see attached).
Noted. Approved work on Cameron's apple tree and Maia's apple tree.

3) Replace low stone wall with concrete curb at duplex driveway
Bids not yet received from TCS and Superior

Noted.

4) Updated rules: hard copies distributed to all owners, also distributed by e-mail.

Noted.

5) 264 Spruce exterior changes: ACC requesting meeting on site with architect not yet scheduled.

Noted. There has been miscommunication. This is being handled.

6) Ice Mitigation ideas for duplex side, in process, concrete curb work may be impacted.

Press noted that the total cost to install an ice mitigation system is likely to be quite expensive. He tentatively suggested that paying for ice mitigation may require 3 pots of money. One would be contributed by the HOA, a second pot would come from voluntary contributions from duplex owners, and the third pot would come from voluntary contributions from #290 owners. Of course nothing can be decided until we have a concrete proposal in hand with a price tag attached.

7) Maintenance tasks:

Fence pickets not yet repaired by Jeff Skagen.

Noted. When convenient we will remind Jeff of this work still to be done.

E) New Business

1) Request from 285 for replacement sidewalk (see separate attachment)
The owners of the #285 duplex are asking for permission to do extensive renovations on their entire walkway, including the steps and stoop. This will accompany the renovations they are planning to make to the interior of the unit. The Board agreed that it would make this decision during the walk-around.

2) Exterior hose bib/faucets- HOA or owner responsibility?
(RDPM's assessment is faucets are tied into individual owner's plumbing. Cameron requested board discussion, as hose bibs are an external element on the external surface of the buildings.)

The Board, including Cameron, agrees that damage from a hose bib is the owner's responsibility. Given the age of these hose bibs, owners might want to be proactive in checking for deterioration.

3) Damage from leak at 295 in 2015 resulted in flooring repair bills of \$1243.64. Roofing repair invoice was \$250, HOA paid for roofing, drywall and flooring repair. Part of leak may have been from hose bib? Discuss and clarify owner vs. HOA responsibility.

There was a misunderstanding here. The damage above was not caused by a leak from the exterior faucet. The Board agrees that the HOA is responsible for these repairs.

F) Open to discussion:

Ann Morrison requested that her low-voltage lights be fixed. This should have been handled. Ann has been e-mailed asking about the status of the lights. Philippa Gregson noted that there was an issue of very bright lights being installed at #266. These light bulbs have been replaced.

G) Set Next Meeting Date.

The next meeting is scheduled for Wednesday, June 29 at 7 pm. The meeting will take place at #265 duplex, Philippa Gregson's unit.

H) Adjourn

KNOLLWOOD VILLAGE MEMBERSHIP MEETING

JANUARY 25, 2016

A) Registration and Introductions

There were a total of 18 out of 20 (90%) of homeowners represented at this year's meeting. Twelve homeowners were present (one by phone) and 6 homeowners gave their proxies to other homeowners.

B) Past Year Highlights, by President Allan Press & Board

Press started off the year's high-lights by acknowledging the contentious issue of enforcing the then existing Declaration rules regarding HOA rentals. These rules restricted rentals to single families, and did not allow for an owner who resided in their unit to have boarders. This came about because an owner formally petitioned the Board to enforce this section of the Declaration. After getting a lawyer's opinion that this would be enforceable the Board was bound to follow through. After the city of Boulder said that the Board's actions violated their Fair Housing law, the Board rescinded their adopted rule on rental restrictions. The current Board was challenged on the decision they had initially made. Both the Board and opponents agreed that in hind-sight this issue could have been better handled.

In an effort to clarify rentals, the board also initiated an amendment to the Declaration. The new wording removed the reference to "single families" and says that any rental of 30-days or more simply had to follow any applicable local, state or federal law. Furthermore short-term rentals – rentals of less than 30 days – were not allowed unless the Board gave explicit permission in writing. This change to the Declaration passed with 67% of the owners supporting it.

Another highlight is the landscaping work currently going on east of fourplex units #276 and #274. The retaining wall and steps are almost done. Most of the remaining work involves bringing in dirt and landscaping the east lawn, and also adding to the flagstone in the front and sides of #274.

Finally, a possible future highlight that Press brought up is finding a solution to the ongoing problem with long-lasting snow and ice on the duplex private road. Much of the road gets very little sun, so what melting of snow and ice occurs freezes once the sun goes down. This project will be tied in with another duplex project – replacing the low stone wall on the east side of the private road with a concrete curb.

C) Report on Association's Financial Status

Our property manager Amy Scott reported that the end-of-year balance in the HOA account is just over \$119,000. This is about \$5,000 over last year's end-of-year balance. Overall

operating expenses were about \$ 7200 dollars over budget. Increased insurance premiums, snow removal, and legal fees accounted for the major variations. Reserves were increased by about \$15,700 and reserve spending was about \$10,700. Thus our reserve account increased by about \$5,000 this year.

D) Nominations and Votes for Five Board Directors

Owners Allan Press, Franklin Cameron, Cathy Allen, Elizabeth Barton, Philippa Gregson and Kathy Lowenstein have offered to serve on the 5-member board. Ron Levin and Kun Gao were nominated from the floor.

E) General Discussion *(limit of 15 minutes per topic)*

Ron Levin had requested that the Architectural Committee consist of more than just Board members. After a brief discussion the newly elected Board agreed to add one member from the fourplex and from the duplex side. Aileen Carrigan will be the fourplex representative. Maurie Marcel will be the duplex representative.

An owner brought up her wish to have composting services on the fourplex side (individual duplex units already have this). The city is set to require all multiple-housing units to provide composting bins. Amy Scott will keep us apprised.

F) Adjournment

(followed by a brief meeting of the new board of directors to elect officers for the next year, and to schedule the next board meeting)

Election of Officers: Allan Press was re-elected President, Franklin Cameron was re-elected Vice President, Cathy Allen was re-elected Secretary and Philippa Gregson was elected treasurer. Elizabeth Barton was appointed the at-large member.

The next meeting will be on Thursday, March 24 at around 7:00 at the home of Philippa Gregson, 265 Spruce Court. It will be preceded by the spring walk-around, starting at 6 pm. Board members to meet in the fourplex parking lot. Because of the walk-around the start of the Board meeting may be delayed by as much as 30 minutes.

KNOLLWOOD VILLAGE HOA BOARD MEETING
January 25, 2016

- A) **Opportunity for guest homeowners to address the Board**
Architect Mark Gerwing will address board on behalf of 264-Lowenstein residence
Per his office, they do not plan to change the footprint of the building. Their request may include a skylight and a minor change at the front door. No drawings available yet, Mark will bring with him to Monday's meeting.
Our interaction with Mr. Gerwing will be described under the first item of new business, below.
- B) **Approved minutes from November 18 Board meeting**
Approved via e-mail attached here for reference. **No changes to already approved minutes.**
- C) **Financial & delinquency reports-** all owners are paid in full through 12/31/15
The current end-of-year balance in the HOA account is just over \$119,000. This is about \$5,000 over last year's end-of-year balance. Overall operating expenses were about \$7200 dollars over budget. Increased insurance premiums, snow removal, and legal fees accounted for the major variations. Reserves were increased by about \$15,700 and reserve spending was about \$10,700. Thus our reserve account increased by about \$5,000 this year.
- D) **Pending Business**
- 1) #274- 276 retaining walls & landscape improvements: *Ward's finished building the new wall drainage on January 19. Steps are built but not yet secure, as they cannot compact dirt when the ground is frozen. Noted*
 - 2) **Stucco repairs:** Melton Design & Construction completed repairs in late November/early December. **Noted**
 - 3) **Augustine Tree will provide price on appropriate winter trimming on trees at 250 and 270, where they are growing into roofs to protect health of trees and integrity of roofing. Work can be done in February.**
Noted
 - 4) **Replace low stone wall with concrete curb at duplex driveway.** Amy gathering bids for board's review. As part of this work the Board agreed that we would gather information on finding a solution to the ongoing problem with long-lasting snow and ice on the duplex private road. Much of the road gets very little sun, so what melting of snow and ice occurs freezes once the sun goes down.
 - 5) **Amendment to Declaration requiring 30-day minimum on leases approved by owners, recorded with Boulder County Clerk in December.**
A question was raised as to whether one of our HOA owner who has renters (e.g., boarders) needs a rental license. Amy Scott said that this was not needed as such an owner lived in their unit. It should also be noted that such HOA owners

are also prohibited from having short term renters.

E) **New Business**

1) **Further discussion on updated request from 264 Spruce/Lowensteins**
The Board met with Mark Gerwing, the architect for the Lowenstein's remodeling of 264 Spruce. Cathy, Aileen and I met this afternoon to walk the outside of their building and come to some tentative conclusions for each of their requests.

- Since the basement windows aren't to code cut them 6" deeper. Replace the timbers as needed. **Provisionally approved.**
- Replace the narrow window by the patio door with a narrow door. No change to the footprint. **Provisionally approved.**
- Add 2 ac units that would be anchored in the wall. A grill for each unit would appear in the stucco. Note that this would replace the external ac ducts on several of the units. **Provisionally approved.**
- Add a skylight to the second level. **Provisionally approved.**
- Add a greenhouse window to the kitchen window modifications (note that permission has been granted to widen the window). **Denied.**
- Changes to the front stoop – putting a rail on the front edge of the stoop and possibly eliminating the step that would be on the other side. **Provisionally approved, with more detail needed.**
- Cutting into the deck so that a step can be added; this is proposed where the gate used to be. A gate would be put back. **Provisionally approved.**
- Adding a bench on the southern deck roughly in the middle. It would extend beyond the deck, with a three foot back that would look like a railing. **More detail needed.**
- Adding a bench on the west side of the deck. It would extend beyond the deck, with a three foot back that would look like a railing. **Provisionally approved.**
- New stairs (wood) along with flagstone steps and landscape on the southwest corner of the deck down to the sidewalk below. **Provisionally approved.**

2) **Official adoption of Revised Rules and Regulations.** This was approved unanimously on a 4 – 0 vote.

3) **City of Boulder -Occupancy Notification requirements for rentals**
No need to enforce this provision of the City ordinance #8072, It is the landlord's responsibility to comply. City has no enforcement mechanism in place. E-mail campaign to City Council to amend this provision of the ordinance (see attached).
Noted

4) **Final Preparations for Members Meeting.** Done.

F) **Open to discussion.** Amy Scott is going to ask Jeff Skagen to repair the broken pickets in the south-west corner of the fence that borders the west side of the fourplex property.

G) **Adjourn and Commence Annual Meeting**

The next meeting will be on Thursday, March 24 at around 7:00 at the home of Philippa Gregson, 265 Spruce Court. It will be preceded by the spring walk-around, starting at 6 pm. Board members to meet in the fourplex parking lot. Because of the walk-around the start of the Board meeting may be delayed by as much as 30 minutes.