

Buckingham Green Homeowners Association Board Meeting

December 13, 2016

Board Members Present: Jeff Stiffler, Bob Padgett, Gaines Goodwin, Claire Hunter, Ann Scott

Managing Agent: Amy Scott, Robert Drew Property Management, Inc.

Claire called the meeting to order at 4:30pm.

A. No homeowners were present to address the board.

B. November minutes approved.

C. Review Financial and Delinquency Reports: The board discussed the continual delinquency for one resident. We voted to increase the delinquency late fees so each month of delinquency the late fee will increase by \$25. For example, the 1st month, \$25; 2nd month, \$50 late fee; 3rd month, \$75; 4th month \$100; 5th month \$125, 6th month, \$150 and this is the cap and will be charged every month after. Amy is going to send a letter to _____ (delinquent) with payoff plan to get her to \$0 in six months, including late fees per the new schedule. If at that time she is still in arrears, we can initiate legal proceedings, if we wish.

D. Pending Business

1. Concrete Replacement: Amy is to round up bids for our consideration for 7358 B.
2. Tree trimming: supposed to be done this week but was not done by today.
3. Reserve study: we are in process with new company. Will probably receive in early February.
4. Mailboxes: Amy is confirming who pays for us to get 2 bases and then consider painting.
5. Survey: after approving our share of 1/3 of 2500, Ironwood is investigating whether or not ILC is sufficient. We will wait and see what Ironwood says, then move forward.
6. Drainage – Caldwell's feel it is not sufficient. Does HOA continue to solve this problem or is it a neighbor to neighbor? We decided that Amy will continue to mediate with the Sneed's but to be clear, we will not pay.
7. Shrubs: one remains to be trimmed, at 5000 C.

E. New Business

1. Owner mailing – going out this week.
2. Draft budget – \$250 current dues were increased Jan 2015; we hope not to increase by the same amount. We will discuss at the annual meeting in June and show the results of the reserve study. At that time we will justify an increase if needed and it will start mid-year. We are budgeting 3K more to 18K for snow removal. This will add 3k to operating expenses and remove 3K from reserve. How to fix the water budget: we discussed accountability on the part of S&S, making sure we secure a water grant, doing a walk-about with S&S. Should we consider water/rain sensors \$200 per? We would need one in each region, 7 regions. Amy has heard mixed reviews. We can include it when applying for the grant. The board approved the budget proposal. Should we do a seal coat for the streets to make it more attractive? Amy to find out cost.
3. Parking: Subaru, Fern's car, to be mentioned in above letter to her. Work truck is fine.

F. Open to Discussion

1. A friendly letter will be sent to Julie Boston about parking in driveway.
2. Amy will investigate how to change timer on lights in Buckingham, and they should come on earlier and stay on till 7am. They are on timer, not sensor.

Meeting adjourned at 6:00pm.

Minutes respectfully submitted by Ann Scott, Secretary.

Buckingham Green Homeowners Association

Board of Directors Meeting

November 15, 2016

Board members present: Claire Hunter, Bob Padgett, Gaines Goodwin, Ann Scott. Missing: Jeff Stiffler.

Managing Agent: Robert Drew Property Management, Inc.: Amy Scott

The meeting was called to order by President Claire Hunter at 4:30pm.

- A. **Opportunity for Guest Homeowners to address the board.** None.
- B. **Approve October Minutes.** Approved with no amendments.
- C. **Review Financial & Delinquency Reports.** We owe \$39,342 for the concrete and asphalt work and this will come out of reserves. Shrub and tree trimming happening now will come from operating budget. We discussed high water bills and will need to find a solution for next year. Will we tell Sun and Shade to water less in summer and save it for fall? The consensus was no. We only have one delinquent homeowner, the same one as usual.
- D. **Pending Business.**
 - 1) **Concrete Replacement & Asphalt Repairs completed.** Work appears to be satisfactory to all residents and we hope it improves the standing water situation.
 - 2) **Tree Trimming.** List has been provided to Augustine Tree.
 - 3) **Reserve Study.** Seeking a bid from Aspen Reserve Specialists. Should have it by early January.
 - 4) **Mailboxes and Parcel boxes.** We approved of replacement for two bases which are rusted and suggested painting (silver paint as before) to brighten up the upper parts of the boxes in order to save money. Amy will look into costs.
 - 5) **Survey for boundary between Ironwood/BHG and FG.** We approved the sharing of cost for the survey with Ironwood and Fountain Greens.
 - 6) **5000 C.** Front steps look great.
 - 7) **5016 C significant work to correct foundation issues.** We reviewed design and it isn't changing from previously. (Later in the week, email discussion was held about the "For Lease" sign in the front yard. It was removed.)
 - 8) **5053 – 5057 C.** There was some confusion about this message because it looks like the drainage hasn't been changed. Amy will call the Caldwell's and find out.
 - 9) **Timber wall at 5045 C replaced.** We approved the work.
 - 10) **Snow removal stakes placed.** Residents seem pleased with the stakes, for the most part.

11) **Water Bill follow-up.** We didn't approve having S&S re-measure square footage.

E. New Business

- 1) **Prioritize Project List.** \$1,600 being put in next year's budget for the priority items including sprayers in the entry way and removing the plastic edging. We are not grinding stumps at this time, but hope to do it sometime in the future. Also, we really want to remove the Pfizers but the cost is too high. Amy will ask for a better price; perhaps doing the work in the winter (slow season) will reduce the price. We also want to adjust the timer on the entry lights.
- 2) **Shrub trimming list.** Will be completed within 2 weeks. (Later email discussion on shrubs that were not done or were missed. Also, leaf pickup should be happening before the snow flies. Amy will handle.)
- 3) **Owner mailing.** Still in the works as Claire rewrites the architectural control form and the directory is updated.
- 4) **2017 draft budget.** This item was delayed until a separate budget review meeting to be held.
- 5) **Miscellaneous.** A nice email was received from Jack Crane who is pleased with the concrete and asphalt work. Also, the cars in Julie Boston's driveway aren't against our covenants but we agreed that _____ would send a nice letter asking that they be put in the garage.

The next meeting will be one hour for a 2017 Budget review and will be held on December 13, 2016 at 4:30pm at Bob Padgett's home.

The meeting was adjourned at 5:45pm.

Submitted by Ann Scott, secretary.

Buckingham Green Homeowners Association

Board of Directors Meeting

October 11, 2016

Board members present: Claire Hunter, Jeff Stiffler, Bob Padgett, Gaines Goodwin, Ann Scott

Managing Agent: Robert Drew Property Management, Inc.: Amy Scott

The meeting was called to order by President Claire Hunter at 4:30pm.

Minutes (from August 25, 2016) were reviewed and approved.

Financial and Delinquency Reports were reviewed. It was noted that \$30K for the concrete work will be coming out of reserve account. A question was raised about the "void" notations on pages 8-9 and it was explained that corrections were made to show correct categories. The delinquencies were discussed and noted that the second one should be cleared up soon and the first one is habitual with late fees being assessed regularly.

Pending Business

- 1) Concrete: Quite a bit of discussion took place on the concrete repairs and there is still concern on the part of some of the board that this fix is still going to be quite temporary. Jack Crane's situation (5033) was to be addressed the next day with a concrete pour at 7am and after the meetings Amy spoke with him. He was willing to go forward and was told that the board does not favor the mat solution for his driveway. (After the concrete was poured Jack reported being very pleased.)

Many areas will still need asphalt finishing, same company, different division.

7358: Dan of Sup. Aggregates suggested running a 6" drain toward 7344. Ty (snow shovel guy) or S&S could install the drain. Claire says there are two drains. Jeff will contact the original developer (Baxter) and Amy will contact county for drainage plan.

- 2) Tree trimming – Ann to let Amy know of snow damage flowering trees
- 3) Tree Treatments – in process; will finish before end of October
- 4) Shrub Replacement – discussed 5016 and three shrubs not being cared for. Amy to send letter to 2 parties: Owner and Fourstar Management. NOTE: later information came regarding the deck being removed from the same house (5016 Coventry). Amy will send the owners a reminder about architectural control. Also, Julie Boston didn't receive any

shrubs. Amy will select and get two planted there as there was no response on which shrubs to plant.

- 5) Reserve study – very disappointed that it's not done. Amy to see if they will complete or refund our money.
- 6) Directory – only one person said no email. Bob (p1) and Claire (p2) volunteered to call and fill in remaining info.
- 7) Mail boxes – looks imminent; owned by USPS, they will check them 10/19 and replace or repair base.
- 8) Survey at Ironwood property line – don't need to pay for survey. Fountain Green member Chris Owens has volunteered to do it.
- 9) Trimming done, matter resolved.
- 10) Julie Boston has agreed to repaint front steps.
- 11) 5016 (rental) See number 4 above.
- 12) Snead's have been notified.
- 13) Wasps – trees were treated and will be trimmed after wasps depart.

New Business

- 1) Arch. Review – We are changing the deadline to the first of every month. A revised letter and form will go out soon to all residents.
- 2) High Water Bills – 2016 H2O bill too high. Claire will apply to the Extension office for a grant but that won't come till next year. The city is responsible for notification of a leak none found. S&S called Vinny to check meter pits and they were fine. We'd like to get real data from the city. S&S is going to blow out the system now since we had it off for the concrete work.
- 3) Landscape Timbers – We are getting other bids and will pay for the work at 5045 and agreed to pay for Stiffler's which was done previously. We are not making a blanket statement, will determine on a case by case basis.
- 4) Grounds work bids: Several documents provided and there isn't enough money to do it all. EACH BOARD MEMBER IS ASKED TO REVIEW INFORMATION AND RECOMMEND MOST IMPORTANT ISSUES.
- 5) Fountain Greens – lawsuit has been filed. Hearing postponed till November.
- 6) Vehicles in driveways – nothing in covenants to prevent.
- 7) Snow removal – we agreed to keep Lawn Works at the same price but wish to work with them in a walkabout to discuss certain areas of concern. Amy will set that up.
- 8) Shrub trimming – Ann to get a list to Amy for shrubs in Coventry for trimming. Claire volunteered to do it for Buckingham.

NEXT MEETING: Usually the 2nd Tuesday but we want to avoid Election day so it will be held November 15th at 4:30. Location volunteer host still to come.

BUCKINGHAM GREEN HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
August 25, 2016

Board members present: Claire Hunter, Ann Scott, Jeff Stiffler, Bob Padgett, Gaines Goodwin

Managing Agent: Robert Drew Property Management, Inc. – Amy Scott

The meeting was called to order by President Claire Hunter at 5 pm.

Minutes:

Minutes for the June 22, 2016 Annual Member meeting and the Board meeting (that followed) were reviewed and approved.

Financial Report:

- Managing agent Amy Scott presented the HOA's balance sheet for the period ending 7/31/2016 noting the HOA's cash assets totaling \$100,236.99. Also presented was the 7/31/2016 operating statement and comparison to budget noting the YTD actual income of \$14,586.99 compared to budget of \$10,628.44.

Pending Business (following items discussed):

- **Concrete repairs scheduled with Superior Aggregates for early October** – Date to be confirmed when closer. Bid cost increased by \$388 from 2015 original bid of \$28,844. Potential solution for 5033 Coventry curb angle was to use "Bridjit" rubber mats. The Board voted "no" on the use of these rubber mats as a solution. Amy will follow up with Superior to see if any other options are available.
- **Tree trimming** – Augustine Tree trimmed trees 8/22 & 8/23 and will return in 3 weeks to complete some clearance trimming. Amy is scheduling treatments with Davey Tree for Dormant Oil (prevents aphids in spring and oyster shell scale), along with phosphorous treatment for apple tree behind 7366 Buckingham Ct.
- **Shrub removal and replacement** – First round of shrub replacements have been done, second round will be done in early-mid September by Sun & Shade. Again noted that individual homeowners will be responsible for watering these new shrubs.
- **Reserve Study** – project has been delayed for various reasons, Board can expect first draft of study by October.
- **Neighborhood Directory** – Amy passed out the draft directory. She will email owners to make certain they are OK with having their email address included in the directory. Also, board members will be identified in the directory.
- **Mailboxes and parcel boxes are owned by USPS.** Amy will follow up with USPS to see about maintenance of rusted bases. If they cannot fix them, she will have a handyman and/or mailbox company repair them.

- **Attorney specializing in HOA work** (Hindman Sanchez) will review and assess Buckingham Green legal documents for flat fee of \$1,450, if desired by Board. Board agreed to hold off having this review done and will revisit this item of business in 2017, after some of the current projects are completed.
- **Cottonwoods adjacent to 5053 Coventry** – Fountain Greens has ascertained ownership and will maintain/remove, as required. Owners of 5053 are in communication with FG on this matter. Also, drainage an issue at this address. After the meeting, Ann, Bob, and Amy looked at the drainage issue and ascertained that the drainage at 5057 was altered and is now draining into 5053. Amy will contact 5057 to have their drainage adjusted so that it will not flow into 5053.

New Business:

- **Shrub trimming** between 7374 Buckingham and 7378 Buckingham: determine acceptable maintenance standard. Homeowner, Nancy Triplett, of 7378 Buckingham attended the beginning of the meeting to address her concerns to the Board. The homeowners of 7374 Buckingham were invited to attend, but did not attend the meeting. Claire politely but forcefully let Nancy know that the shrubs would be tidied up, with her and Amy's supervision. We agreed to let her keep height on her back deck, but said the gangly outshoots had to be trimmed and tidied up so that shrubs would be less wild, as a compromise. Amy is getting a time with Sun and Shade to have this done.
- **Ground maintenance** – feedback, comments on Sun and Shade. Contract to be renewed in January 2017, if desired.
- **Snow removal for 2016-2017 season** – obtaining bids for consideration from other contractors, but will also obtain updated bid from current contractor. Board to determine contractor at their next meeting.
- **Architectural Review Committee** – concern about process and owner expectations, need clarification on approved paint colors.
 - 5000 Coventry – paint and trim color.
 - 7358 Buckingham – deck replacement and concrete work
 Claire and Amy will update and revise the improvement submittal form to better explain the process and timeframe. The Board agreed that applications submitted by the 1st of the month, would have a decision made by the 15th of the same month.
- **Water bills and Irrigation system** – bills have exceeded water budget, provided to Sun & Shade for review and checking for leaks. July was very hot and required watering that exceeded budgeted amounts. Sun & Shade will decrease the water as of September 1 from 4X weekly to 3X weekly. In addition, Claire discussed an irrigation audit done by Fountain Greens under a grant. She will try to find out if Buckingham Green can get the same type of audit done, preferably under a grant as well.
- **Wasps/yellow jackets** – severe problem in trees at 7390 Buckingham, tree trimmers could not complete work as scheduled due to the number of wasps in the near tree. The Board approved wasp treatment for 7390 Buckingham. Amy will schedule with Bugs & Beyond.

- **Asphalt sealing** - Amy will follow up on the possibility of asphalt sealing the streets and paths.

The Board agreed to meet monthly until some of the action items are handled. Meetings will be the second Tuesday of each month for the time being.

The next Board meeting will be October 11. Meeting was adjourned at 6:30 pm.

Respectfully submitted,

Jeff Stiffler

**Buckingham Green HOA
Annual Members Meeting – Boulder Country Club
June 22, 2016**

The meeting was called to order at 7:05 pm.

26 homes were represented: 19 in person and 7 by proxy. The required 20% quorum was easily obtained. Introductions were made around the room: Board members Claire Hunter, Jeff Stiffler, Bob Padgett, Ron Scott and Tom DeSantis led the meeting. Amy Scott represented Robert Drew Property Management.

President Claire Hunter reported on HOA activity over the past year, including.....

Amy Scott gave a brief overview of the HOA's financial state. As of May 30, 2016, the HOA had \$27,909.64 in their day-to-day operating account and another \$75,540.34 in their reserve accounts for a total cash position of \$103,449.98. The 2016 budget was presented, which included the \$25/month increase in fees that went into effect as of January 1, 2016. Ms. Scott also gave a brief presentation on the history of the reserve savings for the HOA, and the benefits to each owner of having reserves in place for capital improvements such as streets, sidewalks, irrigation systems and major landscape projects. The Board has contracted with a professional reserve company and expects to receive a reserve study specific to Buckingham Green soon. This study will aid the Board in budgeting and planning for future expenses, and will be also be available for homeowners to view on the HOA's website.

The group discussed several landscaping projects in the neighborhood, including the removal of dead shrubs, with more to be removed soon, the replacement shrub planting program, tree trimming, tree treatments and Emerald Ash Borer treatment for the neighborhood. Information was handed out and will be mailed to all owners as well.

An election was held for two positions on the board of directors. Ann Scott and Gaines Goodwin were nominated and elected to serve 3 year terms. The group thanked Ron Scott and Tom DeSantis for their service to the HOA.

With no further business, the meeting was adjourned at 8:16 pm.

BUCKINGHAM GREEN HOMOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
June 22, 2016

Board members present: Claire Hunter, Ron Scott, Jeff Stiffler, Bob Padgett, Tom DeSantis

Managing Agent: Robert Drew Property Management, Inc. – Amy Scott

The meeting was called to order by President Claire Hunter at 6 pm. This meeting was scheduled to be just prior to the Annual Meeting, which is scheduled for 7 pm, June 22, 2016.

Minutes:

Minutes from the previous Board meeting on June 16, 2016 were not yet available at the time of the meeting. Therefore, those minutes and minutes from this meeting will be ratified at a future board meeting.

Financial Report:

- This report will be presented at the Annual meeting immediately following this meeting.

Pending Business (following items discussed):

- **Concrete repairs to improve street drainage** – The Board unanimously agreed to accept the bid from Superior Asphalt. Amy will contact them to schedule the work to be performed. The homeowners will be informed of the acceptance of the bid at the annual meeting.
- **Other items to be discussed at the Annual meeting include:** tree trimming, removal of dead shrubs, replanting of new shrubs, reserve study, Fountain Green Master Association update, snow plow damage, parking restrictions, and neighborhood directory. All of these items have been previously discussed by the Board.
- **Annual meeting** – scheduled for June 22 at 7:00 pm at the Boulder Country Club. 6 proxies received to date, two positions (Scott and DeSantis) on the Board up for election.

The next Board meeting will be scheduled in the near future. Meeting was adjourned at 7:00 pm.

Respectfully submitted,

Jeff Stiffler

BUCKINGHAM GREEN HOMOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
April 22, 2016

Board members present: Claire Hunter, Ron Scott, Jeff Stiffler, Bob Padgett

Managing Agent: Robert Drew Property Management, Inc. – Amy Scott

The meeting was called to order by President Claire Hunter at 5 pm. Prior to the meeting the Board members and managing agent walked the neighborhood to visually assess conditions and address issues that are reviewed below.

Minutes:

Minutes for the January 5, 2016 board meeting were reviewed and approved.

Financial Report:

- Managing agent Amy Scott presented the HOA's balance sheet for the period ending 3/31/2016 noting the HOA's cash assets totaling \$101,178.75. Also presented was the 3/31/16 operating statement and comparison to budget noting the quarter end actual income of \$10,643.33 compared to budget of \$6,740.76.

Pending Business (following items discussed):

- **Concrete repairs to improve street drainage** – a bid was received from Superior Aggregates in June of last year in the approximate amount of \$35,000. If approved, Amy stated that Superior could start on the work by late July. Bids are in the process of being obtained from Total Concrete Services and Asphalt Doctors. Once received, we will review all bids and award the contract and schedule the work.
- **Tree trimming/Storm damage** – Augustine Tree completed approx. 50% of the approved work. Storm damage in March and April caused delays in routine trimming. The remainder of the work is scheduled to continue as of May 2.
- **Removal of remaining dead shrubs** – there is approx. \$5,000 of work previously approved that Sun & Shade will do by mid-May.
- **Reserve Study** – the Board previously approved the engagement of Association Reserves to prepare a report which will be utilized to identify current and future expenses that the HOA could reasonably expect to be faced with. This service is expected to start by mid-June.

New Business:

- **Entrance flower beds** – Need to plan for entry flower beds. A vendor will be sought.
- **5121 Coventry Ct.** – request to repaint home was approved. Siding to remain same color, trim will change; front door will change, using colors previously approved for the neighborhood.
- **Re-planting shrubs** – Sun & Shade has made recommendations. We need to determine when that work would be performed and how much it will cost.
- **Damage from snow plow crew** – previously identified were 5053 Coventry, 5029 Coventry, and 7365 Buckingham. During the walk of the property, additional addresses were identified as having damage. Lawn Works will repair these during the first 2 weeks of May.
- **Annual meeting** – scheduled for June 22 at 6:30 pm at the Boulder Country Club.

The next Board meeting will be prior to the annual meeting unless scheduled otherwise in the interim. Meeting was adjourned at 6:00 pm.

Respectfully submitted,

Jeff Stiffler

**BUCKINGHAM GREEN HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
January 5, 2016**

Board members present: Claire Hunter, Ron Scott, Jeff Stiffler, Bob Padgett, Tom DeSantis

Managing Agent: Robert Drew Property Management, Inc. – Amy Scott

The meeting was called to order by President Claire Hunter at 4 pm.

Minutes:

Minutes for the October 6, 2015 board meeting were reviewed and approved.

Financial Report:

- Managing agent Amy Scott presented the HOA's balance sheet for the period ending 12/31/2015 noting the HOA's cash assets totaling \$89,849.53. Also presented was the 12/31/15 operating statement and comparison to budget noting the year end actual income of \$6,860.73 compared to budget of \$11,242. Amy also presented the proposed 2016 budget estimate based on the approved dues increase. These financials were reviewed in conjunction with discussion items below.

Pending Business (following items discussed):

- **Concrete repairs** to improve street drainage – a bid was received from Superior Aggregates in June of last year in the approximate amount of \$35,000. We have three additional vendors who will provide bids after conducting site visits in January, weather permitting. We will then evaluate those bids and schedule the work to be completed at the earliest possible date.
- **Tree trimming** – reviewed bids obtained from Lovett Tree and Augustine Trees. After discussion, and recommendation of engaging the services of professional arborist, Steve Day, it was agreed that we would contract with Augustine Trees to perform the work with some winter and spring trimming.
- **2016 Budget** - Noted that based on the approved dues increase along with normal operating expenses and needed repairs identified, the HOA's reserves would be reduced by approx. \$40K during 2016. After discussion, the budget was approved as presented with the following changes/additions:
 1. Capital expenses identified as Tree/Shrub Replacement to be increased from \$11,500 to \$15,000; capital expense identified as Irrigation & Landscape upgrades to be decreased from \$5,000 down to \$1,500.
 2. Board agreed to include a new line item for a Reserve Study (see also New Business below) in the amount of \$2,000 to engage a vendor for a site visit and preparation of the report. A regular budget line item will be included in the future for this expense.

- **Sun and Shade** – proposal for 1) island irrigation maintenance, 2) landscaping change to one property, and 3) new landscape edging: the bid was approved as follows: approved #1 to be done (in the amount of \$1,450), #2 to be deferred until later in the year after tree and landscaping expenses have been reviewed for adherence to budget, and #3 was declined at this time.

New Business:

- **Snow Removal** – discussed request from homeowner at 7374 Buckingham to have snow removal start no earlier than 6:00 am. It was determined that in order to consider this request, it would require a change to the current contract with the vendor. After discussion, the Board affirmed the current contract with no changes. Amy will inform the homeowner of the decision.
- **Reserve Study** - Amy had previously recommended the Board consider contracting an expert on long term planning of reserves for potential replacement of sprinkler system, trees, and general landscaping infrastructure which may become necessary in the future based on the age of the neighborhood. The expert's report in this regard would provide a "roadmap" for future budget estimates. This would also help to justify costs and potential future dues increases to homeowners. Amy provided a proposal from a vendor, Association Reserves. After discussion, the Board agreed to add a line item for the reserve study up to a cost of \$2,000. Amy was also directed to contact one additional vendor for a competitive bid before proceeding. The Board further agreed that this expense would become a regular line item in the budget.
- **Front door paint color** – homeowner at 5000 Coventry Ct. requested a "dark green" color which was already an approved color and is used in the neighborhood.
- **Amy** informed the Board that she had passed the state licensing requirement test for property managers.

The next Board meeting was not scheduled pending Amy obtaining cost estimates for various items discussed at the meeting. Meeting was adjourned at 6:00 pm.

Respectfully submitted,

Jeff Stiffler