

**BUCKINGHAM RIDGE BOARD MEETING AGENDA**  
October 20, 2016

- A) **Opportunity for guest homeowners to address the Board**
- B) **Approve August Board minutes**
- C) **Financial & delinquency reports**  
As of 9/30/2016, the HOA's Operating Account has a balance of \$42,788.44, the Reserve Accounts total \$74,750.26, resulting in a total cash position \$117,538.70. Net operating income is \$17,810.46 compared to a budgeted amount of \$12,022.59. One owner is delinquent: 7367 W - \$746. (*see new business for proposed resolution*)
- C) **Committee Reports**
- E) **Pending Business**
  - 1) Jim Brostovich, Civil Engineer - walked HOA streets in May, has not provided assessment report to HOA. Amy requesting report so that bids can be obtained to inform budget and planning for 2017.
  - 2) Tree maintenance and trimming by Augustine Tree - not yet done, Augustine can come work in neighborhood in next 2-4 weeks. Some owners upset about delay in tree maintenance
  - 3) Flatiron Sprinkler has been providing irrigation maintenance
  - 4) Sun and Shade's landscape maintenance costs are lower than budgeted
  - 5) 7347 Windsor - Shrub issues resolved in September, cost to HOA was \$240.
- F) **New Business**
  - 1) **Snow Removal - bids attached from Lawnworks (currently serves Buckingham Green), Wards Lawn Care and Longs Peak Landscape.** Flying Colors and Superior Aggregates are not taking on new snow customers, job was more than Screamin' Coyote could take on.
  - 2) **Landscape Maintenance for 2017 - Ward's Lawn Care and Longs Peak Landscape are both bidding on HOA landscape maintenance.**
  - 3) **Fountain Greens update - any new information after September 21 Members meeting?**
  - 4) **Annual Meeting - current board members' terms expire as follows:**  
Mary - 2017, Dennis - 2018, George - 2018, Bob - 2019, Marty - 2019
- G) **Schedule next meeting / Annual Members Meeting**
- H) **Adjourn**

**Buckingham Ridge Homeowners Association**

**Meeting of the Board of Directors**

Aug 8, 2016.

Dennis opened the meeting at 5:05pm. In attendance were Dennis Stengel, George Bradley, Mary McGraw, Marty Schneider, Bob Webster and Amy Scott of RDPM

No Homeowners came to this meeting.

Minutes from the Board Meeting of May 2016 were approved.

Amy presented the financials.

1- As of 7/31/15 one owner is delinquent: 7367 W (\$700). Amy will call him again. He does pay his late fee's.

2- The original invoice for the shoddy work done on 1/15/16, when they took care of ice on Windsor Dr. along with other show removal costs, was \$2465. Dennis and Amy negotiated it down to \$1965. They took off about 5 hours of the skid steer.

3- Net Operating YTD is \$14552 compared to a budgeted amount of \$9267. Much of this is due to water usage and when the bills were submitted and overlap into the next quarter. We shall visit this again in October.

Marty presented the A&L committee Report. No A&L Requests were received in the last 3 months. The Greenwoods had removed the Frame and shade on their deck which deviated from their originally approved submission. Marty motioned that because they removed the frame and shade , the matter of their deck be closed. Dennis seconded and the motion passed unanimously.

**Pending Business**

1 - Snow Removal Bids for 2016-2017 season: Amy will be obtaining bids from Flying Colors (painting company with years of snow removal service) , LawnWorks (serves Buckingham Green) , Longs Peak Landscaping and Screamin' Coyote for board's consideration

2 - Jim Brostovich, Civil Engineer along with Amy, Dennis and Marty, walked HOA streets on 5/16, to provide assessment and suggestions of drainage needs at street, sidewalk and curbs. Once Amy receives his report, she shall forward it on to Board Members for review and further discussion at our October meeting.

3 - Consulting arborist Steve Day visited HOA May 31 and will provided tree maintenance list and recommendations.

**New business**

1 – George and Marty will talk to Paula and Patsy to see what the HOA can do to replace bushes and plants Sun and Shade removed by mistake and what further works need to be done. The HOA will pay for the removal any dying bushes, but they must pay for the replacement of new ones.

2 – Once Amy receives bids for Landscaping and Snow removal, she will forward them to our Board Members in an email. Dennis and Marty will schedule meetings with the competitive bidders and report to the Board at the October meeting with their findings.

3 – Irrigation maintenance issues. Sun and Shade met with Dennis & Amy on May 20 to discuss a proposed repair to irrigation. Sun and Shade's bid was \$5800, we had Flatiron Sprinklers repair for \$1860. Amy is in discussion with Flatiron Sprinkler to assume irrigation maintenance of HOA system.

4 – Because of the age of the streets and sewers, Dennis suggested we scope the street sewers to determine their condition. Amy will ask Jim Brostovich if this is practical.

5- Parking in HOA guest spaces has become an issue. There are several renters who park there full time (and on the street), as well as several homeowners parking their additional car. These spaces are meant for guests of our homeowners. Homeowners are to park their cars in their garage or on their driveway. Amy will remind the homeowners of this policy. We shall also talk to the landlords who rent, to convey this policy to their tenants.

6- Ed Goeble of Augustine Tree will walk the property to assess our trees. Upon his recommendations and input of homeowners, tree trimming for the fall will begin in early September.

7 - Discussion about the actions being taken by Fountain Greens to restrict access from Roaring Forks R and four Rivers Road was had. Since there may be pending legal action against Fountain Greens by other association homeowners, our Board felt keeping our homeowner aware of current actions being taken would be prudent. Potential legal costs may affect our homeowners' dues to Fountain Greens.

Dennis motioned we keep our homeowners up to date on developments through email. Bob seconded and the motion passed unanimously. Amy will do the emails once new information is acquired.

The Board directed Dennis to write a letter to Fountain Greens regarding our concerns. Dennis will send his draft to our board members, in which each will comment. Once a final draft is approved by email, Amy will send that final draft to the Fountain Greens Board.

Also, Fountains Greens has of yet, has not rescheduled their Annual Meeting. Once they do, we encourage our homeowners to attend that meeting to voice their concerns.

Next meeting was scheduled for Oct 20, 2016, in the private dining room at Boulder Country club at 5:00 pm.

Meeting adjourned at 6:18 pm.

Marty Schneider, Secretary

AL Committee Report for July 2015.

Member's: Marty Schneider, Kate Smailer, Lucy Strait (3). Carol Colburn resigned June 2015.

In the past three months, the AL Committee has reviewed Requests from homeowners for changes to their properties. The AL has reviewed these requests, and approved them based upon the guidelines set by the Declarations and the Board.

Two of the requests were structural in nature. These may be appealed by some homeowners. The AL feels the Board is the ultimate decision maker of the Association.

The committee requests the Board recruit additional members for the AL Committee, so there will be more input when making decisions like 7360 and 7317

Some of the AL Requests have involved the removing of bushes and tree's. The AL has used the following paragraphs from April 2015 Board meeting.

Architectural & Landscape Committee Report: Some bushes in the neighborhood have died, and requests have been made for removal of overgrown bushes. The neighborhood association bush removal and replacement policy is that it is up to individual homeowners to submit an Architectural Control Form to Amy Scott. The A&L Committee expects the consideration process to be much shorter than the standard 30-day period.

It will be up to individual homeowners to pay for the removal and replacement of bushes because funds are not allocated in the HOA Reserve Account to cover those costs. In order to cover such expenditures, HOA dues would need to be raised substantially.

Pending Business: The board agreed that the homeowner's association would pay for removal of dead trees and tree maintenance issues that impact common areas. For example, there is a tree that drops fruit on a common area sidewalk creating a hazardous mess. The homeowner's association will pay to have that tree removed.

Replacement of trees will be considered on a case-by-case basis, but it will typically be the homeowner's responsibility to pay for tree replacement. As per policy, an Architectural Control Form must be submitted for tree removal and replacement. Fruit-bearing trees generally will not be approved as replacements.

Requests for these items were:

7375, requested to remove some bushes, replace with junipers, and repair deck. These were approved as maintenance.

7346, requested to remove the bushes along the path by their house. Replace with stones. Paint window wells. These were approved as maintenance.

7342, requested the HOA remove a tree in their front yard, and was removed. They have not replaced the tree as of yet.

There were two requests the AL reviewed with structural changes.

7360, requested to construct a covered deck. Plans were submitted and reviewed by the AL. Additional information was requested by the AL, and the Greenwoods' submitted that information to the AL's satisfaction.

AL committee,

The Greenwoods have provided the 2 drawings we requested.

Page of survey with shown improvements. The deck will remain within the limits of their lot, and does not encroach on HOA property.

Sect A-A along with 2 other views of the roof line submitted with original request of 5/19/15, seems consistent with the original architecture of homes.

Let me know what you think, and if you approve or disapprove, Your comments will be passed on to the Board, So they can determine if approval or disapproval is appropriate.

Please respond at your earliest convenience

Marty.

The Request was approved on 06/25/15.

7317, requested to construct a fenced in patio area. The house sits on a corner, and this design permitted the homeowner some privacy. The fence was to be constructed of material consistent with the siding on the homes. The fence is to be secured in the ground to maintain Structural integrity. The AL also considered the brick wall that was constructed at the corner of Buckingham and Windsor. This was done many, many years ago so it should not be considered in on decision making. The Fence proposal by 7317 homeowner, Dennis Stengel, is consistent with the neighbors along Clubhouse Rd.

Hi Dennis,

Thank you for forwarding.....\_

Looks good and how great to make some privacy. I am assuming the material used for the Wall will be same design as other privacy deck walls in development and paint color Will of course match your home. My only concern is uniformity with our development. If so I most certainly approve your request!

Kate

Thanks Kate,

Yes, the exterior of the wall will be the lap siding painted the same. I am forwarding this to Marty as well.

Dennis

The AL approved his request on 07/08/2015.

## Buckingham Ridge Homeowners Association

### Meeting of the Board of Directors

May 4, 2016.

Dennis opened the meeting at 5:05pm. In attendance were Dennis Stengel, George Bradley and Bob Webster from the Current Board, Amy Scott of RDPM along with Marty Schneider, chair of A&L committee. The only other board member missing was Mary McGraw.

No Homeowners came to this meeting.

Minutes from the Board Meeting of Jan 2016, and the Annual Meeting drafted by Kathy Klateman were approved. Amy noted that since Board members attending the Post Annual Board Meeting could not elect a Secretary that she had taken notes and presented them here. The present board members (Dennis, Mary and George) unanimously appointed Dennis as President and Treasurer and George was appointed Vice President at that Jan 2016 Post Annual Board Meeting.

Since there is a vacant seat on the Board, Dennis nominated Marty to be on the Board. By Unanimous vote Marty was approved, and he was made secretary.

Amy presented the financials.

1- One household pays late every month. Amy will call him again. He does pay his late fee's.

2-Sun and shade billed \$1764.00 for 1/15/16, when they took care of ice on Windsor Dr. Dennis formulated a response to try and get a reduction, that he wanted to send. Bob suggested second line from bottom, eliminating "amount" to "a resolution". Dennis and Amy have not had a discussion with them about the bill being paid. Amy has had numerous complaints from homeowners about snow removal. Most complaints of any year.

Board by unanimous vote approved Dennis and Amy to negotiate with Sun and Shade to resolve this.

Amy will get quotes from some contractors to do snow removal. Also will check to what other developments paid this year. The Board discussed options for where to put the snow on the large snow falls. Parking places across from 7350 Windsor, may be spot to store snow as exposure will help it melt. This way they don't pile snow on landscaping.

Marty presented the A&L committee Report. 7398 Windsor Dr, submitted an A&L request. The A&L committee approved this on 03/08/16. The Greenwoods had started construction on deck area. They had deviated from their originally approved submission.

The board directed Marty to write a letter to Greenwoods making case for current design. Specify they should not do any extra work at this time. Marty will fill form out for them showing the existing nonconforming structure. The Greenwoods are required to supply a response as to their final construction.

Engineer for the roads will be here on May 16<sup>th</sup>. Dennis, Marty and Amy will walk through the development with him.

After May 18<sup>th</sup>, Amy will schedule the arborist to walk the neighborhood and give us recommendations of work to do on our tree's.

Storm damage, Augustine took care of the several trees' that were damaged.

New business

Fountain Greens has Request us to supply documentation to new homeowners. We agreed and will have other things to send like A&L policy approved in January. Bob suggested we come up with short description of bullet points for what HOA handles in the development.

Scheduled next meeting for July 20<sup>th</sup>, 5:00pm location TBD.

Meeting adjourned at 6:18 pm.

Marty Schneider, Secretary

**Buckingham Ridge Homeowners Association  
Post-Annual Meeting Board Meeting  
January 20, 2016**

The meeting was called to order at 7:00 pm. Board members Dennis Stengel, Mary McGraw and George Bradley were present, along with managing agent Amy Scott. Newly appointed board member Robert Webster was not in attendance. A quorum was present.

The board appointed Dennis Stengel to hold the office of President. Mary McGraw was appointed Secretary / Treasurer. George Bradley was appointed Vice President. Robert Webster will serve as Member-At-Large. There is a vacant position on the board. The directors may appoint an owner to fill this vacancy during the year, if a willing owner volunteers to serve.

With no further business, the meeting was adjourned at 7:12 pm.

**Buckingham Ridge Homeowners Association  
Annual Members Meeting  
January 20, 2016**

President Dennis Stengel brought the meeting to order at 6:08 pm.

Introductions: All present introduced themselves.

A quorum was present.

Past Year Highlights & Upcoming Projects:

The association is in a strong financial position and so the HOA monthly fee can be maintained at \$235.

There is an open board member seat, and Kathy Klatman's term expires at this meeting, so there is a need for two new board members. New homeowner Bob Webster has volunteered to be on the board. The board invites all homeowners to consider serving on the board. If interested, please contact Property Manager Amy Scott of Robert Drew Property Management.

Marty Schneider, Chairman of the Architecture and Landscape Committee, and Dennis Stengel, President of the Homeowners Association Board, will meet with a civil engineer to assess problematic areas for street, sidewalk and curb repair and drainage needs.

Steve Day, Consulting Arborist, will come to Buckingham Ridge in April to assess the neighborhood trees. Augustine Tree will be contracted to prune and trim as per Mr. Day's recommendations.

Front steps and porches will now be shoveled by Sun & Shade, the neighborhood grounds maintenance contractor. Any homeowner who wishes to opt-out should contact Amy Scott. In the past, shoveling damaged the porches due to the use of metal shovels; Sun & Shade uses plastic shovels.

Guidelines have been developed to more clearly explain homeowners versus HOA landscape responsibilities. The guidelines will be posted on the Robert Drew Property Management website ([www.rdpminc.com](http://www.rdpminc.com)). It was agreed that when requests are made for changes between neighboring properties, the opinion of the homeowner with the dominant view corridor would be given prominent consideration.

Homeowners who want to make landscape or architectural changes to their properties should submit an Architectural Control Form, which is on the website, to Amy Scott.

#### Financial Report:

Amy Scott presented the financial reports. Amy projects a 2016 net operating income of \$13,880. The 2016 budget for snow removal, water, and tree and shrub maintenance is less than actually realized in 2015. Amy explained that snow removal was budgeted for a more typical yearly snowfall than seen in 2015. Higher water bills in 2015 were due to a leak in the irrigation system, which has now been repaired. Some of the tree and shrub maintenance from 2014 was billed in 2015. There is a \$4,000 line item for non-routine maintenance in anticipation of street drainage mitigation and repairs.

#### Landscape & Architecture Control Committee Report:

Marty said that 2 major construction projects were approved in 2015. One of the projects is almost completed. The other project was approved contingent on being completed within 6 months of the notice of approval; that homeowner just received official approval, so the project should be completed in the spring.

Dennis said that the maintenance approval process has been streamlined so that painting and roofing projects using approved colors/materials no longer require the 30-day review process. All such maintenance projects still require approval through the Architecture and Landscape Control Committee.

#### Nominations:

Two board seats were open for election as of tonight's meeting.

The homeowners association has a five-member board with staggered terms of 3 years. Current board members are Dennis Stengel, whose original term was set for expiration in 2016 but who has kindly agreed to complete Alan Belenski's term, which expires in 2018; George Bradley (2018 term expiration); Mary McGraw (2017 term expiration); and Kathy Klatman, whose original term expired in 2015 but who is completing Lin Hawkins' term, which expires in 2016 at tonight's meeting.

A nomination was made and seconded for Bob Webster to serve a 3-year term. The nomination was approved by all present. With Bob's election to the board, there is one vacant seat. The board invites all homeowners to consider serving on the board. If interested, please contact Amy.

#### Open Discussion:

There was discussion about better lawn mowing needed behind one homeowner's house. The land in question is actually Fountain Greens property, but since Sun & Shade mows it, a request will be made for them to take extra care in maintaining that area.

**Buckingham Ridge Homeowners Association**  
**Meeting of the Board of Directors**  
**January 20, 2016**

President Dennis Stengel called the meeting to order at 5:11 pm. Attendees were board members Dennis Stengel, Mary McGraw, George Bradley and Kathy Klatman. A quorum was present. Also in attendance were Property Manager Amy Scott and Architecture & Landscape Committee Chairman Marty Schneider.

It was acknowledged that the October 7, 2015 Board Meeting Minutes were approved.

Financial & Delinquency Report: As of 12/31/15, there were three homeowners in arrears for a total of \$531 in delinquent dues. One of the three homeowners is now current.

The annual net operating income was \$13,743.97 versus a budget of \$17,620. The difference was primarily due to expenses related to snow removal from the greater-than-average snowfall in the first quarter of 2015; higher water bills due to a leak in the irrigation system, which has now been repaired; and some of the tree and shrub maintenance from 2014 was billed in 2015.

A&L Committee Report: Marty Schneider stated that a document of guidelines will be posted on the Robert Drew Property Management website ([www.rdpminc.com](http://www.rdpminc.com)). It was agreed that when requests are made for changes between neighboring properties, the opinion of the homeowner with the dominant view corridor would be given prominent consideration.

Homeowners who want to make landscape or architectural changes to their properties should submit an Architectural Control Form, which is on the website, to Property Manager Amy Scott. Amy will then forward the request to the A&L Committee. Dennis Stengel noted that forms should be submitted for all changes but that some -- such as roofing and exterior painting using pre-approved materials and color pallets -- are treated as maintenance requests so that the 30-day architectural review period does not apply.

Pending Business:

1. Augustine Tree completed trimming and pruning in November and December. There will be some winter pruning in February.
2. Steve Day, Consulting Arborist, will come to Buckingham Ridge in April to assess the neighborhood trees.

New Business:

1. Due to homeowner request and a relatively low fee to implement, it was agreed that with a 3-inch snow accumulation, front steps and porches would

now be shoveled by Sun & Shade, the neighborhood grounds contractor. Any homeowner who wishes to opt-out should contact Amy Scott. It was noted that in the past, shoveling damaged the porches due to the use of metal shovels but that Sun & Shade uses plastic shovels.

2. The Sun & Shade contract renewal is approaching. Guidelines and expectations, which will be addressed with the renewal, include timeliness of service; attention to property; maintenance of the irrigation system; and bee-friendly practices. Options will be explored to balance weed management with good environmental practices.
3. Marty and Dennis will meet with a civil engineer to assess street, sidewalk and curb repair and drainage needs.
4. Amy Scott submitted the 2016 Budget with a monthly HOA fee that will remain at \$235. She noted that there is a Legal/Professional line item that is higher than previous years in order to accommodate the civil engineer's fee. The budget for snow removal reflects a more typical winter than the one in 2015.

Adjournment: The meeting adjourned at 6 pm.

Submitted by Kathy Klatman  
Secretary BRHOA

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### Open Discussion:

There was discussion about better lawn mowing needed behind one homeowner's house. The land in question is actually Fountain Greens property, but since Sun & Shade mows it, a request will be made for them to take extra care in maintaining that area.

There was discussion about the need for Sun & Shade to be more careful when shoveling so as not to damage streets, gutters, sidewalks, and driveways. There was also discussion about where best to deposit snow after removal to mitigate ice build-up.

The subject of house number legibility for emergency vehicles was brought up. The board had discussed the subject during the year. It decided that it would be difficult to develop and implement a standardized plan because each house's numbers are attached in different manners and locations. The Architecture and Landscape Committee will review the need again and perhaps develop a guideline that would include number styles and colors which homeowners could implement themselves.

Adjournment: A motion was made and seconded to adjourn. The meeting adjourned at 6:53 pm.

Submitted by Kathy Klatman  
Secretary BRHOA

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