

BUCKINGHAM GREEN HOMOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
October 6, 2015

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 September 15, 2015 board meeting were reviewed and approved.

Financial Report:

- Managing agent Amy Scott presented the HOA's balance sheet for the period ending 9/30/2015. Also presented was an actual budget for the FYE 12/31/14, a budget estimate for the year ending 12/31/15, and a 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):

- 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. \$29K during 2016.
- It was noted that we need to more closely identify expenses relative to tree and shrub maintenance in order to confirm 2016 budget estimate. Amy will be obtaining more cost estimates in the coming weeks in order for us to do this.
- Tree maintenance was discussed at length. It was noted that Augustine Tree Service, our current contractor, has not provided an explanation as to why some of the identified tree maintenance has not yet been performed. Amy was directed by the Board to contact another contractor (Davey Tree) to check on cost and availability.
- Shrub maintenance also discussed. Sun & Shade has removed the first group of identified dead shrubs, and now needs to return to remove the identified second group of dead shrubs.
- Amy suggested/recommended that 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. The Board directed Amy to contact the resource for this endeavor.
- The Board reviewed and revised the letter that will go to the homeowners communicating the necessity to increase the monthly dues beginning in January

2016. A history of dues increases was also provided. Last dues increase was in 2007.

There was additional discussion on future re-roofing of houses, which began last meeting.

New Business:

None

The next Board meeting was not scheduled pending Amy obtaining cost estimates for various items discussed at the meeting. Meeting was adjourned at 5:30 pm.

Respectfully submitted,

Jeff Stiffler

BUCKINGHAM GREEN HOMOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
September 15, 2015

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

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

This special meeting of the Board was called in order to discuss reserve savings and projected expenses. The meeting was called to order by President Claire Hunter at 4 pm.

Minutes:

Minutes for the August 26, 2015 board meeting were reviewed and approved.

Discussion items:

1. Sun and Shade – discussed recent (Sept. 10) walkaround of the property with the owner and general manager of the company. Problem areas in the landscaping and irrigation of the property were identified. The company promised to step up efforts to correct identified problems over the next (and final) 4 weeks of the season. It was also noted that similar issues with their service exist in both Buckingham Ridge HOA and the Fountain Greens Master HOA.

Amy and Claire will be writing a letter to Sun & Shade outlining expectations for service during the next 30 days.

Also discussed was the removal, by Sun & Shade, of dead or dying plants and replacement of such by individual homeowners. It was noted that homeowners need to be warned that the watering of new plants is solely the responsibility of the individual homeowner and not the HOA.

2. Reserve analysis – Amy presented a spreadsheet representing both a historical reserve analysis and a contemplated future analysis of reserves required to cover anticipated potential capital improvements around the BG property. The analysis anticipated and/or covered the following:
 - \$15/month dues increase beginning January 1, 2016
 - Additional \$10/month dues increase beginning January 1, 2018
 - Removal of replacement reserves for private driveways helped reserve savings significantly since 2011
 - Expenses include Emerald Ash Borer treatments, and anticipated landscape edging replacements.
 - Dues history:
 - 1995 - \$100/mo.
 - 1996 - \$115/mo.
 - 1997 - \$135/mo.

1998 - \$140/mo.
1999 – 2001 - \$155/mo.
2002 – 2005 - \$170/mo.
2006 – 2007 - \$195/mo.
2007 – present - \$225/mo.

The HOA has maintained the same dues level for the past 8 years. The Board recognizes that some significant capital improvements will be necessary and that current reserves and dues structure will not be able to cover those expenses. Much discussion centered on the need to convey a message to the homeowners that the potential for more regular dues increases in the future does exist. This was mentioned at the recent annual meeting as well.

After much discussion and review of the analysis, it was determined that the dues increase should occur sooner than Amy's analysis contemplated. Therefore, Board member Scott recommended a motion to approve a dues increase of \$25/mo. (to \$250/mo.) beginning January 1, 2016. The motion was unanimously approved. President Hunter will draft a letter during the next 30 days for distribution to the homeowners advising them of the dues increase.

The next Board meeting is scheduled for October 6, 2015 at 4 pm. Meeting was adjourned at 6:00 pm.

Respectfully submitted,

Jeff Stiffler

BUCKINGHAM GREEN HOMOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
August 26, 2015

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

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

Prior to the meeting, the Board walked the property to view various issues that would be addressed in the meeting. The meeting was called to order by President Claire Hunter at 5 pm.

Minutes:

Minutes for the July 1, 2015 board meeting were reviewed and approved.

Financial Report:

- Managing agent Amy Scott presented the financials for the period ending 7/31/2015. The financials were reviewed in conjunction with discussion items below.
- It was also noted that one homeowner is delinquent on their HOA dues with a current balance owed of \$1,225.

Pending Business (following items discussed):

- Concrete repairs needed to improve street drainage which continues to be a problem in several areas of both courts. A bid was received from Superior Aggregates in June. However, a second bid has been difficult to obtain due to a lack of contractor availability.
- Grounds Maintenance:
 - a) The Board had extensive discussion regarding the level of service from our contractor, Sun and Shade. It was generally agreed that the level of service has declined significantly with several issues needing immediate attention primarily with respect to irrigation and shrub removal.
 - It was recommended that the watering schedule be immediately increased from 3 to 4 times per week particularly in areas the Board identified as very dry in the walkaround of the property.
 - The first round of juniper removals occurred August 22 at an approx. cost of \$5,000. It was noted that a second round of shrub removal is still necessary. The Board also agreed that shrub trimming should occur twice per year beginning in 2016.
 - b) The entrance flowers to both courts were also discussed. The costs and challenges with irrigation were reviewed. The current contractor has had difficulty working with Sun and Shade. It was recommended that Amy explore other options (i.e. contractor) for this work.

- c) Tree care was discussed at length. Davey Tree has inspected and reports that many trees in the neighborhood have cytospora, a fungus that causes premature leaf drop. They recommend a deep root fertilization now followed by deadwood trimming this winter. Augustine Tree will perform the trimming.
- d) Continued discussion from previous board meeting regarding consideration of potential dues increase for the HOA members. Discussion centered on the formation of a capital expenditure plan which should identify necessary repairs and maintenance on the infrastructure of the property into the foreseeable future which may not be covered by our current dues. Amy will put together a spread sheet with ideas from the Board on identified items.

New Business:

- Architectural Control Improvement request from homeowners at 7351 and 7345 Buckingham Ct. for the removal of a tree between the two properties. Board approved the request on the condition that the homeowners agree to plant a new tree in its place. Board members Padgett and Scott agreed to discuss this further in person with the homeowners to make sure they completely understand the approval conditions. (Subsequent to the meeting, it was reported that the homeowners were contacted and were in agreement with the terms of the approval).
- Discussion of roof colors as it relates to “pre-approval” of asphalt shingle roofing colors for future re-roofing of the houses in the HOA.
- Discussion of need for a budget meeting in the fall.

The next Board meeting is scheduled for September 15, 2015. Meeting was adjourned at 6:30 pm.

Respectfully submitted,

Jeff Stiffler

**BUCKINGHAM GREEN HOMOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
July 1, 2015**

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 4 pm.

Minutes:

Minutes for the June 16 board meeting and annual meeting were not available.

Financial Report:

- Managing agent Amy Scott presented the financials for the period ending 6/30/2015. The financials were reviewed in conjunction with discussion items below.

Pending Business (following items discussed):

- Shrub removal – highlighted priority items from recommendation of Sun and Shade. Original recommendation from Sun and Shade exceeds \$10,000. Board approved priority items (those identified as “most visible”) totaling approx. \$4,600 for immediate removal. The work is to be performed by mid-July. Individual homeowners will be notified of the work by letter in the next few days.
- Concrete repairs - extensive discussion of necessary road concrete repair work to mitigate drainage issues in the neighborhood. The bid of Superior Aggregates was reviewed with said repairs totaling approx. \$35,000. Amy is waiting for a second contractor’s bid on the repairs. It was noted that the Board should conduct a physical inspection of the needed repairs with the contractor who ends up being awarded the contract for the work being performed. Also noted that the Superior Aggregate bid may have misidentified some property addresses that may be affected by the work to be performed. Amy will get this clarified.

Ron Scott moved that the concrete repair work estimated to be approx. \$35,000 be approved. The Board approved noting that a second estimate will be reviewed prior to final selection of the contractor and the Board will have an opportunity to review the final repairs with the selected contractor prior to the work being performed.

- The Board had extensive discussion regarding the individual dues structure. It was noted that the last increase in dues was done in 2007. Given the slate of current repair issues and potential repair issues in the future, the Board will continue to discuss the possibility of increasing dues after reviewing the HOA’s financial state later in the year and potential budget for the following year.
- Noted that the homeowners at 5008 Coventry Ct. had re-painted their home.
- Parcel boxes were discussed and noted that repairs needed had been completed.

New Business:

- None noted.

The next Board meeting was not scheduled. Meeting was adjourned at 5:40 pm.

Respectfully submitted,

Jeff Stiffler

AGENDA
BUCKINGHAM GREEN HOMEOWNERS ASSOCIATION
BOARD MEETING

June 16, 2015

- A) **Opportunity for guest homeowners to address the Board**
- B) **Review of previous Board meeting minutes**
- C) **Financial & delinquency reports**
(one owner has not yet paid April and May's HOA fees)
- D) **Pending Business**
 - 1) Concrete repairs to improve street drainage: Amy met with Superior Aggregates 6/9/15 to look at the suggested concrete repairs in civil engineer Jim Brzostowicz' report. Estimate to be provided prior to this meeting. *Superior Aggregates is finalizing bid, we should have by 6/17/15.*
 - 2) 5008 Coventry Court - owners were not able to get home repainted in May due to rain. Owner has verified appropriate color and committed to repainting by mid-June. *Owner called RDPM and stated that weather has made it difficult to paint. Still has painter scheduled.*
 - 3) Dead & Dying Shrubs: Sun and Shade walked the neighborhood with Claire and Amy 6/4/15 to assess dead and struggling shrubs. Bid is attached here, specified by address. \$10,205 plus certain jobs at T & M. Language from Declaration attached here, indicating responsibility between HOA and owners.
 - 4) Parcel boxes (5040 C and 7359 B) rusted at base, getting estimate from Page Specialty Products for repair. Unit may need to be replaced.
- E) **New Business**
 - 1) Treatment for Aphids - Sun and Shade's contractor, Tru Green, will treat all trees and shrubs for aphids and spider mites for \$1700. Board discussed via e-mail, need to decide at this meeting. *Amy has committed to treating 2 Aspen trees at 5017C and 7365 B, others in neighborhood need treatment.*
 - 2) FYI - E-mail correspondence for 7365 B regarding tree and shrub maintenance
 - 3) Summer tree trimming - Augustine Tree is providing bid for trimming of Aspens, etc throughout neighborhood. Work is 3-4 weeks out.
 - 4) Prepare for Annual Members Meeting
- F) **Open to discussion**
- G) **Adjourn to start Annual Meeting at 7:00 pm**

AGENDA

BUCKINGHAM GREEN HOA ANNUAL MEMBERS' MEETING June 16, 2015

Robert Drew, the association manager for Buckingham Green since 1998, will be joining us at the beginning of this meeting to give owners an opportunity to wish him well in his retirement. Please join us!

- A) Registration (*please complete the sign-in sheet*)
- B) Introductions
- C) Determination of Quorum (*20% of the members required*)
- D) Review of Past Year's Highlights and Upcoming Projects
- E) Report on Financial Status
- F) Nominations & Vote for Two Positions on the Board of Directors:
Claire Hunter's and Bob Padgett's terms will expire at this meeting, Ron Scott's and Tom DeSantis' terms will expire in 2016, Jeff Stiffler's term will expire in 2017
- G) Open to Discussion (*limit of 15 minutes per topic*)
- H) Adjourn (*followed by brief meeting of the new Board of Directors*)

BUCKINGHAM GREEN HOMOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
April 28, 2015

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

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

Prior to the meeting, Board members and the property manager walked the Buckingham Green property to note various items that may or may not need to be addressed. After the walking tour, the meeting was called to order by President Claire Hunter.

Minutes:

The minutes of the January 20, 2015 meeting were reviewed and approved.

Financial Report:

- Managing agent Amy Scott reviewed the financials for the period ending 3/31/2015. Delinquency report was also reviewed. It was noted that only one homeowner was currently delinquent on their HOA dues. Amy also informed the Board that the Fountain Greens Master Association dues would be increasing in April by \$2/house/month.

Pending Business (following items discussed):

- Winter and spring tree trimming has been completed.
- Extensive discussion of squirrel mitigation efforts. Critter Control placement of traps had very modest results. It was noted that \$530 had been spent to date on this effort. It was suggested that homeowners attending the annual meeting in June be polled to see what level of interest there is in increasing efforts to mitigate the squirrel population in the neighborhood.
- Noted that the homeowners at 5008 Coventry Ct. had not yet re-painted their home, but have promised to have done by the end of May.
- Deck request from 5024 Coventry Ct. was reviewed and approved.
- Noted that Clair Hunter and Dan Fremont have agreed to be BHG representatives on the Fountain Greens Master Association board. The annual meeting of the Master Association is scheduled for May 20, 2015 at 6:30 pm at Boulder Country Club.
- The Annual meeting for Buckingham Green HOA is scheduled for June 16, 2015 at 7:00 pm at Boulder Country Club. The Board will meet at 6:00 pm prior to the annual meeting. The HOA has invited Robert Drew, our long-time property manager, and will acknowledge his retirement and many years of service to the HOA at the annual meeting.

New Business:

- Noted that a leak in the irrigation meter at 5052 Coventry Ct. was discovered and working with the City of Boulder to monitor for any unusual use.
- Western Disposal recently changed trash/recycle pick up day to Wednesday.
- Discussed shrub trimming schedule and responsibility for ownership/replacement/maintenance of shrubs. The association's by-laws and Declaration of Covenants were reviewed on this subject. Homeowners will be updated on this subject in the newsletter.
- Is there a need or desire for a new directory?
- The annual neighborhood party date will be decided at the next meeting.

The next Board meeting as noted above, was scheduled for June 16, 2015 at 6 pm prior to the Annual meeting at 7 pm. Meeting was adjourned at 6:20 pm.

Respectfully submitted,

Jeff Stiffler

**BUCKINGHAM GREEN HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
January 20, 2015**

Board members present: Claire Hunter, Tom DeSantis, Bob Padgett, [REDACTED], Jeff Stiffler

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

The meeting was called to order by President Claire Hunter. Amy introduced Jason Kinyon (owner) and Matt Leverone (general manager) from Sun and Shade, who were present to discuss the history of the irrigation activity on the HOA property as well as strategy for 2015. Of primary concern was the increased cost of irrigation during 2014. They stated that there was no reasonable explanation for the increased expense and noted the following:

- The watering clocks appeared to show normal usage.
- They recommended returning to the method used to maintain “Block 1” status. This may result in an inability to do exceptions for individual homeowners.
- They will make adjustments as necessary, but this will require budget maintenance. Base usage will need to be determined.
- Conclusion – exceptions will be limited; it will be necessary to stick to budget in order to stay within “Block 1” status. During April, watering will be done 1 day per week, during May – 2 days per week. Normal watering from June-September. October only twice.
- Sun and Shade will do a study of the usage with assistance from the City of Boulder.
- Recommendation to communicate results with the homeowners.

Minutes:

The minutes of the October 7, 2014 meeting were reviewed and approved. A question was raised regarding billing of dues either through ACH (Automated Clearing House) or by bank bill pay method. ACH is not currently available. Amy stated that this may be available in the near future.

Financial Report:

- Managing agent Amy Scott reviewed the financials for the period ending 12/31/2014.

Pending Business (following items discussed):

- Jack Crane’s driveway /curb project postponed until spring.
- Continued discussion of irrigation issues noted above.
- Winter tree trimming yet to be done.
- Civil engineer to walk the courts on February 3, 2015 to provide evaluation of street and curb drainage and recommendations for improvements.

- Develop neighborhood e-mail group in order to improve communication with homeowners. Homeowners to be solicited for e-mail addresses.

New Business:

- Continued squirrel problems were discussed. Motion was made to engage Critter Control. Amy will solicit Critter Control for a proposal on scope of work and cost.
- Fountain Greens Master Association needs a representative from BHG to serve on the master board. Claire will serve as BHG's representative.
- Robert Drew is officially retiring as the association's property manager. (Amy Scott has replaced Robert in this capacity). It was recommended that we invite Robert to the annual meeting and recognize his efforts and time served.

The next Board meeting was scheduled for April 28, 2015 at 4 pm with a walk around of the property preceding the meeting. Meeting was adjourned at 5:45 pm.

Respectfully submitted,

Jeff Stiffler