

# RDPM, INC. ROBERT DREW PROPERTY MANAGEMENT, INC.

905 Little Leaf Court Longmont, CO 80503 303-485-9818 rdpm.amyscott@gmail.com

---

December 15, 2020

Dear Buckingham Green owner,

As 2020 draws to a close, we hope this letter finds you well. It has been a challenging year!

Enclosed please find the following documents:

- 2020 statement for your HOA account, showing charges & payments throughout the year
- Updated Owner Directory & Neighborhood Map
- Buckingham Green HOA 2021 Budget
- Western Disposal 2021 Trash / Recycle / Compost schedule
- Results from Parking & Vehicle Survey

**Please note: HOA Fees are \$350/month as of January 1, 2021.**

The increase in HOA fees was included in the Annual Meeting information mailed out last summer, and it was discussed at the Annual Meeting in July. The results of the independent reserve study completed last spring indicated that the HOA was funded at just 11% of the recommended goal, leaving the association at risk for a special assessment. The enclosed budget worksheet shows that operating expenses are increasing slightly, but the reserve contributions are increasing significantly. The reserve study recommended an increase in annual reserve contributions rather than a special assessment to the owners.

There are several ways to pay your HOA fees.

- You may mail a payment to our office each month.
- You may set up a recurring bill-payment with your bank.
- You may sign up for direct-pay through our office.
- You may pay for the entire year in one lump sum.

*~ If you would like a coupon book, please let us know and we will mail one upon request. ~*

We do not send out monthly statements. We send out a year-end statement for your records. If you receive a statement at another time of year, it means you have forgotten to pay.

In October, we mailed out an updated Exterior Change Form and an update to the HOA Rules with "Neighbor Considerations for Interior and Exterior Projects". If you have an upcoming project in mind, please remember that all exterior changes to your home require prior approval of the HOA. The form and the Rules are available on the association's website (see below).

In November, we sent out a parking and vehicle survey. We had 32 respondents out of 46 homes. The results of this survey are included with this mailing. Thank you to those of you that participated!

**IMPORTANT REMINDER:** Your home is served by the City of Boulder's water and sewer system. The pipes from your house out to the City's pipes are each owner's responsibility. If a pipe breaks and floods your property, the repair to those pipes and any resulting damage is the responsibility of the homeowner. We recommend that you contact your insurance agent, as there are riders on owner policies that will protect you if this type of issue occurs. One of your neighbors recently had to deal with this scenario, paying for the excavation and pipe repair out of pocket.

- over-

As always, you may reach our office via phone, e-mail, fax or mail:

Buckingham Green HOA

c/o RDPM, Inc. 905 Little Leaf Court Longmont, CO 80503

Phone: 303-485-9818 Fax: 303-485-7655 E-mail: rdpm.amyscott@gmail.com

We wish you the very best in the upcoming year!

Amy Scott  
Association Manager

**WEBSITE REMINDER: To Access HOA Rules, Forms, Meeting Minutes, Financial Statements and more**

Website: [www.rdpminc.com](http://www.rdpminc.com)  
 Select: Associations  
 Choose: Buckingham Green  
 Password: bhg8991



THE WAY TO A BETTER ENVIRONMENT  
 5880 Butte Mill Rd.  
 Boulder, CO 80301

**(303) 444-2037**  
[westerndisposal.com](http://westerndisposal.com)

## WEDNESDAY SCHEDULE **E**

Recyclables and compostables are collected on alternating weeks.

**Trash is collected every week**  
 Customer Service Hours: Monday – Friday 8 AM – 5 PM  
 Trash & Recycle Center Hours:  
 Monday – Friday: 7 AM – 5 PM  
 Saturday (April – Nov): 7 AM – 5 PM  
 Saturday (Dec – Mar): 7 AM – 2 PM

## 2021 Residential Collection Calendar

◆ Holiday--If your pickup day falls on a weekday on or after the holiday, your pickup will be one day later for that week.  
 Día de fiesta – Si su día de recolección cae en o después del día de fiesta, su recolección llevará un día de retraso esa semana.

□ Recyclables collection day  
 Día para la colección de reciclaje

● Compostables collection day  
 Día de la colección de compostaje

Visit [westerndisposal.com](http://westerndisposal.com) for recycling guidelines to use our Waste Wizard sorting tool.  
 Visite [westerndisposal.com](http://westerndisposal.com) para las guías sobre reciclaje y usa nuestra aplicación Waste Wizard.

JANUARY 2021						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24/31	25	26	27	28	29	30

FEBRUARY 2021						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

MARCH 2021						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

APRIL 2021						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

MAY 2021						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23/30	24	25	26	27	28	29

JUNE 2021						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

JULY 2021						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

AUGUST 2021						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

SEPTEMBER 2021						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

OCTOBER 2021						
S	M	T	W	T	F	S
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24/31	25	26	27	28	29	30

NOVEMBER 2021						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

DECEMBER 2021						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**Please have your materials out for collection by 7:00 AM**

BUCKINGHAM GREEN HOA		2015	2016	2017	2018	2019	2020	2021
2021 Budget Worksheet		ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	anticipated	APPROVED
		\$225/month	\$250/month	\$250/month	\$260/month	\$260/month	\$300/month	\$350/month
<b>OPERATING INCOME</b>								
Homeowners Dues		\$124,200	\$138,000	\$138,000	\$143,060	\$143,520	\$165,600	\$147,936
Reserve Contributions								\$45,264
Prepaid dues						\$2,595		
Reserve Interest		\$40	\$54	\$30	\$211	\$149	\$40	
Other Operating Income		\$475	\$350	\$400	\$560	\$330	\$220	
<b>TOTAL OPERATING INCOME</b>		<b>\$124,715</b>	<b>\$138,404</b>	<b>\$138,430</b>	<b>\$143,831</b>	<b>\$146,594</b>	<b>\$165,860</b>	<b>\$193,200</b>
<b>OPERATING EXPENSES</b>								
Administration								
Management Fees		\$9,648	\$9,648	\$10,128	\$10,800	\$11,900	\$12,600	\$13,200
Accounting / Bank Charges		\$212	\$200	\$227	\$33	\$113	\$107	\$144
Legal / Professional		\$818	\$450	\$160	\$560	\$60	\$80	\$600
Copies, Mailings, Postage, Website		\$693	\$733	\$770	\$620	\$681	\$600	\$650
Fountain Green HOA Dues		\$14,536	\$14,398	\$16,836	\$17,112	\$18,032	\$19,136	\$20,240
Other Administrative		\$300	\$0	\$600	\$400	\$14	\$40	\$100
<b>Total Administrative</b>		<b>\$26,207</b>	<b>\$25,429</b>	<b>\$28,721</b>	<b>\$29,525</b>	<b>\$30,800</b>	<b>\$32,563</b>	<b>\$34,934</b>
Utilities								
Electricity		\$1,282	\$1,353	\$1,210	\$1,184	\$1,079	\$1,117	\$1,175
Trash/Recycling		\$10,952	\$11,411	\$11,964	\$12,308	\$12,594	\$12,813	\$13,453
Irrigation Water		\$16,977	\$27,172	\$16,784	\$13,725	\$11,339	\$13,042	\$14,346
<b>Total Utilities</b>		<b>\$29,211</b>	<b>\$39,936</b>	<b>\$29,958</b>	<b>\$27,217</b>	<b>\$25,012</b>	<b>\$26,972</b>	<b>\$28,974</b>
Maintenance								
Routine Landscape Maintenance		\$16,800	\$14,524	\$15,345	\$19,565	\$24,954	\$22,945	\$25,000
Entrance Flower/Plant Bed Maintenance		\$3,734	\$694	\$701	\$798	\$126	\$840	\$600
Shrub Maintenance		\$9,450	\$4,000	\$6,415	\$0	\$8,380	\$5,534	\$7,000
Tree Maintenance		\$11,791	\$16,219	\$16,908	\$12,171	\$18,489	\$10,745	\$14,000
Tree- EAB Treatment			\$0	\$0	\$3,426	\$0	\$3,387	\$0
Snow Removal		\$18,750	\$20,524	\$10,155	\$9,377	\$18,656	\$20,081	\$15,782
Sprinkler System Maintenance		\$7,359	\$5,923	\$11,363	\$10,011	\$9,765	\$9,771	\$8,280
Other/Unanticipated Maintenance		\$566	\$661	\$626	\$346	\$909	\$91	\$500
<b>Total Maintenance</b>		<b>\$68,450</b>	<b>\$62,545</b>	<b>\$61,513</b>	<b>\$55,694</b>	<b>\$81,279</b>	<b>\$73,394</b>	<b>\$71,162</b>
Taxes		\$107	\$84	\$95	\$0	\$0		
Insurance		\$736	\$716	\$510	\$815	\$819	\$850	\$850
<b>Total Taxes &amp; Insurance</b>		<b>\$843</b>	<b>\$800</b>	<b>\$605</b>	<b>\$815</b>	<b>\$819</b>	<b>\$850</b>	<b>\$850</b>
<b>TOTAL OPERATING EXPENSES</b>		<b>\$124,711</b>	<b>\$128,710</b>	<b>\$120,797</b>	<b>\$113,251</b>	<b>\$137,910</b>	<b>\$133,779</b>	<b>\$135,920</b>
<b>NET INCOME / RESERVE CONT.</b>		<b>\$4</b>	<b>\$9,694</b>	<b>\$17,633</b>	<b>\$30,580</b>	<b>\$8,684</b>	<b>\$32,081</b>	<b>\$57,280</b>
<b>RESERVE / CAPITAL EXPENSES</b>								
Professional Expenses - Reserves				\$1,125		\$9,007	\$2,580	\$3,600
Fence - Outlot B / Timbers					\$5,574		\$10,722	
Signage / Lighting / Mailboxes			\$39,342	\$7,160				
Street Improvements - Asphalt				\$9,445				
Sidewalk Improvements - Concrete				\$3,508				
Tree/Shrub Removal		\$5,000	\$14,269					
Tree/Shrub Replacement		\$0			\$5,350	\$12,080	\$4,936	\$3,200
Grounds Improvements					\$16,763	\$4,096	\$1,250	\$7,200
Irrigation Upgrades			\$650	\$3,238	\$27,687	\$25,183	\$19,488	\$3,600
<b>Reserve/Capital Expenses</b>		<b>\$5,000</b>	<b>\$54,261</b>	<b>\$24,476</b>	<b>\$27,687</b>	<b>\$25,183</b>	<b>\$19,488</b>	<b>\$17,600</b>
<b>Total Expenses - Op / Reserve</b>		<b>\$129,711</b>	<b>\$182,971</b>	<b>\$145,273</b>	<b>\$140,938</b>	<b>\$163,093</b>	<b>\$153,267</b>	<b>\$153,520</b>
<b>NET Additon to RESERVE ACCT</b>		<b>-\$4,996</b>	<b>-\$44,567</b>	<b>-\$6,843</b>	<b>\$2,893</b>	<b>-\$16,499</b>	<b>\$12,593</b>	<b>\$39,680</b>
<b>YE Reserve Balance - approx.</b>		<b>\$83,525</b>	<b>\$38,958</b>	<b>\$32,115</b>	<b>\$35,008</b>	<b>\$18,509</b>	<b>\$31,102</b>	<b>\$70,782</b>

NOTES

5% increase  
\$12/mo  
2 hours  
website, mailings  
\$37/mo - 3/1/21

5% increase  
5% increase  
estimated  
mtc + clean up  
estimate  
prune, treatments  
estimate

landscape timbers  
trees  
islands  
backflows

## BUCKINGHAM GREEN HOA PARKING/VEHICLE SURVEY RESULTS

We received 32 respondents, not all respondents replied to all questions.

**Q1 How many vehicles do you have associated with your household?**

0-1 vehicles - 10  
2 vehicles - 18  
3 or more - 4

**Q2 Do you park all of your vehicles in your garage?**

Yes - 25  
No - 4  
Usually - 2  
Never - 0

**Q3 Do you park a vehicle in your driveway on a regular basis?**

Yes: 2  
No: 29  
Usually: 1  
Never: 0

**Q4 Do you use the HOA's common parking spaces for your personal vehicles?**

Yes: 3  
No: 20  
Sometimes: 8  
Never: 1

**Q5 Do you believe that the HOA should prohibit vehicles from being parked in driveways?** *(Note: you are not voting on a rule; we are merely collecting information on this subject.)*

Strongly Agree: 4  
Agree: 4  
Neutral: 10  
Disagree: 8  
Strongly Disagree: 6

**Q6 Do your guests have a difficult time parking when they visit you?**

Yes: 2  
No: 19  
Sometimes: 10  
Never: 1

**Q7 Should the HOA require vehicles to be parked inside an owner's garage** *(Note: You are not voting on a rule here; again, we are only collecting information about this topic)*

Yes: 8  
No: 14  
Not sure: 5

Comments on question Q7 included the following:

*"Driveways are very prominent visually and vehicles clutter this area"*

*"I strongly feel that owners should park their cars in their garage and not in guest parking."*

*"We need some flexibility for services and deliveries, too strict will cause a burden on the HOA and property management to enforce."*

**Q8 Do you think vehicles and parking are an issue in Buckingham Green?**

No: 6

Yes: 7

Sometimes: 5

This question included space for comments: *"I would like to think that we could manage all if this with a little common sense and concern for each other."*

*"Hopefully we can make our neighborhood more visually pleasing."*

*"Garages are for cars, not junk"*

*"Not allowing an owner to park their own vehicle in their own driveway is dated and ridiculous..."*

*"I had to turn away a friend who wanted to park her RV in my driveway after being evacuated because of the fire."*

There were multiple requests for exceptions due to circumstances. Not all comments are included here.

The board appreciates the input received from owners on the parking and vehicle survey. Thank you!

# RDPM, INC. ROBERT DREW PROPERTY MANAGEMENT, INC.

905 Little Leaf Court Longmont, CO 80503 303-485-9818 rdpm.amyscott@gmail.com

---

To: Buckingham Green Owners  
From: Amy Scott, HOA Manager  
Date: October 14, 2020  
RE: Updates to HOA Rules and Exterior Change Form / Parking Survey

Enclosed please find a copy of "*Neighborhood Considerations for Interior and Exterior Projects*". This document has been approved by the Board and added to the HOA's Rules & Regulations. The goal is to increase communication and minimize the impact that improvement projects have on the community.

The Board has updated the HOA's Exterior Change Form, which is also included with this mailing. Please make sure to use this form and include all relevant drawings and documents when submitting a project for consideration.

Finally, the Board would like to get a sense of how all owners feel about parking and vehicle issues in Buckingham Green. A short electronic survey will be sent out by e-mail in a few days, via Survey Monkey. Your answers are anonymous, and your feedback is important! If you would prefer to have a hard copy of the survey, please contact Amy Scott and one will be provided to you.

We hope this finds you well and enjoying the beautiful fall weather!



**HOA WEBSITE:** We'd like to remind you about the website for your HOA, which provides access to governing documents, meeting minutes, financial statements, rules and regulations, exterior change form, direct pay form, paint and roof details, and more. To access the website:

Website: [www.rdpminc.com](http://www.rdpminc.com)  
Select: Associations  
Choose: Buckingham Green  
Password: bhg8991

Along with being a resource for owners, the website satisfies the requirements of the Colorado real estate sales contract and HOA-related statutes.

# BUCKINGHAM GREEN HOA

## Neighbor Considerations for Interior and Exterior Projects

All owners have the right to remodel and improve their homes. Please be cognizant that your new project may have a detrimental effect on your neighbors. If all residents work together to minimize the impact of increased noise and traffic, it will result in a more enjoyable community for everyone.

### NOTIFICATION

- All surrounding houses, including next door, across the street and behind you, should be notified about the scope, schedule and anticipated timeframe of your project.

### WORK HOURS

- Please set reasonable work hours with all contractors
  - Monday – Friday 7:00 am – 7:00 pm
  - Saturday & Sunday – minimal outside work
- Most work should be done in a garage or inside the home to minimize noise issues with surrounding neighbors.

### PARKING

- Your contractors should park in your driveway or directly in front of your driveway. No contractor shall ever block another resident's driveway, block through traffic on the street, prevent trash and recycling pick up, or delay mail and package delivery.
- Your project may not bring more than 3 contractor vehicles into the neighborhood. At your request, the HOA will provide 1 (one) numbered parking pass for you to share with your contractor(s) to use in the visitor parking spaces. Contractor vehicles may not be parked in the visitor parking overnight. If your project requires more than 3 contractor vehicles, they must park out on either Clubhouse Road or Buckingham Road.
- The intention of the parking rules is to be reasonable with your contractor's access needs, while ensuring that the visitor parking and street access are not negatively impacted.

### COMMUNICATION

- If your project is delayed and will take longer than expected to complete, keep your neighbors and the HOA manager informed as to the updated time frame of your project.

### OUTSIDE YOUR HOME

- If you require a dumpster or a storage POD for your project, you must receive prior approval from the HOA. The container must fit in your driveway. Your request should include a delivery date, anticipated length of use, and a pickup date.
- Portable Toilets are not allowed to be placed in the neighborhood. Your contractors must use the bathroom in your home or leave the neighborhood to use a public restroom.
- All exterior changes to your home require prior approval of the Buckingham Green HOA. Please contact HOA Manager Amy Scott at 303-485-9818 or [rdpm.amyscott@gmail.com](mailto:rdpm.amyscott@gmail.com) for a request form.

### EXCEPTIONS

- As all projects have different needs, a variance specific to the situation may be requested by the homeowner and will be considered by the board of directors.

The goal of these requirements is to manage the impact of projects on the neighborhood.

*Approved by the Buckingham Green Board of Directors on 10/13/2020 and incorporated into the HOA Rules and Regulations.*

# Buckingham Green Homeowners Association

## Architectural Improvement / Exterior Change Request Form

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**NOTE: Article V, Section 2 of the Declaration of Covenants, Conditions and Restrictions for the Buckingham Green HOA states**

*"No Improvements shall be constructed, erected, placed, planted, applied or installed upon the Properties, unless complete plans and specifications therefor (said plans and specifications to show exterior design, height, materials, color, and location of the Improvements, plotted horizontally and vertically, location and size of driveways, location, size and type of landscaping, fencing, walls, windbreaks, and grading plan, as well as such other materials and information as may be required by the Committee), shall have been first submitted to and approved in writing by the Architectural Review Committee.*

**My request involves the following type of improvement:**

- Painting       Deck/Patio/Siding       Entry/Steps/Doors/Lights       Windows  
 Roofing       Landscaping       Patio Cover       Driveway/Sidewalk  
 Other \_\_\_\_\_

**Describe improvement.** Attach additional documentation as needed including sketches, photographs, brochures, samples, dimensions, etc.

---

---

---

---

Planned Start Date \_\_\_\_\_ Planned Completion Date \_\_\_\_\_

- I understand that I must receive approval of the Association in order to proceed.
- I understand that I must notify all neighbors that might be affected by these improvements.
- I understand that Association approval does not constitute permission of the local building department and I may be required to obtain a building permit or request utility locates.
- I understand that my improvements must be completed per specifications or approval is withdrawn.
- I agree to complete my improvements promptly after receiving approval.
- I have reviewed the "Neighbor Considerations for Interior and Exterior Projects" document and agree to abide by the requirements specified.

Homeowner Signature(s) : \_\_\_\_\_ Date Received by HOA \_\_\_\_\_

**NEIGHBORS INFORMED**

\_\_\_ Yes \_\_\_ I'd like the committee to call me

Name: \_\_\_\_\_

Address : \_\_\_\_\_

Phone: \_\_\_\_\_

Signature: \_\_\_\_\_

**NEIGHBORS INFORMED**

\_\_\_ Yes \_\_\_ I'd like the committee to call me

Name: \_\_\_\_\_

Address : \_\_\_\_\_

Phone: \_\_\_\_\_

Signature: \_\_\_\_\_

**NEIGHBORS INFORMED**

\_\_\_ Yes \_\_\_ I'd like the committee to call me

Name: \_\_\_\_\_

Address : \_\_\_\_\_

Phone: \_\_\_\_\_

Signature: \_\_\_\_\_

**NEIGHBORS INFORMED**

\_\_\_ Yes \_\_\_ I'd like the committee to call me

Name: \_\_\_\_\_

Address : \_\_\_\_\_

Phone: \_\_\_\_\_

Signature: \_\_\_\_\_

**HOA REVIEW COMMITTEE ACTION**

Approved as Submitted

Approved with the Following Requirements

Disapproved for the Following Reasons

Signature \_\_\_\_\_

Date \_\_\_\_\_

**BUCKINGHAM GREEN HOA**

**#303-485-9818**

**rdpm.amyscott@gmail.com**

**NOTE:** Your request must be submitted to Buckingham Green HOA Manager Amy Scott at rdpm.amyscott@gmail.com or by mail to 905 Little Leaf Court, Longmont, CO 80503.

Once received, your application will be forwarded to the HOA's review committee for consideration.

**PLEASE PLAN AHEAD!**

\_\_\_ The HOA's review committee has up to 45 days to respond to an exterior change request.

\_\_\_ A request is not reviewed until the submittal is complete.

\_\_\_ **Failure to obtain approval may result in a stop order.**

Paint Colors, Roofing Specifications and Garage Door details may be viewed on the HOA's website: www.rdpminc.com, click on "Associations", select "Buckingham Green", use password "bhg8991" then choose "Maintenance".

**RDPM, INC.** ROBERT DREW PROPERTY MANAGEMENT, INC.

905 Little Leaf Court Longmont, CO 80503 303-485-9818 [rdpm.amyscott@gmail.com](mailto:rdpm.amyscott@gmail.com)

---

**The  
Annual Members Meeting  
of the  
BUCKINGHAM GREEN  
Homeowners Association  
will be held  
Tuesday, July 21, 2020  
at 6:00 pm**

**All owners are invited to attend.**

**The meeting will be held remotely via  
Zoom.**

**Please check your mail and e-mail for the  
Zoom meeting ID and link.**

**Call our office at 303-485-9818 with any  
questions.**

# RDPM, INC. ROBERT DREW PROPERTY MANAGEMENT, INC.

905 Little Leaf Court Longmont, CO 80503 303-485-9818 [rdpm.amyscott@gmail.com](mailto:rdpm.amyscott@gmail.com)

To: Buckingham Green HOA Owners  
From: Amy Scott  
Date: June 30, 2020  
Re: HOA Annual Members Meeting & Board Election

Please be advised that the annual meeting of the Buckingham Green HOA will be held **Tuesday, July 21, 2020** at **6:00 p.m.** Due to the COVID-19 pandemic the meeting will be held remotely, via Zoom. There will be an election for 2-4 positions on the Board of Directors. There will be reports from the board and HOA manager, as well as an opportunity for homeowners to raise questions and concerns.

**Zoom Meeting ID 823 0482 4876 Password 271049**  
**Telephone Call In # 301-715-8592**

*If you are unable to attend the meeting, please complete the proxy form below, and mail, e-mail ([rdpm.amyscott@gmail.com](mailto:rdpm.amyscott@gmail.com)) or fax (303-485-7655) it to our office. You may also provide your proxy to a board member or neighbor who will be attending the meeting.*

## PROXY

I/We, \_\_\_\_\_

being the owner(s) of the townhouse located at \_\_\_\_\_

Boulder, Colorado, in the Buckingham Green Homeowners Association, authorize and appoint

\_\_\_\_\_ \* of \_\_\_\_\_  
(name of proxy) (address of proxy)

*(or, in the event that the named proxy does not attend the meeting, the current board president)*  
to be my/our proxy, to vote on my/our behalf at the membership meeting of the Buckingham Green Homeowners Association to be held on July 21, 2020 remotely, via Zoom and to vote on my/our behalf, in the event a quorum shall fail to attend, at such time and place as the adjourned meeting shall be resumed. The proxy shall remain in full force and effect until such time as it shall be revoked by me/us in writing.

\_\_\_\_\_  
(date)

\_\_\_\_\_  
(signature of owner)

\_\_\_\_\_  
(date)

\_\_\_\_\_  
(signature of owner)

*\* You may name as a proxy any Association member who will be attending the annual meeting, such as a neighboring owner or a Board member.*

# RDPM, INC. ROBERT DREW PROPERTY MANAGEMENT, INC.

905 Little Leaf Court Longmont, CO 80503 303-485-9818 rdpm.amyscott@gmail.com

---

June 30, 2020

Dear Buckingham Green homeowner,

We hope this letter finds you well. The COVID-19 pandemic has been a difficult time for all of us, creating challenges in the way we interact with each other. There have been unanticipated consequences in just about every aspect of life, from socializing, shopping, dining, spectating, recreating, and worshipping. Fortunately, your HOA and its routine maintenance services have been able to continue with minimal interruption.

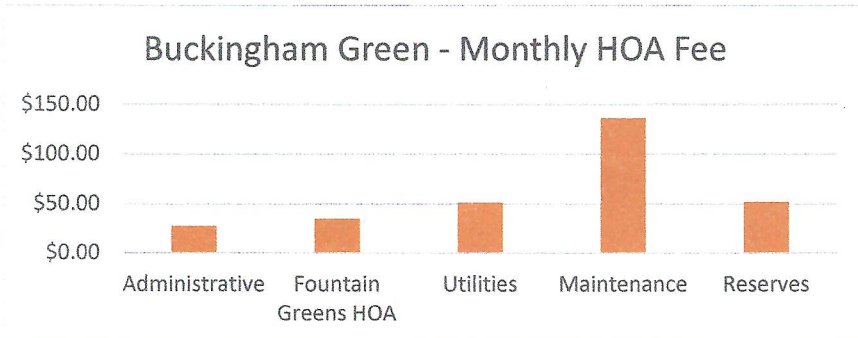
The HOA typically holds their Annual Members Meeting in June each year. Due to the pandemic, social distancing protocols and limitations on gatherings, we will be holding the **Buckingham Green HOA Annual Meeting on July 21, at 6:00 pm, remotely, via ZOOM**. You will be able to participate via your computer or your telephone. If you call in, you will be able to hear everyone, but not see them. If you sign in to Zoom on your computer, you will be able to see the board and other participants. *There are more details on the Annual Meeting agenda included with this letter.*

For the past two years, your board and management company have been working to meet the needs of the community, based on the requirements in the HOA's Declaration of Covenants. In 2019, we held informal meetings to get feedback from owners, and about ½ of the neighborhood participated. Based on the feedback we received, the board set to work on several initiatives.

- The board hired a professional colorist to update the exterior paint color palate. The updates had to incorporate and blend with the current paint colors, so that as owners repainted their homes, Buckingham Green was maintaining a cohesive look. This project added 19 new body/siding colors and 2 new trim colors to the HOA's approved color palate. In addition, the door accent colors have been widely expanded. The previous color scheme had 2-3 body/siding colors per brick option.
- The HOA purchased new mailboxes in the spring of 2020. They were installed in early April, just as the pandemic really hit. Our installation was completed just before the government shut down "new" mailbox service.
- The board hired a new landscape maintenance contractor for 2020, MR Lawn Services. This is the HOA's third contractor in 3 years. We are determined to work with a contractor that is accountable for their service and takes pride in their work. MR Lawn Services is a locally owned company with the owner on-site when the small crew is working.
- The four parking islands have been identified as needed areas for improvement. While the HOA has done some work over the past few years on each island, we have decided to focus on one island at a time. The board is reviewing bids now for the island near 5025 Coventry Court.
- The board contracted with Aspen Reserve Specialists and had an independent Reserve Study completed earlier this year. A Reserve Study analyzes the financial state of the HOA's reserve account, looks at the various components that the HOA is responsible for replacing, and provides recommendations on the savings allocations for those items.

-OVER-

Here is how your current \$300/month HOA payment breaks down:

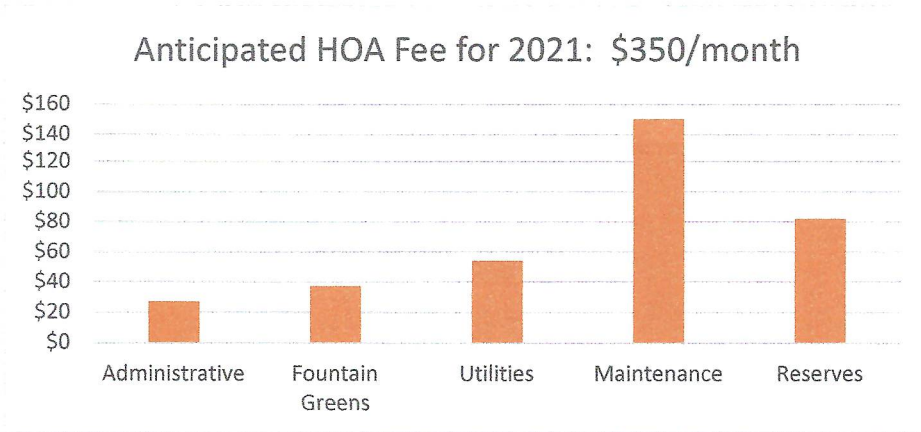


**Administrative:** Management, HOA insurance, website, printing costs, legal/professional  
**Fountain Greens:** \$35/month  
**Utilities:** Trash/Recycling/Compost, Irrigation Water, HOA electricity  
**Maintenance:** Trees, Landscape, Snow Removal, Sprinklers, Etc.  
**Reserves:** Savings for Capital Projects

This year, the monthly amount allocated from your payment towards reserves is \$51.

YEAR	DUES	Operating Costs	Reserve Savings
2020	\$300	\$249	\$51
2019	\$260	\$244	\$16
2018	\$260	\$205	\$55
2017	\$250	\$218	\$32

We find that with the aging elements of your community, and ever-increasing maintenance costs, it is harder and harder to keep up with appropriate reserve savings. The Reserve Study concluded that Buckingham Green is funded at 11%. This is considered a weak position and is far below optimal. The good news is that the Reserve Study *did not* propose a Special Assessment to fund the Reserve account. Rather, they recommend an increase of \$31.00 in reserve funding per household per month, as of January 1, 2021. Keep in mind that this increase is addressing the *reserve funding* shortfall. To keep up with day-to-day operating expenses as well as the needed reserve funding, we anticipate that your 2021 HOA fee will be \$350/month.



The HOA's Reserve Study has been uploaded to the website. We encourage you to look at the report, which is full of charts and photos. In the meantime, your board and management company are trying to keep the ship afloat, maintaining the aging landscaping, preserving the streets and sidewalks, and working with contractors that care about your community, just as we do.

Please feel free to call HOA Manager Amy Scott or speak to a board member if you have any questions. We hope you are enjoying your summer. Take Care!

Amy Scott

Enclosures: 2020 budget, Annual Meeting Agenda, Exterior Change Form, Balance Sheet, Reserve Study Sheet

# BUCKINGHAM GREEN HOMEOWNERS ASSOCIATION ANNUAL MEETING

**Tuesday, July 21, 2020 6:00 pm**

*Due to Covid-19 Public Meeting Rooms are not an option for the HOA's Annual Members Meeting.*

*The meeting will be held remotely, via Zoom.*

*The meeting documents will be screen shared during the meeting.*

*Hard copies of the documents have been mailed to all owners.*

## **Remote Meeting via ZOOM**

**Meeting ID 823 0482 4876      Passcode 271049**

**Phone-In Number 301-715-8592**

Note: The phone-in option allows a member to dial into the meeting and participate by phone. You will be able to hear the speakers and you will be able to speak, but you will not be able to see others. If you participate by computer, you may access the meeting through the Zoom application, which can be downloaded at no charge to your computer or smart phone. You do not need to set up a Zoom membership. When prompted, please enter the meeting ID and the meeting password, indicated above.

## **AGENDA**

- 1) Call to Order / Verify Registration of Attendees**
- 2) Determine Quorum (20% of the members required)**
- 3) Review of Past Year / Upcoming Projects**
- 4) Report on Association's Financial State**  
HOA's Current Financial Position  
2020 Budget Ratification – *per CO state law, the budget is ratified at this meeting unless a majority of the owners is present to disapprove the budget.*
- 5) Reserve Study – Presentation of Key Findings**
- 6) Nomination and Election of Two Board Members**  
*David Scott's and Jeff Stiffler's terms expire at this meeting, Bob Padgett's term expires in 2021, Sue Goodwin's and Ron Scott's terms expire in 2022.*
- 7) Open Discussion**  
*Note: If you have a question for the meeting, please submit it by email to [rdpm.amyscott@gmail.com](mailto:rdpm.amyscott@gmail.com) before 5:00 pm on July 17. We will share submitted questions during the meeting.*
- 8) Adjourn**  
Brief Organizational Meeting of the New Board follows this Meeting

### **HOA Website Reminder:**

**[www.rdpminc.com](http://www.rdpminc.com)**

**Click on Associations, Select Buckingham Green, Use password bhg8991**

***The HOA minutes, financials, governing documents, reserve study and more are on the website***

**Balance Sheet (Cash)**  
**Buckingham Green HOA - (bhg)**  
**Jun 2020**

Prepared For:  
Buckingham Green HOA  
7300-7398 Buckingham Court  
5000-5061 Coventry Court  
Boulder, CO 80301

Prepared By:  
RDPM, INC.  
905 Little Leaf Court  
303-485-9818  
Longmont, CO 80503

**ASSETS**

Cash

Cash in Bank - Operating Acc't	27,237.98
Cash in Bank - Short Term Res.	1,327.63
Cash in Bank - C.D. First Nat.	<u>8,084.26</u>
Total Cash	36,649.87

**TOTAL ASSETS**

36,649.87

**LIABILITIES & CAPITAL**

Liabilities

Fund Balance (1/1/00 cash)	34,291.99
Retained Earnings	<u>2,357.88</u>
Total Equity	36,649.87

**TOTAL LIAB. & CAPITAL**

36,649.87

BUCKINGHAM GREEN HOA 2020 Budget Worksheet	2015 ACTUAL \$225/month	2016 ACTUAL \$250/month	2017 ACTUAL \$250/month	2018 ACTUAL \$260/month	2019 estimated \$260/month	2020 approved \$300/month	NOTES
<b>OPERATING INCOME</b>							
Homeowners Dues - Base Amount	\$124,200	\$138,000	\$138,000	\$143,060	\$143,520	\$165,600	
Prepaid dues							
Reserve Interest	\$40	\$54	\$30	\$211	\$149		
Other Operating Income	\$475	\$350	\$400	\$560	\$300		
<b>TOTAL OPERATING INCOME</b>	<b>\$124,715</b>	<b>\$138,404</b>	<b>\$138,430</b>	<b>\$143,831</b>	<b>\$143,969</b>	<b>\$165,600</b>	
<b>OPERATING EXPENSES</b>							
Administration							
Management Fees	\$9,648	\$9,648	\$10,128	\$10,800	\$12,000	\$12,600	\$50/mo inc per board
Accounting / Bank Charges	\$212	\$200	\$227	\$33	\$120	\$200	
Legal / Professional	\$818	\$450	\$160	\$560	\$60	\$500	2 hours
Copies, Mailings, Postage, Website	\$693	\$733	\$770	\$620	\$750	\$750	
Fountain Green HOA Dues	\$14,536	\$14,398	\$16,836	\$17,112	\$18,032	\$19,136	\$53/mo - 3/1/20
Other Administrative	\$300	\$0	\$600	\$400	\$0	\$100	
<b>Total Administrative</b>	<b>\$26,207</b>	<b>\$25,429</b>	<b>\$28,721</b>	<b>\$29,525</b>	<b>\$30,962</b>	<b>\$33,286</b>	
Utilities							
Electricity	\$1,282	\$1,353	\$1,210	\$1,184	\$1,150	\$1,200	5% increase
Trash/Recycling	\$10,952	\$11,411	\$11,964	\$12,308	\$12,594	\$13,100	4% increase
Irrigation Water	\$16,977	\$27,172	\$16,784	\$13,725	\$11,451	\$13,750	estimated
<b>Total Utilities</b>	<b>\$29,211</b>	<b>\$39,936</b>	<b>\$29,958</b>	<b>\$27,217</b>	<b>\$25,195</b>	<b>\$28,050</b>	
Maintenance							
Routine Landscape Maintenance	\$16,800	\$14,524	\$15,345	\$19,565	\$28,274	\$23,050	new contractor
Entrance Flower/Plant Bed Maintenance	\$3,734	\$694	\$701	\$798	\$252	\$875	30 hours
Shrub Maintenance	\$9,450	\$4,000	\$6,415	\$0	\$4,380	\$5,000	estimate
Tree Maintenance	\$11,791	\$16,219	\$16,908	\$12,171	\$18,489	\$19,000	trimming, treatments
Tree- EAB Treatment			\$0	\$3,426	\$0	\$3,600	Ash treatments
Snow Removal	\$18,750	\$20,524	\$10,155	\$9,377	\$18,656	\$15,000	estimate
Sprinkler System Maintenance	\$7,359	\$5,923	\$11,363	\$10,011	\$7,992	\$8,000	estimate
Other/Unanticipated Maintenance	\$566	\$661	\$626	\$346	\$140	\$500	
<b>Total Maintenance</b>	<b>\$68,450</b>	<b>\$62,545</b>	<b>\$61,513</b>	<b>\$55,694</b>	<b>\$78,183</b>	<b>\$75,025</b>	
Taxes	\$107	\$84	\$95	\$0	\$0	\$0	
Insurance	\$736	\$716	\$510	\$815	\$819	\$850	
<b>Total Taxes &amp; Insurance</b>	<b>\$843</b>	<b>\$800</b>	<b>\$605</b>	<b>\$815</b>	<b>\$819</b>	<b>\$850</b>	
<b>TOTAL OPERATING EXPENSES</b>	<b>\$124,711</b>	<b>\$128,710</b>	<b>\$120,797</b>	<b>\$113,251</b>	<b>\$135,159</b>	<b>\$137,211</b>	
<b>NET INCOME / RESERVE CONT.</b>	<b>\$4</b>	<b>\$9,694</b>	<b>\$17,633</b>	<b>\$30,580</b>	<b>\$8,810</b>	<b>\$28,389</b>	
<b>RESERVE / CAPITAL EXPENSES</b>							
Professional Expenses - Reserves				\$1,261	\$1,860	\$2,500	Reserve Study
Fence - Outlot B					\$9,007		
Signage / Lighting / Mailboxes				\$5,574		\$8,000	Mailboxes
Street Improvements - Asphalt		\$39,342	\$7,160	\$8,300			
Sidewalk Improvements - Concrete			\$2,120				
Tree/Shrub Removal	\$5,000		\$0			\$3,200	4 trees
Tree/Shrub Replacement	\$0	\$14,269				\$10,000	island
Grounds Improvements				\$5,350		\$4,200	backflow
Irrigation Upgrades		\$650	\$3,238	\$16,763	\$4,096		
Reserve/Capital Expenses	\$5,000	\$54,261	\$20,818	\$28,948	\$27,043	\$27,900	
<b>TOTAL EXPENSES</b>	<b>\$129,711</b>	<b>\$182,971</b>	<b>\$141,615</b>	<b>\$142,199</b>	<b>\$162,202</b>	<b>\$165,111</b>	
<b>YE - Add to RESERVE ACCT</b>	<b>-\$4,996</b>	<b>-\$44,567</b>	<b>-\$3,185</b>	<b>\$1,632</b>	<b>-\$18,233</b>	<b>\$489</b>	

**Buckingham Green Homeowners Association**  
Architectural Improvement Request Form

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail: \_\_\_\_\_

My request involves the following type of improvement:

- |              |                   |                          |                    |
|--------------|-------------------|--------------------------|--------------------|
| Painting     | Deck/Patio/Siding | Entry/Steps/Doors/Lights | External Structure |
| Roofing      | Landscaping       | Patio Cover              | Driveway/Sidewalk  |
| Other: _____ |                   |                          |                    |

Describe improvements. Attach additional documentation as needed including two (2) complete sets of plans:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Planned Start Date: \_\_\_\_\_

Planned Completion Date: \_\_\_\_\_

- I understand that I must receive approval of the Association in order to proceed.
- I understand that I must notify all neighbors that might be affected by these improvements.
- I understand that Association approval does not constitute approval of the local building department and that I may be required to obtain a building permit.
- I understand that my improvements must be completed per specifications or approval is withdrawn.
- I agree to complete my improvements promptly after receiving approval.

Date: \_\_\_\_\_

Homeowner Signature: \_\_\_\_\_

**NEIGHBORS INFORMED:**

Yes I'd like the ACC to call me  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone #: \_\_\_\_\_  
Signature: \_\_\_\_\_

**NEIGHBORS INFORMED:**

Yes I'd like the ACC to call me  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone #: \_\_\_\_\_  
Signature: \_\_\_\_\_

Yes I'd like the ACC to call me  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone #: \_\_\_\_\_  
Signature: \_\_\_\_\_

Yes I'd like the ACC to call me  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone #: \_\_\_\_\_  
Signature: \_\_\_\_\_

**DATE Received by HOA:** \_\_\_\_\_

**IMPORTANT NOTES:**

Your request must be submitted to Buckingham Green HOA Property Manager, Amy Scott: [rdpm.amvscott@email.com](mailto:rdpm.amvscott@email.com)  
Or by mail: 905 Little Leaf Court, Longmont, CO 80503

The Board of Directors meets the second Tuesday of each month. If your request is received by the first day of the month, the board will review the request per the Declarations.

**PLEASE PLAN AHEAD!** Failure to obtain approval may result in a stop order.

\*Paint colors, roofing specifications and garage door details may be viewed on the HOA's website: [www.rdpminc.com](http://www.rdpminc.com)  
Click on "Associations" and select "Buckingham Green" using password "bhg8991" then choose "Maintenance."

**ATTN:  
Buckingham Green Owners**



**SHRUB PRUNING scheduled  
this week!**

**Our landscape contractor MR Lawns will be pruning  
shrubs in the neighborhood on  
Friday, June 26 and Saturday June 27.**

- **If you DO NOT want your shrubs trimmed, please wrap a piece of "Caution" tape around the shrub.**  
One roll of *Caution* tape is at mailboxes near 5040 Coventry Court and  
One roll of *Caution* tape is at mailboxes near 7359 Buckingham Court.  
Take as much as you need, please leave the roll at mailboxes for  
others to use.
- **If you have special requests or instructions for the crew, please plan to be home so that you can relay your requests directly to them.**
- **If you are unable to be home, please e-mail your detailed instructions to HOA manager Amy Scott at [rdpm.amyscott@gmail.com](mailto:rdpm.amyscott@gmail.com) and she will forward to the crew.**

**Thank you!**



---

## New Mailboxes at Buckingham Green to be installed April 2

15 messages

---

Amy Scott <rdpm.amyscott@gmail.com>

Sun, Mar 29, 2020 at 9:51 AM

Hello Buckingham Green owners,

The HOA has purchased new mailboxes and is also replacing the deteriorating concrete at all 4 mailbox locations.

We have coordinated this work with the contractors and the US Postal Service so that there will be no interruption in your mail service.

Mail delivery is an essential service and this project is permitted under the Colorado Stay-At-Home mandate.

### The HOA's new mailboxes will be delivered on Thursday, April 2.

You will be receiving a new set of mailbox keys on Thursday, April 2. To follow social distancing and safety protocols, I will leave the keys in an envelope at your front door on Thursday. I will ring your doorbell, then leave the envelope at your door threshold. I anticipate delivering keys between 11:00 am - 1:00 pm.

Your current mailbox keys will be obsolete when the old mailboxes are removed on Thursday.

*NOTE: If you are away from your Buckingham Green home, please let me know. I will hold on to your new mailbox keys until your return. If you have a housesitter or family member collecting your mail, I can also coordinate the delivery of the mailbox keys to them, with your permission.*

More details:

- There are four mailbox banks in Buckingham Green, two on Buckingham Court and two on Coventry Court
- The new mailboxes will be delivered by Page Specialty Products on large wooden pallets, set in a parking space near the current mailbox locations. For the mailbox bank near the path on Coventry Court, the pallet will be placed next to the existing boxes.
- The USPS will transfer any mail from the old mailboxes to the new mailboxes on Thursday.
- The old mailbox banks will be removed by Page Specialty Products
- The USPS will start delivering to the new mailboxes on Thursday, April 2. There will be no interruption in mail service.
- Superior Aggregates will be then removing and replacing the concrete mailbox pads. You may have already noticed the cones and spray paint to indicate that this work will be starting.
- Once the new concrete pads have set and cured, Page Specialty Products will move the new mailbox banks from the wooden pallets and permanently install them into the new concrete pads.

---

### Time Line:

April 2 - New mailbox delivery, new mailbox keys distributed to owners

April 3 & 4 or April 6 & 7 - removal and replacement of concrete pads (weather dependent)

April 10 or April 13 - permanent installation of new mailboxes into new concrete pads, removal of wooden pallets.

Please let me know if you have any questions. We are encouraged that we can complete this project during these somewhat stressful times. I hope you, your family and friends are all well and safe.

Amy

--  
Amy Scott  
RDPM, Inc.  
303-485-9818 (office)  
720-560-0389 (cell)

# RDPM, INC. ROBERT DREW PROPERTY MANAGEMENT, INC.

905 Little Leaf Court Longmont, CO 80503 303-485-9818 rdpm.amyscott@gmail.com

---

April 2, 2020

Dear Buckingham Green owner,

New mailboxes have been installed today. The mailboxes are attached to a wooden pallet. Once the mailbox concrete has been removed and replaced, these new mailboxes will be permanently installed on the new concrete pads. This project was coordinated with the US Postal Service so that mail delivery would not be suspended or delayed, even by one day.

Your mailbox number is \_\_\_\_\_, in the mailbox bank on the parking island across from 7359 Buckingham Court. Your new mailbox keys are included with this note. *Your old mailbox keys are obsolete.* We suggest you dispose of the old keys to avoid confusion.

Please let us know if you have any questions!

Thank you,

Amy Scott

# RDPM, INC. ROBERT DREW PROPERTY MANAGEMENT, INC.

905 Little Leaf Court Longmont, CO 80503 303-485-9818 rdpm.amyscott@gmail.com

December 28, 2019

Dear Buckingham Green owner,

As 2019 draws to a close, we hope this letter finds you well. Enclosed please find the following documents:

- 2019 statement for your HOA account, showing charges & payments throughout the year
- Updated Owner Directory
- HOA Budget for 2020
- Rules & Regulations for Buckingham Green HOA

*The board has adopted a fine assessment schedule for violations of the HOA's covenants and rules. The fine schedule is comparable to Fountain Greens Master Association.*

**As communicated last month, your HOA fees are \$300/month, as of January 1, 2020.**

There are several ways to pay your HOA fees. You may mail a payment to our office each month. You may set up a recurring bill-payment with your bank. You may sign up for direct-pay through our office. If you would like a coupon book, please let us know and we will mail one upon request. As you know, we do not send out monthly statements. We send out a year-end statement for your records. If you receive a statement at another time of year, it means you have forgotten to pay.

We'd like to remind you about the website for your HOA, which provides access to governing documents, meeting minutes, financial statements, insurance information, exterior change forms, direct pay forms and more. To access the website:

Website: [www.rdpminc.com](http://www.rdpminc.com)  
Select: Associations  
Choose: Buckingham Green  
Password: bhg8991

Along with being a resource for owners, the website satisfies the requirements of the Colorado real estate sales contract and HOA-related statutes.

If you are thinking of repainting your home, please check out the HOA's expanded paint color choices. While we have posted the color information on the HOA's website, showing the color names and codes, the HOA's paint color notebooks with the actual color cards provide an accurate portrayal of the color options. The paint is from Benjamin Moore and is available at Guiry's in Boulder. Interested in the new colors? Please contact board member Sue Goodwin at [sgcobuff@hotmail.com](mailto:sgcobuff@hotmail.com) or at 303-475-1853 to make arrangements. Please remember that all exterior changes require approval of the HOA.

As always, you may reach our office via phone, e-mail, fax or mail:

Buckingham Green HOA  
c/o RDPM, Inc.  
905 Little Leaf Court  
Longmont, CO 80503

Phone: 303-485-9818 Fax: 303-485-7655 E-mail: [rdpm.amyscott@gmail.com](mailto:rdpm.amyscott@gmail.com)

We wish you the very best in the upcoming year!



Amy Scott  
Managing Agent

---

# Buckingham Green HOA

## HOA Rules and Regulations / Neighborhood Guidelines

---

The following rules are based on the Declaration of Covenants Conditions and Restrictions of Buckingham Green HOA, recorded with the Boulder County Clerk June 26, 1992 and amended April 5, 2011.

- Buckingham Green HOA consists of 46 single family homes on approximately 7.8 acres of land.
- The Declaration of Covenants, Conditions and Restrictions mandates the underlying rules and restrictions of the HOA. Each owner agreed to abide by these conditions when they purchased their home in Buckingham Green. The HOA's governing documents may be obtained in their entirety on the HOA's website.
- The HOA is governed by a Board of Directors, who are elected by the membership at the HOA's annual meeting each June. The 3-year board terms are revolving to maintain consistency on the Board. The board meets about 10 times a year, and board meetings are open to all owners. If you would like to attend a board meeting, please talk to any board member or contact Amy Scott, HOA Manager, at 303-485-9818 for the meeting date and location.
- The Board has an HOA management contract with RDPM, Inc. The HOA Manager is Amy Scott.

### **HOA Maintenance Responsibilities:**

- 1) Lawn care, including mowing, watering, aerating, fertilizing
- 2) Maintenance of lawn irrigation system, repair and replacements as needed
- 3) Tree pruning and maintenance
- 4) Shrub pruning
- 5) Snow removal on sidewalks, driveways and plowing of streets, when snow has accumulated to contracted removal depth (currently 1" on sidewalks and 3" on driveways and streets)
- 6) Repair and replacement of concrete sidewalks
- 7) Repair and replacement of asphalt streets and path

### **OWNER Maintenance Responsibilities**

- 1) Roofing repairs and replacement (using the HOA-approved asphalt shingle standards)
- 2) Exterior Painting (using the HOA's approved color palette) *Re-painting MUST receive prior approval from the HOA before commencing to ensure compliance with the HOA colors and brickwork.*
- 3) Gutter cleaning and maintenance
- 4) Repair and replacement of driveway and private sidewalks, when needed
- 5) Maintenance of property – each lot must be kept in a clean, wholesome condition. No trash, litter, junk, boxes, containers, lumber, machinery, and building materials shall be permitted to remain exposed and visible from any other lot or the street.
- 6) Sewer line cleaning and maintenance
- 7) Drainage improvements and grading corrections on individual lots

### **INSURANCE**

Each owner is responsible for insuring their own private property, including their house and lot. The HOA maintains insurance on the common areas.

### **TRASH REMOVAL**

Trash service is provided by Western Disposal and paid through your HOA fees. Garbage bins and recycle/compost carts must be pulled back into your garage by the end of trash day. No trash or piles of debris may accumulate on your property. Trash is picked up every Wednesday, recycling and composting are picked up every other week on Wednesdays. If you need to swap out any of your bins, please call Western Disposal at 303-443-2037. Reference Buckingham Green HOA, account # 1894 and provide your address.

## **COMMON AREA and PRIVATE PROPERTY**

The Association owns and maintains the 4 parking islands and the streets and pedestrian sidewalks on Coventry Court and Buckingham Court. Each homeowner owns the lot that their house is on, including the grass, trees and shrubs. The HOA maintains the landscaping of these private lots, due to the requirements of the covenants and the easements granted in the covenants. If an owner wishes to improve their property with flowers or additional shrubs, they may do so, at their own expense. **As with any exterior change, an owner must obtain prior approval from the HOA before starting a project** (see exterior change process.)

## **LEASES & RENTING YOUR BUCKINGHAM GREEN PROPERTY**

An owner may rent their home, with a minimum of a 30 day rental period. No short term rentals, such as VRBO or AirBnB, are allowed. Tenants must follow all HOA rules, and the owner(s) of the property are ultimately responsible if their tenants violate the HOA rules.

## **VEHICLES: PARKING, STORAGE and MAINTENANCE**

Each home has a 2-car garage. Owners are expected to keep their personal vehicles in their garage. Vehicles should not be parked in driveways. Garage doors should be kept closed when not in use. This is not only for visual appeal, but also serves as a deterrent for thieves that may scout out neighborhoods looking for opportunities. Keep your property safe.

Common parking spaces at the islands are intended for visitors to the neighborhood. Owners that are using a car daily or multiple times a week may use the common parking spaces. Common parking is not intended for extra vehicle storage. If a vehicle is in the common parking for more than 1 week, without moving, it will be considered abandoned. The HOA will post a notice of intended towing, providing 5 days to remove the vehicle. If the vehicle is not removed it will be towed from the HOA at the vehicle owner's expense.

- No house trailer, camping trailer, boat trailers, hauling trailer, boat or recreational vehicles may be parked or stored in the HOA unless such vehicle is parked completely inside a garage. Such vehicles may be parked on Buckingham Road or Clubhouse Road, which are Boulder County-maintained roads.
- No camping / sleeping in vehicles in driveways is permitted.
- No abandoned or inoperable vehicles may be stored on the properties.
- Vehicles may be washed and polished the driveway of an owner's house. No other vehicle maintenance is permitted, unless done completely inside the owner's garage.

## **NUISANCES, Including LIGHT, SOUND and ODORS**

No nuisance shall be permitted on the properties which is a source of annoyance, embarrassment or offense to the residents of the properties, or which interferes with the peaceful enjoyment and property use of the properties. No light shall be emitted that is unreasonably bright or causes unreasonable glare; no sounds shall be emitted that are unreasonable loud or annoying, and no odor shall be permitted from any lot which is noxious or offensive to others.

## **NO HAZARDOUS ACTIVITIES**

No activities shall be conducted on the properties which are unsafe or hazardous, including, but not limited to, the operation and discharge of weapons or firearms and the burning of open wood-burning fires including outdoor fireplaces and firepits. (Exception: a charcoal barbecue grill for cooking).

## **HOUSEHOLD PETS**

No animals, livestock, birds, poultry or insects of any kind shall be raised, bred, kept or boarded on the properties. Each property may keep a reasonable number of dogs, cats or other domestic animals that are bona fide pets. Dogs must be kept on a leash when in the common areas, and owners must pick up all dog waste immediately, not allowing it to accumulate on common areas or their lots.

## **SIGNS**

No "For Sale" or "For Rent" signs are allowed in Buckingham Green HOA. No contractor advertising signs are allowed. An owner may place one "Open House" sign for a period of 24 hours at a time.

## **GARAGE SALES**

Owners may conduct a garage sale at their home for one day. Directional signage for the garage sale may be posted for no more than 24 hours prior to the garage sale.

## **EXTERIOR CHANGES TO YOUR PROPERTY and ARCHITECTURAL REVIEW PROCESS**

The Board of Directors appoints the Architectural Review Committee (ARC).

At this time, the Board of Directors is acting as the ARC for Buckingham Green HOA. No improvements shall be constructed, erected, placed, planted or installed upon the properties without prior approval of the ARC. This includes, but is not limited to, decking, patios, railings, windows, roofing, siding, painting, gutters, sidewalks and driveways. An Exterior Change form may be printed from the HOA's website or obtained from the HOA manager. The form must be filled out completely, including the notification of adjacent neighbors. Neighbors cannot veto a project, as the ARC is the deciding body. The notification informs your neighbors so that they are not surprised by the project, including the impact by contractors.

### ARCHITECTURAL REVIEW PROCESS

- 1) Obtain form from website or HOA manager.
- 2) Complete form and submit to HOA manager. Form should include neighbor signatures, a detailed description of your project, brochures or color samples, and photos to indicate where improvement will be done on your property. The more thorough your application, the quicker the turn-around for the review committee.
- 3) The ARC has up to 45 days to review and approve or disapprove a project.
- 4) The ARC reviews applications at each board meeting.
- 5) The 45 day review period starts once a submittal is complete. If the ARC has to request additional documentation or samples, the application is not yet complete.
- 6) The ARC may grant "reasonable variances" as defined in the Covenants, if warranted.
- 7) Owners will receive a written response of the decision of the ARC.

*Please refer to Article V of the Declaration of Covenants for further details on the ARC process.*

*Rules of the HOA may not be in conflict with the Declaration of Covenants. Rules may further clarify the Covenants. The Board of Directors may modify and update this Rules document from time to time, as desired.*

### **BUCKINGHAM GREEN HOA**

#### **Website Access Information**

Go to [www.rdpminc.com](http://www.rdpminc.com)

Click on "Associations"

Select "Buckingham Green"

When prompted, use password "bhg8991"

Owners may access governing documents, exterior change forms, meeting minutes, financial statements, budgets, correspondence and more on the Association's website.

# Buckingham Green Homeowners Association

## FINE SCHEDULE

Per the authority granted to them through the Declaration of Covenants, Conditions and Restrictions of Buckingham Green HOA and Colorado State Law, the Buckingham Green Board of Directors has approved the following fine schedule for violations of Covenants, Rules, Regulations and Policies of the HOA.

### **Fine Schedule for Violations of Covenants and Rules**

Initial Notice: A written courtesy warning will be issued to an owner in violation prior to a fine being assessed against a property.

\$50 initial fine (*assessed against property if violation is not resolved per courtesy warning notice*)

\$100 if not resolved after 30 days

\$200 if not resolved after 60 days

\$300 if not resolved after 90 days

Please refer to the HOA's Rules and Regulations and to the Declaration of Covenants for specific examples of potential violations, which include, but are not limited to, the following:

- Failure to maintain property
- Nuisances including light, sound and odors
- Vehicles and Parking
- Vehicle Maintenance
- Hazardous activities
- Household pets
- Signs
- Short Term Rentals
- Exterior Change Process for improvements to property

*Fines are cumulative and subject to late fees.*

### **Specific Fines**

#### **Late Fees**

HOA fees are due in total on the first day of each month.

HOA fees not received by the 15<sup>th</sup> of each month are considered late, and a late fee is assessed per the following schedule:

*Note: Making a partial payment does not relieve an owner of late fees.*

\$25 assessed for payments received after the 15<sup>th</sup> of the month

\$50 assessed for balances between \$500 - \$999

\$75 assessed for balances over \$1000

#### **Short Term Rental Fine**

\$350 initial fine, \$150 for each 24-hour period after notification to owner and request to cease short-term rental activity.

*In accordance with Article IX of the Declaration "Restrictions" Buckingham Green is restricted to residential use and not for the operation of business entities which include short term rental operations such as AirBnB, VRBO or other short-term rental companies. Short term rental is defined as contracting the lease of a unit for a term of less than 30 days. The HOA's covenants require all leases be at least 30-days. Short Term Rental activity of less than 30-days is specifically prohibited.*

---

BUCKINGHAM GREEN HOA						
2020 Budget Worksheet						
	2015	2016	2017	2018	2019	2020
	ACTUAL	ACTUAL	ACTUAL	ACTUAL	estimated	approved
	\$225/month	\$250/month	\$250/month	\$260/month	\$260/month	\$300/month
<b>OPERATING INCOME</b>						
Homeowners Dues - Base Amount	\$124,200	\$138,000	\$138,000	\$143,060	\$143,520	\$165,600
Prepaid dues						
Reserve Interest	\$40	\$54	\$30	\$211	\$149	
Other Operating Income	\$475	\$350	\$400	\$560	\$300	
<b>TOTAL OPERATING INCOME</b>	<b>\$124,715</b>	<b>\$138,404</b>	<b>\$138,430</b>	<b>\$143,831</b>	<b>\$143,969</b>	<b>\$165,600</b>
<b>OPERATING EXPENSES</b>						
Administration						
Management Fees	\$9,648	\$9,648	\$10,128	\$10,800	\$12,000	\$12,600
Accounting / Bank Charges	\$212	\$200	\$227	\$33	\$120	\$200
Legal / Professional	\$818	\$450	\$160	\$560	\$60	\$500
Copies, Mailings, Postage, Website	\$693	\$733	\$770	\$620	\$750	\$750
Fountain Green HOA Dues	\$14,536	\$14,398	\$16,836	\$17,112	\$18,032	\$19,136
Other Administrative	\$300	\$0	\$600	\$400	\$0	\$100
<b>Total Administrative</b>	<b>\$26,207</b>	<b>\$25,429</b>	<b>\$28,721</b>	<b>\$29,525</b>	<b>\$30,962</b>	<b>\$33,286</b>
Utilities						
Electricity	\$1,282	\$1,353	\$1,210	\$1,184	\$1,150	\$1,200
Trash/Recycling	\$10,952	\$11,411	\$11,964	\$12,308	\$12,594	\$13,100
Irrigation Water	\$16,977	\$27,172	\$16,784	\$13,725	\$11,451	\$13,750
<b>Total Utilities</b>	<b>\$29,211</b>	<b>\$39,936</b>	<b>\$29,958</b>	<b>\$27,217</b>	<b>\$25,195</b>	<b>\$28,050</b>
Maintenance						
Routine Landscape Maintenance	\$16,800	\$14,524	\$15,345	\$19,565	\$28,274	\$23,050
Entrance Flower/Plant Bed Maintenance	\$3,734	\$694	\$701	\$798	\$252	\$875
Shrub Maintenance	\$9,450	\$4,000	\$6,415	\$0	\$4,380	\$5,000
Tree Maintenance	\$11,791	\$16,219	\$16,908	\$12,171	\$18,489	\$19,000
Tree- EAB Treatment			\$0	\$3,426	\$0	\$3,600
Snow Removal	\$18,750	\$20,524	\$10,155	\$9,377	\$18,656	\$15,000
Sprinkler System Maintenance	\$7,359	\$5,923	\$11,363	\$10,011	\$7,992	\$8,000
Other/Unanticipated Maintenance	\$566	\$661	\$626	\$346	\$140	\$500
<b>Total Maintenance</b>	<b>\$68,450</b>	<b>\$62,545</b>	<b>\$61,513</b>	<b>\$55,694</b>	<b>\$78,183</b>	<b>\$75,025</b>
Taxes	\$107	\$84	\$95	\$0	\$0	\$0
Insurance	\$736	\$716	\$510	\$815	\$819	\$850
<b>Total Taxes &amp; Insurance</b>	<b>\$843</b>	<b>\$800</b>	<b>\$605</b>	<b>\$815</b>	<b>\$819</b>	<b>\$850</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>\$124,711</b>	<b>\$128,710</b>	<b>\$120,797</b>	<b>\$113,251</b>	<b>\$135,159</b>	<b>\$137,211</b>
<b>NET INCOME / RESERVE CONT.</b>	<b>\$4</b>	<b>\$9,694</b>	<b>\$17,633</b>	<b>\$30,580</b>	<b>\$8,810</b>	<b>\$28,389</b>
<b>RESERVE / CAPITAL EXPENSES</b>						
Professional Expenses - Reserves					\$1,860	\$2,500
Fence - Outlot B				\$1,261	\$9,007	
Signage / Lighting / Mailboxes						\$8,000
Street Improvements - Asphalt			\$7,160	\$5,574		
Sidewalk Improvements - Concrete		\$39,342	\$8,300			
Tree/Shrub Removal	\$5,000	\$14,269	\$2,120			\$3,200
Tree/Shrub Replacement	\$0		\$0			4 trees
Grounds Improvements		\$650	\$3,238	\$5,350	\$12,080	\$10,000
Irrigation Upgrades				\$16,763	\$4,096	island
Reserve Study						\$4,200
Mailboxes						backflow
<b>Reserve/Capital Expenses</b>	<b>\$5,000</b>	<b>\$54,261</b>	<b>\$20,818</b>	<b>\$28,948</b>	<b>\$27,043</b>	<b>\$27,900</b>
<b>TOTAL EXPENSES</b>	<b>\$129,711</b>	<b>\$182,971</b>	<b>\$141,615</b>	<b>\$142,199</b>	<b>\$162,202</b>	<b>\$165,111</b>
<b>YE - Add to RESERVE ACCT</b>	<b>-\$4,996</b>	<b>-\$44,567</b>	<b>-\$3,185</b>	<b>\$1,632</b>	<b>-\$18,233</b>	<b>\$489</b>

NOTES

\$50/mo inc per board  
 2 hours  
 \$53/mo - 3/1/20  
 5% increase  
 4% increase  
 estimated  
 new contractor  
 30 hours  
 estimate  
 trimming, treatments  
 Ash treatments  
 estimate  
 estimate