

**North Court Residences, LLC
Board Meeting Minutes**

Date: 11/13/2017

Location: Boulder Housing Partners, 1175 Lee Hill Rd, Boulder, CO 80304

In Attendance: Jim Walker, Vice President; Mitzi Riddle, Secretary; Tim Beal; Nola Chow via phone; Malte Witt Larsen; Emily Allen; Amy Scott, Management.

Absent: Bill Zimmerman, President/Treasurer; Ronnie Pelusio

Call to Order: The meeting was called to order by Jim Walker at approximately 6:10 p.m.

- 1) **Review of 8/16/17 Meeting Minutes for approval.**
 - **MOTION: Approve prior meeting minutes, approved unanimously.**
- 2) **Opportunity for guest homeowners to address Board.**

None present.
- 3) **Financial and delinquency reports through October 31, 2017.**
 - A. We reviewed the balance sheet.
 - Total Liability & Capital is \$202,138.62.
 - C. We reviewed the budget.
 - Total Operating Income YTD was \$162,413.92, compared to a budget of \$2,345.68
 - Total Operating Expense YTD was \$143,731.88, compared to a budget \$3,542.58.
 - HOA has a Net Operating Income YTD of \$18,682.04, compared to a budget of \$24,570.30.
 - Variances attributed in part to Plant Bed Maintenance and Trash/Recycling expense.
 - D. Delinquencies.
 - There are two delinquencies. Amy is discussing a payment plan with one owner who is experiencing extenuating circumstances.
- 4) **Pending Business:**
 - a. **Parking Space numbering and striping** - Stripe Right to schedule work, pending availability; work will take 2 days to complete; HOA to provide adequate notification for residents.
 - b. **Dumpster enclosure repairs** - completed.
 - c. **FHA Certification** - Hindman Sanchez requested additional information while they continue to evaluate NCR for FHA approval.
 - d. **Maintenance** - multiple repairs including: (1) gutter & fascia at 1610 repaired; (2) storage unit window replaced at 1620; (3) 2 photocells replaced at 1480 & 1440 stairwells; (4) drywall repairs at 1400 #7; (5) Gutter and drywall repairs at 1460 #6 are currently scheduled for completion.
 - e. **Back flow Repairs** - 1460 and 1440 scheduled for repair.
 - f. **Landscape Improvements at 1530 #1** - to be completed in spring with collaboration between Mo/Garden Keeper and owners; owners still responsible for re-doing front gate so that it matches front porch railing.
 - g. **Abandoned bikes** - 12 bikes were donated to Community Cycles in late September.
- 5) **New Business:**
 - a. **Dumpster near 1530 is excessively messy** - discuss ideas, possibility of Raccoons and what to do. Amy will ask Western Disposal to make sure lids to dumpsters are closed.

- b. **Improvement request from 1530 #6** - owner wants to extend air intake vents. NCR Board will conditionally approve pending Board review of proposed contractor who will repair any roofing potentially effected.
- c. **Other New Business** - Mailbox wear and tear; mail theft.
- d. **2018 Draft budget** - review proposed 2018 budget.
 - **MOTION: Approve a 5% increase to 2018 HOA dues; motion approved unanimously.**

6) **Next Meeting Date:** Annual Meeting scheduled for January 8, 2018.

7) **Adjournment:** There being no further business to come before the board, the motion was made, seconded, and unanimously carried to adjourn at approximately 7:15 p.m.

Mitzi Riddle, Secretary, recorded these minutes.

Signature (for approved minutes only)

Mitzi Riddle, Secretary

November 13, 2017
Date

**North Court Residences, LLC
Board Meeting Minutes**

Date: 8/17/2017

Location: Boulder Housing Partners, 1175 Lee Hill Rd, Boulder, CO 80304

In Attendance: Bill Zimmerman, President/Treasurer; Mitzi Riddle, Secretary; Tim Beal; Nola Chow; Malte Witt Larsen; Emily Allen; Amy Scott, Management.

Absent: Jim Walker, Vice President; Ronnie Pelusio

Call to Order: The meeting was called to order by Bill Zimmerman at approximately 6:08 p.m.

1) Review of 4/11/17 Meeting Minutes for approval.

- **MOTION: Approve prior meeting minutes, approved unanimously.**

2) Financial and delinquency reports through March 31, 2017.

A. We reviewed the balance sheet.

- Total Liability & Capital is \$204,382.39.

C. We reviewed the budget.

- Total Operating Income YTD was \$114,397.48, under budget by 702.64.
- Total Operating Expense YTD was under budget by \$2,767.88.
- HOA has a Net Operating Income YTD of \$18,178.35, compared to a budget of \$16,113.11.

D. Delinquencies.

- There is one delinquency due to extenuating circumstances. Owner has said it will be cleared up by end of week.

3) Opportunity for guest homeowners to address Board.

A. The owners of 1530 Lee Hill, Unit #1 attended the meeting to discuss 2 improvement requests.

1. Requesting approval to install dog gate on front patio. Board will evaluate with possible modifications to include either using matching railing for side rails, or painting any other railing used the same color white to match the attached patio railing.
2. Landscape request.

- **MOTION: Approve landscape request to work with Mo from Garden Keeper to improve landscaping in front of unit. They will need to work with Mo to stay within current HOA budget for the year, and cover any expense that exceeds budget out-of-pocket. Motion approved.**

4) Pending Business:

- a. **Re-striping and numbering of parking spaces** - scheduled for week of September 5.
- b. **Dumpster enclosure repairs** - to be done by Lookout Maintenance.
- c. **FHA Certification** - continues to be in process with Hindman Sanchez; they're reviewing additional information and documentation.
- d. **Lawn Care** - We've had better results with new lawn care company, MR Lawn Service. Also better results with irrigation and plant bed contractors.
- e. **Tree Trimming** - trimming and pruning was completed by Todd Huston of Lefthand Tree. Todd has recommended postponing re-planting new trees until next year (April 2018) at a cost of \$800/tree. Board agrees that we should wait until spring to plant trees to receive better results.

- f. **Maintenance** - Several items. (1) 1610 gutter & fascia has come off, Lookout is repairing. (2) 1420 #7 drywall repairs have been completed. (3) Window at 1620 storage closet scheduled for repair with A-Ability Glass. (4) Shingle repair at 1495 Zamia scheduled for repair with Boulder Roofing. (5) Stairwell light fixtures at 1480 & 1440 to be checked by electrician Gary Garzone. (6) Gutter on garage between 1460 and 1480 still needs to be repaired. (7) Bulbs in dumpster bins seem to be burning out very quickly. Amy will have electrician Gary Garzone check this out.

5) New Business:

- a. **Fire Sprinklers and Backflows in all buildings tested July 27.** Back flows at 1460 and 1440 are leaking; contractor provided repair bid of \$1621.24 for back flows - plumber not available until after Labor Day. Fire sprinkler panel repairs needed total \$1909.
- b. **Improvement Requests** -
 - i. 1460 #7 - installation of new plants in front, circulated by Bill Zimmerman for approval. Approved unanimously.
 - ii. 1530 #1 - request for landscaping at building (see discussion in #3, 'New Home Owners')
 - iii. 1530 #1 - request for gate installed at front porch (see discussion in #3 above, 'New Home Owners')
 - iv. 1495 Zamia #2 - removal & replacement of plants in front of condo; installation of new fence. NCR Board to do a walk-thru and evaluate before making a decision.

6) Open to Discussion

- a. Discussed periodically having the stairwells leading to upper units cleaned.

7) Next Meeting Date: October 10, 2017

- 8) Adjournment:** There being no further business to come before the board, the motion was made, seconded, and unanimously carried to adjourn at approximately 7:28 p.m.

Mitzi Riddle, Secretary, recorded these minutes.

Signature (for approved minutes only)

Mitzi Riddle, Secretary

August 16, 2017

Date

**North Court Residences, LLC
Board Meeting Minutes**

Date: 4/11/2017

Location: Boulder Housing Partners, 1175 Lee Hill Rd, Boulder, CO 80304

In Attendance: Bill Zimmerman, President/Treasurer; Mitzi Riddle, Secretary; Ronnie Pelusio; Tim Beal; Nola Chow (via phone); Malte Witt Larsen; Emily Allen; Amy Scott, Management.

Absent: Jim Walker, Vice President

Call to Order: The meeting was called to order by Bill Zimmerman at approximately 6:05 p.m.

- 1) **Opportunity for guest homeowners to address Board.**
None present.
- 2) **Review of 1/9/17 Final Meeting of 2016 Minutes for approval.**
 - **MOTION:** Approve prior meeting minutes, approved unanimously.
- 3) **Review of 1/9/17 First Meeting of 2017 Minutes for approval.**
 - **MOTION:** Approve prior meeting minutes with date correction, approved unanimously.
- 4) **Financial and delinquency reports through March 31, 2017.**
 - A. We reviewed the balance sheet.
 - Total Liability & Capital is \$200,048.28.
 - C. We reviewed the budget.
 - Total Operating Income YTD was \$50,590,48, over budget by 1,703.00.
 - Total Operating Expense YTD was under budget by \$6,270.16.
 - HOA has a Net Operating Income of \$13,993.35, compared to a budget of \$6,020.19.
 - D. Delinquencies - 3 owners are 1 month past due totaling \$482.00.
- 4) **Pending Business:**
 - a. **Re-striping and numbering of parking spaces** - Amy will be walking the property with 'Stripe Rite' to clarify work and get date(s) scheduled. Will post notices for owners/residents.
 - b. **Touch up Painting** - Still to be completed by Cal's Painting, who will also complete dumpster repairs.
 - c. **Short Term Rentals** - No further issues to date.
 - d. **Excessive dog waste** - Tenants at 1570 #1 have moved out which has also helped to resolve dog waste issue near unit.
 - e. **FHA Certification** - In process with law firm Hindman Sanchez.
- 5) **New Business:**
 - a. **Lawn Care / Landscape Maintenance** - Review North Court's 2014 amendment and current City of Boulder rules. No changes to current rules proposed.
 - b. **Tree Planting** - Fred Berkelhammer recommended Todd Huston of Lefthand Tree & Nursery to plant trees. Amy to meet with Todd week of 4/17 to determine tree placements, species and final costs for replanting.
 - c. **1420 #7** - Issue with drywall, concern about mold, roof is not leaking – Amy is coordinating resolution.
 - d. **Site Visits** - Amy to walk property to monitor reports of abandoned bikes, etc.

6) **Open to Discussion** - None.

7) **Next Meeting Dates:** July 11/ October 10/ December 12, 2017

8) **Adjournment:** There being no further business to come before the board, the motion was made, seconded, and unanimously carried to adjourn at approximately 7:02 p.m.

Mitzi Riddle, Secretary, recorded these minutes.

Signature (for approved minutes only)

Mitzi Riddle, Secretary

April 11, 2017
Date

**North Court Residences, LLC
Board Meeting Minutes**

Date: 1/9/2017

Location: Boulder Housing Partners, 4800 Broadway, Boulder, CO 80304

In Attendance: Bill Zimmermann, President/Treasurer; Jim Walker, Vice President; Mitzi Riddle, Secretary; Tim Beal; Ronnie Pelusio; Nola Chow; Malte Witt Larsen; Emily Allen; Amy Scott, Management.

Absent: None

Call to Order: The meeting was called to order by Bill Zimmermann at approximately 8:30 p.m.

1) Election of Officers

Bill Zimmermann, President/Treasurer

Jim Walker, Vice President

Mitzi Riddle, Secretary

Tim Beal, Nola Chow, Ronnie Pelusio, Malte Witt Larsen, Emily Allen - Members-at-large

2) Schedule of Board Meetings

All meetings to be held at Boulder Housing Partners, 4800 Broadway, Boulder, CO 80304, unless otherwise notified.

1st Quarter, Tuesday, April 11, 2017 - 6 p.m.

2nd Quarter, Tuesday, July 11, 2017 - 6 p.m.

3rd Quarter, Tuesday, October 10, 2017 - 6 p.m.

4th Quarter, Tuesday, December 12, 2015 - 6 p.m.

3) Board and management email list:

Amy Scott, rdpm.amyscott@gmail.com

Bill Zimmermann, beezie64@gmail.com

Jim Walker, jimwalkco@gmail.com

Mitzi Riddle, mitzij29@gmail.com

Tim Beal, bealt@boulderhousingpartners.org

Nola Chow, nola@nolachow.com

Ronnie Pelusio, ronnie@pel-ona.com

Malte Witt Larsen, malte.wittlarsen@gmail.com

Emily Allen, emilydodge.allen@gmail.com

4) Adjournment: There being no further business to come before the board, the motion was made, seconded, and unanimously carried to adjourn at approximately 8:40 p.m.

Mitzi Riddle, Secretary, recorded these minutes.
Signature (for approved minutes only)

Mitzi Riddle, Secretary

7) **Adjournment:** There being no further business to come before the board, the motion was made, seconded, and unanimously carried to adjourn at approximately 6:55 p.m.

Mitzi Riddle, Secretary, recorded these minutes.

Signature (for approved minutes only)

Mitzi Riddle, Secretary

January 9, 2017
Date

**North Court Residences, LLC
Board Meeting Minutes**

Date: 1/9/2017

Location: Boulder Housing Partners, 1175 Lee Hill Rd, Boulder, CO 80304

In Attendance: Bill Zimmerman, President/Treasurer; Jim Walker, Vice President; Mitzi Riddle, Secretary; Ronnie Pelusio; Tim Beal; Nola Chow; Amy Scott, Management.

Absent: None

Call to Order: The meeting was called to order by Bill Zimmerman at approximately 6:05 p.m.

- 1) **Opportunity for guest homeowners to address Board.**
None present.
- 2) **Review of 12/5/16 meeting minutes for approval.**
 - **MOTION: Approve prior meeting minutes, approved unanimously.**
- 3) **Financial and delinquency reports through November 30, 2016.**
 - A. We reviewed the balance sheet.
 - Total Liability & Capital is \$185,947.82.
 - C. We reviewed the budget.
 - Total Operating Income YTD was \$189,321.89, over budget by 1,731.89.
 - Total Operating Expense YTD was \$162,338.86, over budget by \$359.86
 - D. Delinquencies - totaling \$947.00.
- 4) **Pending Business:**
 - a. **Re-striping of parking spaces** - Budgeted and planned for spring 2017 when weather warms.
 - b. **Touch up Painting** - Scheduled to be done by Cal's Painting in warmer weather.
 - c. **Short Term Rentals** - Discuss approach to addressing violations of short-term rental covenant.
 - **MOTION: Owners who violate the short-term rental covenant shall be fined \$300 per night per violation subsequent to a one-time 30-day notice, approved unanimously.**
- 5) **New Business:**
 - a. **Trash and dog pop** - Discuss ways to communicate with residents to resolve issues.
 - b. **Prepare for Annual Meeting.**
 - c. **Post Annual Meeting mailing.** Mailing to include new dues amount, parking space reminder, bike locker availability, rental license reminder, etc.
- 6) **Holiday Master Association Annual Meeting** is scheduled for January 11, 2017.

AGENDA

North Court Residences Annual Members Meeting

January 9, 2017

A) Registration, Introductions, Determination of Quorum

B) Guest Speaker: Bruce Dierking

Developer of the Armory Community at Broadway and Lee Hill

C) Update on Past Year and Upcoming Projects

D) Report on Association's Financial Status

E) Ratification of board-approved 2017 budget

per Article 9.3 of the governing documents, the budget is ratified unless 80%, or 62 owners, reject the budget.

F) General Discussion (limit of 10-15 minutes per topic)

G) Nominations and Votes for Two Positions on the Board

(to maintain the board at 6 members)

Bill Zimmerman's and Jim Walker's terms expire at this meeting; Mitzi Riddle's term expires in 2018; Tim Beal's, Ronnie Pelusio's and Nola Chow's terms expire in 2019

H) Adjourn

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