

MINUTES

Buckingham Green HOA – Board Meeting

November 10, 2020 Remote Meeting via Zoom

The meeting was called to order at 3:35 pm. Board members present were David Scott, Sue Goodwin, Bob Padgett, David Solomon, Erik Vaag, Michele Dusenbery and Ron Scott. Amy Scott from RDPM Inc. also attended. *Note: Sue Goodwin had to leave meeting early.*

Approve The minutes from the October 13, 2020 Board Meeting were approved unanimously as presented.

Amy Scott presented the financial reports. As of October 31, 2020, the HOA's total cash position was \$35,077.37, with \$25,653.29 in the operating account and \$9,424.08 in the two Reserve Accounts. The HOA had a net operating income of \$31,960.49 vs. a budgeted income of \$19,763.90 through October.

Exterior Change Requests - The group discussed one change request that was in process between October and November at 7344 Buckingham – the driveway concrete has been completed. The sidewalk work was done, removing the corroded metal plate and paving over the drain pipe. The board had agreed to pay \$500 for the sidewalk work (HOA responsibility).

5024 Coventry has not taken any action on the request to minimize the visual impact of their front deck by painting the apron or covering it up. Amy will follow up with them.

Pending Business

Foam Jacking and mud jacking are options for owners with driveways and sidewalks that have settled. This is an owner responsibility. Getting bids from vendors has not resulted in any type of discount. Amy will provide owners with contact information and let them follow up on their own. The HOA will not coordinate a group foam jacking effort.

The new *Neighborhood Considerations* document and updated exterior change form were mailed to all owners in mid-October.

The extensive remodel project at 5041 Coventry seems to be mostly complete. Amy had spoken with owners in October and sent them a specific warning letter October 14 regarding contractor parking, equipment and noise issues.

Potential Insurance Claim at 5025 Coventry Ct. from irrigation leak in 2018. The claim is in the hands of the homeowners, with the potential for them to subrogate to the HOA's insurance. Amy has written owners a letter explaining this.

Ed Goebel of Augustine Trees will walk the property to create a tree maintenance list. Amy will let board members know so they can join in if available.

The group reviewed the results of the parking survey. Amy will summarize results and include to owners with the year-end mailing.

New Business

Fall Clean Up – MR Lawns did first clean up last week. There are more leaves, and they will come back at the end of the month to do a final clean up. .

2021 Draft Budget – the budget was reviewed by the board, and an increase to \$350/month was unanimously approved, per the Reserve Study recommendations. The increase will go into effect January 1, 2021. Amy will include the budget with the year-end mailing.

The group set the next meeting date for January 12, 2021 at 3:30 pm. There will not be a meeting in December.

With no further business, the meeting was adjourned at 5:25 pm.

MINUTES

Buckingham Green HOA – Board Meeting, held by Zoom.

October 13, 2020

The meeting was called to order at 3:35 pm. In attendance were David Scott, Bob Padgett, Ron Scott, Michele Dusenbery, Sue Goodwin, Erik Vaag and David Solomon. Amy Scott from RDPM was also present.

With one correction on attendance, the minutes from the September board meeting and September focus meeting were approved.

Financial Reports - As of September 30, 2020, the HOA's total cash position was \$31,665.74 with \$22,243.91 in the operating account and \$9421.83 in the two Reserve Accounts. The HOA had a net operating income of \$28,551.11 vs. a budgeted income of \$16,617.66 through September.

ACC Requests – in process / received since last meeting

- 5024 Coventry – No response to letter, no action taken by homeowners
- 7398 Buckingham - no response to disapproval letter
- 7344 Buckingham – board reviewed request to replace concrete driveway and drainage plate over HOA sidewalk. Some board members offered to look at the drainage plate before final approval of \$500 from HOA was given. Amy has a steel plate that may fit the sidewalk. Like-for-Like concrete replacement of driveway was approved.

Pending Business

Foam Jacking – Amy is getting prices from CrackerJack Mudjacking to give owners options between foam jacking and mudjacking.

Parking Islands – MR Lawns removed junipers from the islands the first week of October. Board can explore new shrubs and boulders for enhancement, include in 2021 budget.

Project Impact on Neighbors – The board reviewed the “Neighborhood Considerations” document to be added to the HOA’s Rules and Guidelines. This will be mailed to all owners with the updated Exterior Change form this week.

5041 Coventry – Amy discussed project and impact with owners on October 6. Board members noted that sawdust from project is damaging grass, may be killing it completely. Amy will send directed letter to 5041 owners regarding the impact of their ongoing project, in regard to noise, parking issues, debris, etc. It will require contractors to move table saws into house or inside garage.

Potential Insurance Claim – 5025 Coventry Ct. Amy notified owners that if they wish to pursue a claim, they must file with their homeowner’s policy, who will then subrogate to the HOA’s insurance carrier.

Tree Walk Through – Ed Goebel of Augustine Trees offered to walk property on a Saturday, tentatively October 24. They are still cleaning up storm damage and wind damage. Amy will notify board of tree walk through date. There is still plenty of trimming work to be done.

New Business

Parking / Vehicle Survey – The board discussed the draft survey questions. With a few changes, including removing the reference to a possible covenant amendment, Amy will update and send out to all owners. Amy will mention survey in this week's mailing and offer a hard copy to owners upon request for owners that do not use email on a regular basis.

Fertilization & Turf Improvement – Tim Palko of BCC provided guidance and instructions for fertilization and weed control; True Green also provided a bid. The board agreed to provide Miguel from MR Lawns with Palko's suggestions. The HOA will not pursue working with True Green at this time.

Irrigation Winterization – Hummer plans to blow out sprinklers this week

Other New Business

The group discussed the need for an updated neighborhood directory. Amy will update.

The board asked Amy to contact 5037 Coventry and ask the owner to remove the "No Lawn Care" sign from her front yard.

The property at 5016 Coventry Court needs some maintenance from owners. Driveway is an issue, gutters are filled and dirty, front plant beds are bare and neglected.

The next meeting was scheduled for Tuesday, November 10 at 3:30 pm via Zoom.

With no further business, the meeting was adjourned at 5:25 pm.

MINUTES

Buckingham Green HOA – Focus Meeting September 28, 2020

The meeting was held remotely via Zoom and was called to order at 3:38 pm. Board members present were Ron Scott, Sue Goodwin, Bob Padgett, David Solomon and Erik Vaag. David Scott and Michele Dusenbery were unable to attend. HOA Manager Amy Scott from RDPM was also present.

The focus of the meeting was to address three matters:

- Covenant and Rule enforcement
- Parking Issues
- Potential Insurance Claim regarding irrigation leak

Covenant and Rule enforcement

The group discussed and finalized the second draft of the *“Neighbor Considerations for Interior and Exterior Projects”*. Additions included adding language that addressed the scope and schedule of project along with anticipated time frame to the Notification section. Discussion also included language for owners to request a variance, (i.e. duration of roll off dumpster, absolute need for portable toilet, etc.) based on the situation. This document will be incorporated into the HOA’s Rules and mailed out to all owners with an updated Exterior Change form.

Parking

The group discussed parking issues in the neighborhood. These include vehicles parking in private driveway on a routine basis; contractors crowding the neighborhood streets with vehicles; owners and their contractors monopolizing the guest parking spaces; and the HOA’s ability and desire to enforce parking restrictions. Contractor parking was addressed in the *“Neighborhood Considerations”* document. Routine parking of personal vehicles in private driveways is a concern for some residents. The Covenants specifically address inoperable vehicles and trailers, boats and RVs, but do not prohibit private vehicles parked in private driveways. To get a better sense of how important this matter is to all owners, the group discussed conducting an anonymous survey. Amy will draft questions and pass them by the board, then distribute to the neighborhood electronically via Survey Monkey or possibly by a hard copy that can be mailed/emailed back to RDPM.

Possible Insurance Claim

In the summer of 2018, a drip system connected to the HOA’s irrigation near the foundation of 5029 Coventry Court leaked. The owners were concerned that the water

may have caused damage to their foundation. In the summer of 2020, the owner hired an engineer to assess their basement and foundation walls. The engineer's letter noted that water flow may have resulted in damage. The owner requested that the HOA file a claim with their insurance carrier. Amy researched the matter with the HOA's State Farm agency, who explained that damage from an HOA-maintained irrigation system was a covered loss; however the owner would need to file a claim with their own insurance carrier under their private owner's insurance policy, then their insurance company would subrogate to the HOA's insurance company. The group discussed this and directed Amy to write a letter to the owners of 5029 Coventry Court explaining the process.

The next board meeting will be held on October 13, 2020 at 3:30 pm.

With no further business, the meeting was adjourned at 5:18 pm.

MINUTES

Buckingham Green HOA – Board Meeting

September 22, 2020 Remote Meeting via Zoom

The meeting was called to order at 3:36 pm. Board members David Scott, Erik Vaag, Michele Dusenbery, Sue Goodwin, Ron Scott, Bob Padgett and David Solomon were present, along with HOA Manager Amy Scott from RDPM, Inc.

The minutes from the August Board meeting were unanimously approved as presented.

Amy reviewed the financial reports with the group. As of August 31, 2020, the HOA's total cash position was \$32,195.73 with \$22,773.90 in the operating account and \$9421.83 in the two Reserve Accounts. The HOA had a net operating income of \$29,081.10 vs. a budgeted income of \$13,796.42 through August. There were two delinquencies: 7370 B - \$300; 7378 B - \$40

The board discussed outstanding exterior change requests.

5024 Coventry – Amy sent a letter responding to the owner's exterior paint request. The letter noted the need to address the visual impact of the apron of the new front deck.

7398 Buckingham patio & door request – Amy will send a letter to the owner and her daughter explaining the reasons for the board's disapproval of the request to change a window into a door and to add a concrete ramp.

Pending Business

Foam Jacking – Amy contacted Crackerjack Mudjacking to obtain bids for multiple driveways in the neighborhood. This will give owners two options from two companies. Some owners have moved forward with Front Range Spray Foam.

Parking Islands – MR Lawns will remove aging junipers from all 4 islands, clean up and add some rock (approximately 1.5 tons of matching rock) for a total of \$2600 for all islands. The board approved this work, noting that they would like to have weed fabric placed under the rock.

Project Impact on Neighbors – the group discussed a draft written by Amy that addressed impact on neighbors when owners undertake significant remodel projects. Amy will revise document based on board input. Final version will be added to the HOA's Rules & Regulations

New Business

Snow Removal for 2020-2021 Season – the board reviewed the proposals from MR Lawns and SJ Ward's for 2020-2021 season. The group approved MR Lawns flat rate of \$2435/month from November through April

Potential insurance claim by 5025 Coventry – the board will discuss further at their "Focus Meeting" on Monday, September 28.

The board scheduled a Focus Meeting to address Covenant Enforcement, Parking Issues, and the potential insurance claim from 5025 Coventry.

The board discussed several areas of grass that were struggling, including Clubhouse Road between the sidewalk and the street, the berm on the back of near 7387 Buckingham Ct and other places. Bob Padgett offered to set up a meeting with Tim Palko from BCC. Amy will get a bid from TruGreen on fertilizing and weed control.

The board would like to set up a walk through with Augustine Trees to identify needed pruning and removal of trees in the HOA. Amy will coordinate with Ed Goebel and the board.

The Focus Meeting is set for Monday, September 28, 2020 at 3:30 pm, the next Board meeting is set for Tuesday, October 13 at 3:30 pm.

With no further business the meeting was adjourned at 5:33 pm.

MINUTES

Buckingham Green HOA Board Meeting

August 11, 2020 Remote Meeting via Zoom

The meeting was called to order at 3:34 pm. Board members David Scott, Bob Padgett, Ron Scott, Sue Goodwin, Michele Dusenbery, David Solomon and Erik Vaag were present, along with HOA Manager Amy Scott from RDPM, Inc.

The previously e-mailed minutes from the June 23 Board Meeting and July 21 Annual Meeting were approved as presented.

As of July 31, 2020 the HOA's total cash position was \$36,955.07 with \$27,543.18 in the operating account and \$9411.83 in the Reserve Accounts. The HOA had a net operating income of \$33,850.38 vs. a budgeted income of \$12,334.18 through July. All owners are current.

The group reviewed ACC Requests that were in process or received since the last meeting.

- 7398 Buckingham – the group discussed the status of the owner's request with the new board members to bring them up to speed. The owner & daughter are to come back to board with alternate proposal for the patio/ramp/door request. No needed action by board at this meeting.
- 5024 Coventry Court – *Exterior paint request is to paint brick white and paint body of house "Secret-AF710" and trim Litchfield Gray – 2134-40, both in HOA approved color palate. **Board does not approve of painting brick.*** Board directed Amy to write a letter approving AF 710 body color; since railings are now white, a white trim would provide a more cohesive look than the Litchfield Gray. The gray skirt around the new deck is very prominent and was not clearly identified when board approved deck. Apron/fascia boards of new deck are composite material, different than what was originally approved by HOA.
- 5041 Coventry Court – doors painted "Cocoa Brown", an approve colors. Port A Potty has been removed. Group discussed creating Neighborhood Project Guidelines for remodel projects to limit the length of disruption and help neighbors to anticipate scheduled work and contractors.

Pending Business:

Foam Jacking of Driveways –detailed bids on 13 properties received; not clear on whether the bids include any type of multi-home discount. David Solomon offered to provide another contractor to solicit bids from. Need to add 5049 C to list, and also caulking at 5021 C.

Coventry Island –TLC Gardens met with HOA on July 14, eager to do work. Board discussed that their ideas, tentatively an \$80K -\$100K are likely more than we need. Amy will let them know. Amy will get price from Miguel on removing dated junipers from islands.

Shrub trimming completed by MR Lawns in late June. Some trimmings were left on top and not properly cleaned up. Amy will relay this feedback to MR Lawns.

New Business:

Snow Removal - MR Lawns will provide snow removal bid for board consideration

Irrigation work – Amy walked grounds with Ray Hummer, who explained backflow construction and water pressure challenges. Board asked if Hummer could rebuild the remaining 6 backflows, adding pressure reducing valves for \$2000 - \$3000. Amy will check with Ray.

Crab Grass and “Trash Grass” – the board discussed that some areas of the neighborhood have large sections of undesirable grasses. We would like to work with MR Lawns to have a plan to eradicate the trash grass by using the appropriate seed, fertilizer and soil amendments at the appropriate times throughout the year to improve the grass everywhere.

The next board meeting was scheduled for September 8, 2020 at 3:30 pm.

With no further business, the meeting was adjourned at 5:35 pm.

Buckingham Green HOA Annual Members Meeting
July 21, 2020
Remote Meeting, Via Zoom
Minutes

Due to Covid-19 and restrictions on gatherings, the 2020 Annual Members Meeting of the Buckingham Green HOA was held remotely, via Zoom, on Tuesday, July 21, 2020. Owner attendance was documented on the registration sheet. Eighteen owners were present, including five by proxy and thirteen in person via remote participation. With a total of eighteen homes, the quorum requirement of 20% was easily met. Association manager Amy Scott welcomed the group and introduced the board.

Board President David Scott called the meeting to order at 6:10 pm. He provided a brief overview of the neighborhood, which consists of 46 single family homes built in 1992-1993. David explained that HOA expenses fall into two broad categories: day-to-day routine expenses, which are operating costs, and periodic large projects, which are reserve costs or capital improvements. The association is run by a board of directors who meet monthly and communicate via email between meetings. Many tasks are delegated from the board to the association manager.

David reviewed projects that the board has been working on over the past year. The HOA hired an independent color consultant to update the exterior color palate of the HOA. Nineteen new body/siding colors were added along with two new trim colors. The door color choices were also expanded. The HOA purchased and installed new mailboxes in early April. That project also included replacing the concrete pads. The board hired a new landscape maintenance contractor, MR Lawns, LLC. MR Lawns has been providing more attentive service for the HOA than the previous contractors. The HOA continues to work with Hummer Services for irrigation, Augustine Trees for tree trimming and Davey Tree for tree treatments, including Emerald Ash Borer. This is the HOA's fourth time treating for EAB, which was first discovered in Boulder in 2013.

The board plans to upgrade the four landscaped parking islands, starting with the island near 5025 Coventry Court. The board has been obtaining and reviewing bids, with the intention of salvaging the desirable parts of the islands, such as boulders and trees, and removing undesirable elements such as junipers and failing turf.

The board also contracted with Aspen Reserve Specialists to have an independent Reserve Study conducted. The Study analyzed the elements that the HOA is responsible for maintaining and replacing, the cost to do so , and the state of our financial position based on their recommendations.

Amy Scott reported on the association's financial state. The HOA has 3 bank accounts. The operating account is their checking account, where monthly fees are deposited and the day-to-day bills are paid. There are two accounts for Reserves, one is a CD and one is a Money Market Savings Account. The Association's total cash position as of June 30, 2020 is \$36,649.87.

The group reviewed the 2020 Budget, which set dues at \$300/month as of January 1, 2020. The budget was provided to owners last December and again in June. The 2020 budget was ratified at this meeting.

Jeff Stiffler and Amy Scott reviewed the key findings of the Reserve Study. Aspen Reserve Specialists looked at the HOA's financial position as of 12/31/2019 and reviewed capital projects completed over the past several years. They conducted a site visit and assessed the state of several elements of the neighborhood, such as sidewalks, asphalt, entry monuments, landscape timbers, etc. The study breaks down these Reserve Components into "Useful Life" and "Remaining Useful Life". The study provides an estimated replacement cost for each component. The study then looked at the current Reserve Funding compared to the ideal Reserve Funding. The Reserve Study indicated that the HOA was funded at 11%, which falls into the "Weak" category. The Reserve Study did not propose a Special Assessment but instead recommended an increase in Reserve Savings per month, starting in January of 2021. The 2020 budget has Reserve Funding of \$51 per household per month. As of 2021, the Reserve Funding will be increased by \$31, for a total of \$82/household per month. The Reserve Study is available on the website for all owners to review.

The next item of business was the election to the board of directors. David Scott's and Jeff Stiffler's terms were up for election, and two vacant seats were also eligible for election. Owners David Scott, Jeff Stiffler, David Solomon, Erik Vaag and Michele Dusenbery presented themselves as candidates for the four positions. Votes were submitted by text and email. Amy Scott tallied the votes and announced that David Scott, Michele Dusenbery, David Solomon and Erik Vaag were elected to the board.

After the election, the meeting was opened for general discussion of the members.

With no further business, the meeting was adjourned at 7:15 pm.

A post-annual board meeting was held with new board.

The meeting was called to order at 7:15 pm. The board appointed officers for the upcoming year:

President:	David Scott
Vice-President:	Ron Scott
Secretary:	Sue Goodwin
Treasurer:	Bob Padgett
At-Large:	Michele Dusenbery
At Large:	Erik Vaag
At Large:	David Solomon

The board set their next meeting for Tuesday, August 11 at 3:30 pm, via Zoom.

With no further business, the meeting was adjourned at 7:25 pm.

MINUTES

Buckingham Green HOA Board Meeting

June 23, 2020 Remote Meeting via Zoom

The meeting was called to order at 3:33 pm. David Scott, Bob Padgett, and Jeff Stiffler were present, Sue Goodwin and Ron Scott were unable to attend.

The minutes from the May 5 and May 27 meetings were approved by those present. Amy provided to all board members by email.

As of May 31, 2020 the HOA's total cash position was \$32,440.11 with \$23,028.28 in the operating account and \$9411.83 in the Reserve Accounts. The HOA had a net operating income of \$28,279.23 vs. a budgeted income of \$13,345.20 through May. All owners are current.

The group reviewed ACC Requests that were in process or received since the last meeting.

- 7390 Buckingham Court – front door request, attached here – approved at this meeting.
- 7365 Buckingham Court – rocks/boulder request, approved via email, installed on 6/13
- 5061 Coventry Court – retractable shade, approved by email
- 7398 Buckingham – patio & exterior door in process, need to determine next steps
Members of board and Amy to meet again, in person, with owner's daughter. Amy will coordinate meeting. Board is concerned about third door/French door, third deck/patio, and size/slope of desired ramp.
- 5041 Coventry Court – status of exterior painting of garage, front and back doors.
- 5024 Coventry Court – informal request to paint house and brick all gray, using approved color "Secret -AF710". Board does not approve of painting brick. Apron/fascia boards of new deck are composite material, different than what was originally approved by HOA.

Pending Business

Reserve Study - Final version received, uploaded to website and emailed to board.

Recommendations have changed recommended numbers will change slightly.

Buckingham Road, lease on beds – signed by David Scott, FG to provide a copy of document when it is recorded with the county clerk.

Foam Jacking – Detailed bids on 13 driveways not yet received.

Coventry Island – working on plans for Coventry Island. TLC Gardens emailed some examples of island work done for other HOAs, will view during this meeting. TLC Gardens designer is meeting with Amy and board members on July 14.

Stump grinding – identified stumps were ground down May 21 & 22, remaining 3 stumps were ground down on June 11 after Bear Mountain Projects pulled the rocks back from the stumps at 5003 Coventry.

Annual Meeting / Letter to Members – board reviewed letter, Amy will send to owners this week.

Sod & Shrub Trimming – MR Lawns will install sod at 7373 Buckingham, and 7358 Buckingham Ct on June 24. They will prune shrubs June 26 & 27.

Entry Garden Beds – Planted by Roxanna Desjardins on June 17 for a total of \$528.

New Business

7365 Buckingham Court - the board reviewed and approved HOA-partial reimbursement for tree and stump grinding. \$1225 total (\$425 – stump, \$800 – tree). \$1301 paid by owners.

The group approved paying Tim Palko \$80 for the “Drive” crabgrass treatment that he provided to Bob Padgett for the turf area along Clubhouse Road.

Next Meeting Date: June 21, Annual Meeting

With no further business, the meeting was adjourned at 4:56 pm.

MINUTES

Buckingham Green HOA – Follow Up Meeting

May 27, 2020 Remote Meeting via Zoom

The meeting was called to order at 3:37 pm. Board members David Scott, Jeff Stiffler, Sue Goodwin, Bob Padgett and Ron Scott were in attendance. HOA Manager Amy Scott was also present.

ACC Exterior Change Requests – in process since last Meeting

- **7398 Buckingham** – Owner's daughter to meet with Jeff, Bob and Amy Thursday, 5/28 at 10:00 am to explain "simple plan", for new deck, which they believe is similar to others in the neighborhood.
- **5041 Coventry** – Board members are assisting owner with color choices for doors.

Pending Business

- **Reserve Study** - Final version not yet received, recommended numbers will change slightly.
- **Buckingham Road, maintenance lease on beds** – David Scott offered to follow up with Craig from the FG Board to get dates updated to 2020, then get lease signed on behalf of HOA.
- **Foam Jacking** – Jeff Clark of Front Range Foam Jacking is preparing bids for individual homes identified on walk-around. HOA to coordinate with owners, if they choose to participate.
- **Coventry Island** - Jordan Oliver/Garden Art Landscaping submitted bids for Coventry islands at about \$24K each; additional quotes coming from Joe Reichert/ Garden Renovations and TLC Gardens LLC.
- **Shrub at 5040 C** – Amy discussed with owner, he is going to use a planter rather than planting a shrub in the area by his front door.
- **New Tree at 7365-7373 B** – stump ground down May 16, new tree being planted on May 27.
- **Stump grinding** – identified stumps were ground down May 21 & 22, with the exception of 3 aspen stumps at 5003 C. Need to pull back rocks for stump grinder. Amy coordinating with Bear Mountain Projects.
- **Annual Meeting Date** – the group selected July 21 as the date for the Annual Meeting, which will be held remotely by Zoom. Amy included draft letter to owners for review at this meeting. The board noted that the HOA fees will likely need to increase by \$50 in 2021 in order to meet the reserve funding requirements and maintenance cost increases. We need to communicate this well to the owners. When the final draft of the reserve study is received, Amy will use those figures in the letter and upload the entire report to the website so that interested owners can read through it.
- **Shrub Trimming** – MR Lawns can prune shrubs throughout neighborhood June 26 and 27.

Other Business

- Two small areas need sod: the front yard of 7373 Buckingham where the tree stump was removed and the small square next to the asphalt path by 7358 Buckingham Court.

- The board discussed the grass between the sidewalk and street from Coventry Court towards the Ironwood Condominiums. The area is full of crab grass and other undesirable grasses. Bob Padgett offered to talk to Tim Palko at the Country Club and see if we could buy the “Drive” product he had recommended previously.
- The board discussed notifying owners of needed maintenance and agreed that the Annual Meeting mailing should include general reminders, and owners that required targeted reminders would receive those letters separately from the Annual Meeting mailing.

With no further business, the meeting was adjourned at 5:32 pm.

Schedule Next Meeting

Adjourn

MINUTES

Buckingham Green HOA Board Meeting

May 5, 2020 Remote Meeting via Zoom

The meeting was called to order at 3:33 pm. Board members David Scott, Bob Padgett, Sue Goodwin, Ron Scott and Jeff Stiffler were in attendance, along with HOA manager Amy Scott from RDPM, Inc.

The April 2020 Board meeting minutes were unanimously approved as submitted.

Amy reviewed the financial reports with the board. As of April 30, 2020, the HOA's total cash position was \$30,670.46 with \$21,265.97 in the Operating Account and \$9,404.49 in the Reserve Accounts. The HOA had a net operating income of \$26,516.92 vs. a budgeted income of \$12,001.71. Delinquency: 7370 B - \$1390. Two owners have minor delinquencies, getting resolved.

ACC Requests since last Meeting

- 7374 Buckingham – Painting front door “Notting Hill Blue” (approved color in palate), rather than their first / original choice of “Spellbound”. Approved by board.
- 5056 Coventry Court – replace front and back decking, per attached application. The board requested that Amy follow up with the owners to verify the color of the pergola and the deck wall slats, and well as detail on the proposed deck lights. Amy will forward to the board.
- 7398 Buckingham –Amy relayed concern that patio was too large for front of home; proposed meeting when all parties were available.
- 5041 Coventry – doors Amy has emailed & spoken with owners, form not yet submitted.
- 7366 Buckingham Court – install vinca groundcover underneath oak tree is bare area. Approved by Board.

Pending Business

Replacement Mailboxes – Page Specialty adjusted parcel boxes near 7390 B on 4/29/20. Additional 2-box parcel locker will cost \$1380 each. Board agreed to sit tight now, as USPS will deliver extra packages to owner's front doors.

Reserve Study - Group discussed communicating Reserve Study results with membership in Annual Meeting letter. Amy does not yet have Final Reserve Study with minor changes.

Buckingham Road, lease on beds – No change since last meeting; Amy needs to connect with Craig from Fountain Greens to update lease dates, then have lease signed by David Scott.

Spring Walk Through – the group reviewed the compiled walk around list. Amy will create list for Stump grinding, foam jacking bids, and general maintenance requests.

Foam Jacking – Possibility of HOA-coordinated effort for group discount. Amy left message for Jeff Clark of Front Range Spray Foam.

Coventry Island Design– Jordan Oliver/Garden Art Landscaping submitted bids for Coventry islands at about \$24K each. Gardener Roxanna Desjardins said her contact isn't working right now; islands are too much for her to consider. Amy has call into Joe Reichert/Garden Renovations for another quote. Jordan Oliver has offered to “pare down” his bid / design.

New Business

Edging – Several areas need new edging around neighborhood. Need to determine how to prioritize edging and communicate “approved” edging to owners.

New Shrub at 5040 C– Owner is requesting HOA replacement of shrub that was removed when he had a plumbing leak last September. Amy will follow up with owner to arrange shrub planting.

New Tree between 7365-7373– request from Simmons/Walker for new tree to replace lost tree last year in windstorm. Owners are very eager to get tree planted; they have done some shopping on their own. Giant stump is on stump grinding list.

Tree Treatments - Emerald Ash Borer treatment to be done in late June by Davey Tree. Davey to perform other treatments such as merit treatment at 7386-7390 and oak leaf blister treatment at 7366 B.

Dead/Dying shrubs at 7345 B– This property did not receive shrub trimming last season, need to put at top of list this year.

Pre-Emergent / Dandelions – MR Lawns has applied a second round of Weed and Feed to help knock back the dandelions that are coming through, despite mid-March pre-emergent. We need to make sure MR Lawns is posting notices appropriately.

Hummer Services – Ray Hummer is getting irrigation set up to start running by May 10.

The next meeting was set for May 27 at 3:30 pm.

The meeting was adjourned at 5:15 pm.

MINUTES - Buckingham Green HOA Board Meeting

April 7, 2020 Remote Meeting via Zoom

The meeting was called to order at 3:38 pm. Board members David Scott, Bob Padgett, Ron Scott, Jeff Stiffler and Sue Goodwin were present, along with association manager Amy Scott from RDPM, Inc.

The February minutes were approved as presented, unanimously.

Amy Scott reviewed the financial reports. As of March 31, 2020, the HOA's total cash position was \$37,325.35 with \$27,920.86 in the Operating Account and \$9,404.49 in the Reserve Accounts. The HOA had a net operating income of \$21,159.81 vs. a budgeted income of \$11,557.22 through March. Variance is due to prepayment of dues and timing of service invoices. Note: Snow removal YTD total is \$14,023, far over the anticipated budget of \$7250 for the first quarter. One delinquency: 7370 B - \$1065.

The board reviewed exterior change requests received since the last meeting:

5040 Coventry: New garage door, approved via email

Exterior Paint Colors – reviewed by email, red door is a variance, approved

once form is received (form was subsequently provided to Amy Scott via email)

Address Numbers – approved at this meeting

Exterior Light Fixtures – approved at this meeting

7398 Buckingham: Board is concerned with size of proposed front patio at front yard/entrance.

Board would like to meet with owner and/or daughter to discuss timing of project and alternative ideas.

5041 Coventry: no application received for newly installed doors. Amy spoke to owners.

Pending Business

Replacement Mailboxes – Mailboxes were installed and keys delivered April 2. Concrete pads are being replaced starting April 9. One owner expressed concerns about number of parcel boxes. Amy will research cost of additional parcel boxes. Amy will also check with Page Specialty Products about “swapping” out unit at 5040 Coventry for one that has two parcel boxes. Another possibility is modifying the current unit's unused mailboxes to create a second parcel box.

Reserve Study - The group discussed the draft study provided by Aspen Reserves. Despite \$40/month increase implemented on 1/1/2020, reserve study is recommending an additional \$33.35/month increase to fund reserves, starting 1/1/2021. Reserves are currently funded at 10% of study's target balance. Amy to draft letter explaining HOA's financial position, reserve study suggestions and likely increases that will be coming.

Fountain Greens – Amy has not connected with Craig at Fountain Greens master to update the dates in the lease, then get notarized.

Covenant Violations – Issues with 7378 B resolved. Address plaque was removed and replaced with standard numbers; glove lights removed.

Tree Pruning – Augustine Trees completed outstanding work on March 25, 2020.

Edging along Buckingham Road – Installed by MR Lawns on February 29.

Spring Walk Through – Due to COVID-19 and social distancing protocols, board agreed to do walk-through individually or in small groupings. Amy will email form to board to make notes on. Items to address include timbers, painting, driveways and sidewalks, tree stumps and covenant violations.

Coventry Island Design– Amy has spoken with Roxanna Desjardins (HOA's new gardener for entries) and is meeting with Jordan Oliver of Garden Art this week.

New Business

Landscape Maintenance – MR Lawns completed pre-emergent application in mid-March and spring clean-up last weekend. Hummer to turn on sprinklers in early May, unless needed sooner. Entry Gardens will be planted in early May, when frost danger is over.

Davey Tree – Emerald Ash Borer treatment to be done in late June by Davey Tree.

The group schedule the next Board meeting for Tuesday, May 12, 2020 at 3:30 pm. This was later re-scheduled to Tuesday, May 5 at 3:30 pm.

With no further business, the meeting was adjourned at 5:35 pm.

Minutes
Buckingham Green HOA Board of Directors Meeting
February 11, 2020 7366 Buckingham Court

The meeting was called to order at 3:32 pm. Board members David Scott, Jeff Stiffler, Bob Padgett and Ron Scott were present; Sue Goodwin participated by phone. Amy Scott from RDPM, Inc. also attended.

The January meeting minutes were approved as presented.

Amy Scott reviewed the financial reports with the board. As of January 31, 2020, the HOA's total cash position was \$33,643.13 with \$24,246.23 in the Operating Account and \$9,396.90 in the Reserve Accounts. The HOA had a net operating income of \$16,405.18 vs. a budgeted income of \$5,954.49 through January. Variance is due to pre-payment of dues by 4 owners. One property is delinquent with a balance of \$940.

No exterior change requests have been received since the last meeting.

Under Pending Business, the board discussed the replacement mailboxes. Between meetings, the board approved the color "sandstone" for the new mailbox units. The mailboxes are scheduled for installation February 25. The board wants to have all 4 concrete pads at the mailbox locations replaced. Amy will contact Page Specialty Products and push out the installation date until the concrete can be replaced. Amy will work with Page Specialty to coordinate the concrete replacement and the mailbox installation to minimize the interruption of mail service.

Amy reported that she met with Justin Huggins from Aspen Reserve Specialists on January 29 to walk the property. Huggins measured concrete, asphalt and noted landscape timbers during his site assessment.

The group discussed the lease with Fountain Greens for the common area backing to Buckingham Road. The HOA's insurance agent approved the liability language in the lease. Amy will follow up with Craig from Fountain Greens to get the dates in the lease updated to 2020, then coordinate the signing and notarizing of the lease with BHG President David Scott.

The board discussed the violations at 7378 Buckingham Court which include an address plaque and exterior globe lights. No response has been received from the owner since February 1. Amy provided a copy of the violation letter with fine assessed for the board's review. The letter was sent via USPS certified mail and email on February 11. A follow up letter on the globe lights will be mailed on February 12 via both USPS certified mail and email.

The board asked Amy to communicate with the owner of 5029 Coventry Court prior to this coming season's lawn maintenance regarding service expectations. The board would like a written letter of understanding regarding service and maintenance so that all parties, including MR Lawns, are clear on service before the season starts.

Amy reported that Augustine Tree has a few pruning items to complete in the neighborhood, including the removal of a dead tree behind 5061 C, the removal of a dead tree behind 5040 C, and pruning/removals at 7384 B.

MR Lawns will install edging along Buckingham Road when the ground is not frozen. The edging will hold in the rocks from last summer's project. The rocks slide onto the sidewalk which can create a pedestrian trip hazard.

Regarding the Coventry Island upgrade project, Amy noted that she had left messages for Earth Art Designs. She commented that SJ Ward's may be another option for design and installation of the island project. Sue Goodwin suggested that the HOA's new gardener, Roxanna Desjardins, may have a contractor recommendation. Amy will prioritize this project so that the HOA can keep it on track.

The spring walk around was scheduled for April 17, 2020. During the walk, the board will note driveways and sidewalks that have settled and could benefit from foam jacking. The HOA plans to coordinate a group project with a foam jacking contractor.

The next board meeting is scheduled for April 21, 2020. The board will not meet in March.

With no further business, the meeting was adjourned at 4:40 pm.

Minutes

Buckingham Green HOA Board of Directors Meeting

January 7, 2020 - 7390 Buckingham Court

The meeting was called to order at 3:35 pm. Board members David Scott, Jeff Stiffler, Bob Padgett and Ron Scott were present; Sue Goodwin participated by phone. Amy Scott from RDPM, Inc. also attended.

The December meeting minutes were approved as presented.

Amy Scott reviewed the financial reports with the board. As of December 31, 2019, the HOA's total cash position was \$18,503.15 with \$9,130.21 in the Operating Account and \$9,372.94 in the Reserve Accounts. The HOA had a net operating income of \$8,779.42 vs. a budgeted income of \$23,662.00 through December. One property is delinquent, with a balance of \$615.

Two exterior change requests were reviewed and approved:

- 7374 Buckingham Ct – request for new window, received 1/6/20, approved by Board at this meeting.
- 5024 Coventry Ct – front porch replacement request was approved with the stipulation that the railings should be the same color as the body color of the house.

Under Pending Business, the board discussed the replacement mailboxes. The group wanted to view the actual color chips for “bronze”, “sandstone” and “forest green”. Amy will request samples from Page Specialty Products.

Amy noted that the year-end mailing was sent out in late December. It included a letter, 2019 statement, 2020 budget, owner directory and a copy of the HOA rules with the new Fine schedule.

Amy had David Scott sign as the board the agreement with Aspen Reserve Specialists. The Reserve Study is underway, and the site visit will be conducted in January. There are areas of driveway apron concrete that are HOA responsibility in certain sections of shared driveways in the neighborhood, identified on the plat map. These will be included in the total concrete measurement. This does not change owner responsibility for their own driveway; the property line is not clear on about 6-8 lots.

The group discussed outstanding projects. Amy will schedule MR Lawns to install metal edging with a rounded edge at the edge of the rock bed along the sidewalk of Buckingham Road.

The group also discussed the landscape timbers around the neighborhood, some of which are rotted and deteriorating, to figure out a replacement plan. They agreed to make notes during a spring walk around to assess the condition and identify those in need of replacement soon.

The Coventry island project was also discussed. The group brainstormed different contractors that could help with design ideas. Amy will reach out to Earth Art Gardens, the company that landscaped Julie Boston's home. She will also check with the house identified on Clubhouse Road by knocking on their door and asking who did their landscape work.

The group discussed a few business items with Fountain Greens. Per the Outlot B agreement between Buckingham Green, Fountain Greens and Ironwood Condominiums, Fountain Greens will maintain the large cottonwood trees near 5053 Coventry Court. The owners of 5053 Coventry Court are aware of the agreement and would like to see some of the deadwood in the trees removed. David Scott, who serves on the Fountain Greens board, commented that Fountain Greens is hiring a new arborist.

The group briefly discussed the draft lease between Fountain Greens and Buckingham Green regarding common area maintenance along Buckingham Road. This area is owned by Fountain Greens but has been maintained by Buckingham Green since development of the neighborhood. The only question was about liability. The agreement requires that Buckingham Green assume liability for the area under the lease. Amy will check with the HOA's insurance agent, then the board will finalize the maintenance lease with Fountain Greens.

Fountain Greens is holding their Annual Meeting February 19, 2020.

The group also discussed the issue with 7378 Buckingham Court and the globe lights in their tree. Amy will send them another letter, citing the recently approved fine schedule that was communicate to all owners with the updated Rules. In addition, Amy will touch base with the owners of 5011 Coventry Court about the railings around their porches. The front porch rails have been left natural, the back porch rails are painted on one side and not the other.

The next board meeting was scheduled for Tuesday, February 11, 2020 at 3:30 pm at 7366 Buckingham Court.

With no further business, the meeting was adjourned at 5:15 pm.