

Buckingham Ridge Homeowners Association

Meeting of the Board of Directors

August 26, 2020

The meeting was opened via Zoom video conferencing at 6:30 pm. In attendance were board members Dennis Stengel, Rich Berman, Kathy Klatman, Marilee Dolan, A&L Committee Chairman Marty Schneider, homeowner Ellie Berman, and Amy Scott of RDPM.

The minutes from the 4/22/20 board meeting were unanimously approved.

Financial and Delinquency Reports:

Amy presented the financials. As of 7/31/20, the HOA's total cash position was \$63,332.09, with \$5,210.12 in the Operating Account and \$58,121.97 in the Reserve Account. The net operating income as of the end of July was \$7,105.25 versus a budget of \$2,268.94. There was one delinquency of \$1,185 which was paid.

A&L Committee Report

The A&L Committee approved a request by 7398 Windsor to remove the front window, change the roofline to accommodate the remodel, move the deck steps, and add a generator. The request was posted at the mailboxes for neighborhood input; no opposition to the project was received. Work is scheduled to begin in September.

The A&L Committee has given conditional approval to replace a brick wall with a patio wall at 7367 Windsor with the understanding that a new ILC must be obtained along with final design submission. The deck is also being repaired. The request is currently posted at the mailboxes.

Pending Business

Address Plaques: Marty Schneider will be in touch with a contractor to produce and install the plaques.

Sump Pump Replacement: APR Plumbing along with an electrician replaced both the current sump pump and the back-up pump, which are expected to last 10 years. Electrical wires had melted which caused the Xcel bill to be unusually high. The wires were replaced, and the bill is back to normal. The total for the project was \$4312.20 with \$300 for the electrical work and \$4,012.20 for pumps, tax, and plumbing labor.

Sod Installation: Stumps were removed at 7305, 7354, and 7333 which left "holes" in the turf. Ward's Lawn will install sod to cover the holes in the second week of September.

Shrub Trimming: Ward's Lawn completed the trimming in July.

New Business

Electrical Fire at 7342 Windsor: As a complication of ground settlement, power lines running to the meter box crossed and caught fire. Luckily, the fire department was able to contain the fire, and although this has not happened in Buckingham Ridge before, it has happened in neighboring communities. The owners of 7342 worked with Xcel Energy and Excel Electric to have the problem repaired and the meter reinstalled. They were very favorably impressed with Excel Electric's work and response. Amy is going to contact Excel Electric to determine if it would be feasible to have them do an inspection of each home's meter box.

Tree Maintenance: Work was recently completed, and there will be more trimming and removals in the fall. Davey Tree completed the Emerald Ash Borer treatment for the neighborhood. Freeze damage was observed on ash trees at 7317 and 7325 from the April 15th storm. The advice is to keep watering the trees and when the leaves fall, make sure they get raked up. The trees should be healthy and fully leafed next year.

Sprinkler Irrigation:

7398 Windsor: The grass is extremely dry. Ward's Lawn Service noted that the sprinkler lines are pinched by tree roots and very little water was reaching the turf. A repair was completed on 8/22/20. The zone has 21 heads, and the sprinkler lines are only 5 inches deep in the ground, so they are continually being impacted by roots. Ward's will provide an estimate to re-trench the lines to provide better results throughout this zone.

7317 Windsor: Due to soil movement, the backflow valve which is situated against the foundation of the house, is in imminent danger of malfunctioning. This could cause significant water damage to the property. Ward's Lawn Service is going to provide a bid to relocate the backflow valve out to the yard. The board agreed this was a necessary improvement.

7300-7306-7312-7318 Windsor: The zones in this area have pressure issues. Ward's Lawn Service has said that if work is approved and completed in the fall, they will offer a discounted rate versus doing it next spring.

Given the age of the sprinkler system and the fact that more repairs seem to be needed with each passing year, the board discussed whether it might make sense to allocate funds every year to replace the sprinkler system. It was thought that it might make sense to replace a couple of zones per year. Along with the cost of repeated and ongoing repairs, the water bill can go up if malfunctions are not caught in a timely manner. Amy is going to investigate the feasibility and cost of this idea.

Other discussion topics included weed maintenance and Comcast Cable, with agreement that the services are currently satisfactory. Two homes have been sold in recent months – 7351 and 7305 -- and 7359 is currently under contract.

The next meeting was set for 5:00 pm, 10/7/20; the meeting adjourned at 8:18 pm.

Buckingham Ridge Homeowners Association

Meeting of the Board of Directors

April 22, 2020

Due to COVID-19 and the need for social distancing, the meeting was opened via Zoom video conferencing at 5:01 pm. In attendance were Dennis Stengel, Rich Berman, Kathy Klatman, Marilee Dolan, and Amy Scott of RDPM.

The minutes from the 2/24/20 meetings were unanimously approved.

Amy presented the financials. As of 3/31/20, the HOA's total cash position was \$58,021.01, with \$83.43 in the Operating Account and \$57,937.58 in the Reserve Account. Amy noted that the balance in the Operating Account does not usually fall that low, but funds were deposited very soon following that balance. The Net Operating account was **-\$2508.64** vs. a budget of \$229.26 with snow removal costs accounting for most of the variance. The \$29,196.26 total Operating Income is very close to the target budget. There are 3 delinquencies and penalty fees are being charged. Amy is in contact with the owners/estate managers of these homes to bring their accounts up to date. The HOA is on track with monthly reserve deposits, with \$7,000 transferred in Q1 of this year.

A&L Committee Report

The A&L Committee approved a request by 7350 Windsor for a deck repair. There are no other requests pending at this time.

Pending Business

Installation of the new address plaques are planned for spring. The address plaques will make it easier to locate each address, notably important for emergency personnel who have had some difficulty in being able to read the house numbers in the past. Marty Schneider has noted that some owners have placed new numbers that can be read at night, so not all houses will need new plaques. Two contractors are willing to do the installations.

APR Plumbing along with an electrician are scheduled to replace both the current sump pump and the back-up pump Thursday, 4/30/20.

Bill Hoheisel, the stump grinder, completed the removal of 3 large stumps in March at a cost of \$550. The Board agreed that sod will be planted over 2 of the stumps.

All owners were mailed a notice and budget in late February with notification of the dues increase to \$285 as of 4/1/20.

New Business

7346 Windsor selected Davey Tree to remove a spruce tree at the side of their house at their expense. The tree was removed 4/18/20.

There are 2 electrical meters for running the sump pumps, lights, and sprinkler system. One of the meters is using an unusually large amount of electricity. Amy has spoken with Xcel, Fountain Greens, Ward's Lawn (Buckingham Ridge's landscape maintenance contractor), and Sun & Shade (Fountain Greens' landscape maintenance contractor) to determine the cause. Xcel is sending a technician to check the meter function. As there are no plugs on the meter, it does not seem likely that the electricity is being stolen. It also does not seem to be anything related to Fountain Greens' operations. There was some discussion as to whether the sump pumps could be malfunctioning and causing excess electrical usage. Although there has been no noticeable increase in activation of the sump pumps, the electrician will assess any possible malfunction when the new sump pumps are installed.

Boulder was cited as "The Snowiest City in America" after the last storm, which brought the 2019-20 season total to 151 inches (12.5 feet). As a result, the expenditures for snow removal are over budget by \$2611. It was noted that snow removal costs were \$7900 in 2017 and \$7400 in 2018. The SJ Ward Landscape (snow removal contractor) invoices are carefully reviewed for accuracy and contested if mistakes are found. Various methods of controlling snow removal costs were discussed including possibly increasing the parameters of when the roads should be plowed. Another idea was to hire a local 13-year-old boy for smaller shoveling (and possibly other small landscape) jobs, especially to mitigate ice build-up, in lieu of the expense of SJ Ward's crew. According to Amy, the HOA's insurance policy for liability would cover the boy while he is working.

The COVID-19 Stay-at-Home Order limits certain businesses, but landscape and tree maintenance are permitted, so it has had no impact on the upkeep of the property.

The next meeting was set for 5:00 pm, 7/29/20.

The meeting adjourned at 6:06 pm.

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Buckingham Ridge Homeowners Association

Annual Members Meeting

February 24, 2020

Dennis Stengel opened the meeting at the Hampton Inn, 6333 Lookout Road at 6:35 pm. In attendance were Dennis Stengel, Rich Berman, Kathy Klatman, A&L Committee Chairman Marty Schneider, Amy Scott of RDPM, and homeowners Fred Strife and Bill Johnson.

A quorum of more than 20% of homeowners and proxies was met.

Financial Status

Amy gave a review of the financial status and proposed budget for the year.

January: As of 1/31/2020, the HOA's total cash position was \$61,281.15 with \$6358.51 in the Operating Account and \$54,922.64 in the Reserve Account. The net operating income as of 1/31/20 was \$937.24 vs. a budget of \$2241.25. As of 1/31/20, there was a delinquency of \$1141. As of 2/20/20, there was a delinquency of \$295.

2019 Year End: As of 12/31/19, the HOA's total cash position was \$56,334.37, with \$5420.87 in the Operating Account and \$50,913.50 in the Reserve Account. The net operating income for 2019 was \$16,815.66 vs. a budget of \$23,996. Overages in snow removal and tree maintenance account for the shortfall in the net income.

Proposed Budget: It was noted that electricity costs cover the sump pumps, entry lights, and sprinklers. For 2020, there's been a 5% increase in the cost of Comcast service; a \$2/month increase in Fountain Greens HOA dues per household; an estimated 8% increase in landscape maintenance in part due to aging trees; and the association is \$4000 over budget in snow removal year-to-date due to an extremely snowy February. In addition, the sump pumps, which were replaced 9 years ago, are due to be replaced this year.

Approved HOA Fees: After discussion of the budget with agreement that it is necessary to continue to increase the Reserve Fund in order to assure a fiscally sound neighborhood with no need for future assessments, there was a motion to raise the fees by \$15/month beginning 4/1/20. It was seconded and approved unanimously.

2019 Year-In-Review and Upcoming Projects:

Dennis thanked Fred Strife and Ellie Berman once again for our beautiful flowers at the front entrance. Fred noted that Ellie really implemented the plan. Dennis also noted that the association will pay for tree stump grinding if the stump is visually evident from the road; some of the concrete curbs were replaced; and there has been continuous "piecemealing" of the aging sprinkler system.

Amy composed a comprehensive summary of 2019 and future projects. Please see page 3 for the details.

A&L Committee

A & L Committee Chairman Marty Schneider reported that the committee is now comprised of 5 members: himself, Becky Negler, Lucy Strait, Kate Smailer, and Rich Berman. He also noted that there were very few requests last year but among them were approvals for new windows and fencing.

Nomination and Vote for New Board Members: Rich Berman's term expired at this meeting. Kathy Klatman and Dennis Stengel's terms expire in 2021. Marilee Dolan volunteered to be on the board, and Rich agreed to serve another term. It was motioned, seconded and unanimously approved to appoint Rich and Marilee to the board.

The meeting was adjourned at 7:10 pm.

2019 Year in Review / 2020 Upcoming Projects

Monthly Fees/Administration

Dues maintained at \$270/month in 2019 and 2018.

Proposed Dues increase of \$10/month for 2020, starting April 1.

Monthly fees included basic cable and internet through Comcast (\$54/house/month).

The monthly fee also includes Fountain Greens' HOA fees, which were \$33/household in 2019 and are increasing to \$35/household in March of 2020.

Approximately \$42/month, or \$500 per home/year is budgeted for the Reserve Fund.

Board members Dennis Stengel, Rich Berman, and Kathy Klatman served on the board throughout the year. Bob Webster resigned when he sold his home in the spring of 2019.

The HOA is seeking at least one more board member at this meeting. The board meets quarterly; terms are 3 years.

The Architecture and Landscape Committee approved several projects including repainting, re-roofing, deck maintenance, and planting of new trees.

Please remember that all exterior improvements to your home need to go through the A & L Committee. Some requests are routine maintenance; others require more review by the committee.

The Buckingham Ridge HOA is a corporation in good standing with the State of Colorado.

The HOA follows state statutes as well as the association's governing documents.

Grounds Maintenance

Ward's Lawn Service provided lawn and sprinkler maintenance for the third season; the board is reviewing renewal for the 2020 maintenance season. Shrub trimming throughout the neighborhood caused some frustration. There is a plan to communicate dates and expectations to owners better this year.

Augustine Tree provided tree maintenance and needed removals at a total of \$7735. The HOA's multiple trees are costing more to maintain as they grow and mature.

SJ Ward's is providing snow removal. The HOA averaged \$347/house on snow removal in 2019. Entry flowers were again planted by neighborhood volunteers – thank you!

Upcoming Projects

Replacement of 2 sump pumps between 7342 and the pond, budgeted and scheduled for spring. Replacement of address numbers for all households. Project will be communicated and coordinated with owners. Goal is to provide better visibility for emergency access vehicles and visitors to the neighborhood, as well as consistent appearances on the houses.

Davey Tree will provide Emerald Ash Borer treatment (done every 2 years) to protect the HOA's Ash trees this summer.

Assess tree stump removal and select tree replacements.

Continue to fund reserves and take prudent approach to projects; hopefully avoiding the need for future special assessments.

Buckingham Ridge Homeowners Association

Meeting of the Board of Directors

After Annual Meeting

February 24, 2020

Dennis Stengel opened the meeting at the Hampton Inn, 6333 Lookout Road at 7:15 pm. In attendance were Dennis Stengel, Rich Berman, Kathy Klatman, and Amy Scott of RDPM.

The board now consists of Dennis Stengel, Rich Berman, Kathy Klatman, and Marilee Dolan.

Amy will send out a letter to homeowners notifying them of the increase in HOA fees beginning 4/1/20.

The next meeting will be Wednesday, 4/22/20. The location is TBD.

Amy will choose possible future dates for July and October and send them out to the board members by email.

The meeting was adjourned at 7:30 pm.

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The minutes from the 10/21/2019 meeting were approved unanimously.

Financial and Delinquency Reports

January: As of 1/31/2020, the HOA's total cash position was \$61,281.15 with \$6358.51 in the Operating Account and \$54,922.64 in the Reserve Account. The net operating income as of 1/31/20 was \$937.24 vs. a budget of \$2241.25. As of 1/31/20, there was a delinquency of \$1141. As of 2/20/20, there was a delinquency of \$295.

2019 Year End: As of 12/31/19, the HOA's total cash position was \$56,334.37, with \$5420.87 in the Operating Account and \$50,913.50 in the Reserve Account. The net operating income for 2019 was \$16,815.66 vs. a budget of \$23,996. Overages in snow removal and tree maintenance account for the shortfall in the net income.

A&L Committee

A & L Committee Chairman Marty Schneider reported that the committee is now comprised of 5 members: himself, Becky Negler, Lucy Strait, Kate Smailer, and Rich Berman.

Pending Business

Address Plaques: The plaques are scheduled to be installed in the spring.

Sump Pumps: APR Plumbing is planning to replace two sump pumps in the spring.

Tree Maintenance: Augustine Trees finished the approved tree maintenance list in December. A property owner has requested that a particular tree be removed or pruned. HOA policy is that it is the association's responsibility to prune trees, but unless a tree is dead, it is the owner's responsibility to remove it. As per policy, an Architectural Control Form must be submitted for tree removal and replacement. (Please see the Landscaping Guidelines Oct 2015 found at www.rdpminc.com by selecting the "maintenance" tab.)

New Business

Stump Grinding/Planting: Augustine Trees submitted a bid for 3 large stump removals and 2 trees to be planted. The association does not pay for the planting or replacement of trees as per the Landscaping Guidelines Oct 2015.

2020 Budget: A \$10/month increase as of April 1, 2020 was communicated to owners with the Annual Meeting mailer. Due to heavy snows this winter and resultant snow shoveling costs that have gone over budget, there was a discussion about whether this increase was sufficient. If the association does not increase fees by more than \$10/month this year, then it seems likely there will need to be a substantial increase next year. It was noted that a \$15/month increase would net an additional \$1620 to the association this year (36 homes x \$5/month x 9 months.)

There was discussion regarding whether it was prudent to use funds to pay for the address plaques this year. It was voted that because the plaques address a safety issue, the association would go ahead with installing them.

Corner of Buckingham Road and Windsor Drive: Discussion of how to remediate the ice flow problem at that corner. Trees have been trimmed to decrease shadowing at that juncture. There was discussion as to whether removal of the trees would solve the problem, but it was not thought that it would. A possible solution might be to have SJ Ward Landscapes not only plow the day of the snowfall in that area but also the day after.

New Board Member: Marilee Dolan has kindly volunteered to be on the board.

The meeting was adjourned at 6:30 pm.