

**ROBERT DREW
PROPERTY
MANAGEMENT, INC.**

905 Little Leaf Court
Longmont, Colorado 80503
303-485-7655 (fax)
303-485-9818

Notice of Annual Members' Meeting

**The Buckingham Green HOA
Annual Members' Meeting
has been scheduled for**

7:00 PM

Tuesday, June 5, 2018.

**The location will be the at the
Boulder Country Club**

**All Buckingham Green owners are
cordially invited to attend.**

**Please call Amy Scott at 303-485-
9818 for more information.**

We hope to see you there!

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May 14, 2018

Dear Buckingham Green Homeowner,

Your HOA's Annual Members Meeting has been scheduled for **Tuesday, June 5, 2018 at 7:00 pm** at the nearby **Boulder Country Club**.

The annual gathering is an opportunity for an exchange of information between your elected board of directors and the homeowners. Your board will review the past year's highlights and upcoming projects, as well as an update on your HOA's finances. Ample opportunity will be available for homeowners' questions and concerns to be raised and discussed.

There will be an election for two positions on the board of directors. The board meets monthly, with a few exceptions, resulting in about 10 meetings per year.

If you are interested in serving on the board please contact my office at 303-485-9818 to have your name placed on the ballot. You may also nominate yourself the night of the meeting.

The HOA hired a new landscape maintenance contractor this season, Ward's Lawn Service. We continue to use Augustine Trees for our tree pruning and maintenance. Also new this season, the HOA hired Hummer Irrigation Services for irrigation maintenance. In April, we installed Wi-Fi sprinkler clocks that monitor weather conditions so that the HOA is using their water more efficiently and appropriately. The WiFi clocks can be controlled remotely, and sprinkler issues (popped heads, geysers, leaks) can be addressed within minutes of reporting the problem. We will offer a brief demonstration on the WiFi clocks at the Annual Meeting.

If you notice a broken sprinkler head or an irrigation leak, please report it to 720-560-0389 by voice message or text.

If you will be unable to attend June's annual meeting, then please be certain to complete and submit the attached proxy, so that the quorum can be satisfied. We hope to see you there!

Very truly yours,



Amy Scott
Managing Agent

enclosures: * Proxy, * Agenda, * 2018 Budget & Current balance sheet ,
*** Summary of HOA Rules**, *Exterior Improvement Request form (*all exterior projects must be approved in advance by the HOA*)

Love Flowers? We are looking for a few "flower caretakers" for the entry flowerbeds at Buckingham Court & Coventry Court. Ideally we would have 1-2 volunteers for each street. The HOA will have the flowers planted by May 18. We need help with supplemental hose watering, occasional weeding, plus some flowers will need dead-heading throughout the season.
Please contact Amy Scott at 303-485-9818 if you are interested!

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303-485-7655 (fax)
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To: Buckingham Green Association Homeowners
From: Amy Scott
Date: May 14, 2018
Re: Annual Meeting

Please be advised that the annual meeting of the Buckingham Green Association HOA members will be held **Tuesday, June 5, 2018 at 7:00 p.m.**, at the Boulder Country Club. In addition to reviewing the past year's business and upcoming projects, there will be an election for two positions on the HOA's board of directors.

If you will be unable to attend the meeting, please complete the proxy form below, and mail, fax (303-485-7655) or e-mail (rdpm.amyscott@gmail.com) it to our office immediately. The proxies are essential to have a sufficient number of owners represented to make a quorum.

PROXY

I/We, _____

being the owner(s) of the property located at _____

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

_____ * of _____
(name of proxy) (address of proxy)

or in the event of that person's absence, the board president,
to be my/our proxy, to vote on my/our behalf at the membership meeting of the Buckingham Green Association to be held on Tuesday, June 5, 2018 at the Boulder Country Club, 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 homeowner who will be attending the annual meeting, such as a neighbor, or a board member.

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5/17/2018

Balance Sheet (Cash)
Buckingham Green HOA - (bhg)
May 2018

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	5,961.08
Cash in Bank - Short Term Res.	18,787.32
Cash in Bank - C.D. First Nat.	17,857.40
Total Cash	<u>42,605.80</u>

TOTAL ASSETS

42,605.80

LIABILITIES & CAPITAL

Liabilities

Fund Balance (1/1/00 cash)	34,291.99
Retained Earnings	8,313.81
Total Equity	<u>42,605.80</u>

TOTAL LIAB. & CAPITAL

42,605.80

BUCKINGHAM GREEN HOA 2018 Budget Preparation	2014 ACTUAL (\$225/month)	2015 ACTUAL (\$225/month)	2016 ACTUAL (\$250/month)	2017 budget (\$250/month)	2017 ACTUAL year end	2018 Proposed (\$260/month)
OPERATING INCOME						
Homeowners Dues - Base Amount	\$124,200	\$124,200	\$138,000	\$138,000	\$138,000	\$143,060
Prepaid dues					\$6,096	
Reserve Interest	\$29	\$40	54	50	30	25
Other Operating Income	\$625	\$475	350	500	400	
TOTAL OPERATING INCOME	\$124,854	\$124,715	\$138,404	\$138,550	\$144,526	\$143,060
OPERATING EXPENSES						
Administration						
Management Fees	\$9,748	\$9,648	\$9,648	\$9,648	\$10,128	\$10,800
Accounting / Bank Charges	\$190	\$212	\$200	\$225	\$227	\$240
Legal / Professional	\$50	\$818	\$450	\$750	\$160	\$750
Copies, Mailings, Postage, Website	\$740	\$693	\$733	\$750	\$770	\$774
Fountain Green HOA Dues	\$14,720	\$14,536	\$14,398	\$16,744	\$16,836	\$17,848
Other Administrative	\$200	\$300	\$0	\$100	\$600	\$100
Total Administrative	\$25,648	\$26,207	\$25,429	\$28,217	\$28,721	\$30,512
Utilities						
Electricity	\$1,405	\$1,282	\$1,353	\$1,402	\$1,210	\$1,300
Trash/Recycling	\$10,590	\$10,952	\$11,411	\$11,917	\$11,964	\$12,316
Water & Sewer	\$22,780	\$16,977	\$27,172	\$21,000	\$16,784	\$18,000
Total Utilities	\$34,774	\$29,211	\$39,936	\$34,319	\$29,958	\$31,616
Maintenance						
Routine Landscape Maintenance	\$13,008	\$16,800	\$14,524	\$15,000	\$15,345	\$20,230
Entrance Flower Maintenance	\$3,078	\$3,734	\$694	\$1,000	\$701	\$850
Shrub Maintenance	\$14,335	\$9,450	\$4,000	\$9,000	\$6,415	\$0
Tree Maintenance		\$11,791	\$16,219	\$12,000	\$16,908	\$17,375
Snow Removal	\$13,581	\$18,750	\$20,524	\$18,000	\$10,155	\$17,250
Sprinkler System Maintenance	\$7,260	\$7,359	\$5,923	\$6,000	\$11,363	\$5,360
Other/Unanticipated Maintenance	\$193	\$566	\$661	\$400	\$626	\$500
Total Maintenance	\$51,455	\$68,450	\$62,545	\$61,400	\$61,513	\$61,565
Taxes		\$107	84	100	95	100
Insurance	\$629	\$736	716	825	510	750
Total Taxes & Insurance	\$629	\$843	\$800	\$925	\$605	\$850
TOTAL OPERATING EXPENSES	\$112,507	\$124,711	\$128,710	\$124,861	\$120,797	\$124,543
NET INCOME / RESERVE CONT.	\$12,347	\$4	\$9,694	\$13,689	\$23,729	\$18,517
RESERVE / CAPITAL EXPENSES						
Legal Expenses from Reserves						\$1,800
Fence - Outlot B/Ironwood						\$10,000
Signage / Lighting	\$5,254			\$5,000	\$7,160	\$5,574
Asphalt Maintenance/Improvements	\$560		\$39,342	\$5,500	\$8,300	
Sidewalk Replace/Maintenance			\$0	\$0	\$2,120	
Tree/Shrub Removal		\$5,000	\$0	\$3,200	\$0	
Tree/Shrub Replacement	\$1,285	\$0	\$14,269	\$1,050	\$3,238	
Irrigation & Landscape Upgrades	\$13,468	\$650				\$17,000
Reserve/Capital Expenses	\$20,567	\$5,000	\$54,261	\$14,750	\$20,818	\$34,374
TOTAL EXPENSES	\$133,074	\$129,711	\$182,971	\$139,611	\$141,615	\$158,917
Year End Net Reserve Cont.	-\$8,220	-\$4,996	-\$44,567	-\$1,061	\$2,911	-\$15,857

\$12K - Irrig. \$5K project

asphalt path

*\$20,230 estimate **

\$850

\$0 Included in routine mtc

\$17,375 EAB \$3375 + \$14,000Mtc

\$17,250 \$375/home

\$5,360 estimate +

\$500

*\$20,230 estimate **

\$1,300 estimate-historical use

\$12,316 3% increase

\$18,000 5% inc from 2017 actual

\$1,300 estimate-historical use

\$12,316 3% increase

\$18,000 5% inc from 2017 actual

\$1,300 estimate-historical use

\$12,316 3% increase

\$18,000 5% inc from 2017 actual

\$1,300 estimate-historical use

AGENDA

BUCKINGHAM GREEN HOA ANNUAL MEMBERS' MEETING June 5, 2018

- A) Registration *(please complete the sign-in sheet)*
- B) Introductions
- C) Determination of Quorum *(20% of the members required)*
- D) Review of Past Year's Highlights and Upcoming Projects
- E) Report on Financial Status
- F) Nominations & Vote for Two Positions on the Board of Directors:
Bob Padgett's and Julie Boston's terms will expire in 2018, Ann Scott's and Gaines Goodwin's terms will expire in 2019; David Scott's, Erik Vaag's and Jeff Stiffler's terms expire in 2020.
- G) Open to Discussion *(limit of 15 minutes per topic)*
- H) Adjourn *(followed by brief meeting of the new Board of Directors)*

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 stuff 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

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
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@gmail.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
Click on "Associations" and select "Buckingham Green" using password "bhg8991" then choose "Maintenance."