

North Court Residences, LLC
Board Meeting Minutes

Date: 12/15/20

Location: Web meeting via Zoom due to Coronavirus pandemic

In Attendance: President, Ronnie Pelusio, Mitzi Riddle, Secretary; Tim Beal; Paul DesRosiers; Rabia Qaseem; Amy Scott, Management.

Call to Order: The meeting was called to order by Ronnie Pelusio at approximately 5:10 p.m.

- 1) **Review of 09/30/2020 Board Minutes for approval.**
 - **MOTION: Approve prior meeting minutes; approved unanimously.**

- 2) **Financial and delinquency reports through November 30, 2020.**
 - a. We reviewed the balance sheet.
 - Total Liability & Capital is \$316,041.32. Of this there is \$78,365.72 in Operating account, and 237,675.60 in Reserve account.
 - b. We reviewed the budget.
 - Total adjusted Net Operating Income YTD was \$27,159.01 compared to the budgeted income of \$31,804.28.
 - Total Operating Expense YTD was \$184,626.04, compared to the budgeted expenses of \$192,066.25.
 - c. Delinquencies:
 - Total of \$1572 from 4 owners. Amy is working with the owners.

- 3) **Opportunity for guest homeowners to address the Board.**
 - a. None present

- 4) **Pending Business:**
 - a. **Wind/Hail Assessment** - Total assessed to owners = \$175,108.24. Remaining due from owners = \$39,355.90. Amy is working with owners to set up payment plans to clear up balances by May 2021; however, she will work with them on a case-by-case basis to extend the payment plan up to 6 months if needed.
 - b. **Gutter Walk Through** - Amy and Paul did a walk through with Heritage on 10/21/20. Remaining gutter work was completed by 11/10/20. Waiting for final report from Heritage.
 - c. **Building Signage** - Review initial ideas for new numbering. Further review along with Painting decisions.
 - d. **Carpentry Repairs** - Heritage bid in place; Amy met with Northern Lights; Cal's Painting willing to do a carpentry bid; other contractors assessing buildings.
 - e. **Painting Update** - Goal is to select and finalize color palettes by mid/late February; start painting by April/May.
 - f. **Annual Fire Alarm/Testing / Back Flow Testing** - Testing completed 10/6/20; Trident replaced fire alarm panel at 1515 Zamia on 10/30/20 (Board approved by email).

- 5) **New Business:**
 - a. **2021 Draft Budget** - Review draft budget and dues options.
 - **MOTION: Approve presenting a 5% increase to 2021 dues at Annual Meeting; approved unanimously.**
 - b. **Trees** - Left Hand Tree/Todd Huston will provide pricing for pruning of buckthorns by garages and addressing other storm damage.

- c. **Parking Issues** - there continue to be some issues with assigned parking space use.
- d. **Annual Meeting** - Proposing January 21, 2021. Mitzi's term is up for election/re-election at 2021 meeting. Ronnie and Tim's terms are up in 2022; Paul and Rabia's terms are up in 2023.

6) **Other New Business** - None at this time.

7) **Next Board/Annual Meeting** - Tentatively scheduled for January 21, 2021 at 5:00 p.m.

7) **Adjournment:** There being no further business to come before the board, the motion was made, seconded, and unanimously carried to adjourn at approximately 7:14 p.m.

Mitzi Riddle, Secretary, recorded these minutes.

Signature (for approved minutes only)

Mitzi Riddle, Secretary

Dec. 15 2020

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North Court Residences , LLC
Board Meeting Minutes

Date: September 30, 2020

Location: Web meeting via Zoom due to Coronavirus pandemic

In Attendance: Board members Ronnie Pelusio, Mitzi Riddle, Tim Bel, Paul DesRosiers, Rabia Qaseem. Amy Scott from RDPM, Inc attended, and owner Nancy Gillis joined the meeting in progress, at 5:23 pm.

The Meeting was called to order at 5:08 pm.

The Meeting Minutes from June 16, 2020 were reviewed and approved unanimously as presented.

The Financial and Delinquency Reports were presented by Amy Scott. As of August 31, 2020, the HOA's total cash position was \$347,204.77 with \$109,559.04 in the Operating Account and \$237,645.73 in the Reserve Account. Through August, the HOA had an adjusted Net Operating Income of 32,108.06 vs. a budget of \$22,599.64; the HOA is ahead of budget by \$9508.42.

Delinquency Total (*Dues Only*): \$1265 from 3 owners. Amy is following up. Delinquency does not include unpaid wind/hail assessments.

Pending Business

- 1) Roof Hail Damage Claim – Final roof payment to Heritage of \$39,222.88 written, not yet released to Heritage. Heritage to complete gutter walk through and warranty work. Amy will schedule.
- 2) Wind/Hail Assessments – of the 77 units, 55 have paid in full, 7 are completing payment plans, 15 have not paid yet. HOA Loss date (6/18/2018) vs the date of owner assessment (4/27/2020) has created issues for some owners. Amy spoke with lawyer and confirmed that owners of record as of 4/27/20 are responsible for assessment. Statements and letters were sent out last week giving payment plan deadline to owners with outstanding balances.
- 3) Building Signage – the group agreed to update numbers and placement, probably black, modern numbers, approximately 4" – 6" in height. Paul found a few options for consideration. Numbers will be installed as part of carpentry and painting project.
- 4) Lighting at Mailboxes – the board agreed to table this matter for the time being. They need information on type and placement of lights, light pollution, etc.
- 5) Maintenance tasks – the group reviewed the maintenance list provided by Amy and added a few items to it. The spreadsheet is to help keep track of requests and resolution to issues.
- 6) Insulation Request at 1400 #3 – Owner no longer wants to install insulation in divider wall; board approved to have attorney draft agreement for future, as issue will likely come up again.
- 7) Carpentry Repairs – the bid from Heritage still in place. Amy met with Northern Lights, a siding contractor. Board requested a few more carpentry repair bids from other contractors, such as G & S Exteriors, Colorado Siding, or other reputable companies. Would like to see bids using cementitious products or alternate product that will hold up better than the LP Smart Trim.

- 8) Painting and Color Update – The group discussed potential changes to color palates for the buildings, including having a unifying trim color for all buildings. Some buildings have white windows, some have putty windows. Currently there are several colors throughout the community and there was conversation about reducing the number of colors throughout the HOA while still providing variety from building to building. Ronnie has an associate that may be a resource to the HOA, at an agreed-upon price. Amy also knows two colorists that work with HOA's if desired by the board. Two painting bids were reviewed; Amy to source other bids for consideration.

New Business

- 1) Storm Damage to Trees – The September 8 snowstorm caused extensive damage. Eduardo and his crew picked up several downed branches, Left Hand Tree trimmed several damaged trees to remove safety issues (\$1746), more pruning work needed.
- 2) Annual Fire Alarm Testing / Back flow Testing – scheduled for October 6, 2020.
- 3) Snow Removal – Jack Frost renewal for 2020-2021 season at no increase in rates.
- 4) Parking Issues – one resident is using parking space for plants in containers, another resident is drying laundry in their parking space. Some residents are using a space assigned to another. The group discussed parking and agreed that spaces are to be used for vehicles only. The container garden will not be permitted next season, the pots must be tidied up by winter.
- 5) Bike Locker / Storage Room – the bike locker at 1400 Lee Hill was cleared out of unauthorized stored items. One bike hook was rented to 1460#4; at this meeting Rabia requested to rent 2 bike hooks for her unit, Amy will follow up with her.

The next meeting will be a touch base meeting, scheduled for November 11, 2020. The next board meeting is scheduled for December 15, 2020.

With no further business, the meeting was adjourned at approximately 7:40 pm.

Minutes drafted by Amy Scott, RDPM, Inc.

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

Date: 06/16/2020

Location: Web meeting via Zoom due to Coronavirus pandemic

In Attendance: President, Ronnie Pelusio, Mitzi Riddle, Secretary; Tim Beal; Paul DesRosiers; Rabia Qaseem; Amy Scott, Management.

Call to Order: The meeting was called to order by Ronnie Pelusio at approximately 5:07 p.m.

1) Opportunity for guest homeowners to address the Board.

- a. None present.

1) Review of 03/17/2020 Board Minutes for approval.

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

2) Financial and delinquency reports through February 29, 2020.

- a. We reviewed the balance sheet.
 - Total Liability & Capital is \$278,455.73. Of this there is \$40,839.86 in Operating account, and \$237,615.87 in Reserve account.
- b. We reviewed the budget.
 - Total Adjusted Net Operating Income YTD (adjusted for Wind/Hail Insurance payout and Loss Assessments received) was \$25,495.87, compared to the budgeted income of \$18,382.40.
 - Total Operating Expense YTD was \$74,711.89, compared to the budgeted expenses of 84,396.25.
- c. Delinquencies:
 - Total of \$709 from 3 owners. Amy will discuss with owners.

4) Pending Business:

- a. **1400 Lee Hill Hand Rail** - New railing has not yet been installed.
- b. **Roof Hail Damage Claim** - Roofs replaced in May, along with gutters but not downspouts. HOA has paid \$160,304.22 for materials, leaving a balance of \$374,043.17. Heritage has not yet billed for this amount. There are outstanding questions for Heritage re: flashing, and the necessity for new downspouts. Ronnie, Paul and Amy to do walk through this Friday to create a punch list of items to discuss with Heritage.
- c. **Wind/Hail Assessment** - Of the 77 units, 35 have paid to date for a total of \$83,029 collected. Amy has had conversations with numerous insurance companies on behalf of owners.
- d. **Building Signage** - Discuss replacing building numbering (signage) with more visible numbers to assist with navigating the property in light of significant increases in delivery services, etc. More discussion needed.
- e. **Lighting at Mailboxes** - No action taken yet.
- f. **Water Bill at 1570 Lee Hill** - BHP discovered a running toilet and corrected problem on April 29.
- g. **Plant Bed Maintenance** - Eduardo Ruiz' new company is The Garden Keeper II. He has obtained insurance, and Amy has met with him twice to discuss work and budget. He is also addressing irrigation repairs. Lutter Landscape started up irrigation on May 20.

5) New Business:

- a. **Painting and Carpentry Repairs** - discuss next steps, bids from Heritage, target dates,

colors. More research needed on materials for trim and carpentry repairs. Amy to schedule meeting with Heritage as soon as possible to discuss options. Amy will request bids from other painters, as well as possible additional bids for carpentry and trip repairs after discussion with Heritage.

- b. **Management of maintenance tasks** - Discuss ideas for maintenance management software.
- c. **Responsiveness of Board to Homeowner Requests** - Discuss options for providing more timely responses to homeowner issues/complaints/requests. Suggestion for monthly working sessions in addition to quarterly board meetings. First Working Session Scheduled for July 14, 2020, 5-6 p.m.

6) **Other New Business** - None at this time.

7) **Adjournment:** There being no further business to come before the board, the motion was made, seconded, and unanimously carried to adjourn at approximately 8:15 p.m.

Mitzi Riddle, Secretary, recorded these minutes.

Signature (for approved minutes only)

Mitzi Riddle, Secretary

June 16, 2020

Date

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

Date: 03/17/2020

Location: Web meeting via Zoom due to Coronavirus pandemic

In Attendance: President, Ronnie Pelusio, Mitzi Riddle, Secretary; Paul DesRosiers; Rabia Qaseem; Amy Scott, Management.

Absent: Tim Beal

Call to Order: The meeting was called to order by Ronnie Pelusio at approximately 5:10 p.m.

- 1) **Review of 01/23/2020 Board & Annual Minutes for approval.**
 - **MOTION:** Approve prior meeting minutes; approved unanimously.

- 2) **Financial and delinquency reports through February 29, 2020.**
 - a. We reviewed the balance sheet.
 - Total Liability & Capital is \$382,181.31. Of this there is \$144,600.82 in Operating account, and \$237,580.49 in Reserve account.
 - b. We reviewed the budget.
 - Total Operating Income YTD was \$13,849.89, ahead of budget by \$11,685.16.
 - Total Operating Expense YTD was \$32,923.84, over budget by \$27,547.50.
 - c. **Delinquencies:**
 - Total of \$484 from 2 owners; plus minor discrepancies totaling \$125 from owners not paying new dues amount. Amy will discuss with owners.

- 4) **Pending Business:**
 - a. **Roof Hail Damage Claim** - HOA received insurance payment of \$106,761.79. Board met with Heritage Roofing on February 10, 2020, and Board met again on February 26 to discuss project and assessments. Amy sent email to all owners to emphasize the importance of Loss Assessment insurance. Heritage has provided bid for additional batten replacement work and painting. Amy to consult back with Heritage regarding material choice for battens, and with insurance company for additional information on claim if project is delayed due to coronavirus issues.
 - b. **1400 Lee Hill Hand Rail** - Hand rail replacement in process.
 - c. **No Smoking Policy** - Discussed at Annual Meeting; tabled temporarily.
 - d. **Building Signage** - Amy to investigate options for improved numbering/signage.

- 5) **New Business:**
 - a. **Lighting at Mailboxes** - continue to investigate necessity and/or options.
 - b. **Water Bills** - 1570 Lee Hill has had an extremely high bill the last 2 months. Amy is communicating with BHP and asked the them to follow up with their tenants to check for possible leaks, running toilets, etc.
 - c. **1610 Lee Hill** - Fascia/Soffit deteriorated; squirrels took up residence but have been professionally removed; access point being sealed up.
 - d. **Plant Bed Maintenance** - Moe Brosnan of The Garden Keeper is moving out of state. Amy has had multiple conversations with her about handing off the business to Eduardo, her primary employee. Eduardo knows the property well. Amy will be meeting with Eduardo and his wife Brenda to discuss insurance, etc. No decisions as of yet. Amy will report back to the Board.

6) **Other New Business** - None at this time.

7) **Adjournment:** There being no further business to come before the board, the motion was made, seconded, and unanimously carried to adjourn at approximately 7:11 p.m.

Mitzi Riddle, Secretary, recorded these minutes.

Signature (for approved minutes only)

Mitzi Riddle, Secretary

March 17, 2020

Date

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

Date: 1/23/2020

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

In Attendance: Ronnie Pelusio, President; Mitzi Riddle, Secretary; Tim Beal; Paul DesRosiers; Rabia Qaseem; Amy Scott, Management.

Absent: None

Call to Order: The meeting was called to order by Ronnie Pelusio at approximately 7:35 p.m.

1) Schedule of Board Meetings

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

1st Quarter, Tuesday, March 17, 2020 - 5 p.m.

2nd Quarter, Tuesday, June 16, 2020 - 5 p.m.

3rd Quarter, Tuesday, September 15, 2020 - 5 p.m.

4th Quarter, Tuesday, December 15, 2020 - 5 p.m.

2) Board and management email list:

Amy Scott - rdpm.amyscott@gmail.com

Ronnie Pelusio - ronnie@pel-ona.com

Mitzi Riddle - mitzij29@gmail.com

Tim Beal - bealt@boulderhousingpartners.org

Paul DesRosiers - paul.desrosiers@comcast.net

Rabia Qaseem - rabia.qaseem@gmail.com

3) Adjournment: There being no further business to come before the board, the motion was made, seconded, and unanimously carried to adjourn at approximately 7:40 p.m.

Mitzi Riddle, Secretary, recorded these minutes.

Signature (for approved minutes only)

Mitzi Riddle, Secretary

January 23, 2019

Date

**North Court Residences, LLC
Annual Members Meeting Minutes**

Date: 1/23/2020

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

In Attendance: President, Ronnie Pelusio, Mitzi Riddle, Secretary; Tim Beal; Paul DesRosiers; Amy Scott, Management.

Absent: None

Call to Order: The meeting was called to order by Ronnie Pelusio at approximately 5:40 p.m.

- 1. Registration, Introductions, Determination of a Quorum (10%).**
31 units represented, achieving a quorum.
- 2. Update on Past Year Highlights and Upcoming Projects -** *updating building signage, lighting, carpentry repairs, roof replacement, board turnover, landscaping, general overview of Board's responsibilities.*
- 3. Amy Scott's Report on Association's Financial Status -** *Amy Scott reviewed the Association's financial standing and provided a summary of the NCR balance sheet for 2019 and proposed budget allocations for 2020.*
- 4. Ratification of board-approved 2020 budget -** *per Article 9.3 of the governing documents, the budget is ratified unless 80%, or 62 unit owners, reject the budget.*
- 5. General Discussion**
 - a. Smoking at North Court
 - b. Armory Development
- 6. Nominations and Votes for Two Board Positions**
 - a. Paul DesRosier's term and one vacant seat are up for election at this meeting; Mitzi Riddle's term expires in 2021, Ronnie Pelusio's term and Tim Beal's term expire in 2022.
 - **MOTION:** Motion to nominate Paul DesRosier and Rabia Qaseem to the Board; approved unanimously.
- 7. Adjournment:** There being no further business to come before the annual meeting, the motion was made, seconded, and unanimously carried to adjourn at approximately 7:34 p.m.

Mitzi Riddle, Secretary, recorded these minutes.

Signature (for approved minutes only)

Mitzi Riddle, Secretary

January 23, 2020
Date

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

Date: 01/23/2020

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

In Attendance: President, Ronnie Pelusio, Mitzi Riddle, Secretary; Tim Beal; Paul DesRosiers; Amy Scott, Management.

Call to Order: The meeting was called to order by Ronnie Pelusio at approximately 4:37 p.m.

- 1) **Opportunity for guest homeowners to address the Board.**
 - a. None present
- 2) **Review of 12/16/2019 Meeting Minutes for approval.**
 - **MOTION: Approve prior meeting minutes; approved unanimously.**
- 2) **Financial and delinquency reports through December 31, 2019.**
 - a. We reviewed the balance sheet.
 - Total Liability & Capital is \$261,625. Of this there is \$24,194.35 in Operating account, and \$237,430.65 in Reserve account.
 - b. We reviewed the budget.
 - Total Operating Income YTD was \$224,275.38, above budget by \$1,140.38.
 - Total Operating Expense YTD was \$191,175.76, over budget by \$2,569.76.
 - HOA has a Net Operating Income YTD of \$33,099.62, compared to a YTD budget of \$34,529.
 - c. Delinquencies:
 - Total of \$845 - Amy working with owners to clear up outstanding balances.
- 4) **Pending Business:**
 - a. 1400 Lee Hill Hand Rail - Hand rail will be replaced with same or like railing.
 - b. Roof Inspection / Potential Hail Claim - Total claim has been approved by insurance company.
 - c. Building Repairs - Insurance claim will also cover some of these issues.
 - d. No Smoking Policy - Included as an item in the Annual Meeting Agenda.
- 5) **New Business:**
 - a. **Roof Replacement Claim** - HOA just received initial payment of \$106,761.79. Need to review claim coverage and proposed contract from Heritage Roofing, as well as possibility of including building painting and trim work in project. Identify next steps, schedule meeting in next few weeks to meet with Heritage.
 - b. **Final Preparations for Annual Meeting**
- 6) **Adjournment:** There being no further business to come before the board, the motion was made, seconded, and unanimously carried to adjourn at approximately 5:33 p.m.

Mitzi Riddle, Secretary, recorded these minutes.

Signature (for approved minutes only)

Mitzi Riddle, Secretary

January 23, 2020
Date