

**ROBERT DREW  
PROPERTY  
MANAGEMENT, INC.**

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

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December 18, 2015

Dear Buckingham Ridge Owner,

In accordance with its governing documents, the Buckingham Ridge Association (HOA) will hold their annual members' meeting on **Wednesday, January 20, 2016, at 6:00 pm**. The location for the gathering will be the Boulder Country Club's Board Room.

The annual meeting is an opportunity for an exchange of information between the board of directors and the homeowners. There will be a review the HOA's highlights of the past year, and an overview of the HOA's financial status. In addition, there will be an election to the board of directors, with two positions available. Please consider stepping forward to serve Buckingham Ridge. Meetings are quarterly, and usually last no more than a couple of hours. The role is primarily one of decision making, as the property manager gathers information and implements the board's decisions. Members are also sought for the Architectural Control and Landscape Committee. Please call our office, in advance of the meeting, if you might be interested.

Your HOA's board of directors continues to carefully monitor the expenses of the association, planning for major future expenses as well as routine operating costs. **We are pleased to announce that there will be no increase for 2016. Monthly dues will remain at \$235.** We have enclosed the HOA's most recent financial statements, which may also be viewed on the website.

We hope to see you at the annual meeting. If you won't be able to attend, please submit the enclosed proxy. We need to be sure to satisfy the quorum called for in the governing documents.

Please don't hesitate to call our office with any questions you may have.

Sincerely yours,



Amy Scott  
Managing Agent

**ROBERT DREW  
PROPERTY  
MANAGEMENT, INC.**

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

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To: Buckingham Ridge Owners  
From: Amy Scott  
Date: December 18, 2015  
Re: Annual Meeting & Board Election

Please be advised that the annual meeting of the Buckingham Ridge Homeowners Association will be held **Wednesday, January 20, 2016, at 6:00 pm, at the Boulder Country Club.** Two positions on the Buckingham Ridge Board of Directors will be up for election, and Architectural Control/Landscape Committee members are welcomed, too. We encourage you to attend the meeting, and also to consider proposing yourself or anyone else you know who is willing to contribute time and energy toward the betterment of the Buckingham Ridge Homeowners Association.

*If you will be unable to attend the meeting, please complete the proxy form below, and mail or fax (303-485-7655) it to our office immediately. You may also e-mail your proxy to [rdpm.amyscott@gmail.com](mailto:rdpm.amyscott@gmail.com). The proxies are essential to have a sufficient number of votes to make a quorum.*

PROXY

I/We, \_\_\_\_\_

being the owner(s) of the property located at

\_\_\_\_\_, Boulder, Colorado, in the

Buckingham Ridge Homeowners Association, authorize

\_\_\_\_\_ \* 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 Ridge HOA to be held on Wednesday, January 20, 2016, at 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.

\* You may name as a proxy any homeowner who will be attending the annual meeting, such as a neighbor, or a Board member.

\_\_\_\_\_  
(date)

\_\_\_\_\_  
(signature of owner)

\_\_\_\_\_  
(date)

\_\_\_\_\_  
(signature of owner)

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303-485-7655 (fax)  
303-485-9818

---

December 18, 2015

Dear Buckingham Ridge Owner,

At their most recent board meeting, your directors reviewed your HOA's financial performance for the past year. **They are pleased to announce that your monthly fees for 2016 will remain at \$235.** A statement of your account, showing activity for 2015, is enclosed with this letter.

You may reach our office via phone, e-mail, fax or mail. Here is our contact information:

Buckingham Ridge HOA  
c/o RDPM, Inc.  
905 Little Leaf Court  
Longmont, CO 80503

Phone: 303-485-9818 Fax: 303-485-7655 E-mail: [rdpm.amyscott@gmail.com](mailto:rdpm.amyscott@gmail.com)

**If you would like a coupon book for 2016, please call our office at 303-485-9818 and we will send one to you upon request.**

We would also like to remind you about the website for your HOA, which provides access to governing documents, budget and financial reports, meeting minutes, insurance information, architectural improvement request forms, and more.

Website: [www.rdpminc.com](http://www.rdpminc.com)  
select "Community Associations"  
choose "Buckingham Ridge"  
*when prompted, please use the following:*  
username: **rdpmhoa**  
password: **bhr6991**

Along with being a resource for you, the website is intended to satisfy the requirements of the Colorado real estate sales contract and HOA-related statutes, passed by the Colorado state legislature. We hope you find it useful.

We wish you the best this holiday season!

Very truly yours,



Amy Scott  
Managing Agent

**Budget Comparison (Cash)  
Buckingham Ridge HOA - (bhr)  
Nov 2015**

Prepared For:  
Buckingham Ridge HOA  
7300-7398 Windsor Drive  
Boulder, CO 80301

Prepared By:  
RDPM, INC.  
303-485-9818  
905 Little Leaf Court  
Longmont, CO 80503

	MTD Actual	MTD Budget	\$ Var.	% Var.	YTD Actual	YTD Budget	\$ Var.	% Var.	Annual
<b>OPERATING INCOME</b>									
Gross Potential Assessments	8,460.00	8,460.00	0.00	0.00	93,060.00	93,060.00	0.00	0.00	101,520.00
Scheduled Assessments	8,460.00	8,460.00	0.00	0.00	93,060.00	93,060.00	0.00	0.00	101,520.00
Prepaid Assessments (+/-)	-1,140.00	0.00	-1,140.00	0	-655.00	0.00	-655.00	0	0.00
Delinquency (+/-)	211.00	0.00	211.00	0	758.00	0.00	758.00	0	0.00
Net Assessments Income	7,531.00	8,460.00	-929.00	-10.98	93,163.00	93,060.00	103.00	0.11	101,520.00
Late Fees	25.00	0.00	25.00	0	325.00	0.00	325.00	0	0.00
Interest from Accounts	0.00	0.00	0.00	0	13.97	0.00	13.97	0	0.00
Transfer fees to HOA	100.00	0.00	100.00	0	300.00	0.00	300.00	0	0.00
Other Operating Income	0.00	25.00	-25.00	-100.0	0.00	275.00	-275.00	-100.0	300.00
<b>Total Operating Income</b>	<b>7,656.00</b>	<b>8,485.00</b>	<b>-829.00</b>	<b>-9.77</b>	<b>93,801.97</b>	<b>93,335.00</b>	<b>466.97</b>	<b>0.50</b>	<b>101,820.00</b>
<b>OPERATING EXPENSES</b>									
<b>ADMINISTRATION</b>									
Management Fees	510.00	517.50	7.50	1.45	5,610.00	5,692.50	82.50	1.45	6,210.00
Accounting/Bank charges	0.00	15.83	15.83	100.00	211.50	174.13	-37.37	-21.46	190.00
Legal / Professional	0.00	25.00	25.00	100.00	27.67	275.00	247.33	89.94	300.00
Web Site Administration	25.00	25.00	0.00	0.00	275.00	275.00	0.00	0.00	300.00
Printing/Copies/Postage	0.00	16.67	16.67	100.00	75.36	183.37	108.01	58.90	200.00
Transfer Fees to Agent	100.00	0.00	-100.00	0	300.00	0.00	-300.00	0	0.00
Umbrella Assoc. Dues	972.00	900.00	-72.00	-8.00	10,404.00	9,900.00	-504.00	-5.09	10,800.00
Other Administrative	0.00	7.50	7.50	100.00	100.00	82.50	-17.50	-21.21	90.00
<b>Total Administrative</b>	<b>1,607.00</b>	<b>1,507.50</b>	<b>-99.50</b>	<b>-6.60</b>	<b>17,003.53</b>	<b>16,582.50</b>	<b>-421.03</b>	<b>-2.54</b>	<b>18,090.00</b>
<b>UTILITIES</b>									
Electricity	36.59	42.50	5.91	13.91	453.49	467.50	14.01	3.00	510.00
Trash/Recycling	776.80	760.42	-16.38	-2.15	8,291.39	8,364.62	73.23	0.88	9,125.00
Irrigation Water	195.98	625.00	429.02	68.64	8,075.08	5,000.00	-3,075.08	-61.50	5,000.00
Cable Service	1,246.03	1,287.50	41.47	3.22	12,502.11	14,162.50	1,660.39	11.72	15,450.00
<b>Total Utilities</b>	<b>2,255.40</b>	<b>2,715.42</b>	<b>460.02</b>	<b>16.94</b>	<b>29,322.07</b>	<b>27,994.62</b>	<b>-1,327.45</b>	<b>-4.74</b>	<b>30,085.00</b>
<b>MAINTENANCE</b>									
Fertilization & Weed Control	0.00	0.00	0.00	0	250.00	0.00	-250.00	0	0.00
Routine Landscape Maintenance	870.00	0.00	-870.00	0	8,248.00	9,500.00	1,252.00	13.18	9,500.00
Plant Bed Maintenance	0.00	0.00	0.00	0	158.28	0.00	-158.28	0	0.00
Tree/Shrub Maintenance	0.00	750.00	750.00	100.00	7,480.00	8,250.00	770.00	9.33	9,000.00
Plumbing Maintenance	0.00	0.00	0.00	0	145.00	0.00	-145.00	0	0.00
Snow Removal	0.00	0.00	0.00	0	8,465.00	5,250.00	-3,215.00	-61.24	7,000.00
Sprinklers Maintenance	245.00	750.00	505.00	67.33	4,698.00	6,000.00	1,302.00	21.70	6,000.00
Other Maintenance	0.00	75.00	75.00	100.00	0.00	825.00	825.00	100.00	900.00
Non-Routine Maintenance	0.00	250.00	250.00	100.00	0.00	2,750.00	2,750.00	100.00	3,000.00
<b>Total Maintenance</b>	<b>1,115.00</b>	<b>1,825.00</b>	<b>710.00</b>	<b>38.90</b>	<b>29,444.28</b>	<b>32,575.00</b>	<b>3,130.72</b>	<b>9.61</b>	<b>35,400.00</b>
<b>TAXES &amp; INSURANCE</b>									
Taxes	0.00	0.00	0.00	0	-8.00	0.00	8.00	0	0.00
Insurance	0.00	0.00	0.00	0	625.00	625.00	0.00	0.00	625.00
<b>Total Taxes &amp; Insurance</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0</b>	<b>617.00</b>	<b>625.00</b>	<b>8.00</b>	<b>1.28</b>	<b>625.00</b>
<b>Total Operating Expense</b>	<b>4,977.40</b>	<b>6,047.92</b>	<b>1,070.52</b>	<b>17.70</b>	<b>76,386.88</b>	<b>77,777.12</b>	<b>1,390.24</b>	<b>1.79</b>	<b>84,200.00</b>
<b>NET OPERATING INCOME</b>	<b>2,678.60</b>	<b>2,437.08</b>	<b>241.52</b>	<b>9.91</b>	<b>17,415.09</b>	<b>15,557.88</b>	<b>1,857.21</b>	<b>11.94</b>	<b>17,620.00</b>

**Budget Comparison (Cash)  
Buckingham Ridge HOA - (bhr)  
Nov 2015**

	<u>MTD Actual</u>	<u>MTD Budget</u>	<u>\$ Var.</u>	<u>% Var.</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>\$ Var.</u>	<u>% Var.</u>	<u>Annual</u>
NON-OPERATING INCOME									
Reserve Interest Earned	0.00	0.00	0.00	0	136.23	0.00	136.23	0	0.00
Total Non-Op. Income	0.00	0.00	0.00	0	136.23	0.00	136.23	0	0.00

**Balance Sheet (Cash)  
Buckingham Ridge HOA - (bhr)  
Nov 2015**

Prepared For:  
Buckingham Ridge HOA  
7300-7398 Windsor Drive  
Boulder, CO 80301

Prepared By:  
RDPM, INC.  
303-485-9818  
905 Little Leaf Court  
Longmont, CO 80503

**ASSETS**

Cash	
Cash in Bank - Operating Acc't	28,647.50
Cash in Bank - Acc't Reserve	6,840.00
Cash in Bank-1st Nat. Savings	67,773.36
Total Cash	<u>103,260.86</u>

**TOTAL ASSETS**

103,260.86

**LIABILITIES & CAPITAL**

Liabilities	
Fund Balance (1/1/00 cash)	11,023.43
Retained Earnings	92,237.43
Total Equity	<u>103,260.86</u>

**TOTAL LIAB. & CAPITAL**

103,260.86

August 8, 2015

RE: Proposed improvements for 7360 Windsor Drive

Buckingham Ridge Owners,

An Appeal Hearing has been scheduled for

**Wednesday, August 12 at 5:00 pm.**

The hearing will take place at **Boulder Country Club, 7350 Clubhouse Road, on the board room patio**, which is on the west side of the building.

Owners were allowed 30 days to communicate concerns with the board of directors on the project. The purpose of the appeal hearing is to provide owners a chance to speak directly with the Board. The Board will be following the HOA-approved "Appeal Hearing Format", outlined below. Please call 303-485-9818 with any questions.

**APPEAL HEARING FORMAT**

Original date: 9/29/2008 revised: 6/2/2010

1. If written notice of Appeal Hearing and/or any concomitant Special Meeting not provided to Board members, begin with Board vote for approval of waiver of written notice of meeting.
2. The purpose of the Appeal is presented and the format explained. Board votes to approve (as revised) this Appeal Hearing Format.
3. Appellant(s) or representative(s) given the opportunity to present Appeal to Board. *15 min. limit*
4. Petitioner(s) aka Requesters(s) given opportunity to present additional information to support original request. *10 min. limit*
5. Petitioner, Appellant and any other attendee owners given opportunity to discuss Appeal issues. *30 min. limit*
6. The Board verbally summarized the issues as presented.
7. Board members deliberate openly, with no further questions or comments from non-Board observers or participants, except to answer Board questions. First, at this point, any appropriate Board member abstentions decided, by majority vote of other Board members if necessary.
8. Voting Board members vote either in favor of the Appeal or against the Appeal, outcome determined by majority vote of voting Board members. By Colorado statute, a tie is deemed a "disapproval".

**ROBERT DREW  
PROPERTY  
MANAGEMENT, INC.**

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

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July 9, 2015

Dear Buckingham Ridge Owner,

Your board of directors has asked that I notify you about a recent application for improvement to the HOA's Architectural Control Committee. This notice is prompted by the board's efforts to follow procedures detailed in the governing documents.

The approval involves installing a ground-level courtyard patio, including a privacy wall, a stone path from the front porch, partial removal of the existing deck, and the installation of a new tree. The application may be viewed on our website, with access information noted below.

**An appeal to this Architectural Control decision may be submitted by interested owners no later August 8, 2015.** Please submit any appeals in writing to our office prior to this date.

We have a copy of the approved proposal posted on our web site. The web address is [www.rdpminc.com](http://www.rdpminc.com). Click on "**Community Associations**", next click on "**Buckingham Ridge**", and then click on "**Special Use**". When prompted, please enter the user name "**rdpmhoa**" and the password "**bhr6991**".

Please don't hesitate to call me at 303-485-9818 with any questions that you may have about these matters. *If you do not have access to the Internet, please let us know so that we can send you a copy by postal mail.*

Very truly yours,

  
Amy Scott  
Managing Agent

July 9, 2015

Attention: Buckingham Ridge owners:

This file, "Special Use", contains detail on two recent Architectural Control approvals:

- The first project is at 7360 Windsor Drive – an expansion of the deck, to be covered by a roof.  
*Any appeals are due by July 29, 2015*
- The second project is at 7317 Windsor Drive – the installation of a courtyard patio with a privacy wall, a stone path, installation of a new tree, and partial removal of existing deck.  
*Any appeals are due by August 8, 2015.*

Please call our office at 303-485-9818 or e-mail [rdpm.amyscott@gmail.com](mailto:rdpm.amyscott@gmail.com) with any questions.

Thank you,

ROBERT DREW  
PROPERTY  
MANAGEMENT, INC.

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

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June 29, 2015

Dear Buckingham Ridge Owner,

Your board of directors has asked that I notify you about a recent application for improvement to the HOA's Architectural Control Committee. This notice is prompted by the board's efforts to follow procedures detailed in the governing documents.

The approval involves the replacement and expansion of a deck, covered by a roof. The proposed deck will extend to the property's lot line. The application may be viewed on our website, with access information noted below.

**An appeal to this Architectural Control decision may be submitted by interested owners no later July 29, 2015.** Please submit any appeals in writing to our office prior to this date.

We have a copy of the approved proposal posted on our web site. The web address is [www.rdpminc.com](http://www.rdpminc.com). Click on "**Community Associations**", next click on "**Buckingham Ridge**", and then click on "**Special Use**". When prompted, please enter the user name "**rdpmhoa**" and the password "**bhr6991**".

Please don't hesitate to call me at 303-485-9818 with any questions that you may have about these matters. *If you do not have access to the Internet, please let us know so that we can send you a copy by postal mail.*

Very truly yours,

  
Amy Scott  
Managing Agent

Please note:

Owner Application: pgs 1-4, A & L Response: pgs 5-9, Approval: pgs 10-12

**ROBERT DREW  
PROPERTY  
MANAGEMENT, INC.**

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

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June 27, 2015

Dear Buckingham Ridge Owner,

We are preparing for shrub pruning soon, and would like to inform you about those plans. Weather permitting, work is likely to start the week of July 6<sup>th</sup>.

It's a challenge for your HOA to perform shrub trimming in the private yards without disappointing owners. Many owners have long been accustomed to having complete control over this maintenance task at their previous homes.

We've received lots of compliments since we started using Sun and Shade's small, specialized crew. On the other hand, individualized, detailed instruction from so many concerned owners inflates costs. Thus, we ask please that you communicate your preferences early and as thoroughly as possible. Sun and Shade has a system of facilitating such communication through e-mail: [sunandshadeinc@gmail.com](mailto:sunandshadeinc@gmail.com).

Owners may choose either to opt out of the program all together, or submit specific requests such as leaving particular shrubs untouched or giving others a severe haircut. Please don't count on instructions you have submitted to the contractor in previous years.

Please don't hesitate to contact us with any questions you might have about grounds care.

Very truly yours,



Amy Scott  
Managing Agent

cc: board of directors, Buckingham Ridge HOA



March 16, 2015

BUCKINGHAM RIDGE HOMEOWNERS ASSOCIATION  
C/O ROBERT DREW  
905 LITTLE LEAF CT  
LONGMONT CO 80503-6442

Re: BUCKINGHAM RIDGE HOA

Dear Valued Customer:

### **Your Collection Day Is Changing to Wednesday**

This letter contains information regarding your collection service. We have found it necessary to re-balance some of our routes and this affects your collection day.

**These changes will take effect beginning the week of March 23<sup>rd</sup>.**

The week of March 23<sup>rd</sup>, follow the enclosed calendar for setting out your carts according to your new collection schedule.

***Your first new collection day will be Wednesday, March 25.***

**Please have your items out for collection by 7 a.m.**

We apologize for any inconvenience this may cause and thank you for your understanding. If you have any questions regarding this change, please call our Customer Service Department at (303) 444-2037.

Sincerely,

Western Disposal Services

Wednesday E



**Trash is collected every week.**  
Single-stream recyclables and compostables are collected on alternating weeks.

**Western Disposal hours:**

**Administration Building**

5880 Butte Mill Road  
8:00 a.m. - 5:00 p.m. Monday - Friday

**Trash and Recycle Center**

(yard and wood waste drop-off, electronics recycling, compost and mulch sales)

**Summer**

1st Saturday in April through the Saturday before Thanksgiving  
7:00 a.m. - 5:00 p.m., Monday - Saturday

**Winter**

Saturday after Thanksgiving through the last Saturday in March  
7:00 a.m. - 5:00 p.m., Monday - Friday  
7:00 a.m. - 2:00 p.m., Saturday

**Please have your materials out for collection by 7:00 a.m.**

**Over for 2015 Collection Calendar**



Cart sizes: 96-gal 64-gal 32-gal

**Western Disposal observes the following holidays:**

- New Year's Day
- Memorial Day
- 4th of July
- Labor Day
- Thanksgiving
- Christmas

Check your calendar to see how your collection schedule is affected.

**LEGEND** □ Recyclables collection day  
*Día para la colección de todos los reciclables*  
● Compostables collection day  
*Día de la colección de Compostables*

◆ Holiday—if your pickup day falls on or after the holiday, your pickup will be one day later for that week.

● Holiday—if the holiday falls on a weekend, your pickup day will not change.

Visit our website for recycling and composting guidelines.

**Trash is collected every week.**

Recyclables and compostables are collected on alternating weeks.

JANUARY 2015						
S	M	T	W	T	F	S
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

APRIL 2015						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

JULY 2015						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

OCTOBER 2015						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JANUARY 2016						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24 <sup>1/31</sup>	25	26	27	28	29	30

MARCH 2015						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JUNE 2015						
S	M	T	W	T	F	S
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

SEPTEMBER 2015						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

DECEMBER 2015						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**Please have your materials out for collection by 7:00 a.m.**

Subject: Buckingham Ridge Annual Meeting Minutes -- January 22, 2015

Dear Buckingham Ridge Homeowner:

Attached are the minutes to the January 22, 2015 Board of Directors' meeting, the Homeowners' Annual Meeting, and the Board Members' Post-Homeowners' Meeting. The minutes are also available on the Robert Drew Property Management website <http://www.rdpminc.com>.

There was some discussion about the procedure for making architectural and landscape changes.

As a reminder, homeowners who wish to make changes to their property must submit an Architectural Control Form – also on the website -- to Managing Agent Amy Scott of Robert Drew Property Management. Ms. Scott will then forward the form to the Architecture & Landscape Committee.

Some changes, as noted in the minutes, will not require a 30-day review period, but all proposed changes must still be submitted and approved before work may commence. The A&L Committee will notify the homeowner after their review.

The completed form may be submitted via mail, fax, or email to Ms. Scott. Her contact information is as follows:

Robert Drew Property Management  
905 Little Leaf Court  
Longmont, CO 80503  
Phone: 303-485-9818  
Fax: 303-485-7655  
Email: [rdpm.amyscott@gmail.com](mailto:rdpm.amyscott@gmail.com)

Sincerely,

Kathy Klatman  
Secretary, BRHOA