

# RDPM, INC. ROBERT DREW PROPERTY MANAGEMENT, INC.

905 Little Leaf Court Longmont, CO 80503 303-485-9818 rdpm.amyscott@gmail.com

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December 20, 2019

Dear Knollwood Village owner,

As 2019 draws to a close, we hope this letter finds you well. Enclosed please find the following documents:

- Year-end statement of your Knollwood Village HOA account, showing your charges and payments throughout the year
- Proxy for the 2020 Annual Members Meeting
- 2020 board-approved budget
- December 2019 Balance Sheet as of 12/20/19

We e-mailed all owners early in the month to alert you of the 2020 HOA fee amounts. As of January 1, 2020, the fee for duplex owners will be \$473/month and the fee for fourplex owners will be \$330/month.

There are several ways to pay your HOA fees:

- Sign up for direct-pay through our office
- Mail a check to our office each month.
- Set up a recurring bill payment with your own bank

We do not send out monthly statements. We send out a year-end statement in December for your records. If you receive a statement during the year, it means you have forgotten to pay. If you would like a coupon book, please let us know and we will mail one upon request. Please note: we do not have the ability to take credit card payments.

The association's meeting minutes and financial statements are updated regularly on the website. The HOA's rules, covenants, insurance information and more are also on the website, available for your review at any time. A reminder on how to access the website is below.

We hope to see you at the **Annual Members Meeting**, which will be held at **7:00 pm on Monday, January 27, 2020 at 287 Spruce**. The meeting is a good opportunity to discuss your ideas and concerns with your neighbors and the HOA board. There will be an election to the board of directors. Meetings are held quarterly, and meeting minutes are emailed to all owners and posted onto the HOA's website once approved.

As always, you may reach our office via phone, e-mail, fax or mail:

Knollwood Village 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

We wish you the best this holiday season!



Amy Scott  
Managing Agent

<b>KNOLLWOOD VILLAGE HOA WEBSITE ACCESS:</b>			
Website:	www.rdpminc.com	Choose:	Knollwood Village HOA
Select:	Associations	Password:	kww7991

# RDPM, INC. ROBERT DREW PROPERTY MANAGEMENT, INC.

905 Little Leaf Court Longmont, CO 80503 303-485-9818 rdpm.amyscott@gmail.com

To: Knollwood Village Homeowners  
From: Amy Scott  
Date: December 20, 2019  
Re: Annual Members Meeting & Board Elections

The annual meeting of the Knollwood Village Homeowners Association members will be held Monday, January 27, 2020 at 7:00 pm. The gathering will be held at 287 Spruce, in the home of Bob and Cindy Owens. There will be an election to the Knollwood Village Board of Directors. We encourage you not only to attend the meeting, but also to consider proposing yourself or anyone else you know who is willing to contribute time and energy toward the betterment of the Knollwood Village Homeowners Association.

***If you will be unable to attend the meeting, please complete the proxy form below and mail, e-mail (rdpm.amyscott@gmail.com) or fax (303-485-7655) it to our office as soon as possible. The proxies are essential to meet the quorum requirement.***

## PROXY

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

being the owner(s) of the property located at \_\_\_\_\_,

Boulder, Colorado, in the Knollwood Village Homeowners Association, authorize and appoint

\_\_\_\_\_ \* of \_\_\_\_\_,

(name of proxy)

(address of proxy)

or in the event of that person's absence, I/we appoint the board president, to be my/our proxy, to vote on my/our behalf at the membership meeting of the Knollwood Village Homeowners Association to be held at 7:00 pm on Monday, January 27, 2020 at 287 Spruce, 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.*

<b>KNOLLWOOD VILLAGE</b>		<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>
<b>2020 BUDGET WORKSHEET</b>		<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<i>estimated</i>	<b>Approved</b>
		<i>no inc</i>	<i>no inc</i>	<i>no inc</i>	<i>5% inc</i>	<i>6% inc</i>		<i>12% inc</i>
	<b>Dues/Month: Fourplex</b>	\$236	\$236	\$236	\$248	\$263	\$295	\$330
	<b>Dues/Month: Duplex</b>	\$339	\$339	\$339	\$356	\$377	\$422	\$473
<b>OPERATING INCOME</b>								
	Total Homeowners Dues	\$66,528	\$66,528	\$66,528	\$69,888	\$74,064	\$82,992	\$92,928
	Dues - Base Amount	\$45,425	\$51,019	\$65,298	\$59,487	\$70,230	\$74,058	\$74,058
	Dues - Reserves	\$21,103	\$15,509	\$3,400	\$10,401	\$3,834	\$8,934	\$8,934
	Late Fees / Fines	\$0	\$40	\$10	\$20	\$0	\$0	\$0
	Interest on Accounts	\$175	\$133	\$132	\$693	\$165	\$0	\$0
	<b>TOTAL OPERATING INCOME</b>	<b>\$66,703</b>	<b>\$66,701</b>	<b>\$68,840</b>	<b>\$70,601</b>	<b>\$74,229</b>	<b>\$82,992</b>	<b>\$92,928</b>
<b>OPERATING EXPENSES</b>								
<b>Administration</b>								
	Management Fees	\$6,200	\$6,200	\$6,200	\$6,200	\$6,808	\$6,864	\$6,864
	Accounting / Bank Charges	\$192	\$212	\$217	\$210	\$32	\$136	\$225
	Legal / Professional	\$1,060	\$2,640	\$26	\$291	\$260	\$10	\$750
	Printing, Copies, Postage, Website	\$560	\$420	\$575	\$436	\$428	\$490	\$500
	Other Administrative	\$1,350	\$2,084	\$750	\$1,500	\$0	\$502	\$0
	<b>Total Administrative</b>	<b>\$9,361</b>	<b>\$11,556</b>	<b>\$7,768</b>	<b>\$8,637</b>	<b>\$7,528</b>	<b>\$8,002</b>	<b>\$8,339</b>
<b>Utilities</b>								
	Electricity	\$90	\$0	\$0	\$0	\$0	\$0	\$120
	Trash/Recycling	\$7,002	\$7,178	\$7,612	\$8,193	\$8,818	\$9,366	\$9,500
	Water - Irrigation	\$1,167	\$1,323	\$1,822	\$1,644	\$2,417	\$1,757	\$2,100
	<b>Total Utilities</b>	<b>\$8,260</b>	<b>\$8,501</b>	<b>\$9,434</b>	<b>\$9,837</b>	<b>\$11,235</b>	<b>\$11,123</b>	<b>\$11,720</b>
<b>Maintenance</b>								
	Landscape Maintenance	\$6,503	\$5,852	\$5,145	\$11,033	\$10,100	\$9,000	\$9,000
	Tree/Shrub Maintenance	\$2,470	\$1,666	\$9,662	\$3,134	\$9,674	\$13,998	\$6,000
	EAB Treatment - Ash Trees					\$7,744		\$7,900
	Concrete/Asphalt Repairs	\$464	\$0	\$0	\$0	\$0	\$498	\$1,000
	Roof Maintenance	\$249	\$700	\$1,215	\$0	\$500	\$600	\$750
	Stucco Maintenance		\$1,365	\$1,365	\$0	\$0		
	Exterior Carpentry/Fences	\$489	\$891	\$525	\$2,191	\$561	\$2,340	\$2,440
	Gutter Maintenance	\$727	\$0	\$4,444	\$950	\$3,720	\$4,120	\$4,200
	Snow Removal	\$5,133	\$5,655	\$5,142	\$3,400	\$4,130	\$4,120	\$4,200
	Sprinkler System	\$1,280	\$1,408	\$6,474	\$4,051	\$1,990	\$2,896	\$2,200
	Other Maintenance	\$1,334	\$3,616	\$2,826	\$3,053	\$1,605	\$2,560	\$2,400
	<b>Total Maintenance</b>	<b>\$18,649</b>	<b>\$21,153</b>	<b>\$36,798</b>	<b>\$27,812</b>	<b>\$40,024</b>	<b>\$36,012</b>	<b>\$35,890</b>
<b>Taxes &amp; Insurance</b>								
	Taxes	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Insurance	\$9,331	\$9,982	\$11,440	\$11,382	\$14,171	\$18,921	\$20,245
	<b>Total Taxes &amp; Insurance</b>	<b>\$9,331</b>	<b>\$9,982</b>	<b>\$11,440</b>	<b>\$11,382</b>	<b>\$14,171</b>	<b>\$18,921</b>	<b>\$20,245</b>
	<b>TOTAL OPERATING EXPENSES</b>	<b>\$45,600</b>	<b>\$51,192</b>	<b>\$65,440</b>	<b>\$57,668</b>	<b>\$72,958</b>	<b>\$74,058</b>	<b>\$76,194</b>
	<b>NET INCOME/RESERVE CONTRIBUTION</b>	<b>\$21,103</b>	<b>\$15,509</b>	<b>\$3,400</b>	<b>\$12,933</b>	<b>\$1,271</b>	<b>\$8,934</b>	<b>\$16,734</b>
<b>RESERVE ACCOUNT ACTIVITY</b>								
	Additions to Reserves	\$21,103	\$15,509	\$3,400	\$10,401	\$1,271	\$8,934	\$16,734
	Expenses from Reserves	\$22,583	\$10,673	\$23,591	\$24,580	\$2,250	\$31,475	
	<b>NET RESERVE ACCT CHANGE</b>	<b>(\$1,480)</b>	<b>\$4,836</b>	<b>(\$20,191)</b>	<b>(\$11,647)</b>	<b>(\$979)</b>	<b>(\$22,541)</b>	<b>\$16,734</b>

# KNOLLWOOD VILLAGE HOA - RESERVE EXPENSES

2006: STUCCO: \$1,790; GUTTERS: \$1,782; LIGHTING: \$866; PATIO ENCLOSURES: \$1,508; SEAL FOR BATS: \$3,205  
 2007: REBUILD PATIO FENCES, \$427; GUTTER/DOWNSPOUT REPLACEMENT: \$297; LANDSCAPE IMPROVEMENTS: \$1,393  
 2008: DUPLEX ASPHALT: \$26,700; PAINTING, \$14,000; STUCCO, \$4,490; GUTTER/DOWNSPOUT IMPROVEMENT: \$900; TREE PLANTING: \$827  
 2009: ASPHALT, -\$2,800; SPRINKLER UPGRADE, \$381; DUMPSTER BEAR-PROOFING, \$850; #290 STONE UPGRADES, \$2540; CHIMNEY CAP, \$520  
 2010: IRRIGATION SYSTEM: \$4,427; PLANT BED: \$345; CHIMNEY CAPS: \$1,564; BALCONY MODIFICATION: \$3,888; DRAINAGE: \$3,653; SIGN: \$202  
 2011: STUCCO REFURBISHMENT: \$1,440  
 2012: STUCCO REFURBISHMENT: \$4,830; EXTERIOR PAINTING: \$539; FENCE REPLACEMENT: \$1,579  
 2014: STUCCO REFURB: \$1,116; BAT SEALING: \$969; DRAINAGE IMPROV: \$12,755; REBUILD BALC: \$7,343; LANDSCAPE IMPROV: \$400  
 2015: Replace concrete steps: \$1584; Rebuild Balcony: \$4543; Flagstone Patio: \$3300; Tree Replace \$1247  
 2016: renovate east side with retaining wall, flagstone patio, plants \$23,591  
 2017: 285 sidewalk - \$1200, 266 - \$8000 timber wall, \$13,700 tree work, \$890 - sod, \$790 - lightpost  
 2018: Liacs on boundary with Briery Orchard-\$2250  
 2019: Stucco repairs-\$8738, Azek Handrails-\$15,600, Azek CapWalls-\$1485, Fence/Gates-\$3652, \$1400-Underrail Lighting, Timber Wall-\$600

**Balance Sheet (Cash)**  
**Knollwood Village HOA - (Kwv)**  
**Dec 2019**

<b>ASSETS</b>	
Cash	
Cash in Bank - Operating Acct	14,149.38
Cash in Bank - Long Term Res.	60,935.86
<b>Total Cash</b>	<b>75,085.24</b>

**TOTAL ASSETS** **75,085.24**

<b>LIABILITIES &amp; CAPITAL</b>	
<i>Liabilities</i>	
Fund Balance (1/1/00 cash)	14,710.38
Retained Earnings	60,374.86
<b>Total Equity</b>	<b>75,085.24</b>

**TOTAL LIAB. & CAPITAL** **75,085.24**

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**Attn. Knollwood Village Residents: Is this your car? It may be towed!**

1 message

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Amy Scott <rdpm.amyscott@gmail.com>

Sun, Dec 1, 2019 at 3:09 PM

To: Amy Scott <rdpm.amyscott@gmail.com>

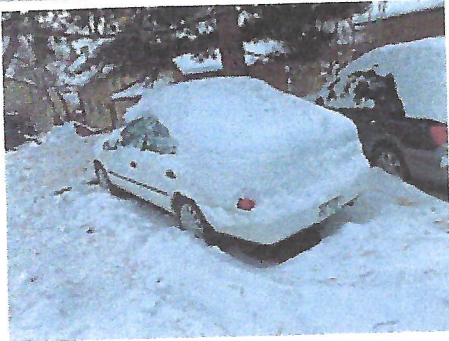
Hello Knollwood Village fourplex residents,  
The car in the attached photo is parked in a space designated for a specific townhome at Knollwood Village. The vehicle has been parked for a week without moving. The designated unit owners have not been able to use their own parking space.

If this vehicle belongs to you or a guest of your household, it must be moved immediately!

**Failure to move the vehicle will result in towing as of 12:00 noon on Tuesday, December 4.**

Please contact me with any questions or information you may have about this vehicle.  
Thank you for your prompt attention to this matter.

--  
Amy Scott  
Robert Drew Property Management, Inc.  
303-485-9818 (office)  
720-560-0389 (cell)



272-Car\_wrong\_space.jpg  
1479K

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**Knollwood Village HOA - November Meeting Minutes / 2020 Dues / Annual Meeting Date**

2 messages

Thu, Dec 5, 2019 at 10:46 AM

Amy Scott <rdpm.amyscott@gmail.com>  
To: Amy Scott <rdpm.amyscott@gmail.com>

Hello Knollwood Village Owners,  
Attached please find the minutes from the Board of Directors meeting held November 25, 2019.


At the meeting, the board approved the 2020 budget, which includes a 12% increase in fees.  
**As of January 1, 2020, Fourplex fees will be \$330/month and Duplex fees will be \$473 per month.** The attached minutes have detail on the association's financial position.

**The Knollwood Village Annual Members Meeting is scheduled for Monday, January 27, 2020 at 7:00 pm.** Owners will receive an Annual Meeting mailer later this month.

Thank you,

--  
Amy Scott  
Robert Drew Property Management, Inc.  
303-485-9818 (office)  
720-560-0389 (cell)

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 **kvv-min-11-25-2019.pdf**  
3444K



Amy Scott <rdpm.amyscott@gmail.com>

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## Gutter Cleaning at Knollwood Village - Today!

1 message

Tue, Nov 19, 2019 at 2:37 PM

**Amy Scott** <rdpm.amyscott@gmail.com>  
To: Amy Scott <rdpm.amyscott@gmail.com>

Hello Knollwood Village residents,  
Alpine Gutter Services will be cleaning the gutters at both the fourplexes and duplexes starting this afternoon. If they don't finish today, they will return tomorrow morning. They may be on site until about 5:30 pm. They will not stay later than 5:30 pm.

Thank you,  
Amy

--  
Amy Scott  
Robert Drew Property Management, Inc.  
303-485-9818 (office)  
720-560-0389 (cell)

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**Snow Removal at Knollwood Village**

1 message

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**Amy Scott** <rdpm.amyscott@gmail.com>  
To: Amy Scott <rdpm.amyscott@gmail.com>

Tue, Oct 29, 2019 at 12:31 PM

This email is being sent to inform you of about removal at your property today, October 29<sup>th</sup>. **Due to the extreme and dangerous weather conditions, we are anticipating snow removal will be delayed.**

Our contractors are monitoring the weather conditions and accumulation. They will provide service as soon as is safely possible. While accumulations and temperatures are to remain consistent for the next 12 hours, we cannot guarantee that surfaces will be completely cleared until sometime tomorrow.

We appreciate your patience. Please take great care if you are outside, either walking or driving. Be assured that snow removal will happen. The safety of everyone involved is of the utmost importance.

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Amy Scott  
Robert Drew Property Management, Inc.  
303-485-9818 (office)  
720-560-0389 (cell)

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## Stucco Repairs at Knollwood Village

1 message

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**Amy Scott** <rdpm.amyscott@gmail.com>  
To: Amy Scott <rdpm.amyscott@gmail.com>

Thu, Sep 26, 2019 at 10:40 PM

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Hello Knollwood Village residents,  
Just a heads up" Melton Design/Build will be completing stucco repairs throughout the duplexes and fourplexes, starting on Monday, September 30.

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Amy Scott  
Robert Drew Property Management, Inc.  
303-485-9818 (office)  
720-560-0389 (cell)

**ATTENTION: KNOLLWOOD VILLAGE Fourplex Residents**

**PARKING SPACE STRIPING**  
**Thursday, June 13, 2019**

Superior Aggregates will be RE-STRIPING the PARKING SPACES for the fourplexes on Thursday, June 13, 2019.

- ❖ **All vehicles must be removed from the fourplex parking spaces by 9:00 am on Thursday.**
- ❖ **Superior Aggregates will complete the re-striping and finish re-numbering the parking spaces.**
- ❖ **Vehicles may return and parking spaces may be used by 1:00 pm the same day.**

This is a much-needed project. While it is fairly quick to complete, we realize it may be inconvenient and we appreciate your cooperation.

Please call HOA manager Amy Scott at 303-485-9818 with questions.

Thank you!

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**Knollwood Village HOA - NEW INSURANCE POLICY: Please Read!**

7 messages

Wed, Mar 6, 2019 at 3:18 PM

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Hello Knollwood Village owners,

After reviewing multiple bids, your Board of Directors has selected a new insurance policy for the HOA. It goes into effect today, March 6, 2019.

As mentioned in last week's e-mail, the policy has a \$5000 deductible, unless the damage is from a wind or hail event, in which case the deductible is 2% of the value of the policy, or \$124,830.

As 2% is more than the HOA currently holds in reserves, the HOA would have to go back to each owner and assess them to collect the 2% deductible.

**This is where you can protect yourself by making sure your own policy has Loss Assessment Coverage.**

- **Each four-plex owner should have a minimum of \$5000 in Loss Assessment Coverage.**
- 
- **Each duplex owner should have a minimum of \$8500 in Loss Assessment Coverage.**

This can be added to your policy by placing a phone call to your agent. It is a simple and inexpensive rider that will protect you from having to pay out-of-pocket if the HOA were to experience a destructive wind/hail storm. **If you need to add this coverage, call your agent TODAY!**

We will post the Insurance Declaration Pages onto the HOA's website as soon as we receive them from our insurance agent.

Please let me know if you have any questions.  
Thank you,

Amy Scott

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Amy Scott  
Robert Drew Property Management, Inc.  
303-485-9818 (office)  
720-560-0389 (cell)

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Wed, Mar 6, 2019 at 3:28 PM

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[Redacted text hidden]

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**IMPORTANT INFORMATION - HOA Insurance Policy & Loss Assessment Protection**

9 messages

Amy Scott &lt;rdpm.amyscott@gmail.com&gt;

Mon, Feb 25, 2019 at 1:58 PM

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*This message is from HOA President Allan Press and HOA Manager Amy Scott*

Dear Knollwood Village owners,

As you know from the minutes of the January Board meeting, the insurance policy that covers the HOA is going to change in a significant way. The change will mean that the policy HOA effectively will no longer cover damage from wind and hail. Our current policy only goes through March 6, 2019. Our current policy has a \$5000 deductible, which includes coverage for damage caused by fire, wind and hail. The "flat" deductible of \$5000 is no longer being offered by insurance companies, due to the billions of dollars of damage caused by Colorado hailstorms in 2017 and 2018.

Our new policy will have a \$5000 deductible for perils and events *other* than wind and hail damage. However, damage to the roofs, gutters and buildings from a wind or hail storm would trigger the "wind/hail" deductible to pay for damages. The wind/hail deductible will be a percentage (either 2% or 5%) of the replacement value of the policy.

What happens if, for example, a hail storm destroys the roofs on all 7 buildings? To pay the deductible, the HOA would have to issue a special assessment to cover the cost to replace the roofs. If the damage were to exceed the wind/hail deductible, the HOA's policy would cover that additional amount.

**Based the one proposal we've received to date, each fourplex homeowner ideally would hold "Loss Assessment Protection" in the amount of \$6,000 and each duplex homeowner would hold "Loss Assessment Protection" in the amount of \$9,000 . Fortunately a rider to add this amount to the insurance policy you already carry for your residence is not very expensive.**

How likely is it that you would need this type of rider? On the one hand it hasn't been needed since our residences were constructed. On the other hand extreme weather events are becoming more common. If the hail storm last year had hit our area instead of Louisville we'd likely have sustained a lot of damage. Several HOA's in Louisville had this exact scenario, where the association levied a special assessment against the owners to fund their wind/hail deductible. For owners that had Loss Assessment Coverage, they only had to pay their own policy's deductible (typically \$500, \$750 or \$1000). For owners without Loss Assessment Coverage, they were obligated to pay the entire assessment out-of-pocket.

So in closing we urge all owners who don't currently have sufficient Loss Assessment Protection insurance to purchase the needed amount from your insurance agent by March 7.

It will be necessary, regardless of what policy the board selects.

The board is waiting to review a few more insurance bids before selecting a new policy. When we have the new policy information, we will communicate it to all owners and also post details on the HOA's website.

Please contact our property manager Amy Scott if you have further questions.

Thank you,

Allan Press  
HOA President


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**Knollwood Village HOA - Annual Membership Meeting**

1 message

Amy Scott &lt;rdpm.amyscott@gmail.com&gt;

Sun, Jan 20, 2019 at 9:52 AM



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Hello Knollwood Village Owners,

**REMINDER!**

**The Annual Members Meeting of the Knollwood Village HOA is scheduled for Tuesday, January 22 at 7:00 pm. The meeting will be held at 265 Spruce.**

Note: If you are unable to attend, we would appreciate having a proxy filled out and returned. Proxy is attached here.

We hope to see you at the meeting!

Amy Scott  
Managing Agent  
*on behalf of the Knollwood Village HOA board of directors*

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Amy Scott  
Robert Drew Property Management, Inc.  
303-485-9818 (office)  
720-560-0389 (cell)

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 **kvv-proxy.pdf**  
640K

# **Notice of Annual Members Meeting**

**The Knollwood Village Annual  
Members Meeting has been  
scheduled for 7:00 pm on  
Tuesday, January 22, 2019.**

**The meeting will be held at 265 Spruce.**

**All Knollwood Village owners are  
invited to attend.**

**Please call 303-485-9818 for more  
information.**

**We hope to see you there!**