

RDPM, INC. ROBERT DREW PROPERTY MANAGEMENT, INC.

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

December 28, 2019

Dear Buckingham Green owner,

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

- 2019 statement for your HOA account, showing charges & payments throughout the year
- Updated Owner Directory
- HOA Budget for 2020
- Rules & Regulations for Buckingham Green HOA

The board has adopted a fine assessment schedule for violations of the HOA's covenants and rules. The fine schedule is comparable to Fountain Greens Master Association.

As communicated last month, your HOA fees are \$300/month, as of January 1, 2020.

There are several ways to pay your HOA fees. You may mail a payment to our office each month. You may set up a recurring bill-payment with your bank. You may sign up for direct-pay through our office. If you would like a coupon book, please let us know and we will mail one upon request. As you know, we do not send out monthly statements. We send out a year-end statement for your records. If you receive a statement at another time of year, it means you have forgotten to pay.

We'd like to remind you about the website for your HOA, which provides access to governing documents, meeting minutes, financial statements, insurance information, exterior change forms, direct pay forms and more. To access the website:

Website: www.rdpminc.com
Select: Associations
Choose: Buckingham Green
Password: bhg8991

Along with being a resource for owners, the website satisfies the requirements of the Colorado real estate sales contract and HOA-related statutes.


If you are thinking of repainting your home, please check out the HOA's expanded paint color choices. While we have posted the color information on the HOA's website, showing the color names and codes, the HOA's paint color notebooks with the actual color cards provide an accurate portrayal of the color options. The paint is from Benjamin Moore and is available at Guiry's in Boulder. Interested in the new colors? Please contact board member Sue Goodwin at sgcobuff@hotmail.com or at 303-475-1853 to make arrangements. Please remember that all exterior changes require approval of the HOA.

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

Buckingham Green 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 very best in the upcoming year!


Amy Scott
Managing Agent

BUCKINGHAM GREEN HOA 2020 Budget Worksheet		2015 ACTUAL \$225/month	2016 ACTUAL \$250/month	2017 ACTUAL \$250/month	2018 ACTUAL \$260/month	2019 estimated \$260/month	2020 approved \$300/month
OPERATING INCOME							
Homeowners Dues - Base Amount	\$124,200	\$138,000	\$138,000	\$143,060	\$143,520	\$143,520	\$165,600
Prepaid dues							
Reserve Interest	\$40	\$4	\$30	\$211	\$149	\$149	
Other Operating Income	\$475	\$330	\$400	\$560	\$300	\$300	
TOTAL OPERATING INCOME	\$124,715	\$138,404	\$138,430	\$143,831	\$143,969	\$143,969	\$165,600
OPERATING EXPENSES							
Administration							
Management Fees	\$9,648	\$9,648	\$10,128	\$10,800	\$12,000	\$12,000	\$12,600
Accounting / Bank Charges	\$212	\$200	\$227	\$33	\$120	\$120	\$200
Legal / Professional	\$818	\$450	\$160	\$560	\$60	\$60	\$500
Copies, Mailings, Postage, Website	\$693	\$733	\$770	\$620	\$750	\$750	\$750
Fountain Green HOA Dues	\$14,536	\$14,398	\$16,836	\$17,112	\$18,032	\$18,032	\$19,136
Other Administrative	\$300	\$0	\$600	\$400	\$0	\$0	\$100
Total Administrative	\$26,207	\$25,479	\$28,721	\$29,525	\$30,962	\$30,962	\$33,286
Utilities							
Electricity	\$1,282	\$1,353	\$1,210	\$1,184	\$1,150	\$1,150	\$1,200
Trash/Recycling	\$10,952	\$11,411	\$11,964	\$12,308	\$12,594	\$12,594	\$13,100
Irrigation Water	\$16,977	\$27,172	\$16,784	\$13,725	\$11,451	\$11,451	\$13,750
Total Utilities	\$29,211	\$39,936	\$29,958	\$27,217	\$25,195	\$25,195	\$28,050
Maintenance							
Routine Landscape Maintenance	\$16,800	\$14,524	\$15,345	\$19,565	\$28,274	\$28,274	\$23,050
Entrance Flower/Plant Bed Maintenance	\$3,734	\$694	\$701	\$798	\$252	\$252	\$875
Shrub Maintenance	\$9,450	\$4,000	\$6,415	\$0	\$4,380	\$4,380	\$5,000
Tree Maintenance	\$11,791	\$16,219	\$16,908	\$12,171	\$18,489	\$18,489	\$19,000
Tree- EAB Treatment			\$0	\$3,426	\$0	\$0	\$3,600
Snow Removal	\$18,750	\$20,524	\$10,155	\$9,377	\$18,656	\$18,656	\$15,000
Sprinkler System Maintenance	\$7,359	\$5,923	\$11,363	\$10,011	\$7,992	\$7,992	\$8,000
Other/Unanticipated Maintenance	\$566	\$661	\$626	\$346	\$140	\$140	\$500
Total Maintenance	\$68,450	\$62,545	\$61,513	\$55,694	\$78,183	\$78,183	\$75,025
Taxes	\$107	\$84	\$95	\$0	\$0	\$0	\$0
Insurance	\$736	\$716	\$510	\$815	\$819	\$819	\$850
Total Taxes & Insurance	\$843	\$800	\$605	\$815	\$819	\$819	\$850
TOTAL OPERATING EXPENSES	\$124,711	\$128,710	\$120,797	\$113,251	\$135,159	\$135,159	\$137,211
NET INCOME / RESERVE CONT.	\$4	\$9,694	\$17,633	\$30,580	\$8,810	\$8,810	\$28,389
RESERVE / CAPITAL EXPENSES							
Professional Expenses - Reserves							
Fence - Outlot B				\$1,261	\$1,860	\$1,860	\$2,500
Signage / Lighting / Mailboxes				\$5,574	\$9,007	\$9,007	\$8,000
Street Improvements - Asphalt		\$39,342	\$7,160				
Sidewalk Improvements - Concrete			\$8,300				
Tree/Shrub Removal	\$5,000	\$14,269	\$2,120				\$3,200
Tree/Shrub Replacement	\$0		\$0				\$4 trees
Grounds Improvements		\$650	\$3,238	\$5,350	\$12,080	\$12,080	\$10,000
Irrigation Upgrades			\$16,763	\$4,096	\$4,096	\$4,096	\$4,200
Reserve/Capital Expenses	\$5,000	\$54,261	\$20,818	\$28,948	\$27,043	\$27,043	\$27,900
TOTAL EXPENSES	\$129,711	\$182,971	\$141,615	\$142,199	\$162,202	\$162,202	\$165,111
YE - Add to RESERVE ACCT	-\$4,996	-\$44,567	-\$3,185	\$1,632	-\$18,233	-\$18,233	\$489

NOTES

\$50/mo inc per board
2 hours
\$53/mo - 3/1/20
5% increase
4% increase
estimated
new contractor
30 hours
estimate
trimming, treatments
Ash treatments
estimate
estimate

Reserve Study
Mailboxes
4 trees
island
backflow

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 property 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

FINE SCHEDULE

Per the authority granted to them through the Declaration of Covenants, Conditions and Restrictions of Buckingham Green HOA and Colorado State Law, the Buckingham Green Board of Directors has approved the following fine schedule for violations of Covenants, Rules, Regulations and Policies of the HOA.

Fine Schedule for Violations of Covenants and Rules

Initial Notice: A written courtesy warning will be issued to an owner in violation prior to a fine being assessed against a property.

\$50 initial fine (*assessed against property if violation is not resolved per courtesy warning notice*)

\$100 if not resolved after 30 days

\$200 if not resolved after 60 days

\$300 if not resolved after 90 days

Please refer to the HOA's Rules and Regulations and to the Declaration of Covenants for specific examples of potential violations, which include, but are not limited to, the following:

- Failure to maintain property
- Nuisances including light, sound and odors
- Vehicles and Parking
- Vehicle Maintenance
- Hazardous activities
- Household pets
- Signs
- Short Term Rentals
- Exterior Change Process for improvements to property

Fines are cumulative and subject to late fees.

Specific Fines

Late Fees

HOA fees are due in total on the first day of each month.

HOA fees not received by the 15th of each month are considered late, and a late fee is assessed per the following schedule:

Note: Making a partial payment does not relieve an owner of late fees.

\$25 assessed for payments received after the 15th of the month

\$50 assessed for balances between \$500 - \$999

\$75 assessed for balances over \$1000

Short Term Rental Fine

\$350 initial fine, \$150 for each 24-hour period after notification to owner and request to cease short-term rental activity.

In accordance with Article IX of the Declaration "Restrictions" Buckingham Green is restricted to residential use and not for the operation of business entities which include short term rental operations such as AirBnB, VRBO or other short-term rental companies. Short term rental is defined as contracting the lease of a unit for a term of less than 30 days. The HOA's covenants require all leases be at least 30-days. Short Term Rental activity of less than 30-days is specifically prohibited.

RDPM, INC. ROBERT DREW PROPERTY MANAGEMENT, INC.

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

November 29, 2019

Dear Buckingham Green owner,

Please be advised that as of January 1, 2020, your HOA fees will be \$300/month.

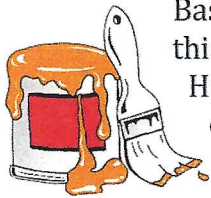
The 15% increase is necessary to keep up with the maintenance costs and reserve funding for Buckingham Green. Your HOA fee includes utilities such as trash/recycling/compost and irrigation water; grounds maintenance including lawn care, tree pruning, irrigation maintenance, snow removal on the streets, driveways and sidewalks, and payment to the Fountain Greens Master Association. The HOA is also charged with funding the reserve account for eventual street and sidewalk repairs and replacements. The association's Reserve/Savings account balance is currently \$28,873. Funding the reserve account while keeping up with day-to-day maintenance tasks is essential for the HOA to avoid a special assessment to owners in the future. The increase impacts everyone, including your 5 board members. This decision was not made lightly.

Your board of directors and property manager continue to work with our service providers to find a balance that serves the neighborhood.

- Irrigation - Hummer Services is maintaining and upgrading the irrigation system for the neighborhood.
- Trees - Our certified arborist and tree service, Augustine Trees, has not changed their hourly rate in several years, but we have had to increase the amount of service due to the declining aspens and maturing trees. Augustine Trees still has some pruning and winter work left to complete when the snow melts off.
- Landscape Maintenance - Finding a landscape maintenance company that takes pride in their work and serves the community well has been a challenge. This past season, the HOA hired Longs Peak Landscaping Services, based on their assurance that they could appropriately serve the 46 homes in Buckingham Green to our basic standards. While we saw progress in some areas, your board and property manager were not satisfied with the overall service. The initial Fall clean up was done by another company, MR Lawn Services. The HOA will continue to work with MR Lawns in the spring, as they have demonstrated characteristics we desire in a maintenance company, including on-site supervision, use of smaller mowers in certain areas, blowing hard surfaces with care, and common sense in tidying up fallen branches and debris.
- Snow Removal – service continues to be provided by SJ Wards. The 100-year storm we experienced on November 25-26 created snow and ice related issues all over Boulder. The crew has been returning to deal with specific snow removal issues.

-OVER-

EXTERIOR PAINT – MORE COLOR CHOICES for OWNERS!



Based on feedback from the owners at the mini-member meetings held earlier this year, the board hired an independent, professional colorist to expand the HOA's exterior paint color palate. The project brings in new color options that complement the existing approved colors. Because it is practically impossible to view colors accurately on a computer, the colorist compiled a notebook with the various color options and specifications for painting. We have two paint color notebooks for owners to check out and peruse. Interested in the new colors? Please contact board member Sue Goodwin at sgcobuff@hotmail.com or at 303-475-1853 to make arrangements. We have also posted the color information on the HOA's website, which shows the color names and codes. However, the notebook with the actual color cards shows an accurate portrayal of the color options. The paint is from Benjamin Moore and is available at Guiry's in Boulder. Please remember that all exterior changes require approval of the HOA.

COMING in 2020: MAILBOXES and PARCEL BOXES

Another subject raised in the mini-member meetings was mailboxes and parcel boxes. While the Post Office installed the mailboxes when the neighborhood was first developed, they will not replace them. The boxes and support posts are nearing the end of their useful life. The board is reviewing bids for new, upgraded, secure mailboxes and parcel boxes and plans to complete this project in 2020.



YEAR-END STATEMENT, 2020 BUDGET

We will mail out a 2019-year end statement in mid-December that shows charges and payments on your HOA account. Included in that mailing will be a finalized 2020 HOA budget which will also be posted on the website. If you would like a coupon book for 2020, let us know and we will mail one to you. If your dues are paid via a recurring bank bill-payment, please remember to update your billing by January 1 to the new amount of \$300. If your dues are paid through our office's ACH direct-pay program, we will make the adjustment automatically.

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

Buckingham Green 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

HOA Website Reminder: The association's website provides access to governing documents, meeting minutes, financial statements, rules and regulations, paint and roofing details, exterior change form, direct pay form and more.

Website: www.rdpminc.com
Select: "Associations"
Choose: "Buckingham Green"
Password: "bhg8991"

AGENDA

BUCKINGHAM GREEN HOA ANNUAL MEMBERS' MEETING July 16, 2019

- 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 Association's Financial State
- F) Nominations & Vote for at least 2 Positions on the Board:
Ann Scott's and Gaines Goodwin's terms expire in 2019; David Scott's and Jeff Stiffler's terms expire in 2020, Bob Padgett's term expires in 2021.
There are also two vacancies on the board, with one term expiring in 2020 and one term expiring in 2021. An election to fill these positions will also be held.
- G) Open to Discussion *(limit of 15 minutes per topic)*
- H) Adjourn *(followed by brief meeting of the new Board of Directors)*

Notice of Annual HOA Meeting

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

7:00 PM

Tuesday, July 16, 2019.

**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!

RDPM, INC. ROBERT DREW PROPERTY MANAGEMENT, INC.

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

June 20, 2019

Dear Buckingham Green Owner,

Your HOA's Annual Members Meeting has been scheduled for **Tuesday, July 16, 2019** 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. The board and property manager 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 at least two positions on the board of directors. Last year, the board was expanded to 7 directors. During the year, 2 directors resigned. The board currently has 5 directors and 2 vacancies. At this meeting, we will elect 2 owners to the board to fill the terms that expire in 2019. We will also vote to fill the 2 vacant seats, one whose term expires in 2020 and one whose term expires in 2021. If we are unable to elect all 4 positions at this annual meeting, the board will resume at a leadership of 5 directors, rather than 7 directors. *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, Longs Peak Landscaping. We continue to use Augustine Trees for our tree pruning and maintenance and Hummer Irrigation Services for irrigation maintenance. The HOA's irrigation water bills reached an all-time high in 2016 at a cost of \$27,172. Since contracting with Hummer Irrigation and working on improvements to the system, we have reduced our water bill significantly, with irrigation totals in 2017 at \$16,784 and 2018 at \$13,853.

During late winter and spring, a series of "mini-meetings" was held, where owners were invited to meet with HOA board president David Scott and HOA manager Amy Scott* to provide input on your HOA in an informal setting. About half the neighborhood participated. We appreciate all the comments received, and the board is using the owner's feedback to guide future decisions.

We hope to see you on July 16! If you are unable to attend, please return the enclosed proxy, so that the quorum can be satisfied.

Sincerely,


Amy Scott
Managing Agent

**Note: HOA President David Scott, HOA Director Ann Scott, and HOA Manger Amy Scott all have the same last name "Scott", but they are not related.*

BUCKINGHAM GREEN HOA 2019 Budget Preparation	2014	2015	2016	2017	2018	2019
	ACTUAL (\$225/month)	ACTUAL (\$225/month)	ACTUAL (\$250/month)	ACTUAL (\$250/month)	ACTUAL (\$260/month)	approved (\$260/month)
OPERATING INCOME						
Homeowners Dues - Base Amount	\$124,200	\$124,200	\$138,000	\$138,000	\$143,060	\$143,520
Prepaid dues						
Reserve Interest	\$29	\$40	\$54	\$30	\$211	\$100
Other Operating Income	\$625	\$475	\$350	\$400	\$560	\$0
TOTAL OPERATING INCOME	\$124,854	\$124,715	\$138,404	\$138,430	\$143,831	\$143,620
OPERATING EXPENSES						
Administration						
Management Fees	\$9,748	\$9,648	\$9,648	\$10,128	\$10,800	\$12,000
Accounting / Bank Charges	\$190	\$212	\$200	\$227	\$33	\$240
Legal / Professional	\$50	\$818	\$450	\$160	\$560	\$750
Copies, Mailings, Postage, Website	\$740	\$693	\$733	\$770	\$620	\$774
Fountain Green HOA Dues	\$14,720	\$14,536	\$14,398	\$16,836	\$17,112	\$17,756
Other Administrative	\$200	\$300	\$0	\$600	\$400	\$100
Total Administrative	\$25,648	\$26,207	\$25,429	\$28,721	\$29,525	\$31,620
Utilities						
Electricity	\$1,405	\$1,282	\$1,353	\$1,210	\$1,184	\$1,248
Trash/Recycling	\$10,590	\$10,952	\$11,411	\$11,964	\$12,308	\$12,800
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Total Utilities	\$34,774	\$29,211	\$39,936	\$29,958	\$27,217	\$29,048
Maintenance						
Routine Landscape Maintenance	\$13,008	\$16,800	\$14,524	\$15,345	\$19,565	\$20,000
Entrance Flower/Plant Bed Maintenance	\$3,078	\$3,734	\$694	\$701	\$798	\$1,000
Shrub Maintenance	\$14,335	\$9,450	\$4,000	\$6,415	\$0	\$2,000
Tree Maintenance		\$11,791	\$16,219	\$16,908	\$12,171	\$12,000
Tree- EAB Treatment				\$0	\$3,426	\$0
Snow Removal	\$13,581	\$18,750	\$20,524	\$10,155	\$9,377	\$17,250
Sprinkler System Maintenance	\$7,260	\$7,359	\$5,923	\$11,363	\$10,011	\$5,500
Other/Unanticipated Maintenance	\$193	\$566	\$661	\$626	\$346	\$500
Total Maintenance	\$51,455	\$68,450	\$62,545	\$61,513	\$55,694	\$58,250
Taxes						
Insurance	\$629	\$107	\$84	\$95	\$0	\$200
	\$629	\$736	\$716	\$510	\$815	\$840
Total Taxes & Insurance	\$629	\$843	\$800	\$605	\$815	\$1,040
TOTAL OPERATING EXPENSES	\$112,507	\$124,711	\$128,710	\$120,797	\$113,251	\$119,958
NET INCOME / RESERVE CONT.	\$12,347	\$4	\$9,694	\$17,633	\$30,580	\$23,662
RESERVE / CAPITAL EXPENSES						
Legal Expenses from Reserves					\$1,261	\$10,000
Fence - Outlot B						
Signage / Lighting					\$5,574	
Asphalt Maintenance/Improvements	\$5,254			\$7,160		
Sidewalk Replace/Maintenance	\$560		\$39,342	\$8,300		
Tree/Shrub Removal		\$5,000		\$2,120		
Tree/Shrub Replacement	\$1,285	\$0	\$14,269	\$0		\$4,800
Grounds Improvements			\$650	\$3,238		\$8,000
Irrigation & Landscape Upgrades	\$13,468					
Reserve/Capital Expenses	\$20,567	\$5,000	\$54,261	\$20,818	\$28,948	\$22,800
TOTAL EXPENSES	\$133,074	\$129,711	\$182,971	\$141,615	\$142,199	\$142,758
Year End Net Reserve Cont.	-\$8,220	-\$4,996	-\$44,567	-\$3,185	\$1,632	\$862

RDPM, INC. ROBERT DREW PROPERTY MANAGEMENT, INC.

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

To: Buckingham Green Association Homeowners
From: Amy Scott
Date: June 20, 2019
Re: Annual Meeting

Please be advised that the annual meeting of the Buckingham Green Association HOA members will be held **Tuesday, July 16, 2019 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, July 16, 2019 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.

Balance Sheet (Cash)
Buckingham Green HOA - (bhg)
May 2019

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	31,543.06
Cash in Bank - Short Term Res.	16,308.40
Cash in Bank - C.D. First Nat.	<u>17,972.77</u>
Total Cash	65,824.23

TOTAL ASSETS

65,824.23

LIABILITIES & CAPITAL

Liabilities

Fund Balance (1/1/00 cash)	34,291.99
Retained Earnings	<u>31,532.24</u>
Total Equity	65,824.23

TOTAL LIAB. & CAPITAL

65,824.23

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: _____

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: _____

DATE Received by HOA: _____

IMPORTANT NOTES:

Your request must be submitted to Buckingham Green HOA Property Manager, Amy Scott: rdpm.amyscott@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."



Amy Scott <rdpm.amyscott@gmail.com>

Fountain Greens dues and Buckingham Green HOA

2 messages

Amy Scott <rdpm.amyscott@gmail.com>

Sat, Feb 9, 2019 at 1:22 PM

Hello Buckingham Green owners,
Recently, Fountain Greens mailed out a letter, notifying owners of a \$396 Annual Assessment. Their letter may have been confusing to Buckingham Green owners.

Your monthly Buckingham Green HOA fee of \$260 includes your Fountain Greens fees. We account for Fountain Greens in our budget each year. We collect money from you, then we write a check to Fountain Greens on behalf of Buckingham Green owners each month. We anticipated a \$2 increase in fees as of June 1, not March 1. Fountain Greens has changed their Fiscal Year and a result changed the increase date.

1. The \$396 Fountain Greens annual assessment comes to \$33/month.
2. Our Buckingham Green budget accounts for \$31/month for 5 months, then \$33/month for 7 months.
3. The difference of \$2/household/month for 3 months (March, April, May) comes to \$6/household, or \$276 total.
This minor shortfall will be absorbed by the Buckingham Green budget.

You, as an owner of Buckingham Green do not need to do anything different. Please continue to pay your \$260 /month to Buckingham Green HOA.

DO NOT PAY FOUNTAIN GREENS DIRECTLY.

We continue to ask Fountain Greens and their management company to communicate more clearly. Their letters are important. Read them, just don't pay Fountain Greens any money directly.

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

--

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



THE WAY TO A BETTER ENVIRONMENT 

5880 Butte Mill Rd. Boulder, CO 80301

303-444-2037

westerndisposal.com

WEDNESDAY SCHEDULE



Recyclables and compostables are collected on alternating weeks.

Trash is collected every week.

Customer Service Hours: Monday – Friday 8 a.m. – 5 p.m.

Trash & Recycle Center Hours:

Monday – Friday 7 a.m. – 5 p.m.

Saturday: (April – Nov): 7 a.m. – 5 p.m.

Saturday: (Dec – Mar): 7 a.m. – 2 p.m.

2019 Residential Collection Calendar

◆ Holiday—If your pickup day falls on or after the holiday, your pickup will be one day later for that week.
Día de fiesta – Si su día de recolección cae en o después del día de fiesta, su recolección llevará un día de retraso esa semana.

□ Recyclables collection day
Día para la colección de reciclaje

● Compostables collection day
Día de la colección de compostaje

Visit westerndisposal.com for recycling and composting guidelines.
Visite westerndisposal.com para las guías sobre reciclaje y compostaje.

JANUARY 2019

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		

FEBRUARY 2019

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		

MARCH 2019

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 ²⁴ / ₃₁	25	26	□ 27	28	29	30

APRIL 2019

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				

MAY 2019

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 2019

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 ²³ / ₃₀	24	25	● 26	27	28	29

JULY 2019

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			

AUGUST 2019

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

SEPTEMBER 2019

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					

OCTOBER 2019

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		

NOVEMBER 2019

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 2019

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.