

---

**Knollwood Village HOA - Annual Meeting, 2018 dues and more**

1 message

---

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

Mon, Dec 11, 2017 at 11:18 AM

---

Hello Knollwood Village owners,

A few reminders:

1) **The HOA's Annual Meeting is scheduled for Thursday, January 4, 2018 at 7:00 pm.** The meeting will be held at 265 Spruce (if an alternate location is required, the meeting will be held at 254 Spruce.)

2) **HOA Fees are increasing 6% as of January 1, 2018.**

The monthly fourplex fee is \$263

The monthly duplex fee is \$377


3) **Minutes from the November 16, 2017 board meeting are attached here** and are also available on the HOA's website. An HOA mailing was sent out last week, with the Annual Meeting notice, proxy, 2018 budget, fee notice and website reminder. Note that we are able to offer direct-pay of your HOA fees as of January. A form was included in your mailing.

4) **Please recycle and compost properly!** We've had recycling dumped into the fourplex compost bin, which contaminates the compost. As a result, the bin gets thrown into the trash. It defeats the entire purpose of composting, wastes all your neighbor's efforts at composting, and brings additional charges from Western Disposal. If you rent your Knollwood Village property, please make sure your tenants are aware of the difference between compost and recycle.

Thank you!

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

---

 **kwv-11-16-17min.pdf**  
2673K

**ROBERT DREW  
PROPERTY  
MANAGEMENT, INC.**

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

---

To: Knollwood Village owners  
From: Amy Scott  
Date: December 4, 2017  
Re: Annual Meeting & Board Election

The annual meeting of the Knollwood Village Homeowners Association members will be held **Thursday, January 4, 2018 at 7:00 P.M.** The meeting will be held at one of the Knollwood Village member's homes, and we will notify you of the meeting location, along with a reminder, a week prior to the annual meeting. 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 t property located at \_\_\_\_\_, Boulder, Colorado, in the Knollwood Village Association authorize and appoint

\_\_\_\_\_ \* of \_\_\_\_\_  
(name of proxy) (address of proxy)

*or, in the event that person does not attend, 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 Association, to be held on January 4, 2018, at 7:00 pm at a home located in Knollwood Village (specific location to be provided via email and physical posting) 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 owner who will be attending the annual meeting, such as a neighbor or a Board member.

**ROBERT DREW  
PROPERTY  
MANAGEMENT, INC.**

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

December 4, 2017

Dear Knollwood Village owner,

As 2017 draws to a close, we hope this letter finds you well. Enclosed please find a year-end statement of your Knollwood Village HOA account, showing your charges and payments throughout 2017. Please contact us if you notice any discrepancies between our records and yours.

**As of January 1, 2018, your monthly HOA fees will increase by 6%**

- **Duplex owners HOA fees will be \$377/month**
- **Fourplex owners HOA fees will be \$263/month**

As you know, your HOA fees include trash, recycling, compost, grounds maintenance and hazard insurance for your property. As the property and the landscape mature, additional maintenance is needed. The increase in fees offsets the operating costs, and also helps to ensure that the HOA's reserve account is funded for future projects. A 2018 budget is enclosed here for your review.

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

Website: [www.rdpminc.com](http://www.rdpminc.com)  
Select "Associations"  
Choose "Knollwood Village"  
When prompted, please use the password "kvw7991"

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 are pleased to announce that we are now offering auto-pay of your HOA fees as of January 2018. If you would like to set up auto-payment for your monthly fees, please return the enclosed form to our office.

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

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](mailto:rdpm.amyscott@gmail.com)

We wish you the best this holiday season!



Amy Scott  
Managing Agent

**ROBERT DREW  
PROPERTY  
MANAGEMENT, INC.**

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

---

## HOA FEES – Automatic Payment Plan

*Participation in this program requires your account to be current. If there is any overdue balance on the account as of the start of this program, it will be withdrawn on the first withdrawal date to make your account current.*

I authorize the managing agent (RDPM, Inc.) to initiate withdrawals from my account, at the financial institution named in this application, for payment of my Homeowners Association fees. This authorization will remain valid until either the managing agent or I revoke it.

I understand that the Automatic HOA Payment Plan is an alternative method of payment only, and does not otherwise affect my rights or the rights of the managing agent or my financial institution with respect to each other. I further understand that the managing agent and my financial institution reserve the right to terminate this Automatic / Direct Payment plan and/or my participation in it. If I wish to discontinue my participation in the Automatic/Direct Payment plan, I may do so by notifying the managing agent in writing at least 5 business days prior to the scheduled payment.

Name \_\_\_\_\_ Start Date \_\_\_\_\_

Property Address \_\_\_\_\_

Homeowners Association \_\_\_\_\_

Mailing Address (if non-owner occupied) \_\_\_\_\_

Transfer from (debit): Bank Name: \_\_\_\_\_

Routing Number (9 digits) \_\_\_\_\_

Account Number \_\_\_\_\_

***You may wish to provide a voided check to verify this information***

**The transfer for the Direct Payment will occur MONTHLY between the 2<sup>nd</sup> and 7<sup>th</sup> day of each month.**

The amount of the transfer will be your current monthly HOA fee. Should this amount increase or decrease as determined by your HOA's approved budget, you are giving permission to have your direct payment adjusted accordingly.

---

Authorized Account Holder Signature

Date

~~~~~  
**Office Use Only**

Rec'd by \_\_\_\_\_

Set up Date \_\_\_\_\_

Start Month \_\_\_\_\_

---

**Knollwood Village HOA - September meeting minutes**

6 messages

---

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

Mon, Oct 16, 2017 at 11:24 AM

---

Hello Knollwood Village owners,

Attached please find the HOA board meeting minutes from September.  
The next Board meeting will be held November 16.  
Owners are welcome to attend.

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

---

 **kvv-septmin.pdf**  
2421K

---

**Knollwood Village HOA  
Board of Directors Meeting  
September 14, 2017  
AGENDA**

**Present: Cathy Allen, Franklin Cameron, Elizabeth Barton, Steve Howser, Philippa Gregson, Allan Press, and Amy Scott. Gareth Coville attended the meeting.**

- A. Opportunity for guest homeowners to address Board.** *Ann Morrison was present for a discussion of D4 (see below)*
- B. Meeting Minutes** – June 2017, approved by e-mail, attached here. *No changes.*
- C. Review Financial Statements**  
As of August 31, 2017 the operating account held \$4,993.24 and the reserve account held \$84,222.54 for a total cash position of **\$89,215.78**. YTD Net Operating Income is \$6413.70 vs. a budgeted amount of \$8513.72. One CD was transferred into the Operating Account to cover reserve costs (transfer was \$10,628.83). All owners are current on their HOA fees. *Cash position is down from about \$96k, a change of about \$7k.*
- D. Pending Business**
- 1) **Reimbursement from City of Boulder for \$1476** for tennis court project– remains outstanding, Amy provided receipts to City and original agreement. *Still in process. The Board suggested that Amy send the City an invoice for the amount owed.*
  - 2) **Window Trim / Repair Projects** – Full Circle Home Services is adding trim and painting it around the first floor windows, partially complete (266 still needs to be done). Jeff also to complete hand rail repair and restaining, hanging CD's, replacing two downspout connectors for drainage correction. Jeff is working this week. *Jeff has replaced two downspout connectors.*
  - 3) **Fertilizer – Board approved “Alpha One” product.** Lawn Works applied fertilizer, have enough left to do a second application in October. *Duplex owners questioned whether the fertilizer was applied to their lawns. Since this fertilizer looks like salt, it can be easy to miss. To Amy's knowledge it was applied on both sides. The Board agreed to price Lawn Works suggestion to aerate the lawns and apply compost this Fall.*
  - 4) **266 Retaining Wall Project** – project complete, HOA has written reimbursement check of \$8000 to owners Ann and Mark Morrison, will be provided to them after they sign HOA paper assuming responsibility for improvement. *Ann suggested and the Board agreed that more information needed to be attached to this form to minimize future disagreements about what is the owner's maintenance and replacement responsibility compared to the Board's. Ann will add the Architectural Form and before and after pictures before signing the document and returning it to Amy and the Board.*
  - 5) **Lawn Care** – Lawn Works has been using large mowers and tearing up sod, requested smaller mowers for Knollwood, owner agreed. *Lawn Works has been using a hand mower the last few weeks. While the price to mow HOA lawns will not change this year, this may increase the price next year. Amy is getting other bids for this work.*

- 6) **Evergreen/Juniper Trimming near 250** – need to cut back unruly junipers without ruining them, Amy sourcing willing, reasonable contractor. *Gareth asked that the bushes near the path leading up to the parking lot also be trimmed.*
- 7) **Guidelines** – consider draft guidelines for owner acceleration of HOA-responsible work. *Steve Howser sent these two documents, designed to improve the Board's ability to exercise architectural control. The Board agreed that we would expeditiously look at the two documents and make any changes necessary. The goal is to approve them no later than our next HOA meeting.*  
*The Board also brought up the issue of how best to retain the history of HOA documentation, including approved Architectural Control documents. Board members shared horror stories of how documents were permanently lost when an HOA switched management companies. Amy assured us that our HOA owned these documents, and that they would be "returned" if for any reason we switched property management companies.*

#### E. New Business

- 1) **274 Spruce – Water Bill** for unit was high, owners first thought HOA was responsible and planned to ask for reimbursement of \$1000, never made formal request in writing; issue most likely from their plumbing & running toilet. *Noted.*
- 2) **Mailbox area rehabilitation** – bid from Lawn Works is high at \$2980, Kem no longer interested in project, Amy sourcing bid from others (Salas & Son; Panorama Landscape). *While this area badly needs improvement it will be tabled until next year.*
- 3) **Camera / Scope of drains from downspouts around fourplex buildings**  
Allan Press meeting with Garvin's Plumbing today 9/14/17. *John of Garvin's plumbing scoped the drain pipe that carries water from #254 and #256 drain spout on the east side. This was done because of a blockage in #254's pipe that led to water next to #254's building, with very minor water leakage into the family room in the basement. This blockage was handled by the owner during the storm: the downspout drain was removed and a hose inserted into the drainage pipe cleared the blockage. The two pipes join close to #254, go under the sidewalk, and then proceed roughly parallel to the flagstone that crosses over the lawn, where it dead ends right by the sidewalk in front of #270. Once under the sidewalk by #254 it turns into a French drain. That is, the pipe becomes perforated. There was a considerable amount of leaves and other debris throughout parts of this drain. Since the drain dead ends it is difficult if not impossible to clean out. Steve Howser reported that he had his drainage pipe roto-routed some years ago. This pipe ended right by Spruce St.*  
*Also Amy suggested that in their gutter clean-ups we have the lawn maintenance people scoop out any leaves or debris rather than wash them down the gutter into the underground pipe(s).*
- 4) **Start Discussion of monthly fees for 2018.** Reserve expenses over 2015, 2016 and 2017 total \$58,842, Reserve contributions over same period total \$33,262 (assuming we stay on track for remainder of 2017). *Allan reported on end of year figures total cash figures for HOA finances. These numbers are: December, 2014: \$114,066; , December, 2015: \$119,218; and December, 2016: \$99,33.5. This last figure is \$20,000 less than the previous year's balance, which is what led to a 5% dues increase for the current year. Through August, 2017 our current balance is \$89,216. Note that this figure does not include the Morrison's check for \$8,000 for the HOA's part in the #266 Retaining Wall Project (Item D4 above). Amy projected this year's end of year total cash position to be \$10,000 less than last year's with the Morrison's check included, or in other words to be*

*about \$89,000. This would mean that we have cut the amount of last year's year-to-year decrease in half (\$20,000 in 2016, \$10,000 in 2017). Given this scenario the Board tentatively agreed on another 5% increase this year if, at our next meeting, the total cash position stays around \$89,000 as predicted.*

**5) Mud-jacking follow-up.** The cost of this project was greater than was anticipated because the patio at #250 needed to be stabilized. The dirt underneath had washed away throughout most if not all of the slab. Amy will continue trying to get a breakdown of costs

**6) Other New Business.** Cameron noted that his balcony railings needed maintenance and resurfacing. Duplex balcony railings were already on Full Circle Home Repair's list of tasks. The Board agreed that Jeff would be asked to inspect all of the duplex balconies using a ladder to avoid having to schedule a visit inside each duplex. Steve was asked about the status of his balcony leak. The leak has been addressed. He said that with a modest amount of work from Jeff, including checking for moisture behind a section of dry wall, the problem should be taken care of.

**F. Schedule next meeting.** The next meeting is scheduled on Thursday, November 16 at 7 pm at Franklin Cameron's, 295 Spruce Court.

**G. Adjourn**

---

**Knollwood Village HOA - Updates and Important Information**

1 message

---

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

Mon, Jul 17, 2017 at 3:51 PM

---

Hello Knollwood Village owners,  
Attached please find minutes from the most recent HOA Board meeting. The next quarterly meeting is scheduled for September 14 at 7:00 pm.

We'd like to remind you about two more important matters:

**1) Open Flame and Open Burning Regulations**

The HOA follows the City of Boulders' Open Flame Regulations. We have attached the 1-page sheet from the City here. Boulder is in the midst of a very hot, dry summer. Please be safe and smart. If you have tenants, make sure your tenants are aware of these requirements.

**2) Maintenance of Sewer Lines** - Each Knollwood Village home has its own water meter, designated plumbing and individual sewer lines. The HOA does not maintain sewer lines. Last week, an owner had a sewer back up from some tree roots that caused a blockage in the sewer line. The function of the sewer line is each owner's responsibility. You may wish to have your sewer line checked and cleaned, and some owners do this on an annual basis. It is money well spent, if it prevents a sewer back up and resulting damage to the interior of your property!

Thank you.  
We hope you are having a great summer!

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

---

**2 attachments** **kvv-juneminutes17.pdf**  
1365K **cob-openflame.pdf**  
596K

# Open Burning Regulations

These regulations apply only within city of Boulder limits. Find out if your property is located within the Boulder city limits.

## Propane grills

This restriction applies to propane grills located on combustible balconies/decks and construction.

*Only* small (2.5 lb./16.4 oz) propane bottle sizes are allowed in propane grills.

These propane grill restrictions apply to your property unless:

- your balcony/deck is made of concrete, steel or other non-combustible material;  
*and*
- the propane grill can be placed more than 10 feet away from combustible siding, decking or other parts of the structure.

## Charcoal grills

Charcoal grills, hibachis, and other open flame cooking appliances are not allowed on combustible balconies and construction.

These restrictions apply to your property unless:

- your balcony/deck is made of concrete, steel or non-combustible material;  
*and*  
the charcoal grill can be placed more than 10 feet away from combustible siding, decking or other parts of the structure;  
*or*
- the structure is a single-family home *or* a side-by-side townhome or if the balcony/deck is protected by a sprinkler system.

## Electric grills

Electric grills are allowed. Make sure if you are using an extension cord that has an adequate rating (size) for the grill being used.

## Open burning

No open burning is allowed within city limits, including portable/mobile outdoor fireplaces.

This restriction applies to you unless:

- The burning is a safety flare used to indicate some danger to the public. (Road flares)

Google+

Twitter

**ROBERT DREW  
PROPERTY  
MANAGEMENT, INC.**

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

---

April 12, 2017

Dear Knollwood Village Fourplex Residents,

Your HOA is now providing compost service!

- Compost is a different service from Recycling.
- **Compost pick up will be once a week, on Wednesdays, starting April 19.**

**PLEASE COMPOST only COMPOSTABLE ITEMS!**

If the compost bin is contaminated, it will be emptied as TRASH.

Not only does this defeat the community effort of composting, but the HOA (you!) will be charged an additional contamination fee.

**The attached flyer specifies items that may be composted.** 

You may find additional information on composting on Western Disposal's website, at [www.westerndisposal.com](http://www.westerndisposal.com) or by calling 303-444-2037.

**OK to COMPOST:**

- Food scraps – fruit and vegetables, meat and bones, coffee grounds
- Paper napkins, paper towels
- Grass clippings, weeds, leaves and flowers

***Never, Never Compost:***

- Pet waste
- Kitty litter
- Plastic of any kind
- Frozen food containers
- Liquids
- Dirt, sod, bricks or lumber

We have one bear-proof compost bin to serve the neighborhood. **Please make sure to completely close the lid each time, to avoid attracting bears, raccoons and other wildlife.** Compost pick up is once a week, on Wednesdays. We appreciate your efforts in making Knollwood Village's composting program a success!

Sincerely yours,



Amy Scott  
Managing Agent

# COMPOSTING

303-444-2037 [www.WesternDisposal.com](http://www.WesternDisposal.com)



All compostables must fit in the cart!

## YES.YES.YES.

Wash carts periodically or use compostable bags to prevent odor and keep animals away.

### FOOD SCRAPS

- Fruit and vegetable scraps
- Meat and bones
- Coffee grounds and filters, teabags
- Dairy products and eggs
- Spoiled food

Place food scraps in compostable bags (made from plant starches) to help keep your cart clean. Compostable bags are available at Western Disposal and other local retailers.

### PAPER

- Wet shredded paper (to prevent material from blowing)
- Food-soiled or greasy paper or cardboard
- Wet or waxed cardboard
- Paper napkins and paper towels
- Uncoated paper cups and plates
- Compostable bags made from plant starches
- Compostable containers, dishware and utensils made from plant starches (NO Styrofoam® or plastic)

### PLANT MATERIAL

- Grass clippings, leaves, weeds, flowers
- Woody waste up to 6" in diameter

Please note: Place yard waste directly in cart. All woody waste must fit in the cart.



YES.YES.YES.

YES.YES.YES.

## NO.NO.NO.

- No trash
- No plastic of any kind
- No plastic bags
- No plastic coated paper, packaging or boxes
- No frozen food containers
- No twist ties, nylon twine or plastic rope
- No dirt, sod, rock, brick or pavers
- No construction debris
- No painted or treated wood waste
- No lumber
- No liquids
- No animal droppings or kitty litter
- No diapers or feces



Amy Scott <rdpm.amyscott@gmail.com>

---

## Davey Tree - Significant Tree work starting Tuesday at Knollwood Village

1 message

---

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

Mon, Feb 13, 2017 at 10:32 PM

---

Hello Knollwood Village owners,  
Davey Tree will be doing some significant tree trimming along the ditch, behind the duplexes, starting Tuesday, February 14. They will have a bucket truck and a chipper. Duplex owners will be able to get in and out of their garages, but Davey will be able to get around easier if the driveway and parking lot are kept as clear as possible. Davey will start near 299 Spruce, where a big tree blew down over the path late last week. They will work their way down to the ditch bank and will also be doing some work over the 4 plex parking lot.

Davey expects the work to take about 3-4 days.

Thank you for your cooperation. It will likely be a noisy project, but the much-needed trimming will be worth it!

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



Amy Scott <rdpm.amyscott@gmail.com>

---

## Knollwood Village HOA - Annual Meeting, Thursday, Jan 19.

4 messages

---

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

Tue, Jan 17, 2017 at 4:47 PM

Hello Knollwood Owners,

**Just a reminder - the Annual Members Meeting will be held on Thursday, January 19 at 7:00 pm.** The meeting will be at the home of Allan and Lynn at 254 Spruce.

Attached here are the documents mailed to all owners in mid-December, including the annual meeting notice, a proxy, the 2017 budget and a balance sheet.

We hope to see you on Thursday!

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

---

 **kvw-annual.pdf**  
3472K