

**Cattail Cove West Board Meeting
November 17, 2016**

Present: M. Gibson, L. Giovannelli, J.Kim, C. Haggart, A. Scott, Homeowner Ed Albiniaik.

Opportunity for guest homeowners to address the Board. Our guest noted three main items: fallen leaves have not been picked up; sidewalk snow removal has been unacceptably late in recent years (> 10:30 AM); lawns have been taken over by wild strawberries. Why was someone on the roof checking dryer vents? *Three homeowners had contracted for this service.* His chimney cap is missing. *This can be replaced by the CCHOA.*

Financial & delinquency reports. As of Oct. 31, the HOA had \$7,251.30 in the operating account and \$108,284.26 in the reserve account, for a total cash position of \$115,535.56.

1. HOA had a net operating income of \$3053.11, versus a budgeted amount of \$23,890. Snow removal, insurance, and tree, gutter, & sprinkler maintenance were all over budget.
2. Dues delinquency total \$3742—for only three homeowners. Amy will pursue this.

Pending Business:

1. **City of Boulder response.** Written documentation of plat correction is pending.
2. **Individual carpentry repairs.** Owners have been billed \$11,479.86 for individual repairs; \$7512.70 has been received to date. Two new owners contest charges; they must pursue this with previous owners, who agreed to this billing. Two owners contest the work itself; Amy will seek documentation—including receipts, photographs, any walk-around notes, etc.
3. **Concrete channel** between 3134-3153. The Superior Aggregates bid was \$11,659, whereas the Total Concrete Services bid was \$5440. We'll go with TCS.
4. **Gutter upgrade project.** Alpine Seamless Gutter has nearly finished two buildings on south side of Bell Drive. They will pause for winter, billing us for ~\$10,500, and resume in 2017. They have used up all the leftover siding paint; we will buy more so that this does not cause further delay. We are still awaiting suggestions for units with no gutters over sliding doors; Amy will consult structural engineers and ASG.
5. **Group windows replacements.** Amy has spoken to 4 contractors, setting up appointments to get rough estimates. We need to provide update to owners in next communication.
6. **Tree Trimming and Removals.** Augustine will remove the most hazardous branches from the huge willow behind 4791 for \$1690. Work to start in the last week of November.
7. **Parcel and post boxes.** Lock was replaced on box #2 at west end of CCHOA, for \$121. The rusted base of that unit was replaced in September for \$341.

New Business:

1. **Landscape maintenance for 2017.** We are not pleased with Sun and Shade. Autumn leaves have not been cleared—witness guest's complaint. Amy is obtaining bids from Ward's Lawn Care, Brickman Group, and Ty's All Pro Lawn. These contractors have been busy with fall clean-ups, but should have bids to compare within 4 weeks.
2. **City of Boulder's 'deferred maintenance'** in native area has started this month.
3. **Short term rental activity.** We suspect an AirBnB unit on Bell Drive; leases for less than 30 days are not permitted. We will investigate.
4. **Parking patrol.** Booting is getting even more expensive, and the company seems more aggressive. We need to review our policy (e.g., 15 minutes grace period? With or without flashers?) and then to publicize it widely and repeatedly.
5. **Damaged vehicle** in west parking lot. Amy has spoken to owner (3131 tenant) about removal by mid-Thanksgiving week or HOA will have vehicle towed.
6. **Peace flag** at 3135 Bell and rotting pumpkins at 3101 Bell; Amy will follow up.
7. **City of Boulder composting** seems to be proceeding well on Bell Drive.
8. **Google docs to-do list.** Amy will post her to-do list on Google docs for the Board to review.

Next meeting: TBD, via e-mail. **Adjournment:** 9:00 PM.

**Cattail Cove West Board Meeting
September 14, 2016**

Present: M. Gibson, L. Giovannelli, J. Kim, C. Haggart, A. Scott, H. Passe, M. Salazar, J. Everhart, L. Turner.

Opportunity for guest homeowners to address the Board. Four homeowner guests attended the meeting. They raised questions about flood mitigation. *What will happen? How many trees will go down? What happens to my property values without these trees? Will they plant more trees?* Answers to these questions will be forthcoming at a public meeting next week held by the City of Boulder at 5050 E. Pearl St.

Review of the minutes: Approved.

Amy Scott's financial and delinquency reports.

1. Total assets as of August 31st: \$112,988.99.
 - a. Operating account: \$4749.83. Reserve account: \$108,239.16.
 - b. Net operating income \$7322.27. Explanation for guests: high snow removal costs, etc., as well as some delinquencies, account for the discrepancy between budgeted and actual income. Professional accountants look at our books.
 - c. Reserve plan was explained to guests. The reserve account was set up by Robert Drew, in accordance with law and anticipation of periodic large projects.
2. Delinquency. Two large delinquencies, one several months late. Procedure, as per law: give homeowners the option to have a payment plan, and time in which to adopt the plan.

Pending Business:

1. **City of Boulder response.** Written documentation of plat correction is pending.
2. **Individual carpentry repairs.** Lookout Maintenance submitted invoice for \$11,479.86 for individual repairs on 27 decks & walls. Owners were invoiced April 1; payment was requested by Dec. 31, 2016. Homeowners have been informed to negotiate a payment plan if this is a problem.
3. **Concrete channel** between 3134-3153. Superior Aggregates bid was \$11,659, which seems excessive; we await a bid from Total Concrete Services, probably < \$7K.
4. **Gutter upgrade-bid approved by Board via e-mail.** Alpine Seamless provided HOA discount to do work at one time. Garages will be done at no cost (savings of \$7600 or ~14% of \$45,050). Work to start on 9/16 and to continue on Saturday mornings (not before 10 AM). No remedy yet for "solarium" units with no gutters over sliding doors.
5. **Windows replacements.** 12 owners have expressed interest in discounted rates; Amy will set up multiple appointments to get bids.
6. **Tree trimming and removals.** Waiting for a bid on trimming the giant willow.
7. **Crack sealing** of asphalt to be done at the end of October.
8. **Request from 3110** to prioritize planting of trees and grass in common area.
9. **Walk-through items.** Follow-up in process.
10. **Parcel box.** Lock replaced on box #2 at west end of CCHOA.

New Business:

1. **3106 Bell would like to landscape front area,** will present plans to HOA.
2. **Communication to residents.** Request from 3110 for improved communication from Board to homeowners.
3. **Landscape maintenance contractor.** Getting bids for new contracts. Questions raised about our current lawn-care: leaf-blowers, weekly mowing vs. bi-weekly.
4. **Snow removal.** Keep same contractor as past seasons? Renewal bid attached.

Next meeting: Nov. 2, 2016. *Later changed to Thursday, Nov. 17, 6:30 PM*

Adjournment: 7:50 PM.

Cattail Cove West Board Meeting
August 9, 2016

Present: R. Eure, M. Gibson, L. Giovannelli, J.Kim, C. Haggart, A. Scott.

Review of the minutes: Approved.

Amy Scott's financial and delinquency reports.

1. **Financial.** As of July 31st, the CCHOA had \$7,310.32 in the operating account and \$108,216.24 in the reserve account, for a total cash position of \$115,526.56. As of July 31st, the HOA had a net operating income of \$9882.76, vs. a budgeted \$13,927.00.
2. **Delinquency.** Two owners are over 30 days late, for a total balance of \$3216.

Pending Business:

1. **City of Boulder:** written documentation of plat correction is pending.
2. **Individual Carpentry Repairs.** Lookout Maintenance submitted an invoice for \$11,479.86 for individual repairs on 27 decks and walls. Cattail Cove owners will be billed this week.
3. **Concrete channel** between 3134-3153; we are planning to get the work done in late September or October. We are probably going with Superior Aggregates.
4. **Gutter assessment.** Alpine Seamless Gutter is offering an HOA discount. The Board agreed to pay for an expert consultation—not Alpine Seamless—to walk through the whole complex and make recommendations. These recommendations will be most important for the units that now lack gutters. This project will follow the pattern of the Lookout Maintenance project above, with homeowners paying for the expenses that are beyond mere maintenance.
5. **Window replacements.** Amy needs to get a bid. (Skylight replacements are not part of this project.)
6. **Compost.** The community bin was delivered in July, and after a few weeks of migrating, has settled down to a permanent location near the southwest dumpster enclosure. The bin has already been banged up, though. Amy will talk to Todd at Western about putting down a concrete pad.
7. **Tree assessment and suggestions.** Steve Day has given Amy a long list of suggestions. Amy will ask Ed Goebel (of Augustine Tree) to prioritize and price these; then we will decide what action to take.
8. **Painting touch-up.** Cal of Cal's Painting has done some; he will come and do more.

New Business:

1. **Crack sealing of asphalt.** Scheduled for October.
2. **Request from 3110** to re-seed and plant trees where trees were removed. This will not be our first priority, given Steve Day's list. Stump grinding will have to wait.
3. **Walk-around notes, from Ruth and Maddy.** These are being attended to.
4. **New sod bid.** Too high to act on.
5. **Concerns from 3102 Bell.** Draining, peeling deck paint, volunteer trees, etc. Amy addressing these issues.
6. **Landscape Maintenance Contractor.** Sun & Shade is proving sub-par, so Amy is looking into other contractors, notably Ward's.

Next meeting scheduled for Wednesday, November 2nd, at 6:00 PM.

Adjournment: 8:05 PM.

**Cattail Cove West Board Meeting
May 24, 2016**

Present: R. Eure, M. Gibson, L. Giovannelli, J.Kim, C. Haggart, A. Scott.

Review of the minutes: Approved.

Amy Scott's financial and delinquency reports.

1. **Financial.** As of April 30th, the HOA had \$970.78 in the operating account and \$118,167.21 in the reserve account, for a total cash position of \$119,137.99. As of April 30th, the HOA had a net operating income of \$10,343.22, compared to a budgeted \$8,829.00.
2. **Delinquency.** Four owners are in arrears, with a total balance of nearly \$3700.

Pending Business:

1. **City of Boulder:** written documentation of plat correction is pending.
2. **Individual Carpentry Repairs.** Lookout Maintenance submitted invoice for \$11,479.86 for individual repairs on 27 decks and walls. Owners have just been billed by RDPM.
3. **Concrete channel** between 3134-3153: we are still waiting on bids from Superior Aggregates, Total Concrete Services, and Rocky Mountain Pavement.
4. **Gutter assessment.** Amy walked the neighborhood with Alpine Gutter on May 20th. The gutters are old; some are pulling off; some are failing due to undersized cups leading to downspouts. (One quick fix: larger cups for downspouts? Alpine Gutter is preparing a bid for review. See item #7 under New Business
5. **Tree removal.** Removal of the willow and spruce at 4791 Edison has been scheduled.
6. **Further discussion of garage door options.** Tabled.
7. **Window replacements.** Ten CC owners have expressed interest in the potential for group pricing if HOA finds a likely contractor. Amy is working on this.
8. **Compost.** The City of Boulder requires HOAs to have regular compost pick-up by the end of June. Amy is working with Western Disposal on signage, education, possibility of locking, etc. The cost for a weekly pick-up of a bear-proof cart is \$56/month.

New Business:

1. **Tree health.** Steve Day to assess Cattail Cove trees on Tuesday, May 31.
2. **Tree damage.** Augustine Tree will finish up the storm damage clean-up.
3. **Scheduling crack sealing to protect asphalt.** TBA.
4. **Follow-up to May 5 walk-around.** These include tree replacements, seeding, grading, handyman tools, homeowner violations, etc. Amy will work on these.
5. **Improvement requests.** 3108 (garden bed in front yard) and 3103 (remove back yard and replace with deck, inside their fence). Under review.
6. **Drainage concerns at 3102-3108.** We discussed possible corrections to this situation, leading to a much larger issue, as addressed in the next item.
7. **Landscaping, grading, irrigation and rain problems.** We considered related issues: low terrain near houses where rainwater collects, problems with the sprinkler system, uneven sod, defective/absent gutters/downspouts, plants/shrubs to be cleared from the foundations, cement sidewalks under which the soil has eroded, etc. The issues seem linked; perhaps their solutions could be linked, in a major overhaul to grounds, drainage, and gutters. We anticipate that CCHOA would cover some costs and also negotiate discount rates for homeowners to pay other costs; repairs might be planned on a building-by-building basis, over months or years. Amy will investigate feasibility.
8. **Possible items for a new owner packet.** Garbage pick-up dates, compost pick-up dates and regulations, parking rules and booting warnings; clear contrast of private vs. common property; guidelines for planting, etc.

Next meeting scheduled for Tuesday, August 9th, at 5:30 PM

Adjournment: 8:10 PM.

**Cattail Cove West Board Meeting
March 29, 2016**

Present: R. Eure, M. Gibson, L. Giovannelli, J.Kim, C. Haggart, A. Scott.

Review of the minutes: Approved.

Amy Scott's financial and delinquency reports.

1. Total assets: \$128,357.79. Total monthly operating income: \$10,519.49. Year-to-date operating income: \$24,622.40.
2. Delinquency. Two owners are in arrears, with a total balance less than \$1000.

Pending Business:

1. **Gutter assessment has been postponed, because of recent damages.**
2. **City of Boulder response.** Written documentation of plat correction is pending.
3. **Individual Carpentry Repairs.** Lookout Maintenance submitted invoice for \$11,479.86 for individual repairs on 27 decks and walls. Owners invoiced April 1.
4. **Concrete channel** between 3134-3153 bids in process from getting bids from Superior Aggregates, Total Concrete Services, and Rocky Mountain Pavement.
5. **Removing trees.** Willow and spruce at 4791 Edison to be removed. Estimate is very reasonable, so we have authorized Amy to go ahead with this.
6. **Maple tree near 3100 Bell.** Removed on 3/16, for \$720.

New Business:

1. **Tree health.** Steve Day to assess Cattail Cove trees in late April.
2. **Violation updates.** Trailer at 3134 finally removed. Car parked on grass near 3109 addressed. Trash at 3109 front deck addressed. Garage at 3110 repaired, open garage discussed with owners.
3. **Tree damage from March 23 storm.** A tree behind 3102 has a significant break; there are other breaks throughout the neighborhood. Augustine Tree has us on its schedule, but of course the company is very busy after the storm!
4. **Windows.** Eight owners have expressed interest in potential for bulk pricing.
5. **Scheduling crack sealing to protect asphalt.**
6. **Compost.** We have had many discussions about composting, pro and con, and now the city has decided the issue for us: a new city statute requires the HOA to have this in place by June 2016. Cost for one weekly pick-up of bear-proof 96 gallon cart is \$56/month. We will present this at the Annual Meeting.

Next meeting scheduled for just after Annual Meeting.

Adjournment: 6 PM.

CATTAIL COVE WEST ANNUAL BOARD MEETING
March 29, 2016

Present: L. Giovannelli, R. Eure, C. Haggart, J. Kim, S. Kim, C. Ostlund, C. Koberg, J. Everhart, J. Bough, J. Steinberg, B. Steinberg, A. Scott.

Welcome and introductions

Highlights

1. Painting project and carpentry repairs. These paired projects have greatly improved the appearance of Cattail Cove units. Individual homeowners had additional work done.
2. Raccoons. We cut back some tree branches that abutted the roofs; we made repairs on individual roofs; we had pest control trap some raccoons.
3. Regraded the western part of the northern boundary so that the run-off actually leads away from the buildings. This has been sodded; the concrete still needs repair.

Upcoming projects

4. Repaint parking lines and curbs on Bell Drive
5. Repair concrete channel near NW
6. Sealing cracks in parking lot
7. Repairing windows—but note: this is a homeowner responsibility. The Board will try to negotiate group rates for these repairs, but again: CCHOA does not pay for these repairs!
8. Making modifications to irrigation system to address some dry/wet spots. Moving sprinkler heads is not a big project. Anything beyond that IS a big project, and will probably not happen.
9. Seeking better CCHOA insurance. The rates keep going up. RDPM has been getting bids for more competitive rates; Amy Scott is seeking long-term savings, not just the first-year enticement savings. Homeowners, please note: it is important to have your own insurance policy! Have your agent talk to the HOA agent to know what your own insurance should cover and to ensure that there are no gaps.
10. Replacing dead or removed trees. The Board will take suggestions on replacement trees.

General information issues

11. The pond belongs to Noble Park Commons, although it greatly adds to the charm of CC. Do they own the edge of the pond? YES. Last year there was an interest in dredging the pond, and in the past NPC and CC residents have joined forces to pull cattails. Note: this is illegal when done by machine! Another illegal measure: putting bricks into the pond to retain water—and this someone has tried to do.
12. Wonderland Creek Improvement Project. The City of Boulder is slowly making its way east on the Creek. We will be seeing signs of that this summer. Unfortunately, the City has deferred maintenance on flood mitigation for so long that clearing the creek is a huge project. It is often an unpopular one for residents who want to save the wetlands; those same residents would probably prefer that their own homes do not become wetlands! The City of Boulder's Ward Bauscher is doing the best he can with limited funds and personnel. It just takes a long time....
13. Defunct fire access road, just north of CCHOA units and south of the pond. Is there any interest in making that road clear again? Mixed response: yes, it was convenient, but we would have to take down LOTS of trees in order to make it accessible.
14. Composting is coming. The City of Boulder is requiring that all multi-family dwellings must offer composting. Board representatives have met with Western Disposal to discuss possible accommodations. The Board has decided to have a common container (i.e.,

instead of individual ones at each unit or home) and educate the neighborhood on composting. The current plan is to put the 96-gallon container near the existing dumpster enclosure at the southwest corner of the west parking lot. A big problem: contaminated compost is treated as garbage—and Western will charge us extra to pick it up. We must either be willing to clean out the compost (!) or put a lock on the container. In either case, we must spread the word: compost is coming and you will be watched.

15. Homeowner concerns

- a. Weeds! There are more weeds this year than in the past, because we went organic. The gardeners can put down some fertilizer and, if necessary, some more potent but still organic herbicide.
- b. Rain traps. In the unit on the east parking lot, the area around the front doors gets inundated in rainstorms. The turf slopes down towards the crawl spaces. The garages are on higher ground, so the turf in the tiny front yards slopes down towards the foundation of the house, and the front door is two steps down. The house run-off is bad enough, but the garage gutters are directed to pour into the same area. What can be done to help here? Planting some shrubs might help, but perhaps homeowners should consider re-grading.
- c. Landscaping and foundations. Will the Board rule on the landscaping up against the condos? The painters and carpenters asked for shrubs to be moved away from the foundations. No dirt should ever be allowed against the wood. Any new planting should comply and existing shrubs should be cut back.
- d. Sod vs. garden. At least one homeowner asked about trading in some front yard grass for a wider garden. This kind of request goes through the architectural committee; the homeowner agrees to maintain the tidiness of the garden and to restore the sod when s/he moves out.
- e. Trees have to be cleaned up. Yes, Ed Goebbels will remove damaged limbs.

Management

16. Communications.
 - a. Website. Robert Drew Property Management (RDPM) has created its own website. It is still fairly basic, and being updated daily.
 - b. Owners vs. Renters. Well over 50% of the units are owner-occupied, and that helps to create a more settled feel to the neighborhood. Rental properties pose a special (but not insurmountable) problem for communications: announcements must be sent both to the owners (by mail) and to the renters (on the door).

Finance

17. Expenses. CCHOA spent a total of \$125,000 in the past year, with carpentry and painting being the most expensive items. We have also contributed just over \$28,000 to reserves. By saving up reserves, we eliminate the need for special assessments. This is one of the great assets of having RDPM and Amy Scott working on our behalf!
18. HOA operating accounts. Cash: \$10,239.80. Savings: \$118,117.99

Elections

19. Maddy was up for re-election. She won by acclamation. She was reinstated as President. Long live the President!

Adjournment and farewells at 7:30

**Cattail Cove West Board Meeting
Thursday, February 11, 2016**

Present: M. Gibson, L. Giovannelli, J.Kim, C. Haggart, A. Scott.

Homeowners to address the Board. None.

Review of the minutes: Approved.

Amy Scott's financial and delinquency reports.

1. As of December 31st, the HOA had a net operating income of \$28,164.92, compared to the budgeted \$26,811.
2. As of January 31st, the HOA had \$8,322.09 in the operating account, and \$118,078.30 in the reserve account, for a total assets of \$126,400.39. Total monthly operating income: \$7,612.23. Year-to-date net operating income: \$28,164.92.
3. Delinquency. Two owners are in arrears, with a total balance less than \$1000.

Pending Business:

1. **City of Boulder request for attorney fee reimbursement.** Amy has pursued this, to no avail. Failing to get reimbursed, she requested evidence that the plat map has been corrected. The City promises to comply with this request.
2. **Carpentry and painting job.** Lookout Maintenance has not submitted invoices for individual repairs done last fall, even though Amy has repeatedly asked for the invoices...
3. **Concrete channel between 3134 and 3153.** Amy has pursued bids from Superior Aggregates, Total Concrete Services, and Rocky Mountain Pavement. More to come.
4. **Gutters on west side of 47th St.** Wayne of Alpine Gutter will come for a walk-through on Feb. 25th. He has said that our gutters are falling off—and since he is the person who usually cleans our gutters, he knows! He recommends replacing our aluminum gutters with steel ones installed with gutter hangers, with wider downspouts, etc. He will give us a bid.
5. **Roof clips.** Alpine Gutter has bid to put these in for \$160 per clip; Amy is trying to get a better bid from them.
6. **Homeowner dues increased** on January 1. Amy has had no complaints.

New Business:

1. **Neighborhood news: pond maintenance.** The pond is platted as a *wetland*, owned by Noble Park Commons. NPC hoped to dredge the pond and has received a bid of \$180K! NPC is now hoping that the City of Boulder will hurry up with its 'deferred maintenance.'
2. **Trees.** Steve Day, consulting arborist, will inspect our trees in April. **Also:** the willow and spruce at 4791 Edison have yet to be removed.
3. **Maintenance.** Report of woodpecker problem at 4797; vent pipes at 3114 finally re-routed and now need siding repair. Jeff Skagen will handle these.
4. **City composting.** This June, the City of Boulder will start requiring composting for multi-unit neighborhoods. Amy will keep us posted on what this means for CCHOA.
5. **Annual Meeting.** Amy will try to get the Meadows Branch of the Boulder Public Library for a day in the last week of March.

Next meeting: Date TBA after Amy arranges Library meeting.

Adjournment: 8:00 PM.