

**North Court Residences, LLC  
Board Meeting Minutes**

**Date:** 11/5/2018

**Location:** Boulder Housing Partners, 1175 Lee Hill Rd, Boulder, CO 80304

**In Attendance:** Bill Zimmerman, President; Mitzi Riddle, Secretary; Tim Beal; Ronnie Pelusio; Amy Scott, Management.

**Absent:** Nola Chow

**Call to Order:** The meeting was called to order by Amy Scott at approximately 5:18 p.m.

- 1) **Opportunity for guest homeowners to address the Board.**
  - a. None present.
- 2) **Review of 8/6/18 Meeting Minutes for approval.**
  - **MOTION:** Approve prior meeting minutes, approved unanimously.
- 2) **Financial and delinquency reports through October 31, 2018.**
  - a. We reviewed the balance sheet.
    - Total Liability & Capital is \$172,702.11.
  - b. We reviewed the budget.
    - Total Operating Income YTD was \$123,334.54, above budget by \$52.92.
    - Total Operating Expense YTD was over budget by \$3,456.85.
    - HOA has a Net Operating Income YTD of \$17,883.06, compared to a budget of \$21,286.99, below budget by 3,403.93.
  - c. Delinquencies.
    - There are 3 delinquencies currently being addressed.
- 4) **Pending Business:**
  - a. **Parking Space number/stripping** - completed August 29 and 30.
  - b. **FHA Approval** - New vendor working on FHA compliance for HOA.
  - c. **Grounds Improvements at 1495 Zamia #2** - Improvements were made to the area in late September, including a small stone patio and some mulch.
  - d. **Trident Security** - Annual testing was successfully completed in August.
  - e. **Ice Damming Mitigation** - Amy obtaining quotes from Colorado Roofing and Alpine Seamless Gutters for ice damming prevention measures such as heat tape, etc.
- 5) **New Business:**
  - a. **Excess HOA Paint** - Disposed of on October 2nd at County Hazardous Materials drop off.
  - b. **Snow Removal** - Jack Frost will continue serving HOA for 2018-19 season.
  - c. **Insurance** - American Family is not renewing HOA's policy in 2019. Amy in process of obtaining bids. NCR Board will evaluate bids at December 3 meeting.
  - d. **Draft Budget for 2019** - Holiday Master HOA is increasing their fees 5%.
  - e. **Noise issues at 1400 Lee Hill** - Amy will investigate further to determine what is causing the noise.
  - f. **Other New Business** - None at this time.
- 6) **Change to Board:** Due to the sale of 1400 #3, Malte Witte Larsen and Emily Allen have resigned from the Board of Directors.

- 7) **Next Meeting Date:** December 3, 2018
- 8) **January Board and Annual Meeting Date:** January 14, 2018, 5 p.m. and 6 p.m.
- 9) **Adjournment:** There being no further business to come before the board, the motion was made, seconded, and unanimously carried to adjourn at approximately 6:30 p.m.

Mitzi Riddle, Secretary, recorded these minutes.

**Signature** (for approved minutes only)

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Mitzi Riddle, Secretary

November 5, 2018  
Date

**North Court Residences, LLC  
Board Meeting Minutes**

**Date:** 8/6/2018

**Location:** Boulder Housing Partners, 1175 Lee Hill Rd, Boulder, CO 80304

**In Attendance:** Bill Zimmerman, President; Mitzi Riddle, Secretary; Tim Beal; Nola Chow via Phone; Malte Witt Larsen, Treasurer; Emily Allen; Amy Scott, Management.

**Absent:** Ronnie Pelusio

**Call to Order:** The meeting was called to order by Bill Zimmerman at approximately 6:37 p.m.

- 1) **Opportunity for guest homeowners to address the Board.**
  - a. None present
- 2) **Review of 4/6/18 Meeting Minutes for approval.**
  - **MOTION:** Approve prior meeting minutes, approved unanimously.
- 2) **Financial and delinquency reports through July 31, 2018.**
  - a. We reviewed the balance sheet.
    - Total Liability & Capital is \$225,043.50.
  - b. We reviewed the budget.
    - Total Operating Income YTD was \$123,334.54, above budget by \$2,721.58.
    - Total Operating Expense YTD was under budget by \$5,200.58.
    - HOA has a Net Operating Income YTD of \$26,189.18, compared to a budget of \$18,267.02.
  - c. Delinquencies.
    - There are 3 delinquencies currently being addressed.
- 4) **Pending Business:**
  - a. **Parking Space number/stripping** - Amy is now working with Superior Aggregates to coordinate work. Estimate of 2 days to complete - 1 day for each side of the alley.
  - b. **FHA Approval** - Received refund from initial vendor. Amy is working with new vendor and providing HOA documents for assessment on FHA compliance.
  - c. **Mailbox replacement** - Project was completed in April; installation went smoothly.
  - d. **Tree Trimming and Replacements** - Left Hand Tree planted several trees, and also completed trimming throughout the association in late June for pedestrian and traffic clearance, crown cleaning on street and interior trees, etc.
  - e. **Recycle Service** - Larger/additional recycle bins have been added at 1480 and 1610 to increase capacity.
  - f. **Grounds Improvements at 1495 Zamia #2** - Discuss common area on west side of 1495 Zamia. Area is bare dirt, unattractive, and does not reflect the rest of the community.
- 5) **New Business:**
  - a. **Security / Trident.** Trident to conduct annual alarm inspection on August 15.
  - b. **Security / Lighting:** Discuss recommendation by an owner to install tasteful lighting at mailboxes for residents and additional security. More information is needed.
  - c. **Ice Damming Mitigation** - Amy will be getting bids for solutions (i.e., heat tape) to prevent ice damming in gutters in winter months.
  - d. **Request to Rent HOA Storage Closet** - 1460 #2 would like to rent out the HOA designated storage closet for personal use. Association will allow this subject to standard

lease terms pertaining to other rental storage closets.

- e. **Garage Ownership** - 1495 #6 is researching ability to purchase a garage from another owner. Garages are tied to deeds; legal description of each condominium would need to be re-done; HOA may have some involvement. Owner should consult with attorney familiar with HOA law and get back to Board with ideas.
- f. **Other New Business**
  - i. **Dumpster Dumping** - Discuss solutions to address inappropriate "dumping" of items in trash and recycling receptacles.

6) **Change to Board:** Due to the sale of 1440 #2, Jim Walker has resigned from the Board of Directors.

7) **Next Meeting Date:** October 15, 2018

8) **Adjournment:** There being no further business to come before the board, the motion was made, seconded, and unanimously carried to adjourn at approximately 7:55 p.m.

Mitzi Riddle, Secretary, recorded these minutes.

**Signature** (for approved minutes only)

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Mitzi Riddle, Secretary

August 6, 2018

Date

**North Court Residences, LLC  
Board Meeting Minutes**

**Date:** 04/02/2018

**Location:** Boulder Housing Partners, 1175 Lee Hill Rd, Boulder, CO 80304

**In Attendance:** Bill Zimmerman, President/Treasurer; Jim Walker, Vice President; Mitzi Riddle, Secretary; Nola Chow via Phone; Malte Witt Larsen; Emily Allen; Amy Scott, Management.

**Absent:** Tim Beal; Ronnie Pelusio

**Call to Order:** The meeting was called to order by Bill Zimmerman at approximately 5:48 p.m.

- 1) **Opportunity for guest homeowners to address the Board.**
  - a. Owner of 1440 #1 was in attendance.
- 2) **Review of 1/8/18 Meeting Minutes (includes Last Meeting 2017; Annual Meeting; First of 2018) for approval.**
  - **MOTION:** Approve prior meeting minutes, approved unanimously.
- 2) **Financial and delinquency reports through March 28, 2018.**
  - a. We reviewed the balance sheet.
    - Total Liability & Capital is \$223,632.33.
  - b. We reviewed the budget.
    - Total Operating Income YTD was \$50,903.79, under budget by 327.53.
    - Total Operating Expense YTD was under budget by \$5,569.02.
    - HOA has a Net Operating Income YTD of \$15,742.55, compared to a budget of \$10,501.06.
  - c. Delinquencies.
    - There are 2 delinquencies currently being addressed.
- 4) **Pending Business:**
  - a. **Parking Space number/stripping** - Stripe Right to schedule with adequate notice for residents, will take 2 days to complete.
  - b. **FHA Approval** - Hindman Sanchez unable to complete this at this time. They will send HOA a refund check. Amy to research other sources.
  - c. **Landscape improvements at 1503 #1**- unapproved gate has been removed; new plant material to be installed in front planting bed this spring.
  - d. **Mailbox replacement** - Project is underway. Boxes to be installed mid April.
  - e. **Security** - A few issues with transients have occurred. Discussed options to improve security including new lighting. Amy to research.
- 5) **New Business:**
  - a. **Tree Replacement Planting.** Amy met with Left Hand Tree Company on March 23. They will plant 2 Pear trees on Lee Hill, 1 Apple tree at 1400-1420 Courtyard, 1 Sour Cherry at 1620, and possibly a new tree at 1610. Planting is scheduled for April.
  - b. **Landscape Maintenance** - 'MR Lawns' to mow this season at same rate as last year. The Garden Keeper to provide plant bed maintenance. 'Lutter Landscaping' providing irrigation maintenance. Amy and Bill walked grounds with Moe on March 23rd and identified areas to improve.
  - c. **Recycle Service** - discuss request from 1530 #7 to increase recycle service. Amy asking for pricing and to review options from Western Disposal on increasing service days or

installing larger containers.

d. **Roof Leaks at 1495 Zamia #5, #6 and 1515 Zamia #6** - Flat roof drains froze during February 20 storms; ice damming contributed to leaks for 3 units. Colorado Roofing repaired roofs; Lookout Maintenance is repairing interior drywall damage.

- 6) **MOTION: Move that Tenants of NCR be registered with the HOA to include name, contact information and lease term. Approved unanimously.**
- 7) **Next Meeting Date: July 23, 2018**
- 8) **Adjournment:** There being no further business to come before the board, the motion was made, seconded, and unanimously carried to adjourn at approximately 7:06 p.m.

Mitzi Riddle, Secretary, recorded these minutes.

**Signature** (for approved minutes only)

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Mitzi Riddle, Secretary

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April 2, 2018

Date

**North Court Residences, LLC  
Board Meeting Minutes**

**Date:** 1/8/2018

**Location:** Boulder Housing Partners, 4800 Broadway, Boulder, CO 80304

**In Attendance:** Bill Zimmerman, President/Treasurer; Jim Walker, Vice President; Mitzi Riddle, Secretary; Tim Beal; Ronnie Pelusio; Nola Chow; Malte Witt Larsen; Emily Allen; Amy Scott, Management.

**Absent:** None

**Call to Order:** The meeting was called to order by Bill Zimmerman at approximately 6:55 p.m.

**1) Election of Officers**

Bill Zimmerman - President  
Jim Walker - Vice President  
Malte Witt Larsen - Treasurer  
Mitzi Riddle - Secretary  
Ronnie Pelusio, Tim Beal, Nola Chow, Emily Allen - Members at-large

**3) Schedule of Board Meetings**

All meetings to be held at Boulder Housing Partners, 4800 Broadway, Boulder, CO 80304.  
1<sup>st</sup> Quarter, Monday, April 2, 2018 - 5:30 p.m.  
2<sup>nd</sup> Quarter, Monday, July 23, 2018 - 5:30 p.m.  
3<sup>rd</sup> Quarter, Monday, October 15, 2018 - 5:30 p.m.  
4<sup>th</sup> Quarter, Monday, December 3, 2018 - 5:30 p.m.

**2) Board and management email list:**

Amy Scott [rdpm.amyscott@gmail.com](mailto:rdpm.amyscott@gmail.com)  
Bill Zimmermann [beezie64@gmail.com](mailto:beezie64@gmail.com)  
Jim Walker [jimwalkco@gmail.com](mailto:jimwalkco@gmail.com)  
Mitzi Riddle [mitzij29@gmail.com](mailto:mitzij29@gmail.com)  
Tim Beal [bealt@boulderhousingpartners.org](mailto:bealt@boulderhousingpartners.org)  
Nola Chow [nola@nolachow.com](mailto:nola@nolachow.com)  
Ronnie Pelusio [ronnie@pel-ona.com](mailto:ronnie@pel-ona.com)  
Malte Witt Larsen [malte.wittlarsen@gmail.com](mailto:malte.wittlarsen@gmail.com)  
Emily Allen [emilydodge.allen@gmail.com](mailto:emilydodge.allen@gmail.com)

**2) Adjournment:** There being no further business to come before the board, the motion was made, seconded, and unanimously carried to adjourn at approximately 7:03 p.m.

Mitzi Riddle, Secretary, recorded these minutes.

**Signature** (for approved minutes only)

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Mitzi Riddle, Secretary

January 8, 2018  
Date

**North Court Residences, LLC  
Annual Meeting Minutes**

**Date:** 1/8/2018

**Location:** Boulder Housing Partners, 4800 Broadway, Boulder, CO 80304

**In Attendance:** Bill Zimmerman, President/Treasurer; Jim Walker, Vice President; Mitzi Riddle, Secretary; Tim Beal, Ronnie Pelusio; Nola Chow; Malte Witt Larsen; Emily Allen; Amy Scott, Management.

**Call to Order:** The meeting was called to order by Bill Zimmerman at approximately 7:03 p.m.

**1. Registration, Introductions, Determination of a Quorum (10%).**  
27 units represented achieving a quorum.

**2. Past Year Highlights and Upcoming Projects**

**3. Amy Scott's Report on Financial Status**

Amy Scott reviewed the Association's financial standing and provided a summary of the NCR balance sheet for 2017 and proposed budget allocations for 2018.

- Total Operating Income YTD was \$197,252.21, compared to a budget of \$197,866.
- Total Operating Expense YTD was \$165,313.29, compared to a budget of \$166,309.
- HOA has a Net Operating Income YTD of \$31,938.92, compared to a budget of \$31,557.

**4. Ratification of board-approved 2018 budget.** The budget is ratified per Article 9.3 of the governing documents.

**5. General Discussion**

**6. Nominations and Votes for Three Board Positions**

- a. Mitzi Riddle's term expires at this meeting; Tim Beal, Ronnie Pelusio and Nola Chow's terms expire in 2019; Bill Zimmerman, Jim Walker, Malte Witt Larsen and Emily Allen's terms expire in 2020.

**Motion:** Nominate Mitzi Riddle to the Board. Nomination approved unanimously.

**7. Adjournment:** There being no further business to come before the annual meeting, the motion was made, seconded, and unanimously carried to adjourn at approximately 7:07 p.m.

Mitzi Riddle, Secretary, recorded these minutes.

**Signature** (for approved minutes only)

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Mitzi Riddle, Secretary

January 8, 2018

Date

**North Court Residences, LLC  
Board Meeting Minutes**

**Date:** 1/8/2018

**Location:** Boulder Housing Partners, 4800 Broadway, Boulder, CO 80304

**In Attendance:** Bill Zimmerman, President/Treasurer; Jim Walker, Vice President; Mitzi Riddle, Secretary; Tim Beal; Ronnie Pelusio; Nola Chow; Malte Witt Larsen; Emily Allen; Amy Scott, Management.

**Absent:** None

**Call to Order:** The meeting was called to order by Bill Zimmerman at approximately 6:08 p.m.

- 1) **Review of 11/13/17 Meeting Minutes for approval.**
  - **MOTION:** Approve prior meeting minutes, approved unanimously.
- 3) **Opportunity for guest homeowners to address Board.**
  - A. None present.
- 2) **Financial and delinquency reports through EOY December 31, 2017.**
  - A. We reviewed the balance sheet.
    - Total Liability & Capital is \$215,410.77
  - B. We reviewed the budget.
    - Total Operating Income YTD was \$197,252.21, compared to a budget of \$197,866.00
    - Total Operating Expense YTD was \$165,313.29, compared to a budget of \$166,309.00
    - HOA has a Net Operating Income YTD of \$31,938.92, compared to a budget of \$31,557.00
  - C. Delinquencies.
    - 4 accounts are delinquent. A payment plan has been sent out to one of the owners due to extenuating circumstances.
- 4) **Pending Business:**
  - a. **FHA Certification.** Hindman Sanchez continues to request and review additional documentation for re-application for FHA approval.
  - b. **Maintenance.** Missing shingles at 1495 still to be replaced.
- 5) **New Business:**
  - a. **Surrounding Development.**
    - i. North Boulder Mobility Hub planned for US 36 and Broadway
    - ii. Armory Project - anticipate more development activity in 2018
  - b. **Other New Business**
    - i. **Exterior Lighting on Commercial Units facing Lee Hill Rd.** Residents have reported seeing homeless people sleeping on un-lighted porches in front of some of the businesses on Lee Hill Rd. Safety is a concern. Amy will send letters to owners proposing installation of automatic solar lighting for nighttime lighting.
  - c. **Prepare for Annual Meeting.**
- 6) **Adjournment:** There being no further business to come before the board, the motion was made, seconded, and unanimously carried to adjourn at approximately 6:54 p.m.

Mitzi Riddle, Secretary, recorded these minutes.

**Signature** (for approved minutes only)

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Mitzi Riddle, Secretary

January 8, 2018  
Date