

**Buckingham Ridge Homeowners Association  
Meeting of the Board of Directors  
October 7, 2015**

President Dennis Stengel called the meeting to order at 5:05 pm. Attendees were board members Dennis Stengel, Mary McGraw, and Kathy Klatman. Also in attendance were Property Manager Amy Scott and A&L Committee Chairman Marty Schneider. Board members George Bradley and Alan Belenski were not in attendance. A quorum was present.

It was acknowledged that the July 15, 2015 Board Meeting Minutes were approved.

Delinquency: There is \$1845 in delinquent dues as of 9/30/15.

Financial Report: Amy Scott presented the financial report. She noted that the year-to-date net operating income is approximately \$2,000 greater than budgeted due to some homeowners pre-paying their association dues and overall maintenance costs being under budget to date. Water expenses, however, are higher than budgeted due to an aging irrigation system and leaks. Sun & Shade has been asked to be extra vigilant in checking the system for leaks. Amy is going to track the tier 3 water usage and if feasible, request a credit from the City of Boulder for remediation efforts.

Architectural & Landscape Committee Report:

There has been some damage to lawns from large mowers, so a request will be made to Sun & Shade to use smaller mowers in appropriate areas when feasible.

Dennis is going to discuss treatment options with Sun & Shade to maintain healthy, weed-free lawns in keeping with a bee safe neighborhood.

Amy will schedule Steve Day, the consulting arborist, to assess and make recommendations regarding the health of the neighborhood trees this fall.

Pending Business:

On August 12, an appeal hearing was held for the proposed projects at 7360 and 7317 Windsor. Both projects went through the approval and appeal process. The board approved each project. 7317 has moved forward with improvements. A project approval letter to Mr. and Mrs. Greenwood (7360 Windsor) was reviewed and approved so that they may begin their project.

Augustine Tree will come back for fall tree trimming and a winter trim window will be scheduled for January.

New Business:

Board member Alan Belenski has resigned due to the sale of his house, and current board member Dennis Stengel will assume the two years remaining on Alan's term. As a result, a vacancy is open, and a new member will be elected to a 3-year term at the January annual meeting. Homeowners who are interested in filling the vacancy should contact Amy Scott (303-485-9818; [rdpm.amyscott@gmail.com](mailto:rdpm.amyscott@gmail.com)) for more information and to be included on the agenda.

Amy Scott will submit the 2016 budget proposal at the January board meeting. On her recommendation, the board voted to maintain the \$235 monthly HOA fee in 2016.

A Friendly Reminder: All lawn improvements must be submitted for review to the A&L Committee before any work may commence.

A&L Committee Chairman Marty Schneider submitted guidelines and updated approval forms to the board for consideration. Amy Scott agreed to color code the Buckingham Ridge site map so that homeowners may more easily recognize which side of each property is considered dominant. The guidelines and map will be posted on the website in the next few months.

Amy Scott noted that weather permitting, the fall cleanup will occur in a timely fashion this year.

The next board meeting and annual meeting will be in January. Dennis Stengel will reserve a room at Boulder Country Club. The exact date and time is to be determined.

Adjournment: The meeting adjourned at 6:32 pm.

Submitted by Kathy Klatman  
Secretary BRHOA

**Buckingham Ridge Homeowners Association  
Meeting of the Board of Directors  
July 15, 2015**

President Dennis Stengel called the meeting to order at 5:02 pm. Attendees were board members Dennis Stengel, Mary McGraw, George Bradley, Alan Belenski, and Kathy Klatman. Also in attendance were Property Manager Amy Scott and A&L Committee Chairman Marty Schneider. Buckingham Ridge homeowners Bonnie and Mike Greenwood were in attendance to discuss the proposal for a roof extension on their house. A quorum was present.

It was acknowledged that the April 22, 2015 Board meeting minutes were approved.

Guest Homeowners: Mike Greenwood (7360 Windsor Drive) explained the proposal for a roof extension; gave a history of plan submissions made to the A&L committee; and addressed some of the concerns which have arisen to date. It was noted that the proposed roofline seems consistent with the original architecture of the home. Mike said that Boulder County permit requirements placed too many constraints on their original desire for a screened-in porch resulting in the deletion of that feature in their current proposal.

Delinquency: There is \$1046 in delinquent dues as of 6/30/15.

Financial Report: Amy Scott presented the financial report. She noted that the year-to-date net operating income is approximately \$3,000 greater than budgeted due to some homeowners pre-paying their association dues. The irrigation system was turned on later than anticipated, resulting in a water expense that is currently \$1,677 below budget. Due to heavier-than-anticipated snow in the first quarter, the annual snow removal budget currently has been exceeded by \$1,465. Amy noted that although the net operating income is \$17,957.09 versus a budget of \$8,122.48, the variance does not reflect bills and expenses in progress and likely will align with the budget over the course of the year.

Architectural & Landscape Committee Report:

Two recent requests have been made for structural changes to homeowners' properties. Both proposals can be viewed on the Robert Drew Property Management website ([www.rdpminc.com](http://www.rdpminc.com)). One is for Dennis Stengel's property at 7317 Windsor Drive, and the other is for the Greenwood's property at 7360 Windsor Drive.

Carol Coburn's resignation from the A&L Committee was accepted with regret. Thank you, Carol, for your commitment and hard work through the years.

Rich Berman was nominated and approved to be on the committee. Other current members are A&L Committee Chairman Marty Schneider, Lucy Strait, Kate Smailer, and Dennis Stengel.

Pending Business:

Many thanks go to Fred and Janet Strife for planting our beautiful entry flowerbed! Much appreciation was expressed at the time and effort the Strife's put into it - and they managed to do it all under budget!

Sun and Shade recently completed the neighborhood shrub trimming. They also treated the rock beds, but turf was not treated due to concerns about the pesticides used and maintaining a bee-safe neighborhood. Amy Scott is continuing to research companies that can provide bee-safe pesticide alternatives at a reasonable budget.

Ed Goebel of Augustine Tree completed the requested tree trimming. Fruit trees will be trimmed after the first freeze so that they do not get fire blight.

Select trees are scheduled for aphid treatment, as aphids have been worse than usual this season.

Steve Day, a consulting arborist, will be scheduled to come out this summer. He will assess the health of the neighborhood trees and make recommendations on their maintenance and treatment.

It was noted that clarification was needed regarding the policy for shrub removal. The homeowners' association will pay for the removal of dead, but not live, shrubs.

New Business:

Some concerns about recent lapses in quality with Sun and Shade were brought up; Amy Scott and Dennis Stengel will discuss the issues and possible remedies with Sun & Shade management.

A meeting for residents to voice any concerns about the proposals to the properties at 7317 and 7360 tentatively will be held Wednesday, August 12, at 5:00 pm. The location will be posted on the mailboxes.

The next board meeting is planned for 5 pm Wednesday, October 7, 2015 at Kathy Klatman's house, 7313 Windsor Drive.

Adjournment: The meeting adjourned at 7:11 pm.

Submitted by Kathy Klatman  
Secretary BRHOA

**Buckingham Ridge Homeowners Association  
Meeting of the Board of Directors  
April 22, 2015**

President Dennis Stengel called the meeting to order at 5:03 pm. Attendees were board members Dennis Stengel, Mary McGraw, George Bradley, and Kathy Klatman. Also in attendance were Property Manager Amy Scott and A&L Committee Chairman Marty Schneider. Buckingham Ridge homeowner Jim Smailer was in attendance to discuss the need for responsible landscape practices in creating a bee-safe environment. A quorum was present. Board member Alan Belenski was unable to attend.

It was acknowledged that the January 22, 2015 Board meeting minutes were approved.

Guest Homeowner: Buckingham Ridge homeowner Jim Smailer brought to the board's attention the fact that the neighborhood bee population has decreased alarmingly over the last two years. He has researched this phenomenon and attended Bee Safe Boulder meetings. This decrease in bee population is occurring throughout Boulder County specifically as a result of the use of neonicotinoids, a particular class of pesticides, in landscape maintenance.

Delinquency: There is currently \$567 in delinquent dues.

Financial Report: Amy Scott presented the financial report. No unusual or extraordinary expenses have been incurred during the first quarter of 2015. The year-to-date net operating income is \$9,486 versus a budget of \$4,373. The difference is due in part to some homeowners pre-paying their association dues.

Architectural & Landscape Committee Report: Some bushes in the neighborhood have died, and requests have been made for removal of overgrown bushes. The neighborhood association bush removal and replacement policy is that it is up to individual homeowners to submit an Architectural Control Form to Amy Scott. The A&L Committee expects the consideration process to be much shorter than the standard 30-day period.

It will be up to individual homeowners to pay for the removal and replacement of bushes because funds are not allocated in the HOA Reserve Account to cover those costs. In order to cover such expenditures, HOA dues would need to be raised substantially.

Augustine Tree submitted a proposal for recommended tree maintenance. The proposal was reviewed. Kathy moved that the proposal be accepted. Dennis seconded the motion, and the motion was passed.

Pending Business: The board agreed that the homeowner's association would pay for removal of dead trees and tree maintenance issues that impact common areas. For example, there is a tree that drops fruit on a common area sidewalk creating a hazardous mess. The homeowner's association will pay to have that tree removed.

Replacement of trees will be considered on a case-by-case basis, but it will typically be the homeowner's responsibility to pay for tree replacement. As per policy, an Architectural Control Form must be submitted for tree removal and replacement. Fruit-bearing trees generally will not be approved as replacements.

During the January 22, 2015 Annual Members Meeting, Fred Strife generously volunteered to plant and maintain the entrance flowerbed with the help of other homeowner volunteers. Amy Scott will contact Fred to discuss the plan and suggested \$500 plant budget.

The Federal and State tax returns were prepared by the CPA and filed in March. No taxes were due.

Marty and Dennis will address a specific homeowner's concerns about tree and bush issues on her property. Also, the safety of the location of a large rock by the second bank of mailboxes will be reviewed and addressed.

Dennis brought up the need to address water and irrigation issues that are causing movement on street, sidewalks and the back of his property, possibly creating potential HOA liability issues. Amy Scott will hire a civil engineer to make an assessment of the streets.

New Business: The board discussed Jim Smailer's bee-safe and pesticide presentation and agreed that this is of significant concern. Amy Scott is going to arrange for pesticide alternatives (if possible and within a reasonable budget) before the next scheduled application.

The Western Disposal pick-up day has recently changed to Wednesday. The new schedule will be posted on the website.

The next meeting is planned for 5 pm Wednesday, July 15, 2015 at Mary's house, 7350 Windsor Drive.

Adjournment: The meeting adjourned at 7 pm.

Submitted by Kathy Klatman  
Secretary BRHOA

**Buckingham Ridge Homeowners Association  
Meeting of the Board of Directors - After Members Meeting  
January 22, 2015**

Dennis Stengel called the meeting to order at 7 pm. Attendees were Board members Dennis Stengel, Mary McGraw, Kathy Klatman, and George Bradley. New board member, Alan Belenski, was unable to attend. Also present were Managing Agent Amy Scott and A&L Committee Chairman Marty Schneider. A quorum was present.

A motion was made and seconded for George Bradley to be vice president. The motion passed. George Bradley will be vice president.

A motion was made and seconded for Kathy Klatman to be secretary. The motion passed. Kathy Klatman will be secretary.

Ms. Scott gave the HOA Reserve Policy to Mary McGraw and Dennis Stengel.

It was proposed and unanimously approved to give Robert Drew Properties \$100 for their good work during the year.

The next board meeting was planned for Wednesday, April 22, 2015 at Dennis's house, 7317 Windsor Drive.

**Buckingham Ridge Homeowners Association  
Annual Members Meeting  
January 22, 2015**

President Dennis Stengel brought the meeting to order at 6:05 pm.

Introductions: All present introduced themselves.

A quorum was present.

Past Year Highlights Presented by President Dennis Stengel:

The association is in a strong financial position and so the board has been able to drop 2015 monthly dues by \$2 to \$235.

Lin and Matthew Hawkins have sold their home, and Fred Strife's and Kathy Klatman's terms expire at this meeting, so there is a need for new board and A&L Committee members. George Bradley and Alan Belenski have volunteered to be on the board.

Landscape & Architectural Control Committee Report:

Chairman Dennis Stengel talked about the aging trees in the neighborhood and the need for removal of some of them. The homeowners' association is generally responsible for maintaining but not for replacing trees and plants on individual homeowners' properties.

Fred Strife volunteered to plant and maintain the entrance flowerbed with the help of other homeowner volunteers. Any and all volunteers would be greatly appreciated.

Chairman Dennis Stengel will remain on the A&L Committee, but resigned as chairman. It was moved, seconded and approved that Marty Schneider be Chairman of the A&L Committee.

Financial Report:

Managing Agent Amy Scott of Robert Drew Property Management presented the financial reports. She pointed out that the association has \$11,232.41 in its operating account, which is for day-to-day expenses. In total, the association has \$85,709.54. The current reserve balance is about \$75,000, with an additional \$17,620 budgeted for 2015.

Ms. Scott noted that the Emerald Ash Borer treatment, which can heal as well as protect trees, came out of last year's operating budget. The treatment must be done every other year in order to be effective.

Nominations:

The homeowners association has a five-member board. President Lin Hawkins, who had completed one year of her current 3-year term, resigned due to the sale of her home. Fred Strife's 1-year term and Kathy Klatman's 3-year-term on the board expire with this meeting. Fred indicated that he would not run for another term. The group thanked Fred for his contributions and leadership. Kathy indicated interest in completing Lin Hawkins' term.

Dennis Stengel is scheduled to serve through 2015, and Mary McGraw is scheduled to serve through 2016.

Nominations were made for George Bradley and Alan Belenski to serve 3-year terms and Kathy Klatman to finish Lin Hawkins' remaining 2-year term. The nominations were seconded and then approved by all present.

#### Open Discussion:

Homeowner Annie Dietz inquired about the rationale behind the location of individual's mailboxes. It was determined that the U.S. Postal Service makes those decisions.

Homeowner Roy Ludwick discussed the need for more legible house numbers. He said that emergency personnel have said that it is difficult to find houses in the neighborhood. The A&L Committee will not institute a uniform standard for house numbers, but homeowners are strongly encouraged to make their numbers more visible.

Some homeowners have also requested exterior lighting changes.

An Architectural Control Form, which is on the Robert Drew Property Management website ([www.rdpminc.com](http://www.rdpminc.com)), should be submitted with applicable house number and/or lighting change requests to Amy Scott. She will then forward the request to the A&L Committee, which will treat these requests as routine maintenance, so that the typical 30-day review process will not apply. Homeowners must await approval before commencing their projects.

George Bradley requested that all residents be put in a neighborhood directory. It was decided that Ms. Scott will put a map of the 36 homes with a corresponding homeowners directory on the website.

Robert Drew, a valued advisor of the Homeowner's Association for about 19 years, is retiring as property manager in March. Amy Scott, who has worked closely with Mr. Drew for 10 years, is very knowledgeable about Buckingham Ridge and will be assuming his position. We look forward to working with Ms. Scott.

It was also noted that Robert Drew Property Management has a new address, which is where homeowners' association dues should be sent: 905 Little Leaf Court, Longmont, Colorado 80503.

Adjournment: A motion was made and seconded to adjourn. The meeting adjourned at 6:55 pm.

Submitted by Kathy Klatman  
Acting Secretary BRHOA

**Buckingham Ridge Homeowners Association  
Meeting of the Board of Directors  
January 22, 2015**

President Dennis Stengel called the meeting to order at 5:10 pm. Attendees were board members Dennis Stengel, Mary McGraw, Fred Strife and Kathy Klatman. A quorum was present. Also in attendance were Managing Agent Amy Scott and board nominee George Bradley.

The minutes of the October 15, 2014 Board meeting were approved.

Delinquency: None at this time.

Amy Scott presented the financial reports. Ms. Scott explained the variances in the actual and budgeted net operating income. She pointed out that the YTD actual was approximately \$4,757 more than budgeted primarily due to prepaid HOA assessments and \$700 in late fees. It was noted that \$700 seemed high for late fees so Ms. Scott is going to research it. The flowerbed at the entrance to Buckingham Ridge was over budget, and the irrigation and cable expenditures were slightly over budget.

A&L Committee Report: Dennis Stengel, Chairman of the A&L Committee, reported that tree trimming is on schedule. There was discussion regarding aging trees in the development and need for removal of some of them. Also, some homeowners want trees removed for aesthetic reasons. The consensus of the board was that unless a tree has died or is causing damage, the homeowners association would not pay for removal.

Homeowners who want to make landscape or architectural changes to their properties should submit an Architectural Control Form, which is on the Robert Drew Property Management website ([www.rdpminc.com](http://www.rdpminc.com)) to Managing Agent Amy Scott. Ms. Scott will then forward the request to the A&L Committee. Dennis Stengel noted that forms should be submitted for all changes but that some -- such as lights, house numbers, and exterior painting using the pre-approved color pallets -- will be treated as maintenance requests so that a shorter (than the typical 30-day) approval process will apply.

Lin and Matthew Hawkins have sold their home and are therefore no longer acting as president of the board of directors and member of the A&L Committee, respectively. Therefore, Board of Directors' Vice President Dennis Stengel has become president and is no longer eligible to serve as chairman of the A&L Committee. Marty Schneider has indicated interest in becoming a member and serving as the chairman.

Pending Business:

1. Amy Scott obtained signatures from Mary McGraw and Dennis Stengel as new signers for the HOA bank accounts.
2. It was agreed that the remaining balance for the flowerbed at the entrance of Buckingham Ridge would be paid. The consensus was that previous (prior to 2014) design and maintenance of the flowerbed by Lois Flavin and Fran Evans was superb. Rather than hire an outside firm again this year, Fred Strife graciously volunteered to form a group to plant and maintain the bed.

New Business:

1. Fred Strife moved that board members approve the minutes within a week of being emailed by the secretary. If the secretary does not hear back within 10 days, then that will constitute tacit approval. The motion was seconded and passed.
2. It was also agreed that the minutes would be emailed to homeowners after each quarterly board meeting for a trial period of a year.

Adjournment: The meeting was adjourned at 5:55 pm.

Submitted by Kathy Klatman  
Acting Secretary BRHOA