

# **RDPM, INC.** ROBERT DREW PROPERTY MANAGEMENT, INC.

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

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December 2, 2020

Dear Cattail Cove West owner,

As the year draws to a close, we hope this letter finds you well. 2020 has been a challenging year for all of us, on so many levels.

**Please note that your HOA fees will be increasing by 6% as of January 1, 2021.**

Depending on the size of your townhome, your fee will go up \$13 - \$16 per month. Later this month, you will receive a year-end statement showing charges and payments for 2020 and your specific 2021 monthly dues amount as of January 1.

The board-approved 2021 budget is included with this mailing. Your board has been analyzing the current and future needs of the association. Increasing the fees adds much-needed dollars to the HOA's reserve fund. Please remember that the buildings and grounds are aging, and maintenance costs are increasing. The goal is to avoid a special assessment to owners, due to lack of reserve funds for needed projects. Everyone of your board members is an owner, and they feel the hit of the increase, too. It is the responsibility of the association to maintain the community. Property values in Boulder are still holding strong, even during these unusual COVID-19 times.

The board meets about every other month, and a summary of the meeting is emailed to all owners afterwards. If you are not receiving HOA e-mails, please provide your email address to rdpm.amyscott@gmail.com. The email list is private and will not be used for anything other than legitimate HOA business.

The HOA's meeting minutes, financial statements, governing documents, insurance details and more are posted on the website, available for your review at any time. A reminder on how to access the website is included below.

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

Cattail Cove West 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  
Association Manager

**CATTAIL COVE WEST HOA WEBSITE ACCESS:**

Website: [www.rdpminc.com](http://www.rdpminc.com)  
Select: Associations  
Choose: Cattail Cove West  
Password: cat2991

CATTAIL COVE WEST 2021 BUDGET WORKSHEET	2016	2017	2018	2019	2020	2020	2021	
	ACTUAL 2% inc.	ACTUAL 2% inc.	ACTUAL 10% inc- 4/1/18	ACTUAL 2% inc.	BUDGET 4% inc.	Estimated Final	Approved 6% inc.	
<b>OPERATING INCOME</b>								
Homeowners Base Fees	\$84,586	\$96,708	\$108,042	\$95,648	\$111,201	\$107,079	\$112,289	
Reserve Contribution	\$27,642	\$19,625	\$14,809	\$32,481	\$23,059	\$27,181	\$30,027	
Late Fees/ Fines	\$450	\$375	\$878	\$916	\$0	\$1,150		
Interest	\$279	\$117	\$74	\$110	\$0	\$65		
Other Operating Income	\$0	\$800	\$200	\$220	\$0	\$300		
<b>TOTAL OPERATING INCOME</b>	<b>\$112,957</b>	<b>\$117,625</b>	<b>\$124,003</b>	<b>\$129,375</b>	<b>\$134,260</b>	<b>\$135,775</b>	<b>\$142,316</b>	
<b>OPERATING EXPENSES</b>								NOTES
Administrative								
Management Fees	\$10,200	\$10,200	\$10,475	\$10,500	\$10,500	\$10,500	\$10,500	no change
Accounting / Bank Charges	\$1,216	\$1,602	\$33	\$97	\$1,250	\$110	\$1,375	CPA - 3 yrs
Legal / Professional	\$375	\$10	\$10	\$10	\$750	\$5	\$750	3 hours
Copies, Postage, Website	\$695	\$603	\$445	\$688	\$750	\$552	\$600	web + \$5/hor
Other Administrative	\$0	\$200	\$200	\$284	\$0	\$10	\$100	
<b>Total Administrative</b>	<b>\$12,486</b>	<b>\$12,615</b>	<b>\$11,163</b>	<b>\$11,579</b>	<b>\$13,250</b>	<b>\$11,177</b>	<b>\$13,325</b>	
Utilities								
Electricity	\$301	\$276	\$294	\$268	\$300	\$267	\$275	3% increase
Trash/Recycling	\$12,754	\$13,798	\$14,780	\$15,152	\$15,600	\$15,262	\$15,875	4% increase
Irrigation Water	\$8,183	\$10,897	\$9,129	\$6,889	\$8,000	\$8,290	\$8,700	5% increase
<b>Total Utilities</b>	<b>\$21,238</b>	<b>\$24,971</b>	<b>\$24,203</b>	<b>\$22,309</b>	<b>\$23,900</b>	<b>\$23,819</b>	<b>\$24,850</b>	
Maintenance								
Cleaning/Litter Pick-up	\$179	\$163	\$978	\$1,205	\$1,800	\$1,165	\$1,500	\$125 /month
Landscape Maintenance	\$7,246	\$12,502	\$13,104	\$13,104	\$14,414	\$14,414	\$14,414	
Tree Maintenance	\$7,120	\$8,748	\$6,870	\$7,975	\$5,000	\$5,000	\$5,950	85 hrs - est.
Tree - EAB Treatment	\$4,723		\$4,689		\$4,900	\$4,900	\$0	ever 2 yrs
Asphalt/Concrete Repairs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Roof Maintenance	\$275	\$250	\$735	\$0	\$1,200	\$882	\$1,200	estimate
Chimney Maintenance	\$384	\$0	\$0		\$960	\$0	\$1,200	inspections
Exterior Carpentry/Repairs	\$336	\$665	\$1,443	\$377	\$3,000	\$3,000	\$3,000	estimate
Gutter Maintenance	\$6,705	\$2,160	\$4,182	\$3,840	\$3,840	\$4,587	\$4,704	2 cleanings
Snow Removal	\$11,305	\$6,725	\$6,883	\$8,373	\$8,500	\$10,200	\$10,000	estimate
Sprinkler System	\$3,105	\$777	\$1,685	\$2,923	\$2,500	\$2,718	\$2,750	estimate
Paint/Stain Maintenance	\$875	\$0	\$0	\$39	\$0	\$0	\$0	
Other Maintenance	\$1,579	\$1,927	\$983	\$2,380	\$1,500	\$625	\$1,200	
<b>Total Maintenance</b>	<b>\$43,832</b>	<b>\$33,917</b>	<b>\$41,552</b>	<b>\$40,216</b>	<b>\$47,614</b>	<b>\$47,491</b>	<b>\$45,918</b>	
Taxes & Insurance								
Taxes - Fed / State								
Insurance	\$24,100	\$26,497	\$32,276	\$22,790	\$26,437	\$26,107	\$28,196	8% inc
<b>Total Taxes &amp; Insurance</b>	<b>\$24,100</b>	<b>\$26,497</b>	<b>\$32,276</b>	<b>\$22,790</b>	<b>\$26,437</b>	<b>\$26,107</b>	<b>\$28,196</b>	
<b>TOTAL OPERATING EXPENSES</b>	<b>\$101,656</b>	<b>\$98,000</b>	<b>\$109,194</b>	<b>\$96,894</b>	<b>\$111,201</b>	<b>\$108,594</b>	<b>\$112,289</b>	
<b>Net Operating Income</b>	<b>\$11,301</b>	<b>\$19,625</b>	<b>\$14,809</b>	<b>\$32,481</b>	<b>\$23,059</b>	<b>\$27,181</b>	<b>\$30,027</b>	
<b>Additions to Reserves</b>	<b>\$11,301</b>	<b>\$19,625</b>	<b>\$14,809</b>	<b>\$32,481</b>	<b>\$23,059</b>	<b>\$27,181</b>	<b>\$30,027</b>	
<b>Expenses from Reserves</b>								
Exterior Painting/Staining	\$0	\$50	\$0	\$0	\$0	\$0	\$0	
Pre-Painting Carpentry Repairs	\$3,967	-\$619	-\$339	\$0	\$0	\$0	\$42,000	carpentry
Structural Repair						\$2,693	\$4,500	carport
Roof Replacement	\$3,200	\$0	\$0	\$0	\$0	\$0	\$0	
Sidewalk/Concrete Replacemer	\$0	\$5,040	\$0	\$0	\$0	\$0	\$0	
Asphalt Resurfacing	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Asphalt Seal & Striping	\$0	\$0	\$4,018	\$0	\$0	\$0	\$0	
Grounds Improvement	\$0	\$10,136	\$0	\$0	\$0	\$0	\$0	
Lighting Fixture Upgrade	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Tree & Shrub Planting	\$0	\$1,125	\$0	\$0	\$2,400	\$0	\$0	
Irrigation Upgrade	\$0	\$978	\$0	\$0	\$0	\$0	\$0	
Gutter Replacements - Overall	\$13,320	\$22,250	\$37,770					
<b>Total Reserve Expenses</b>	<b>\$20,487</b>	<b>\$38,960</b>	<b>\$41,449</b>	<b>\$0</b>	<b>\$2,400</b>	<b>\$2,693</b>	<b>\$46,500</b>	
<b>RESERVE ACCT-Net Change</b>	<b>-\$9,186</b>	<b>-\$19,335</b>	<b>-\$26,640</b>	<b>\$32,481</b>	<b>\$20,659</b>	<b>\$24,488</b>	<b>-\$16,473</b>	
<b>Year End Reserve Balance</b>	<b>\$106,342</b>	<b>\$87,007</b>	<b>\$60,367</b>	<b>\$92,848</b>	<b>\$113,507</b>	<b>\$117,336</b>	<b>\$100,863</b>	
<i>assumes \$5000 in operating account</i>								

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**Cattail Cove West HOA - Annual Members Meeting, June 22**

2 messages

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**Amy Scott** <rdpm.amyscott@gmail.com>Thu, Jun 11, 2020 at 4:30 PM

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Hello Cattail Cove West owners,

The Annual Members Meeting was originally scheduled for March 24, 2020. This was right as the Stay-At-Home orders were put in place and we had to cancel that meeting.

Due to COVID-19, the Cattail Cove West HOA will be holding their Annual Members Meeting remotely via Zoom this year.

**The meeting will be held on Monday, June 22 at 6:00 pm.**

The attached agenda has the Zoom meeting ID and password.

*An alternate way to participate is to call in by phone, rather than computer. You will be able to hear everyone, but not see the speakers or presentation.*

\*Please watch your USPS mail as we have sent out documents for the Annual Meeting. We will also be screen-sharing this information during the meeting.

We hope you are all well, and hope you can make it to the (virtual) Annual Meeting on June 22.

Take Care!

Amy Scott

*on behalf of the Cattail Cove West Board of Directors*

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Amy Scott

RDPM, Inc.

303-485-9818 (office)

720-560-0389 (cell)

**cat-annual2020.pdf**519K

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**Cattail Cove West Homeowners Association**  
**ANNUAL MEMBERS MEETING**  
**Monday, June 22, 2020**  
**6:00 pm**

*Due to COVID-19, Public Meeting Rooms are not an option for the HOA's Annual Members Meeting.  
Therefore, the meeting will be held remotely via Zoom.  
The meeting documents will be screen-shared during the meeting.  
Hard copies of the documents have been mailed to all owners.*

**Remote Meeting Via Zoom**  
**Meeting ID 837 7840 1893 Password #490176**  
**Phone In #301-715-8592**

**AGENDA**

**A. Registration / Meeting Protocols**

- Agenda Items B, C, D, E presented by HOA Manager Amy Scott and Board Members
- Participants will be muted
- Questions & Answers taken from participants during Agenda Item F

**B. Determination of Quorum – 1/10 of the membership**

**C. Review of Past Year / Upcoming Projects**

**D. Report on Association's Financial State**

- HOA's current financial position
- 2020 Budget Ratification – per Colorado state law, the board-approved budget is ratified at this meeting unless a majority of all owners disapprove the budget
- HOA fee comparison between Cattail Cove West and other townhome communities

**E. Nomination and Election for Two (2) Board Members**

Cortney Haggart's term and Colleen Ostlund's term expire at this meeting; Leland Giovannelli's term and Jason Kim's term expire in 2021.

**F. Open Discussion**

Q & A – Please be considerate and do not interrupt others; this will allow for productive questions and answers during the virtual meeting

**G. Adjourn**

# RDPM, INC. ROBERT DREW PROPERTY MANAGEMENT, INC.

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

To: Cattail Cove West Homeowners  
From: Amy Scott  
Date: June 10, 2020  
Re: HOA Annual Members Meeting & Board Election

Please be advised that the annual meeting of the Cattail Cove West Homeowners Association will be held Monday, June 22, 2020 at 6:00 p.m. Due to the COVID-19 pandemic the meeting will be held remotely, via Zoom. Two positions on the Board will be up for election. There will be reports from the board and HOA manager, as well as an opportunity for homeowners to raise questions and concerns.

Zoom Meeting ID 837 7840 1893 Password 490176 Telephone Call In # 301-715-8592

*If you are 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. You may also place your proxy in the HOA drop box by the trash enclosure near 3110 Bell Drive.*

## PROXY

I/We, \_\_\_\_\_

being the owner(s) of the townhouse located at \_\_\_\_\_

Boulder, Colorado, in the Cattail Cove West Homeowners Association, authorize and appoint

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

*(or, in the event that the named proxy does not attend the meeting, the current board president)*  
to be my/our proxy, to vote on my/our behalf at the membership meeting of the Cattail Cove West Homeowners Association to be held on June 22, 2020 remotely, via Zoom 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 Association member who will be attending the annual meeting, such as a neighboring owner or a Board member.*

**Balance Sheet (Cash)**  
**Cattail Cove West HOA - (cat)**  
**Jun 2020**

Prepared For:  
Cattail Cove HOA  
3101-53 Bell Drive and  
4791-4997 Edison Avenue  
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  
Cash in Bank-Reserve Savings

20,177.04

92,186.42

Total Cash

112,363.46

**TOTAL ASSETS**

112,363.46

**LIABILITIES & CAPITAL**

Liabilities

Fund Balance (1/1/00 cash)

Retained Earnings

138,694.77

-26,331.31

Total Equity

112,363.46

**TOTAL LIAB. & CAPITAL**

112,363.46

<b>CATTAIL COVE WEST 2020 BUDGET WORKSHEET</b>	<b>2015 ACTUAL</b> 1.7% increase	<b>2016 ACTUAL</b> 2% increase	<b>2017 ACTUAL</b> 2% increase	<b>2018 ACTUAL</b> 0% inc as of 4/1/18	<b>2019 ACTUAL</b> 2% increase	<b>2020 board-approved</b> 4% increase	
<b>OPERATING INCOME</b>							
Homeowners Base Fees	\$80,240	\$84,586	\$96,708	\$108,042	\$95,648	\$110,701	
Reserve Contribution	\$28,165	\$27,642	\$19,625	\$14,809	\$32,481	\$23,559	
Late Fees/ Fines	\$480	\$450	\$375	\$878	\$916	\$0	
Interest	\$451	\$279	\$117	\$74	\$110	\$0	
Other Operating Income	\$0	\$0	\$800	\$200	\$220	\$0	
<b>TOTAL OPERATING INCOME</b>	<b>\$109,336</b>	<b>\$112,957</b>	<b>\$117,625</b>	<b>\$124,003</b>	<b>\$129,375</b>	<b>\$134,260</b>	
<b>OPERATING EXPENSES</b>							<b>NOTES</b>
Administrative							
Management Fees	\$10,200	\$10,200	\$10,200	\$10,475	\$10,500	\$10,500	no change
Accounting / Bank Charges	\$230	\$1,216	\$1,602	\$33	\$97	\$1,250	CPA review
Legal / Professional	\$950	\$375	\$10	\$10	\$10	\$750	3 hours
Copies, Postage, Website	\$516	\$695	\$603	\$445	\$688	\$750	estimate
Other Administrative	\$210	\$0	\$200	\$200	\$284	\$0	
<b>Total Administrative</b>	<b>\$12,106</b>	<b>\$12,486</b>	<b>\$12,615</b>	<b>\$11,163</b>	<b>\$11,579</b>	<b>\$13,250</b>	
Utilities							
Electricity	\$278	\$301	\$276	\$294	\$268	\$300	
Trash/Recycling	\$12,037	\$12,754	\$13,798	\$14,780	\$15,152	\$15,600	3% increase
Irrigation Water	\$3,929	\$8,183	\$10,897	\$9,129	\$6,889	\$8,000	estimate
<b>Total Utilities</b>	<b>\$16,244</b>	<b>\$21,238</b>	<b>\$24,971</b>	<b>\$24,203</b>	<b>\$22,309</b>	<b>\$23,900</b>	
Maintenance							
Cleaning/Litter Pick-up	\$295	\$179	\$163	\$978	\$1,205	\$1,800	\$150 /month
Landscape Maintenance	\$7,540	\$7,246	\$12,502	\$13,104	\$13,104	\$14,414	10% increase
Tree Maintenance	\$1,890	\$7,120	\$8,748	\$6,870	\$7,975	\$5,000	
Tree - EAB Treatment		\$4,723		\$4,689		\$4,900	
Asphalt/Concrete Repairs	\$0	\$0	\$0	\$0	\$0	\$0	
Roof Maintenance	\$375	\$275	\$250	\$735	\$0	\$1,200	estimate
Chimney Maintenance	\$0	\$384	\$0	\$0		\$960	inspections
Exterior Carpentry/Repairs	\$1,803	\$336	\$665	\$1,443	\$377	\$2,500	
Gutter Maintenance	\$4,265	\$6,705	\$2,160	\$4,182	\$3,840	\$3,840	2 cleanings
Snow Removal	\$12,595	\$11,305	\$6,725	\$6,883	\$8,373	\$8,500	
Sprinkler System	\$952	\$3,105	\$777	\$1,685	\$2,923	\$2,500	
Paint/Stain Maintenance	\$0	\$875	\$0	\$0	\$39	\$0	
Other Maintenance	\$1,025	\$1,579	\$1,927	\$983	\$2,380	\$1,500	
<b>Total Maintenance</b>	<b>\$30,740</b>	<b>\$43,832</b>	<b>\$33,917</b>	<b>\$41,552</b>	<b>\$40,216</b>	<b>\$47,114</b>	
Taxes & Insurance							
Taxes - Fed / State							
Insurance	\$22,601	\$24,100	\$26,497	\$32,276	\$22,790	\$26,437	16% inc
<b>Total Taxes &amp; Insurance</b>	<b>\$22,601</b>	<b>\$24,100</b>	<b>\$26,497</b>	<b>\$32,276</b>	<b>\$22,790</b>	<b>\$26,437</b>	
<b>TOTAL OPERATING EXPENSES</b>	<b>\$81,691</b>	<b>\$101,656</b>	<b>\$98,000</b>	<b>\$109,194</b>	<b>\$96,894</b>	<b>\$110,701</b>	
<b>Net Operating Income</b>	<b>\$27,645</b>	<b>\$11,301</b>	<b>\$19,625</b>	<b>\$14,809</b>	<b>\$32,481</b>	<b>\$23,559</b>	
<b>Additions to Reserves</b>	<b>\$27,645</b>	<b>\$11,301</b>	<b>\$19,625</b>	<b>\$14,809</b>	<b>\$32,481</b>	<b>\$23,559</b>	
<b>Expenses from Reserves</b>							
Exterior Painting/Staining	\$86,263	\$0	\$50	\$0	\$0	\$0	
Pre-Painting Carpentry Repairs	\$36,789	\$3,967	-\$619	-\$339	\$0	\$0	
Roof Replacement	\$0	\$3,200	\$0	\$0	\$0	\$0	
Sidewalk/Concrete Replacemen	\$0	\$0	\$5,040	\$0	\$0	\$0	
Asphalt Resurfacing	\$0	\$0	\$0	\$0	\$0	\$0	
Asphalt Seal & Striping	\$0	\$0	\$0	\$4,018	\$0	\$0	
Grounds Improvement	\$1,999	\$0	\$10,136	\$0	\$0	\$0	
Lighting Fixture Upgrade	\$0	\$0	\$0	\$0	\$0	\$0	
Tree & Shrub Planting	\$0	\$0	\$1,125	\$0	\$0	\$2,400	
Misc. Upgrade/Replacement	\$0	\$0	\$978	\$0	\$0	\$0	
Gutter Replacements - Overall		\$13,320	\$22,250	\$37,770			
<b>Total Reserve Expenses</b>	<b>\$125,051</b>	<b>\$20,487</b>	<b>\$38,960</b>	<b>\$41,449</b>	<b>\$0</b>	<b>\$2,400</b>	
<b>RESERVE ACCT-Net Change</b>	<b>-\$97,406</b>	<b>-\$9,186</b>	<b>-\$19,335</b>	<b>-\$26,640</b>	<b>\$32,481</b>	<b>\$21,159</b>	
<b>Year End Reserve Balance</b>	<b>\$115,528</b>	<b>\$106,342</b>	<b>\$87,007</b>	<b>\$60,367</b>	<b>\$92,848</b>	<b>\$114,007</b>	
<i>assumes \$5000 in operating account</i>							

HOA	Street Address	HOA Fee	Year Built	Parking	Square Ft
Kings Ridge HOA	3290 Sentinel	\$260	1992	carport	1834
Latitude 40 HOA	1539 48th	\$314	1986	garage	1488
Noble Park Commons	3208 47th Street	\$240	1995	2-car garage	1295
Pleasant View Knoll	4716 Edison Lane	\$213	1983	carport	1252
Knollwood Village-duplex	295 Spruce	\$473	1977	2-car garage	2144
Knollwood Village-4plex	272 Spruce	\$330	1977	carport	1488
Birchwood Condoss	3785 Birchwood Dr #69	\$629	1983	garage	1632
Gold Run Condos	2855 Shadow Creek #102	\$363	1980	parking garage	838
Kalmia Court Condos	2954 Kalmia #37	\$515	1987	2-car garage	1734
Shanahan Ridge #2	4188 Greenbriar Blvd #21	\$290	1976	garage	1152
Ironwood Condos	7283 Siena Way -C	\$458	1985	2-car garage	2913
Whittier Square	2260 Spruce #A	\$416	1984	parking garage	1026
Northbrook Condos	3845 Northbrook Drive - D	\$385	1984	garage	960
Bear Mountain Condos	1185 Bear Mtn Drive-C	\$338	1972		1404
Cattail Cove West	3105 Bell Drive	\$233	1984	garage	1654
Cattail Cove West	3133 Bell Drive	\$219	1984	carport	1436

**Notes:**

Information provided was taken from public records and is not guaranteed.

HOA Fees documented from recent listings or management companies.

HOA Fees can vary greatly, based on number of units in association and amenities.

Basic inclusions are grounds maintenance, building maintenance, hazard insurance, management.

6/1/2020

**Cattail Cove West HOA - Reserve Projections**

YEAR	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Age of Complex in Years	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45
Percent of Dues funding Reserves	25%	10%	17%	12%	25%	18%										
<b>Beginning Reserve Balance</b>	\$212,934	\$115,528	\$106,342	\$87,007	\$60,367	\$92,848	\$114,007	\$133,207	\$34,831	\$61,811	\$89,011	\$115,211	\$135,411	\$166,611	\$151,898	\$46,993
Additions to Reserves	\$27,645	\$11,301	\$19,625	\$14,809	\$32,481	\$23,559	\$31,200	\$31,200	\$31,200	\$31,200	\$31,200	\$31,200	\$31,200	\$31,200	\$31,200	\$31,200
<b>RESERVE BALANCE</b>	\$240,579	\$126,829	\$125,967	\$101,816	\$92,848	\$116,407	\$145,207	\$164,407	\$66,031	\$93,011	\$120,211	\$146,411	\$166,611	\$197,811	\$183,098	\$78,193
<b>Expenses: Actual / Projected</b>																
<b>Exterior Painting every 7 years</b>	\$86,263						\$90,576								\$95,105	
<b>Exterior Carpentry with paint cycle replace in 2038 *</b>	\$36,789	\$3,967	-\$619	-\$339			\$36,000								\$36,000	
<b>Roof Replacement concrete replacement selective, as needed</b>	\$3,200						\$8,000				\$8,000					\$41,913
<b>Asphalt Repair / Resurface selective, as needed</b>																
<b>Asphalt Seal Coat every 5 years</b>				-\$4,018												
<b>Irrigation Upgrades as needed</b>							\$4,000				\$5,000					\$5,000
<b>Gutters / Downspouts upgrades completed 2016-2018</b>		\$13,320	\$22,250	\$37,770												
<b>Common Area Upgrades various projects/landscape</b>	\$1,999		\$12,289			\$2,400		\$3,000		\$4,000		\$3,000		\$4,000		\$3,000
<b>TOTAL RESERVE EXPENSES</b>	\$125,051	\$20,487	\$38,960	\$41,449	\$0	\$2,400	\$12,000	\$129,576	\$4,720	\$4,000	\$5,000	\$11,000	\$0	\$45,913	\$136,105	\$5,000
<b>ENDING RESERVE BALANCE</b>	\$115,528	\$106,342	\$87,007	\$60,367	\$92,848	\$114,007	\$133,207	\$34,831	\$61,811	\$89,011	\$115,211	\$135,411	\$166,611	\$151,898	\$46,993	\$75,193

\* Roof life expectancy is 35 years, roofs to be replaced in 2038 unless replaced under hail claim that is currently in process.

Estimated replacement cost in 2038 = \$408,000

NOTE: Reserve Expenses are separate from day-to-day operating expenses. Reserve Expenses are larger, capital improvements that are anticipated on a certain schedule.

Monthly HOA fees pay for all day-to-day expenses with a portion going to Reserve Funding.

Adequate Reserve Funding protects the owners from special assessments, although there is no guarantee.

Estimated target for Reserve Funding is 20-24% of monthly dues.

Dues will increase to cover day-to-day costs, Reserve Funding should not be sacrificed and should remain constant

## Welcome to Cattail Cove West HOA!

The Cattail Cove West Homeowners Association is managed by RDPM, Inc. Our property manager is Amy Scott and she may be reached at 303-485-9818 or rdpm.amyscott@gmail.com. If you are renting your townhome, the owner pays monthly HOA fees. If you have an issue with the inside of your home, such as a running toilet or leaking faucet, please contact the owner/landlord. If you have an issue with the outside of your home, please contact your owner/landlord and then report it to the HOA.

*The following guidelines are adapted from the HOA Rules to make living at Cattail Cove West better for all:*

### PARKING & VEHICLES

- Parking in the Cattail Cove West common spaces (any undesignated parking space) requires an HOA parking permit. Each household has been assigned one parking permit. **Any vehicles parked in the common spaces after 5:00 pm until 8:00 am the next day, without a permit, are subject to booting.** *The HOA cannot refund your money if you or your guests are booted.*
- Guests may park out on Edison Avenue. Do not park your vehicle along Bell Drive backwards, facing west on the south side of Bell Drive. This creates a hazard for safe passage of vehicles coming and going on Bell Drive.
- The posted speed limit on Bell Drive is 15 mph. For the safety of all residents, their children and pets, please drive with care on Bell Drive at all times.
- Resident parking is not for vehicle storage. Even with a parking permit, vehicles may not be stored in the common parking spaces. The Parking Policies for the HOA are on the reverse side of this flyer.
- Minor vehicle maintenance and repairs may be done that can be completed within 24 hours.
- The two parking spaces near the southwest dumpster do NOT belong to Cattail Cove West. These spaces are for the exclusive use of the stone house on the corner. DO NOT PARK THERE.

### TRASH / RECYCLE / COMPOST

- Trash is picked up three (3) times a week on Mondays, Wednesday and Saturdays. Each of the three trash dumpsters have bear/raccoon proof lids. Make sure to place your trash inside the container, not on top. This prevents raccoons and rodents from creating a mess at the trash enclosures.
- Each home has an individual recycle bin that is emptied every other Thursday.
- The HOA has two (2) common compost bins, located next to the trash enclosures near 3110 Bell Drive and 3123 Bell Drive. The compost bins are emptied every Tuesday.

The HOA pays for your trash, composting and single-stream recyclables. For specific details on what items can be composted and recycled, go to [www.westerndisposal.com](http://www.westerndisposal.com).

If you have a carport, you must keep your recyclable items inside the recycle bin. You may not store excess trash and recycling in the carport. Storing excess trash and junk in the carports will result in fines assessed to your townhome. Residents with a garage may store their recycle bin inside the garage or out of sight on their back porch.

**The trash enclosures are not a donation center.** If your item doesn't fit inside, do not leave it! If you leave a large item at the trash enclosure, you will be fined for dumping and disposal.

### PETS

It is a privilege to live in a townhome that allows pets. If you have a cat or a dog, you must pick up after it every time. **Pet waste must be removed immediately and disposed of in the trash dumpster.** Pet waste may not be stored on decks or patios. Failure to pick up after your pet may result in a visit from Animal Control and fines from the HOA. Pets must be on leash when out and about. No part of Cattail Cove is "off-leash". If your dog needs a good run, the City of Boulder's Valmont dog park is just east of the HOA, on Valmont Road.

### NOISE

This is not a party neighborhood. We ask that you respect your neighbors and keep loud noise and disruption to a minimum. The City of Boulder has quiet hours from 11:00 pm to 7:00 am, which are followed at Cattail Cove West. In addition, you may be cited for nuisance if you materially interfere or disrupt the quiet enjoyment of a home at any time of day. We all live close together. If you are listening to music, be aware of your neighbors and of the time of day/night. If you are outside, please know that your voice carries.

**Thank you for your cooperation. Good neighbors make a great neighborhood!**

# CATTAIL COVE WEST PARKING POLICIES

Bell Drive is Private Property. Anyone who enters is subject to the Rules and Regulations of the Cattail Cove West Homeowners Association.

Parking in the Cattail Cove West Common Parking Areas and along Bell Drive is by valid Permit only, 7 days a week, from 5:00 P.M. until 8:00 A.M. The Common Parking Area is defined as any marked parking space which is unassigned.

At all times, the following infractions may result in the restraint (booting!) and/or towing of a vehicle at the vehicle owner's expense:

- A. Parking in a Common Parking Area or along Bell Drive without a properly displayed, valid permit during the hours listed in Section 1.
- B. Parking in or over a yellow area.
- C. Blocking a dumpster, mailbox, fire lane or fire hydrant.
- D. Parking parallel on the street in front of a driveway.
- E. Parking on or over the sidewalk or extending into the street from a driveway.
- F. Parking in a driveway at an angle other than the intended direction of the driveway.
- G. Parking in the street on the north side of Bell Drive.
- H. Parking in violation of any applicable City of Boulder parking regulation.
- I. Parking off a driveway onto the lawn or a plant bed.
- J. Parking an inoperable vehicle, or one not currently licensed.
- K. Motorcycle parking is prohibited on all sidewalks.

Restraint of vehicles found in violation will be done only under authority of the Cattail Cove West Board of Directors.

One parking permit has been issued to each home in Cattail Cove West to be used at the Permit holder's discretion. If more than one Parking Permit is used by a resident or a designate, all permits will be invalid. A permit does not entitle the Permit holder to a parking space. Parking is on a space available basis. Residents are expected to utilize private parking space (garage, carport or driveway) before using the Common Parking Area spaces.

The Parking Permit must be valid and placed on the rearview mirror so as to be completely visible (including permit number) through the windshield of the vehicle at all times. A Parking Permit is valid when a homeowner is current on HOA dues and is in accordance with Section 4.

Parking Permits are the property of Cattail Cove West. When a unit changes ownership, the Parking Permit must be surrendered to the Homeowners Association. Lost or stolen Permits will be replaced at a cost of \$20.00. The Cattail Cove West Board issues and registers Parking Permits to the Association Members in good standing.

Please refer any questions or concerns you may have in writing to the Cattail Cove West Board of Directors, c/o Robert Drew Property Management, Inc., 905 Little Leaf Court, Longmont, CO 80503. You may also contact Robert Drew Property Management, Inc. during normal business hours at 303-485-9818.

This policy is for the benefit of all residents of Cattail Cove West. It has been the most successful approach your Association has found, after many years of mostly futile efforts to allow residents to share the undesignated parking spaces equitably.

**RDPM, INC.** ROBERT DREW PROPERTY MANAGEMENT, INC.

905 Little Leaf Court Longmont, CO 80503 303-485-9818 [rdpm.amyscott@gmail.com](mailto:rdpm.amyscott@gmail.com)

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**The  
Annual Members Meeting  
of the  
CATTAIL COVE WEST  
Homeowners Association**

**will be held  
Monday, June 22, 2020  
at 6:00 pm**

**All owners are invited to attend.**

**The meeting will be held remotely via  
Zoom.**

**Please check your mail and e-mail for the  
Zoom meeting ID and link.**

**Call our office at 303-485-9818 with any  
questions.**

# CATTAIL COVE WEST HOA

c/o RDPM, Inc. 303-485-9818 [rdpm.amyscott@gmail.com](mailto:rdpm.amyscott@gmail.com)

Dear Cattail Cove West owners,



The HOA's Annual Members Meeting, originally scheduled for Tuesday, March 24, 2020 has been **postponed** due to coronavirus prevention protocols.



The HOA will be rescheduling the Annual Meeting. We may wait a few months until we can gather in person, or we may organize a meeting that owners may attending remotely, using ZOOM or a similar meeting service.

We want to ensure that all owners have the opportunity to participate. We will communicate the new meeting date and details when available.



In the meantime, we hope you and your loved ones are staying safe and healthy during these somewhat unprecedented times.

Please feel free to contact RDPM, Inc. with any questions.

Take Care,

Amy Scott

*Cattail Cove West HOA – Managing Agent*



# Cattail Cove West HOA

February 2020

RDPM, Inc.

## Annual Members Meeting to be held March 24

Mark your calendars! The **Annual Members Meeting** of the Cattail Cove West HOA will be held **Tuesday, March 24 at 6:00 pm.** We will meet in the Arapahoe Room at the Main Branch of the Boulder Public Library, 1001 Arapahoe Avenue. The members meeting is a good opportunity for owners to meet the board and present questions and concerns. There will be an election to the Board of Directors, an overview of the HOA's financial state, a discussion about HOA fees in your neighborhood compared to other associations, and ample time for general discussion. Interested in serving on the board? The board meets every other month with some e-mail correspondence between meetings. For more information, please contact HOA manager Amy Scott or a current board member: Cortney Haggart, Leland Giovannelli, Jason Kim or Colleen Ostlund. We hope to see you on the 24<sup>th</sup>!

## HOA MASTER INSURANCE POLICY UPDATE

The HOA's master policy renewed earlier this month. The HOA has coverage through American Family Insurance. The policy deductible is \$5000 *except* for wind/hail events. A wind/hail event would trigger the 5% deductible (5% of the policy value = \$554,306.) In the event of a catastrophic hailstorm, the HOA would need to assess owners for their portion of the wind/hail deductible. \$554,306 divided between 48 townhomes = \$11,548/home.

 **Please ensure that you have "Loss Assessment Protection" on your own insurance policy, with minimum coverage of \$11,548.**

A quick call to your agent will confirm that you have appropriate coverage.

## Rental Requirements

If you rent out your Cattail Cove West townhome, you must provide your tenants with a copy of the HOA rules. The Rules are available on the website or from HOA manager Amy Scott. Making sure your tenants know the rules of the HOA will help them enjoy the neighborhood and avoid problematic issues with other residents. Owners are ultimately responsible for their tenant's actions and behavior. The HOA has a minimum lease requirement of 30 days; no short-term rentals are allowed. All rental properties must be licensed by the City of Boulder.

## HELP YOUR DOG BE A GOOD NEIGHBOR

- **Dogs must be on a leash when outside.**
- **Dogs may not be "tied out" on the common area grass.**
- **Pick up your dog's poop.** Immediately, no matter the weather or the time of day. Think about it: a dog poops twice a day; piles of poop accumulate very quickly.
- **Dispose of poop in the dumpster.** Do not store bagged poop on your front or back porch.
- **Barking dogs are an annoyance to your neighbors.** Not a simple bark when the doorbell rings, but incessant barking when left alone. This is a City ordinance as well as an HOA rule.



<b>CATTAIL COVE WEST 2020 BUDGET WORKSHEET</b>	<b>2015 ACTUAL</b> 1.7% increase	<b>2016 ACTUAL</b> 2% increase	<b>2017 ACTUAL</b> 2% increase	<b>2018 ACTUAL</b> 10% inc- 4/1/18	<b>2019 ACTUAL</b> 2% increase	<b>2020 board-approved</b> 4% increase	
<b>OPERATING INCOME</b>							
Homeowners Base Fees	\$80,240	\$84,586	\$96,708	\$108,042	\$95,648	\$110,701	
Reserve Contribution	\$28,165	\$27,642	\$19,625	\$14,809	\$32,481	\$23,559	
Late Fees/ Fines	\$480	\$450	\$375	\$878	\$916	\$0	
Interest	\$451	\$279	\$117	\$74	\$110	\$0	
Other Operating Income	\$0	\$0	\$800	\$200	\$220	\$0	
<b>TOTAL OPERATING INCOME</b>	<b>\$109,336</b>	<b>\$112,957</b>	<b>\$117,625</b>	<b>\$124,003</b>	<b>\$129,375</b>	<b>\$134,260</b>	
<b>OPERATING EXPENSES</b>							<b>NOTES</b>
<b>Administrative</b>							
Management Fees	\$10,200	\$10,200	\$10,200	\$10,475	\$10,500	\$10,500	no change
Accounting / Bank Charges	\$230	\$1,216	\$1,602	\$33	\$97	\$1,250	CPA review
Legal / Professional	\$950	\$375	\$10	\$10	\$10	\$750	3 hours
Copies, Postage, Website	\$516	\$695	\$603	\$445	\$688	\$750	estimate
Other Administrative	\$210	\$0	\$200	\$200	\$284	\$0	
<b>Total Administrative</b>	<b>\$12,106</b>	<b>\$12,486</b>	<b>\$12,615</b>	<b>\$11,163</b>	<b>\$11,579</b>	<b>\$13,250</b>	
<b>Utilities</b>							
Electricity	\$278	\$301	\$276	\$294	\$268	\$300	
Trash/Recycling	\$12,037	\$12,754	\$13,798	\$14,780	\$15,152	\$15,600	3% increase
Irrigation Water	\$3,929	\$8,183	\$10,897	\$9,129	\$6,889	\$8,000	estimate
<b>Total Utilities</b>	<b>\$16,244</b>	<b>\$21,238</b>	<b>\$24,971</b>	<b>\$24,203</b>	<b>\$22,309</b>	<b>\$23,900</b>	
<b>Maintenance</b>							
Cleaning/Litter Pick-up	\$295	\$179	\$163	\$978	\$1,205	\$1,800	\$150 /month
Landscape Maintenance	\$7,540	\$7,246	\$12,502	\$13,104	\$13,104	\$14,414	10% increase
Tree Maintenance	\$1,890	\$7,120	\$8,748	\$6,870	\$7,975	\$5,000	
Tree - EAB Treatment		\$4,723		\$4,689		\$4,900	
Asphalt/Concrete Repairs	\$0	\$0	\$0	\$0	\$0	\$0	
Roof Maintenance	\$375	\$275	\$250	\$735	\$0	\$1,200	estimate
Chimney Maintenance	\$0	\$384	\$0	\$0		\$960	inspections
Exterior Carpentry/Repairs	\$1,803	\$336	\$665	\$1,443	\$377	\$3,000	
Gutter Maintenance	\$4,265	\$6,705	\$2,160	\$4,182	\$3,840	\$3,840	2 cleanings
Snow Removal	\$12,595	\$11,305	\$6,725	\$6,883	\$8,373	\$8,500	
Sprinkler System	\$952	\$3,105	\$777	\$1,685	\$2,923	\$2,500	
Paint/Stain Maintenance	\$0	\$875	\$0	\$0	\$39	\$0	
Other Maintenance	\$1,025	\$1,579	\$1,927	\$983	\$2,380	\$1,500	
<b>Total Maintenance</b>	<b>\$30,740</b>	<b>\$43,832</b>	<b>\$33,917</b>	<b>\$41,552</b>	<b>\$40,216</b>	<b>\$47,614</b>	
<b>Taxes &amp; Insurance</b>							
Taxes - Fed / State							
Insurance	\$22,601	\$24,100	\$26,497	\$32,276	\$22,790	\$26,437	16% inc
<b>Total Taxes &amp; Insurance</b>	<b>\$22,601</b>	<b>\$24,100</b>	<b>\$26,497</b>	<b>\$32,276</b>	<b>\$22,790</b>	<b>\$26,437</b>	
<b>TOTAL OPERATING EXPENSES</b>	<b>\$81,691</b>	<b>\$101,656</b>	<b>\$98,000</b>	<b>\$109,194</b>	<b>\$96,894</b>	<b>\$111,201</b>	
<b>Net Operating Income</b>	<b>\$27,645</b>	<b>\$11,301</b>	<b>\$19,625</b>	<b>\$14,809</b>	<b>\$32,481</b>	<b>\$23,059</b>	
<b>Additions to Reserves</b>	<b>\$27,645</b>	<b>\$11,301</b>	<b>\$19,625</b>	<b>\$14,809</b>	<b>\$32,481</b>	<b>\$23,059</b>	
<b>Expenses from Reserves</b>							
Exterior Painting/Staining	\$86,263	\$0	\$50	\$0	\$0	\$0	
Pre-Painting Carpentry Repairs	\$36,789	\$3,967	-\$619	-\$339	\$0	\$0	
Roof Replacement	\$0	\$3,200	\$0	\$0	\$0	\$0	
Sidewalk/Concrete Replacemen	\$0	\$0	\$5,040	\$0	\$0	\$0	
Asphalt Resurfacing	\$0	\$0	\$0	\$0	\$0	\$0	
Asphalt Seal & Striping	\$0	\$0	\$0	\$4,018	\$0	\$0	
Grounds Improvement	\$1,999	\$0	\$10,136	\$0	\$0	\$0	
Lighting Fixture Upgrade	\$0	\$0	\$0	\$0	\$0	\$0	
Tree & Shrub Planting	\$0	\$0	\$1,125	\$0	\$0	\$2,400	
Misc. Upgrade/Replacement	\$0	\$0	\$978	\$0	\$0	\$0	
Gutter Replacements - Overall		\$13,320	\$22,250	\$37,770			
<b>Total Reserve Expenses</b>	<b>\$125,051</b>	<b>\$20,487</b>	<b>\$38,960</b>	<b>\$41,449</b>	<b>\$0</b>	<b>\$2,400</b>	
<b>RESERVE ACCT-Net Change</b>	<b>-\$97,406</b>	<b>-\$9,186</b>	<b>-\$19,335</b>	<b>-\$26,640</b>	<b>\$32,481</b>	<b>\$20,659</b>	
<b>Year End Reserve Balance</b>	<b>\$115,528</b>	<b>\$106,342</b>	<b>\$87,007</b>	<b>\$60,367</b>	<b>\$92,848</b>	<b>\$113,507</b>	
<i>assumes \$5000 in operating account</i>							

**Balance Sheet (Cash)**  
**Cattail Cove West HOA - (cat)**  
**Feb 2020**

Prepared For:  
Cattail Cove HOA  
3101-53 Bell Drive and  
4791-4997 Edison Avenue  
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  
Cash in Bank-Reserve Savings

16,099.12

92,163.77

Total Cash

108,262.89

**TOTAL ASSETS**

108,262.89

**LIABILITIES & CAPITAL**

Liabilities

Fund Balance (1/1/00 cash)

Retained Earnings

Total Equity

138,694.77

-30,431.88

108,262.89

**TOTAL LIAB. & CAPITAL**

108,262.89

-OVER-

# RDPM, INC. ROBERT DREW PROPERTY MANAGEMENT, INC.

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

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To: Cattail Cove West Homeowners  
From: Amy Scott  
Date: February 26, 2020  
Re: HOA Annual Members Meeting & Board Election

Please be advised that the annual meeting of the Cattail Cove West Homeowners Association will be held **Tuesday, March 24, 2020 at 6:00 p.m., at the main branch of the Boulder Public Library, 1001 Arapahoe Avenue, in the Arapahoe Meeting Room.** Two positions on the Board will be up for election. There will be reports from the board, and an opportunity for homeowners to raise questions and concerns.

*If you are 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. You may also place your proxy in the HOA drop box by the trash enclosure near 3110 Bell Drive, or give it to a neighbor that will be attending the meeting. The proxies are essential to have a sufficient number of votes to meet the quorum requirements of the HOA.*

## PROXY

I/We, \_\_\_\_\_

being the owner(s) of the townhouse located at \_\_\_\_\_

Boulder, Colorado, in the Cattail Cove West Homeowners Association, authorize and appoint

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

*(or, in the event that the named proxy does not attend the meeting, the current board president)*  
to be my/our proxy, to vote on my/our behalf at the membership meeting of the Cattail Cove West Homeowners Association to be held on March 24, 2020 at the Boulder Public Library, 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 Association member who will be attending the annual meeting, such as a neighboring owner or a Board member.*

# AGENDA

## CATTAIL COVE WEST HOA

### Annual Members Meeting

March 24, 2020

Boulder Public Library, 1001 Arapahoe Avenue  
Arapahoe Room, 6:00 pm

#### **A) Registration / Introductions**

#### **B) Determine Quorum**

#### **C) Review of Past Year / Upcoming Projects**

#### **D) Report on Association's Financial State / Ratify 2020 Budget**

- HOA's current financial position
- 2020 Budget Ratification – per Colorado state law, the board-approved budget is ratified at this meeting unless a majority of all owners disapprove the budget
- HOA fee comparison between Cattail Cove and other townhome communities.

#### **E) Nominations and Election for Two (2) Board Members**

Cortney Haggart's term and Colleen Ostlund's term expire at this meeting; Leland Giovannelli's term and Jason Kim's term expire in 2021.

#### **F) Open Discussion** (limit of 15 minutes per topic)

#### **G) Adjourn**

Followed by brief meeting of the new board to assign officers and set next meeting date.

#### CATTAIL COVE WEST HOA WEBSITE ACCESS:

Website: [www.rdpminc.com](http://www.rdpminc.com)  
Select: Associations  
Choose: Cattail Cove West  
Password: cat2991

The website provides access to the HOA's governing documents, meeting minutes, financial statements, rules, correspondence, master insurance policy information and more.

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**Cattail Cove West HOA - Updates from the January 16 board meeting**

1 message

Amy Scott &lt;rdpm.amyscott@gmail.com&gt;

Wed, Feb 5, 2020 at 10:23 AM

To:

Hello Cattail Cove West owners,

Here are highlights compiled by the board from their meeting held in January.

Notes from the HOA board meeting on 1/16/20:

1. Roof Claim, no updates - Premier Roofing claims that the HOA's roofs have hail damage from a hail storm in 2018 (before we had the 5% deductible), the HOA's insurance company does not agree. We would appreciate a new roof for the \$5,000 deductible but it's not likely Premier Roofing will win this claim.
2. Trash enclosure gutters have been altered for safety.
3. Maintenance/wood repair tasks will be scheduled in the next few weeks.
4. Curb/sidewalk painting will be touched up in the next few weeks.
5. 2020 budget – Was finalized and approved.
6. Annual HOA fees - the board had a long discussion about the need to build reserves for future large projects (painting, roof replacement, etc.) and the need to keep the dues affordable. The board would like to discuss this with homeowners to get input and suggestions during the annual members meeting scheduled for 3/24/20 at the Boulder Public Library.
7. Three HOA board positions are up for renewal at the annual board meeting, two board members are willing to run again.

**Next meeting –Annual Members Meeting March 24, 2020**

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