

Buckingham Green Homeowners Association
Board of Directors Meeting
January 9, 2018
AGENDA

A) Opportunity for Guest Homeowners to Address the Board

B) Approve November Meeting Minutes

C) Review Financial & Delinquency Reports

As of 12/31/2017 the HOA's total cash position was \$38,282.62. YTD Net operating income was \$23,237.17 compared to a budgeted amount of \$13,689.00. The \$9548 surplus is due to total income surplus of \$6083 (from prepaid dues and fees) and total operating expenses coming in under budget by \$3464. One owner has not paid December fees: 7370 (\$250).

D) Pending Business

1) Update – Drainage Correction/Concrete Replacement at 7358 B

Superior Aggregates completed the project in December (photos attached)

2) Reserve Study – use “in house” numbers for 2018 budget, start process with new co.

3) West boundary between Ironwood/Fountain Greens/Buckingham Green

Jeff and Amy met with Ironwood on November 17 to discuss fence and Outlot B. Fence bids vary, grading correction needed for fence in addition to structural rebuild (see photos and correspondence).

4) Hybrid Cottonwood Removal at 7350 - Augustine Trees removed tree on December 14.

5) Coventry Mailbox – base not yet replaced by USPS, Amy increasing requests with USPS

6) Landscape bids for 2018 season: bids received attached

- Sun and Shade: \$14,975 + estimated \$6000 for shrub trimming = \$20,975
- Wards Lawn: \$20,230 total, includes shrub pruning
- LID Landscape: \$37,368 total, includes shrub pruning

7) Finalize 2018 budget – draft budget modified per discussion at November meeting

E) New Business

1) ACC – New exterior light fixture request from Miller, 5041 C.

2) Entry Lights adjusted, should be coming on at 5:00 pm each night

3) Snow Removal – SJ Ward's applied salt to porches and front steps in December storms.

They have been instructed not to use salt at the residences; and to start service in early morning rather than middle of night, preferably. Any other feedback on snow removal?

4) WiFi Clocks – RDPM discussed HOA obtaining a wifi account for sprinkler clocks with Comcast. Comcast rep thought it was possible if HOA had a small wooden enclosure of some sort to tie house the equipment (a wooden enclosure of some sort) Could be on an island where we already have irrigation service address

F) Open to Discussion

G) Next Meeting: February 13, 2018

H) Adjourn

**Minutes From
Buckingham Green Homeowners Association
Board of Directors Meeting
November 14, 2017**

A) Opportunity for Guest Homeowners to Address the Board – None.

B) Approve October Meeting Minutes, previously e-mailed – Approved.

C) Review Financial & Delinquency Reports

As of 10/31/2017 the HOA's total cash position was \$42,882.68. YTD net operating income was \$18,393.83 compared to a budgeted amount of \$9,556.90. All owners are current on HOA fees.

D) Pending Business

1) Update – Drainage Correction/Concrete Replacement at 7358 Buckingham

Still on Superior Aggregates' schedule for concrete replacement, watching weather for warmer days to complete curb and gutter replacement. The initial solution is a drain and a well, filled with gravel, to collect excess water. A follow-on solution may be necessary at in the future.

2) Reserve Study – Use “in house” numbers for 2018 budget, start process with new consulting company.

3) West boundary between Ironwood/Fountain Greens/Buckingham Green

We discussed the Oct 20 meeting with Fountain Greens and Ironwood. Fountain Greens agreed the aging cottonwood trees are on their property, but with no decision on removal and replacement of those trees. Neither a sale nor a lease is feasible because of Fountain Greens bylaws. A maintenance agreement with Buckingham Green and Ironwood remains an option. Jack Crane confirmed that Fountain Greens has (and does) maintain other small lots that benefit only a few homeowners. Fountain Greens asserts the fence was built by Ironwood without Fountain Greens approval. A meeting with Buckingham Green and Merry Sue Clark, Ironwood, is planned for Friday 11/at 3:00 pm to discuss further. We agreed to ask Fountain Greens to participate in maintenance of the fence, as it is on their property. Ironwood is collecting bids for fence repair: 1st bid = \$33,060, 2nd bid = \$9,612, waiting for a 3rd bid.

4) Hybrid Cottonwood Removal at 7350 – Augustine Tree scheduling crane, will be done this year, planning on this month. Estimated cost \$2,150.

E) New Business

1) Mailbox repair – The supporting post for the box on the north cul-de-sac on Buckingham is rusted and should be replaced. Amy will notify, and then follow up as needed with, the post office.

2) ACC – Paint request from 5048 Coventry disapproved, color not part of HOA palate. No response from the homeowner.

- 3) **Snow removal** – Lawn Works sold to SJ Ward's. Amy met with their rep, Paul Anderson. SJ Ward has assumed all contracts from Lawn Works. Amy will follow up with Paul about stakes to mark boundaries of areas to be plowed, similar to what we used last winter.
- 4) **Landscape bids for 2018** – The following reflects plans to replace Sun & Shade for landscape services. Hummer's bid for sprinkler maintenance is \$5,360 (with an additional \$3,550 for clocks to be funded from capital improvements budget). Ward's bid is \$20,230 without sprinklers. For comparison, Sun & Shade's total bills for 2017 will be around \$28,000. LID will complete their bid by Friday. Green Spaces and Longs Peak Landscape also are bidding for services on the property. One Earth declined to bid (our property is too big). Salas & Son also declined to bid. We will get references before making a decision.
- 5) **2018 Budget** – Draft budget (attached in meeting materials for discussion) proposes \$10 per month increase in fees, agreed to in the meeting. Budget includes asphalt path, irrigation upgrades, Emerald Ash Borer treatment, Fountain Greens anticipated fee increase, \$5,000 for additional projects, \$17,940 for new landscape contractor, with another \$2,000 in additional shrub pruning (bids will include estimated man hours for shrub pruning, need to make sure we get it done adequately). Need to include funds for our portion of maintenance on the fence with Ironwood. We discussed the Hummer proposal for sprinkler clocks, with agreement to proceed. One concern is the wi-fi clocks. Gaines suggested wi-fi service for the entire neighborhood.

F) Open Discussion

Per recommendation from Hummer on improved sprinkler service, new sod was not installed on David Solomon's house (5040 Coventry). Amy has discussed with David, no issues.

David Scott agreed to participate on the Fountain Greens board. Jeff will notify Fountain Greens.

G) Schedule Next Meeting – Tues 1/9/18, 4:30 pm at David's house. December business will be conducted via e-mail.

H) Adjourn – We adjourned at 5:50

Minutes respectfully submitted by Erik Vaag/

**Minutes From
Buckingham Green Homeowners Association
Board of Directors Meeting
October 9, 2017**

A) Opportunity for Guest Homeowners to Address the Board – None.

B) Approve September Meeting Minutes, previously e-mailed. Erik will make two corrections. The increase for Amy is effective the date of the annual meeting, 6/13/17. Mike Freece (not Freese) is the correct spelling for president of Fountain Greens HOA.

C) Review Financial & Delinquency Reports

As of 9/30/2017 the HOA's total cash position was \$47,027.68 YTD net operating income was \$19,302.37 compared to a budgeted amount of \$7,380.71. One owner is delinquent: 7370 Buckingham (\$250). Amy noted both the street paving and tree trimming services are paid.

D) Pending Business

- 1) **Update – Drainage Correction/Concrete Replacement at 7358 B** (Eleanor Sorenson) – Garvin's Sewer attempted to camera the storm drain pipe at 7344 Buckingham on 9/14. Pipe is corrugated and partially collapsed, no way to run camera. Contractor does not recommend tying into corrugated pipe. Amy met with Superior. They anticipate concrete work being done in early November. Superior will install the drain when they pour the concrete; HOA can tie into the drain later. Superior also suggested digging down about 5 or 6 feet at 7358 Buckingham, filling with gravel and creating a dry well for drainage water. Volume of water that the well can hold is undetermined. Amy will call the engineer for an opinion.
- 2) **Reserve Study** – Use "in house" numbers for 2018 budget, start process with new company. Amy will get bids.
- 3) **West boundary between Ironwood/Fountain Greens/Buckingham Green** – Joint meeting between 3 HOAs scheduled for October 20 at 10:30 am, at BCC. Jeff, Bob, David, Julie, and Amy plan to attend. Others tentative. We discussed the draft agreement from Fountain Greens, Amy's draft proposal, and Buckingham Green's position. We agreed on three options: a) maintenance agreement with Buckingham Green and Ironwood sharing costs, b) purchase by Buckingham Green and Ironwood, and c) we do nothing. Both a) and b) include Fountain Greens paying for current maintenance and removal of the aging cottonwood trees behind the Caldwell's house (5053 Coventry). Buckingham Green HOA will not agree to absorb additional liability, specifically for the cottonwood trees. Amy will send her proposal to Merry Sue Clark (Ironwood) for review and comment. Both the Caldwells and Cranes want new trees planted on Outlot B; the Caldwells to replace the cottonwoods and the Cranes for privacy. We agreed to invite Jack Crane to the meeting. Notes were included in the meeting packet.
- 4) **Seal Coating Streets** – Completed in September, project seemed to go smoothly. We agreed on including rework of the asphalt path between Buckingham and Coventry in the 2018 budget.

- 5) **Hybrid Cottonwood Removal at 7350** – Augustine Tree has the work on their fall schedule. Ed Goebel wants to be certain that a 40 ton crane won't damage the new asphalt paving. Ed will contact Superior to confirm the paving has cured. Estimated 3-4 weeks for the tree removal. Amy will confirm the date.
 - 6) **Sprinkler Improvements** – Hummer Irrigation re-nozzled the zones on the clock at 7390 Buckingham Court on 9/19, 9/20 and 9/21. Notes were included in the meeting packet. Jeff reported the grass is much improved in the test area. Wi-fi connection for the clocks is a concern. Hummer has blown out the irrigation system. Screws the crew had removed were left on the sidewalk. Jeff left a phone message asking the crew to return for clean-up. Hummer's estimate for improvements to the entire system is \$18,538 total. Amy will request firm pricing for consideration in the 2018 budget.
 - 7) **Landscape Projects, rocking in islands, select sod replacement (i.e. 5040 Coventry)** – Amy met with Israel Salas on 9/14 and walked property. Salas & Sons provided a bid to replace grass with rock on the four islands. Notes were included in the meeting packet. Bob reported that the south island on Buckingham is in fairly good shape, the north island on Buckingham is in poor shape, and condition of both islands on Coventry are in between those two. We could do this in stages over the next few years. We discussed mulch as an option. Bob will ask Tim Palko for a recommendation.
- E) New Business**
- 1) **Rental property, 5016 Coventry** – Front door is dirty, garage door is damaged. Amy will call Four-Star.
 - 2) **Lawn maintenance** – TrueGreen (subcontractor to Sun & Shade) applied a product similar to 'Drive' to address crabgrass. They also applied pesticides. We need signage for pesticides attached to mailboxes, in addition to the stop signs.
 - 3) **Landscape Maintenance bids for 2018** – Due October 30 from Ward's Lawn, Sun & Shade, Salas & Son, and LID Landscape. Sun & Shade has submitted their bid. Hummer will bid on irrigation services.
 - 4) **CC Request from Diana Heter at 5032 Coventry** – As discussed at September meeting, Diana submitted landscape improvement change request for consideration. Replace an aspen tree and end-of-life juniper bush with a red-bud pear tree. Approved. Amy will ask Diana to confirm approval from her neighbors.
 - 5) **Asphalt Path between Buckingham and Coventry** – Repair bid was included in the meeting packet. Noted above to be included in the 2018 budget.
 - 6) **2018 Budget** – Deferred to next month when we have bids for landscape maintenance.
 - 7) **Snow Removal** – Lawn Works 2017-18 contract, no price increase. Included in the in the meeting packet.
- F) Open Discussion.** Flower pots at 7395 Buckingham; uncertain whether or not plastic flowers are addressed in the HOA by-laws. Gutter repair by Peaks Handyman.
- G) Schedule Next Meeting.** As Scott will host the November meeting, Tuesday 11/4 at 4:30 pm.

H) **Adjourned.** 6:10 pm

Minutes respectfully submitted by Erik Vaag.

**Minutes From
Buckingham Green Homeowners Association
Board of Directors Meeting
September 11, 2017**

A) Opportunity for Guest Homeowners to Address the Board

Diana Hetter (new homeowner at 5032 Coventry) attended the meeting to discuss two tree removal requests:

- a. Aspen tree to be removed from the back side of her house. She and Ed Goebel have discussed replacing with a red-bud pear tree.
- b. Juniper bush near end of life.

Amy has given Ed approval to remove both the aspen and the juniper. Diana will complete the improvement form for the pear tree.

B) Approve August Meeting Minutes

Approved and seconded.

C) Review Financial & Delinquency Reports

As of 8/31/2017 the HOA's total cash position was \$63,512.34. YTD Net operating income was \$28,080.63 compared to a budgeted amount of \$7,269.52. All owners are current. Amy pointed out the year-to-date water expenses, but also noted that total water expenses for the year are likely to be within budget.

Amy will ask Sun & Shade to proceed with applying "Drive", recommended by Tim Palko (BCC) to control the crab grass. TrueGreen is another option for applying Drive if Sun & Shade is unavailable for the task. We discussed the grass in David Soloman's front yard. Ray Hummer (Hummer Irrigation) grass seed instead of replacing the sod. Appearance of the lawn has improved with increased watering. Juan Salas has not returned Amy's phone messages regarding grass seed or sod. Bob Padgett will ask Tim Palko to call Juan on our behalf.

We noted the increase for Amy is effective the date of the annual meeting, 6/13/17.

D) Pending Business

1) Update – Drainage Correction/Concrete Replacement at 7358 B

Amy met with Ben Keeter on August 10. Ben believes that the landscape portion can be scaled back, saving HOA money. He thinks water can drain into a rock swale or French drain, rather than installing underground drain pipe all the way to the other cul-de-sac. The south cul-de-sac on Buckingham is uphill from the north cul-de-sac. Also there's an existing drain that might be utilized.

Ben commented that Dan Lewellyn of Superior was "about the best there is" in concrete work. Discuss next steps: Superior's concrete bid is \$8500 and Lawn Works landscape bid is \$6650 (HOA can probably save about \$4500 on landscape work.)

Amy will engage Garvin's Plumbing to inspect and unblock the drainpipe (if possible).

Amy also will engage Superior Aggregate to perform the concrete work.

2) Reserve Study

In progress, with the report expected by October month-end.

3) Parcel Boxes base replacement

Boxes at the north island on Coventry was replaced on August 9, then hit by homeowner on August 12, and now repaired.

4) West boundary between Ironwood/Fountain Greens/Buckingham Green

Next steps are Merry Sue Clark (Ironwood board) to discuss with the Fountain Greens board, and Fountain Greens to review with their real estate attorney. Jack Crane took an action item at last month's board meeting to discuss with Mike Freece from Fountain Greens. Bob also spoke with Mike Freece recently and confirmed Fountain Greens is agreeable to unloading the property.

5) **Water Management**

Discussed earlier under C, Review Financials. The grass is green and well-watered. Water bills are up: July's bills totaled \$6668.39, total usage was 904 K gallons, which was less than the 1,009 K used last year, but almost 2.25 times higher than budget of 434 K gallons.

We agreed to ask Sun & Shade to reduce watering to every other day.

Amy summarized her meeting with Ray Hummer for irrigation / lawn watering services.

Ray has proposed new programmable wi-fi clocks, with mapping of the existing sprinkler system. Sun & Shade provide counts of watering zones: 103 zones currently.

We agreed to proceed with an initial \$1,200 services engagement for a test area by the Stiffler's house.

Amy is collecting new bids for lawn care, both with and without irrigation services.

6) **Seal Coating Streets**

Amy will confirm a start date from Superior Aggregates.

7) **Tree Trimming**

Augustine worked week of 9/5 and plans to complete this week. \$7,605 in expenses thus far for phase 1.

The phase 2 winter work on fruit trees will be done in mid-November, including a dead branch by the Coventry north island mailboxes.

Amy engaged a contractor to grind the stump in front of 7330 Buckingham for \$100 total. Less cost than Ed Goebel's quote. Still pending is a decision on grinding other stumps in the neighborhood, left after removing dead and dying aspens.

Amy confirmed she and Ed have spoken with Tim Schiel (5017 Coventry) about trimming an aspen that is damaging his gutter (missed in the walk-around).

8) **Hybrid Cottonwood Removal at 7350**

LawnWorks bid is \$2450 +, Augustine Tree is \$2120 (see attached).

Amy will give Ed approval to proceed.

9) **Sprinkler Assessment for HOA**

Amy met with Ray Hummer of Hummer Irrigation on Sept 6. See attached summary and suggestions.

Discussed earlier under 5, Water management.

10) **5040 Coventry – request to sod this area + plus others**

Amy has not connected with Juan Salas or son Israel Salas. Ray Hummer recommended seeding.

Discussed earlier under C, Review Financials.

E) **New Business**

1) **5053 Coventry - Ward's Lawn installed shrubs in plant beds at 5053 Coventry.**

HOA paid \$416 towards improvements, owners paid remainder of \$753.66. Owners pleased.

Amy will coordinate shrub replacement for Julie Boston, stump removal / shrub replacement for Clare Chapman / Tom DeSantis (5025 Coventry), removal of a dying shrub next to David Scott's garage, and a few others.

We agreed to ask Sun & Shade to place rock in an area where grass doesn't grow behind the Stiffler house.

2) Landscape Maintenance bids for 2018

No bids received yet, will have before end of October. Hummer is willing to maintain irrigation and will provide bid for those services.

F) Open to Discussion

No new items

G) Schedule Next Meeting

Next month's meeting will be Monday 10/9 at Bob Padgett's house on Buckingham.

H) Adjourn

The meeting adjourned about 6:00 pm

Minutes respectfully submitted by Erik Vaag.

**Buckingham Green Homeowners Association
Board of Directors Meeting
August 8, 2017**

A) Opportunity for Guest Homeowners to Address the Board

- Jack Crane attended to request shrubs along Ironwood boundary fence
 - *Discussion on where to plant and when to move forward.*
- Merry Sue Clark, President of Ironwood Condos, attended to discuss boundary
 - *31 people in Ironwood. Letter went out. 2 responses. Send out again to people on the fence. Fountain Greens paid \$250 of \$2500 for survey. Can we create a maintenance contract between the three HOA's for the fence?*
 - *Next Step: After the Ironwood meeting, meet with FG as a small group representing BHG and IW. Consensus: Ask FG to gift the land, take the gift, and share the maintenance of the fence. IW has board meeting 8/14. 2 members from each to meet with key people of FG. Jack Crane willing to participate for BHG. .*
- *David and Judy Solomon attended to discuss resolution for their dead grass area.*

B) Approve July Meeting Minutes – approved and seconded.

C) Review Financial & Delinquency Reports

As of 7/31/2017 the HOA's total cash position was \$72,747.65. YTD Net operating income was \$34,360.67 compared to a budgeted amount of \$7,158.33. This variance is misleading as the HOA has over \$8000 in pre-paid dues; both snow removal and irrigation water are under budget. 2 delinquencies: 7370 B -\$250, 7373 B - \$250.

D) Pending Business

1) Concrete Replacement for drainage repair at 7358 B

Amy met with owners, Superior Aggregates and Lawn Works on July 18. Superior's bid attached for concrete work (\$8500), Lawn Works has provided rough price of \$5800.

Next: David to call Ben Keeter and pass along to Amy. Stay on top of it.

2) Reserve Study – in process

3) Parcel Boxes base replacement - 7350 B and 5040 C box bases are scheduled for installation by USPS at no cost to HOA; 5040 boxes collapsed on July 26, mail currently cannot be delivered. USPS says replacement is "on schedule". Amy will visit tomorrow. And will go to the Post office and ask to see a supervisor. Update: repair was made before Amy's visit and then a week or so later there was damage again. It was repaired quickly.

4) West boundary between Ironwood/Fountain Greens/Buckingham Green – Any further discussion after meeting with Merry Sue Clark from Ironwood?

5) Water Management – Irrigation times increased in July to compensate for hot days, bills still OK. Some areas are at 5 days, some at 4 days.

6) Sun and Shade – shrub trimming completed, approved island work completed (except for grasses in entry islands, Sun and Shade wanted to see how board liked islands after juniper removed, will plant grasses @ \$60-\$65 each if requested. We determined not to request grasses.

7) Seal Coating Streets – will be done in late summer, after Labor Day. Waiting for a date.

8) Appoint Officers of Board: Need President and Secretary, at least. Erik Vaag will be secretary. Jeff Stiffler, Pres. David Scott, Vice Pres.

E) New Business

- 1) **Tree Trimming & Maintenance** – Ed Goebel and Erik Vaag walked neighborhood on July 27. *David also walked. Bid is forthcoming. 2-3 weeks out from accepting bid.*
- 2) **ACC – exterior change requests**
7365 – Deck and stairs approved by Board via email.
- 3) **Turf Health and Assessment** – Tim Palko from BCC met with Gaines, Bob, Jeff and Amy on July 25. Tim had suggestions on improving the health of the grass. Irrigation management is key, along with appropriate fertilizers and weed control. Amy discussing sprinkler as-built map with Hummer Irrigation. *Gaines paid Tim \$100 cash and was reimbursed. Tim says managing irrigation is the key. Need “as built” irrigation plan so we can do an overhaul and replace with correct pieces. Ray Hummer is recommended by Amy to map it out. He will give us a map of system and he is very thorough. Amy will notify board when it is ready. Eventually we want to rock the areas that aren’t used.*
- 4) **7354 Buckingham Ct** – drip line was leaking into owners’ basement, disconnected now.
- 5) **Request for plantings along Ironwood/Buckingham boundary (see Item A – Jack Crane’s request.)**
- 6) **5040 Coventry** – front yard turf has failed, not responding to additional watering. Sun and Shade believes it is from rabbit poop. Cost to re-sod area is \$650. Owner is requesting area be re-sodded this season. *Owners appeared at the meeting to ask for new turf. Irrigation needs to be resolved before new turf is installed. Amy to contact Juan (former BCC) to bid for 5040 and islands and other units.*

F) Open to Discussion

G) Next Meeting: Sept 12

H) Adjourned at 6:40pm

New business after the meeting. President Stiffler sent this email:

Amy,

The Board previously discussed and agreed to an increase in your compensation as Buckingham Green’s property manager. This was done around the time of the annual meeting in June. Please adjust your compensation to \$900/mo. retroactive to, and including, June 2017. I apologize on behalf of the Board that this was not done when approved. We very much appreciate the amount of time and effort that you provide us, and look forward to you meeting the challenges that we face now and in the future. Thank you.

Jeff

Minutes respectfully submitted, and for the last time, by Ann Scott

**Buckingham Green Homeowners Association
Board of Directors Meeting
July 11, 2017**

Meeting was called to order by Amy Scott at 4:47pm. Board members present: Bob Padgett, Gaines Goodwin, David Scott, Eric Vaag, and Ann Scott. Jeff Stiffler and Julie Boston were absent.

Managing Agent Present: Amy Scott, Robert Drew Property Management, Inc.

A) Opportunity for Guest Homeowners to Address the Board – none present.

B) Approve June Meeting Minutes – Padgett moved, Goodwin seconded. Approved as presented.

C) Review Financial & Delinquency Reports

As of 6/30/2017 the HOA's total cash position was \$66,302.84. YTD Net operating income was \$27,915.86 compared to a budgeted amount of \$7,297.14. This variance is misleading as the HOA has \$5686 in pre-paid dues; and both snow removal and irrigation water are under budget. 1 delinquency: 7370 B -\$525. Discussion included extra trash costing extra, caution needed on windy days, and suggesting that everyone use carts for trash and recycle to make it easier to pick up. We agreed that perhaps an email should go out to the owners with reminders.

D) Pending Business

1) Concrete Replacement for drainage repair at 7358 B – pending.

Amy has joint meeting with Superior Aggregates and Lawn Works on Tuesday 7/18; Amy will invite 7358 owner and her son. Padgett will try to attend.

2) Reserve Study – in process

3) Parcel Boxes base replacement - 7350 B and 5040 C box bases are scheduled for installation by USPS at no cost to HOA; USPS will not allow contractor to replace. John, the mail carrier, told Amy to put a request in each box. It is being done; we are on the schedule.

4) West boundary between Ironwood/Fountain Greens/Buckingham Green – Discuss options: 1) Approach FG with maintenance agreement as BHG has been maintaining FG land since development; 2) wait and see what FG proposes, regarding their research on “gifting” Outlot B; 3) other ideas. FG is considering gifting, perhaps. Tell FG to take down trees, first. We will work with 5053 C owners on planting new trees (perhaps a cost-share idea); Amy will draft something to them and will share with board before sending. Also discussed that Ironwood needs to be involved.

5) Water Management – water bills are under control, some areas of lawn very dry; Sun and Shade authorized to increase certain sections to 5 days/week, other areas of turf now set at 4 days per week. May need to remind folks to water lawn in the winter. Jeremy has been hired as a supervisor for S&S. Buckingham Ridge (Windsor) switched to Lawn Works from S&S this season. Padgett to speak to Tim Palko from BCC for an independent turf evaluation.

- 6) **Sun and Shade** – update on projects: Shrub trimming scheduled for August 1, Island clean-up work approved in May to be done this week, final shrubs to be planted when island work is completed; new 12-zone clock installed on 7/10 at 5061 Coventry.
- 7) **Seal Coating Streets** – will be done in late summer, after Labor Day. Notification will be sent.

E) New Business

- 1) **Appoint Officers of Board:** President, Secretary, Vice President, Treasurer, At Large; Padgett and Goodwin don't want to be President. Padgett will continue as Treasurer. We will defer President and Secretary until next meeting and we all agree to volunteer for duties so Amy doesn't have to do everything.
- 2) **5008 C - Water Line Damage, Repair** – owners had water in basement on 6/15, not irrigation, turned out to be break in service line between house and City pipe. Perhaps caused by tree roots. Water was leaking into the ground and then went into the basement. Sewer scope was recommended as a good idea for all residents as the water line can't be checked. Perhaps this could go in the reminder email.
- 3) **Aphid Treatment** – Davey Tree did initial treatment on 6/23; 3 owners commented that treatment was hastily done and ineffective, Davey manager checked application on 6/30; treatment re-done on 7/6 at no charge to HOA. 7351 B still needs treatment.
- 4) **Tree Trimming** – Augustine Tree trimmed several trees on 6/20, returned to neighborhood on 7/10 for additional work. Large hybrid Cottonwood between 7350 and 7344 has become hazardous and will need to be removed before winter. Bid coming from Ed Goble. Another trim or removal session is needed. Eric will do walk-around with Ed.
- 5) **ACC – exterior change requests**
7350 B – repaint home using HOA approved paint colors. Approved.
7374 B –satellite dish *Amy provided email approval on 7/8/17 (see attached)*
5032 Coventry – new roofing in process, using Impact Resistant version of HOA approved GAF Timberline “Bark Wood” shingle.
- 6) **Ownership changes** –6 sales in 2017: 7387 B, 7374 B, 7354 B, 5032 C,7365 B, 7382 B

F) Open to Discussion

G) Set Next Meeting – Tues Aug 8, 4:30; Hosted by Gaines Goodwin. 7359B.

H) Meeting was adjourned at 6:44 pm.

Respectfully submitted, Ann Scott, Secretary.

Buckingham Green Homeowners Association

Annual Meeting 6/13/17

Claire Hunter, President, called the meeting to order at 7:00 pm.

- A. **Registration:** Amy Scott asked everyone to be sure and register.
- B. **Introductions:** Amy Scott introduced herself and asked the board to do the same.
- C. **Determination of Quorum:** 21 homes were represented; 15 in person and 6 by proxy. The required quorum of 20% (10 homes) was easily met.
- D. **Review of Past Year's Highlights and Upcoming HOA Projects**
 - a. Large shrub replacement project. Due to the freeze, we spent \$10,500 to have dead shrubs removed and \$9,500 for replacements.
 - b. Shrub trimming will happen this year in July due to late trimming last year.
 - c. The Ash Borer treatment happened in 2016 and will take place again in 2018.
 - d. The Arborist has evaluated our trees and Davey Tree will spray for aphids in aspens on Friday this week.
 - e. The entry gardens were planted with many perennials last year by volunteers Claire Hunter, Ann Scott, and Sue Goodwin so we were able to spend less money this year by hiring someone to supplement with annuals. We also had the watering system changed to a spray instead of individual drip lines.
 - f. We accomplished concrete replacement of curbs and sidewalks at a cost of \$35,000. 7358 B still needs work and is in the plan for this summer.
 - g. Upcoming: Seal coating for the streets. It is in the budget and will add to our longevity and appearance.
 - h. Amy Scott showed slides of the islands. We need to make additional landscape improvements and have budgeted for Sun and Shade to improve the islands by removing dead pfitzer junipers and pulling the edging which is sticking out.
 - i. We have been monitoring the water which cost us \$27,000 last year. Claire applied to the city and we received a grant to help us assess our current irrigation system, water usage and implement controls to manage the overall usage. We need to confirm that S&S will check zones every two weeks. Owners don't know when things don't work or know often how they coming on. It should not be every night and we all need to use judgment because some areas will get brown. We need to check with S&S on the timing of the sprinklers because it has been noticed that we are watering the park during the day. This is not Buckingham Green HOA; it is Fountain Greens.
 - j. Buckingham Green and Ironwood Condominiums shared the cost of a survey on the west side of the HOA to determine property boundaries. Much of the Ironwood fence is on Fountain Greens property, Buckingham Green has been

maintaining a section of Fountain Green property for decades. Merry Sue Clark is President of Ironwood Condos.

- k. A reserve study is under way and is expected soon.
- E. **Report on Financial Status:** \$33,715.20 checking and two reserve accts at \$36,264.88 for a total of \$69,980.08. Water is budgeted at \$21,000 and we have 7 water meters. Trash and Recycling contract is in place for another 1.5 years so the increase you may have heard about does not affect us. Snow removal is a big item. Fountain Greens increase is covered in our budget and owners don't need to pay directly to them.
- F. **Member Education:** Buckingham Green HOA and Fountain Greens Master Association. Amy reviewed the structure of the our HOA and Fountain Greens HOA, explaining dues, membership and responsibilities. Buckingham Green's monthly fee of \$250 pays for both associations.
- G. **Nominations & Vote for Two Positions on the Board of Directors:** The following owners were nominated: Jeff Stiffler (to remain on the board), David Scott, Eric Vaag, and Julie Boston. There were two positions open due to the expiration of Jeff Stiffler's position and Claire Hunter resigning due to moving out of state. A motion was made to expand the board from 5 to 7 members and was unanimously approved. The 4 owners were elected by acclamation. The board now consists of 7 members: Bob Padgett, Ann Scott, Gaines Goodwin, Jeff Stiffler, Eric Vaag, David Scott, and Julie Boston.
- H. **Open to Discussion** (limit of 15 minutes per topic)
 - a. Parking in Driveways – there is no bylaw but owners feel strongly that this doesn't help the appearance of our community.
 - b. Water usage (discussed previously)
 - c. Other items: Shelly Stiffler – have we looked at other landscaping companies? Mow, blow, go is her impression of how they work. It would be prudent to review S&S for next year and get new bids. Lawn is being torn up and in some places is 3" high. There are individual gardens that aren't looked at. We need comments to the board, please.
- I. Meeting was adjourned at 8:10 pm by President Claire Hunter.

Respectfully submitted, Ann Scott, Secretary.

**Buckingham Green Homeowners Association
Board of Directors Meeting**

June 13, 2017

A) Opportunity for Guest Homeowners to Address the Board

None expected as Members Meeting follows this meeting at 7:00 pm.

B) Approve May Meeting Minutes

C) Review Financial & Delinquency Reports

As of 5/30/2017 the HOA's total cash position was \$69,980.08. Net operating income was \$31,593.10 compared to a budgeted amount of \$7435.95. This variance is misleading as the HOA has \$6,661 in pre-paid dues and snow removal was \$7250 less than budget as of 5/31/17. 1 delinquency: 7370 B owes May fees.

D) Pending Business

1) **Concrete Replacement for drainage repair at 7358 B – pending.**

Official summary/report not received.

2) **Reserve Study** – in process

3) **Mailboxes and Parcel Boxes** - Bases scheduled for installation..

4) **Survey completed on west boundary** - Amy working with Sun and Shade on area of FG land that BHG has maintained since development, will use calculations to approach FG with proposed maintenance agreement and potential credit in FG fees. FG minutes from April noted that they were getting a legal opinion on "gifting" Outlot B.

5) **Water Management** – spring rains have helped, watching bills and leaks.

6) **Shrub replanting** – to be completed before end of June.

7) **Seal Coating Streets** – HOA approved Superior's bid to get place holder on schedule.

8) **Reimbursement request from 5021 for drainage improvement** – HOA paid for ½ of drainage swale at 7395; propose that HOA pay for ½ of 5021's improvement, which would be \$322.

E) New Business

1) **ACC – exterior change requests**

5032 Coventry – planning new roof, is using GAF/ Timberline/ "Bark Wood" as specified by HOA, would like to upgrade to Impact Resistant shingle (sample provided)

2) **Annual Meeting** – prepare for Members Meeting, starting at 7:00 pm

See attachments for Annual Meeting (agenda, highlights, FG presentation, photos of BHG)

F) Open to Discussion

G) Set Next Meeting

H) Adjourn

Buckingham Green Homeowners Association Meeting

May 22, 2017

Board Members Present: Jeff Stiffler, Claire Hunter, Ann Scott, Bob Padgett; Gaines Goodwin absent

Managing Agent Present: Amy Scott, Robert Drew Property Management, Inc.

Chair Claire Hunter called the meeting to order at 4:40 at the Padgett residence.

A) Opportunity for Guest Homeowners to Address the Board – none

B) Approve April Meeting Minutes – Minutes approved as written

C) Review Financial & Delinquency Reports – more cash than usual at this time of year but with outstanding invoices, it will level out.

D) Pending Business

- 1. Concrete Replacement for drainage repair at 7358 B – pending.** Need specs for the best way to do it to show a contractor; expect the report in a day or two. Engineer might suggest someone to do the work. He was complimentary of drainage work that was done. Amy can ask Larry Frey for suggestions for areas not improved.
- 2. Reserve Study – in process.** It is imminent as the site visit is complete.
- 3. Mailboxes and parcel boxes.** To be installed soon.
- 4. Survey completed on west boundary.** To be discussed at annual meeting.
- 5. Water Management.** We have heard that they have our application for the water management grant. We won't have an answer till June and we might have by Annual Meeting. S&S charges for a visit, but we saved money by getting the problems addressed.
- 6. Shrub replanting.** 5016 C rental will get shrubs, weed barrier, and mulch and the owners have been reminded of their responsibility.
- 7. Seal Coating streets.** This will happen in late July or August and we will make sure there is sufficient notification to the homeowners.

E) New Business

1) ACC – exterior change requests

- **7365 B** – New siding approved and should go up quickly with minimal disruption to neighbors.
- **5021 C** – The neighbors are on board and homeowner knows it is his property. But we paid for Fead's and it improves the drainage. We normally determine these requests on a case by case basis.

- 2) **Entry Flower beds** – They look good. We also discussed landscaping in general. We want an arborist to review status of trees annually. It was moved by Stiffler, seconded by Ann Scott to take care of full list of landscaping issues, dated 9-29-16. Ann Scott to review Coventry island and provide pictures for a before and after presentation at the annual meeting.
- 3) **Annual Meeting** –The board will meet at 6:30 for any last minute issues. We reviewed the list for the meeting and Claire will add to it and work with Amy. We agreed that we need full discussion of landscaping issues. It was suggested that we have more volunteer activities such as an ACC committee and a landscape, trees, and water committee.
- 4) **Homes for sale:** 5032 C scheduled to close May 24, 7374 B scheduled to close June 20.

F) Open to Discussion

G) Set next meeting: June 13 before Annual Meeting

H) Adjourned at 5:50 pm.

Respectfully submitted by Ann Scott, Secretary.

Buckingham Green Homeowners Association Meeting

April 18, 2017

Board Members Present: Jeff Stiffler, Gaines Goodwin, Claire Hunter, Ann Scott, Bob Padgett; none absent

Managing Agent Present: Amy Scott, Robert Drew Property Management, Inc.

Chair Claire Hunter called the meeting to order at 4:30 at the Goodwin residence.

- A. Opportunity for guest homeowners to address the board.** No homeowners present.
- B. Approve February Meeting Minutes:** Approved as amended with house numbers in place of owners' names.
- C. Review financial and delinquency reports.** Done.
- D. Pending Business**
 - 1. **Concrete replacement** – The work done didn't solve all the issues. On Friday the 28th, Amy is meeting with the engineer who evaluated the situation originally. Does Larry Frey have a good suggestion for correcting the problems, based on his previous company? Amy to ask him after the engineer suggests a solution. Board to discuss possible solutions to existing problems.
 - 2. **Reserve study:** in process, getting closer.
 - 3. **Mailboxes:** find out the cost of painting
 - 4. **Drainage correction from 5057 to 5053C.** Completed satisfactorily.
 - 5. **Survey completed** – total cost \$2500; we have been taking care of some Fountain Green's land and we are paying \$1,250 to Ironwood for the survey. Amy will figure out square footage of their property of outlot b and Claire will take to FG meeting and propose reduction of monthly dues based on our maintenance of outlot b.
 - 6. **Water management.** Amy to ask Sun and Shade to turn on water. Change entry gardens to spray. Amy will ask Danelle to manage the entry gardens.
 - 7. **Shrub replacement** – 5000 Coventry is due one shrub, 5025 C – 2 shrubs, 5016C (rental) shrubs to be replaced if dead; and S&S to put in weed barrier and ground cover. Amy will contact property manager and owner about maintaining and to cover the cost of replacement.
 - 8. **Annual Meeting** – We discussed adding covenants about window signs being allowed. Also, propose revamping our covenants – review docs \$1,500 and approx. \$5,000 for total to rewrite, amend and update. The board approves the review; Amy will find out the costs for all stages. Amy is looking at dates at BCC and we will work on agenda.
- E. New Business**
 - 1. **Seal Coating the Streets:** The two bids involve very different activity. Superior did BCC and the results are good. Depending on the decision about water grant we would go with Superior. We approved seal coating by Superior.
 - 2. **Architectural Control:** Board determined that 7395B needs to paint the railing to match the trim. 5021CL: will the water pool in the street? They need signatures on the form and Amy will take the engineer to look at it on 4/28.
 - 3. **Fountain Greens Dues:** Increasing by \$2/month as of May 1, we included this in our 2017 budget.
 - 4. **Annual Meeting:** At our next meeting we will discuss agenda and membership on board.
- F. Open to Discussion**
- G. Set Next Meeting:** May 22 at Padgett's, 4:30 pm.
- H. Adjourn:** Chair Hunter adjourned the meeting at 6:32pm.

Respectfully submitted by Ann Scott, Secretary.

Buckingham Green Homeowners Association Board Meeting

February 14, 2017

Board Members Present: Jeff Stiffler, Bob Padgett, Gaines Goodwin, Claire Hunter, Ann Scott; none absent

Managing Agent: Amy Scott, Robert Drew Property Management Inc.

Claire called the meeting to order at the Stiffler residence at 4:30pm.

- A. Opportunity for guest homeowners to address the board: none present
- B. Approve December Meeting Minutes: approved and seconded.
- C. Review Financial & Delinquency Reports: Came in under budget and one delinquent owner is making progress on getting caught up and promised to stay current in the future.
- D. **Pending Business**
 - 1) Concrete replacement: Terry Gallagher noted this was going into his drain. Getting this done has been a very slow process. Amy has other concrete companies to contact and we urged her to move quickly. Does Superior not want to do it? Ty is interested. Ask him who to work with.
 - 2) Reserve Study: in process; company is working on it.
 - 3) Tree trimming: completed.
 - 4) Mailboxes and parcel boxes: Post office will reattach tops to new bases. We are buying 2. Get the company to install them. Who paints them? Ask installer how much to paint them.
 - 5) Drainage: Bob Padgett will ask John xxx (handyman) to get it done. (completed as of this writing)
 - 6) Parking at Buckingham: Good news: Subaru is sold.
 - 7) 7370 B: as mentioned: delinquent owner is responding and getting caught up.
- E. **New Business**
 - 1) 5061 C: owner not satisfied with drainage work. Don't really know full impact yet. Amy to ask S&S for cost of cleaning gutters so the needles won't impede the flow of water. Tell 5061 C owner we are waiting.
 - 2) Snow removal: most people are satisfied. The 5049 C residence had some issues and share concerns with Ty.
 - 3) 7382 B – sold on 1/26 to Lisa Halperin and Abbie Schueltze
 - 4) Seal coating: Superior does it. Asphalt Doctors will do bid for the streets (Liquid Road). You can drive on it in 24 hours and it has a 10-15-year life. 42 cents a square foot. We will have a bid by early next week.
 - 5) Water management plan: Claire applied for the grant. Water conservation in the county. First come first serve – hope we are early enough. Rain sensors on hold till grant determined. We could have the city check all the pits. Sun and shade settings – ask them to document the settings and send to Amy. Do we talk to owners about letting it go brown? No because we don't want it to be brown. Ask S&S to not change settings without talking to Amy who will discuss with the board. Tell S&S we don't need lush Florida green.

6) Owner directory will be distributed.

F. Open to Discussion

- 1) Sharon wants to do short term rental. Like a AirBnB or VRBO. Covenants say not less than 30 days. Amy will speak with her.
- 2) At the Kroners: it looks like a war zone in garage. 2 cars and a bunch of stuff. Another car in front with hippie looking guy. Nothing out of order yet; keep an eye on it.
- 3) Spring clean and shrub trim late may? Ask S&S. Not sure a shrub trim is necessary as we just completed one.
- 4) A question was raised about bins being used for recycle. Small carts are free and can be secured from Western Disposal. This way they don't have to get out of their trucks. Amy will encourage the owners. We have a 3-year contract with Western so are not in line for a rate hike yet.
- 5) Survey: Fountain Greens not paying for full survey. Ironwood wants full. Cost \$2k or \$2500. Split 3 ways. If FG won't pay, we do it with Ironwood and send them a bill. If they still don't pay, we will consider keeping our payments away from FG. An llc won't stand up in court so our board agrees with a full survey.
- 6) 5016 C hasn't been rented and the deck is still unpainted.
- 7) Larry Frey got a new garage door and will paint when weather is better.

G. Next meeting set for April 18 at the Goodwin's.

H. Meeting adjourned at 6:10pm.

Respectfully submitted by Ann Scott, Secretary.