

**AGENDA**  
**Buckingham Green HOA**  
**December 17, 2019 3:30 pm**

**A. Call to Order**

**B. Approve November Meeting Minutes** – attached here

**C. Review Financial and Delinquency Reports**

As of November 30, 2019, the HOA's total cash position was \$36,408.12 with \$7,535.18 in the Operating Account and \$28,872.94 in the Reserve Accounts. The HOA had a net operating income of \$26,684.39 vs. a budgeted income of \$21,793.39 through November. Snow removal and tree maintenance bills came received in December will impact year-end budget.

Delinquencies: 5041 C - \$570; 7370 B - \$330

**D. ACC Requests since last Meeting:**

5024 Coventry – front porch at entry door- replacement (attached)

**E. Pending Business**

- 1) **Tree Maintenance** –Augustine Trees has been working their way through the HOA to complete list. Billed \$15,070 in December, not yet paid.
- 2) **Landscape Maintenance** – MR Lawns completed first round of fall clean up in November (invoice attached), will do additional leaf clean up upon request, when snow has melted season.
- 3) **Replacement Mailboxes** – Bid from Page Specialty Products is \$6504. Amy seeking additional bids, so far finding product, need to source installation as well.
- 4) **Dues Increase for 2020** – Letter sent to owners in late November announcing increase to \$300/month as of January 1, 2020.

**F. New Business**

- 1) **Draft Budget for 2020** – budget attached here for discussion
- 2) **Reserve Study** – 7 week service with Aspen Reserves, to be completed in Feb. 2020
- 3) **Snow Removal** – comments / feedback from service during November 26 storm
- 4) **Year End Mailing:** Include 2019 statement, updated owner directory, newsletter, change form, rules

**G. Next Meeting scheduled for January 7, 2020.**

**H. Adjourn**

# MINUTES

## Buckingham Green HOA Board of Directors

November 12, 2019

The meeting was called to order at 3:35 pm. Board members David Scott, Jeff Stiffler, Bob Padgett, Sue Goodwin and Ron Scott were present, along with Amy Scott from RDPM, Inc. Miguel Gramirez from MR Lawns attended the first part of the meeting.

The board discussed landscape maintenance with Miguel Gramirez. He explained his services, and that he would use smaller mowers in smaller areas to protect the turf, and he would be on sight to manage his 2-3 other workers. MR Lawn's hourly labor rate is \$40, and spring/fall clean up would be billed at that rate. The maintenance contract would include mowing, edging, fertilizing, and debris clean up for \$550/week, a total of \$17,050 for the season.

The October 7, 2019 meeting minutes were approved as presented.

Amy reviewed the financial statements with the board. As of October 31, 2019, the HOA's total cash position was \$32,485.42 with \$3,614.50 in the Operating Account and \$28,870.92 in the Reserve Accounts. The HOA had a net operating income of \$20,903.71 vs. a budgeted income of \$17,053.65. Delinquencies: 5041 C - \$285; 7370 B - \$545; \$7395 B - \$110. Amy has communicated with owners.

ACC Requests since last Meeting:

5037 Coventry Court – 2 decorative stones added to landscape, sod replacement, submitted to HOA after the fact. 3 Board members approved, 1 disapproved, 1 vote not provided.

5003 Coventry Court – exterior paint using new colors, approved via email by 3 board members. Applicant doesn't get to vote, 1 vote not provided.

7394 Buckingham Court – request to paint front door black; request to replace outdoor lights, board approved outdoor lights and asked Amy to encourage owner to consider new door paint options. If owner is adamant about painting front door black, the board approves this request for a variance.

Pending Business

Amy presented updated color notebook from Cynthia Peacock to board. Amy will replicate notebook and provide two copies to Sue Goodwin, who will check out to owners for their use. Paint information and codes will be uploaded on website, but paint colors will not as they do not scan accurately. Amy will inform owners about expanded paint colors with next mailing.

Augustine Trees has been working their way through the HOA to complete the approved trimming and removal list. Need to get pricing on stump grinding for 2020.

SJ Ward's snow removal contract was renewed with the triggers of 1" for shoveling and 3" for plowing. Amy received bid from Hummer Services, service prices too high (see below), Longs Peak was no longer an option, Rocky Mountain Lawn Pros was booked up. SJ Ward's provided service for late October storm.

	<u>3" STORM</u>	<u>7" STORM</u>
SJ Wards	\$1386	\$1686
Hummer	\$2480	\$3720

MR Lawns is doing fall clean- up, and started on Thursday, 11/7/19. They plan to finish later this week when snow melts. Board approved contracting with MR Lawns for 2020 maintenance season.

Amy met with gardener Roxanna Desjardins in October. She tidied up and re-mulched the entry garden beds for \$126 and will come back in spring to plant annuals and perennials. Her rate is \$35/hour.

Amy sourced bid from Page Specialty Products for \$6504 for 4 upgraded mailbox banks. New units would replace existing mailboxes and parcel boxes and are larger, more secure and available in 6 powder-coat colors. Amy is obtaining second bid. Page's bid does not include concrete pads, which need some repair or replacement.

Amy provided some fine schedules for the board's consideration. The board discussed them, then agreed that Buckingham Green's fine policy should mirror the policy adopted by Fountain Greens for consistency.

### New Business

Covenant Enforcement Policy / Dispute Resolution Policy – Fountain Greens has drafted a lengthy policy for both covenant enforcement and dispute resolution. As a separate association, Buckingham Green has policies in place for both covenant enforcement and dispute resolution.

The group discussed the need to increase monthly fees to keep up with rising operating costs and continue funding the Reserve account. The group agreed that raising dues 15%, to \$300/month, was appropriate. Amy will send out a letter to owners announcing the dues increase. The board will meet and review / approve the 2020 budget at their next meeting.

The December board meeting will be held December 17 at 3:30 pm at Ron Scott's home. The primary focus will be the 2020 budget. The January board meeting is scheduled for January 7, 2020.

With no further business, the meeting was adjourned at 5:35 pm.

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## MINUTES

### Buckingham Green Board of Directors

October 7, 2019

The meeting was called to order at 3:35 pm. Board members David Scott, Jeff Stiffler, Sue Goodwin, Bob Padgett and Ron Scott were in attendance, along with HOA manager Amy Scott. John Hyer from Longs Peak Landscaping attended the first 30 minutes of the meeting, Ray Hummer of Hummer Services attended the second 25 minutes of the meeting.

The board discussed landscape maintenance service with John Hyer of Longs Peak Landscaping. Several concerns were identified, including pre-emergent and post-emergent applications not being done according to schedule, lack of attention to grass along Clubhouse Road, renegade techniques for blowing off sidewalks (standing on mowers and using blower), continued use of large mowers that chew up grass in small areas, common sense issues such as failure to pick up fallen branches and so on. There have also been issues with bidding and invoices where LPL double-charged for certain hours and invoices were not coded properly. The board had been quite impressed with LPL at their initial presentation and had approved their service contract for the 2019 season. Shortly into the season, the HOA's account manager changed. John Hyer, the second account manager, attended this meeting representing LPL. David Scott made it clear that the HOA had higher expectation of their service and accountability, and was disappointed that their owner and/or general manager had not attended. John Hyer provided a schedule showing the dates of fertilizer and weed control treatments, one of which was the day of this meeting. John acknowledged some of these issues and vowed that LPL could do a better job. John left the meeting shortly after 4:00 pm.

Ray Hummer of Hummer Services then met with the board to discuss some of the irrigation issues. For the most part, the board has been pleased with the improvements to the system over that past two season and the resulting water savings. There are concerns about the developer-installed drip system that was vacated years ago, but certain sections seem to have been re-activated. The HOA's irrigation system has 7 clocks serving approximately 88 zones. Hummer's crew is familiar with the system and identifying issues and solving problems. With the upcoming cold snap, Hummer plans to blow out the system this week to prevent freeze damage. Ray left the meeting at about 4:30 pm.

The board then approved the September meeting minutes as presented.

Amy reviewed the financial statements with the group. As of September 30, 2019, the HOA's total cash position was \$36,776.42 with \$2,446.48 in the Operating Account and \$34,329.94 in the Reserve Accounts. The HOA had a net operating income of \$21,139.54 vs. a budgeted income of \$14,637.66. The variance is mainly due to water bills, snow removal and tree maintenance budgeted but not completed. There were two minor delinquencies: 7370 B - \$235; 7395 B - \$100

#### Pending Business:

Exterior Color Palette – Cynthia Peacock is ready to present expanded colors to Board. The board would like to meet on October 17 at 1:00 pm, if possible. Amy will coordinate with Cynthia.

Tree Maintenance – board approved bid with Augustine Trees in September, work has not yet started. Bid broke down as follows: \$8755 pruning work, \$3595 removals, \$1077 treatments, \$2755 winter work. Amy will follow up with Augustine on dates.

Organo Lawn – Bid was provided last meeting for organic fertilization and weed control. Prices range from \$6339 - \$11,385 or \$138-\$247/year. For comparison, fertilization and weed control with Longs Peak is \$3215 or \$70/household/year.

Snow Removal – SJ Ward's is "on call" if we need service. Amy is getting bids from other vendors as well, including Hummer Services. Amy offered to send summary sheet to board. Board commented that we should get service in place before winter arrives

#### New Business:

Landscape Maintenance – the board reviewed their meetings with Longs Peak Landscape and Hummer. Amy included a bid from MR Lawn Services. They are a much smaller company, but may provide the attentive service that the HOA is seeking. Amy will invite Miguel Gramirez, owner, to the next board meeting.

5037 C Yard Improvements – Owner proceeded with landscape improvements without HOA approval. Removed sod, replaced sod, added irrigation system connected to her house, all at her own expense. Amy spoke to her and provided HOA's form. As of this meeting, owner has not returned the form, says it will be hand-delivered on October 8. Amy will forward to board via e-mail when received for review and approval. There is some concern about uneven turf, drainage, sprinkler issues.

Decorative Globes on trees at 7378 Buckingham Court are now light up. Board requested that Amy send letter to owners regarding this.

Replacement Mailboxes – Amy will get formal bid for board's consideration.

Gardener for entry islands – Sue Goodwin sourced a gardener; Amy will follow up with her.

Fine Schedule – board would like to review and adopt a fine schedule for covenant violations. Amy will provide samples for consideration.

Communication to owners - The board would like to continue to work with neighbors to educate owners on the purpose and goals of the HOA; explaining some of the challenges of a maturing landscape and meeting a multitude of varying expectations among the owners. One idea is sending a letter where owners acknowledge that they are living in an HOA and by taking title to their home have agreed to abide by the HOA's covenants.

The next board meeting will be November 12 at 3:30 pm. The January board meeting will be January 7 at 3:30 pm.

With no further business, the meeting was adjourned at 5:25 pm.

## MINUTES

### Buckingham Green HOA

September 17, 2019

**Call to Order:** The meeting was called to order at 3:35 pm. Board members David Scott, Jeff Stiffler, Sue Goodwin, Bob Padgett and Ron Scott were present, along with owners Linda Caldwell (5053 C) and David Solomon (5040 C) and HOA manager Amy Scott.

**Guests:** David Solomon wanted to emphasize his concern about the “legacy” drip system that is around the foundations of various homes. When his own water meter leaked into his basement, they discovered water in the legacy drip line. David is going to remove the drip around his home and requested that the HOA cap off the ends of the irrigation pipe. Amy will coordinate the capping of the pipe with Hummer Services. David also reminded the board that he was very supportive of the HOA purchasing new mailboxes to replace and update the original mailboxes. Linda Caldwell was present for the meeting as an observer.

**Meeting Minutes:** The minutes from the August 26, 2019 meeting were approved as presented.

**Financial Reports:** As of August 31, 2019, the HOA’s total cash position was \$38,515.52 with \$4,188.35 in the Operating Account and \$34,327.17 in the Reserve Accounts. The HOA had a net operating income of \$19,318.41 vs. a budgeted income of \$12,496.67. The variance is mainly due to low water bills.

#### Pending Business

**Exterior Color Palate:** Amy met with Cynthia Peacock, who is compiling her suggestions for the HOA’s expanded color palate, working with the existing colors, existing brick and roofing colors.

**7330 B -Painting:** Owners re-submitted paint colors “AF95” (body) and “HC47”(trim) for their home. These are currently approved colors for their brick. They also submitted the door color “Salute”. The board approved the paint colors submittal via-email.

**Tree Maintenance:** The board reviewed and approved Augustine Trees’ proposal for work. Amy will divide out winter work and tree removals to lessen the impact to this year’s budget. The board asked Amy to confirm with Ed of Augustine Trees that the area along Buckingham Road that is Fountain Greens property, to ensure it is separated out so that the HOA can approach them for participation in the maintenance work.

**Organo Lawn:** The HOA reviewed a bid from Organo Lawn. The pricing ranges from \$6339-\$11,385. Longs Peak landscaping is charging \$3215 for fertilization and weed control. The board will continue this discussion as they work with their landscape maintenance contractor.

**Snow Removal:** No additional bids for consideration yet.

## **New Business**

**Landscape Maintenance:** Longs Peak does not pick up branches unless requested; they charge extra for this service. Amy has requested multiple branch pick ups in last few weeks. Longs Peak never picked up branches at 7387 B, owner's son ended up moving them. Sidewalks are not being blown off thoroughly. The board and Amy discussed some issues with billing and overcharging for certain services. The board will host a landscape meeting on October 7 and invite Longs Peak Landscape to come and discuss this season's issues.

**Irrigation Issues:** 5040 C – Owner had leak into his basement September 3; abandoned drip was found to have water in it, although this wasn't causing the leak. 7390 B – leak into basement on September 13, issue was tree root that had broken into mainline. Water turned off at backflow. Median strip along Clubhouse Road seems very dry, Hummer is addressing this now. Ray Hummer will be invited to the landscape meeting on October 7 as well.

**Other New Business:** New rock work along Buckingham Road needs edging to hold the rock in and prevent it from spilling onto the sidewalk. Amy will coordinate this project.

There is a dead bush in front of 7359 B that needs to be removed. Amy will coordinate this removal with either Longs Peak or Randy Ballard, handyman.

**Next Meeting:** A Landscape Meeting will be held on October 7 at either 3:30 or 4:00 pm. Sue Goodwin will arrange a location; Amy will find out what time the contractors are available. The next board meeting will be held on Tuesday, October 15 at 4:00 pm.

**Adjourn:** With no further business, the meeting was adjourned at 5:36 pm.

# MINUTES

## Buckingham Green HOA

August 26, 2019

**Call to Order:** The meeting was called to order at 3:32 pm. Board members David Scott, Sue Goodwin, Ron Scott, Jeff Stiffler and Bob Padgett were present, along with owners Gary Kroner (7330 B) and Linda Caldwell (5053 C) and HOA manager Amy Scott.

**Appoint Officers:** The board appointed officers for the year as follows:

- President – David Scott
- Vice President – Ron Scott
- Secretary – Sue Goodwin
- Treasurer – Bob Padgett
- At Large – Jeff Stiffler

The directors will hold these offices until the next Annual Meeting of the HOA.

**Minutes:** The July meeting minutes were approved as presented. The board would appreciate seeing the minutes more quickly after a board meeting.

**Guest Owners:** Gary Kroner submitted an exterior paint request for consideration. The colors he chose are not currently part of the HOA's approved color scheme. The colors were Sherwin Williams "On the Rocks" a light gray and "Pewter Cast", a medium gray. Gary explained that his Trex deck has gray tones and looks fine with his brick color, so he thinks the gray colors he has selected would complement his deck, his home and the neighborhood. The board explained that they were just getting started with a colorist on expanding the color palate for the neighborhood. Amy will check to see if Gary's color choices are "approved" by the colorist. The board and Amy made a commitment to follow up with Gary by the end of the week.

**Financial Statements:** The group reviewed the financial statements. As of July 31, 2019, the HOA's total cash position was \$52,714.68 with \$18,387.51 in the Operating Account and \$34,327.17 in the Reserve Accounts. The HOA had a net operating income of \$27,777.58 vs. a budgeted income of \$10,780.68. The large variance is mainly due to the timing of maintenance bills and irrigation water savings. Two homes had one-month delinquencies; Amy has spoken to both.

### **Pending Business:**

Longs Peak Landscaping has completed approved projects, including drainpipe bury at 5057 C, edging at 7351 B, rocks and edging near 5025 C, and sod at 7330 B.

Fence Re-build at Outlot B – Fence construction was completed in mid-June. \$9006.65 paid to date as HOA's 1/3 portion of project. The board looked at fence paint colors and chose the brown color that Ironwood is using on some of their buildings. Ron Scott took the sample color board to show other owners along the fence line. Amy will relay the color choice to the Ironwood Condos board.

Expanding HOA's exterior color palate - Cynthia Peacock of Peacock Design is working with Amy on expanding color palate for HOA. She will provide draft color choices then create updated color boards for HOA use. We hope to see options by within 3-4 weeks.

## **New Business**

**Landscape Maintenance** – Longs Peak is scheduled to apply another round of post-emergent to grass on August 28. The board discussed some concerns about the use of pivot mowers and the inconsistent state of the grass – some areas look very good, others are thin, weedy, and struggling. Sue Goodwin suggested that the HOA look into using organic fertilizer and weed control. Amy offered to get a bid from Organo Lawn for the board's consideration. The board would like to meet with representatives from Longs Peak Landscape to discuss this season's service.

**Irrigation issues** – observations that some areas are too dry. Amy will let Hummer know that we need to increase times/days for the system to hold up to the hot summer days.

**Tree Maintenance** – Augustine Trees has an ever-growing list of tree work at Buckingham Green. Ed Goebel says they can complete list for HOA in next 10-14 days. Davey Tree provided an iron treatment for the white oak at 7366 B; need to treat for "oak leaf blister" in spring. Two ash trees near 5021-5025 Coventry were treated for "anthracnose fungus" by Davey Tree in late July. The board requested a walk with Augustine Trees. Amy will set up with Ed Goebel. Linda Caldwell requested to be included in the tree walk around. Linda is concerned with the health of the aspen trees near her home.

**Parking Islands / Crabapple planting project:** Augustine Trees will remove a failing crabapple tree, then replant a new one at end of September, per previous discussion and budget planning. Budgeted for 4-6 trees, will identify worst ones with for removal and replacement.

**Snow Removal** – SJ Ward's provided renewal for 2019-20 season with 30% increase. Amy met with contractor in mid-August, discussed issues with time of service, etc. from last winter. Longs Peak would also like to provide snow removal to HOA. No decision was made, Amy will get pricing from another contractor, decision should be made by October 10.

Under Other New Business, the board reviewed the landscape plan submitted by 5037 Coventry Court earlier this year. The plan did not include large rocks which have been installed. The group asked Amy to send a letter to the owner letting her know she needed to submit the rocks for approval.

The next meeting was scheduled for September 17, 2019 at 3:30 pm.

With no further business, the meeting was adjourned at 5:40pm.

**Buckingham Green HOA  
ANNUAL MEMBERS MEETING  
July 16, 2019  
Boulder Country Club**

**Call to Order:** The meeting was called to order at 7:05 pm. After ensuring that all present had signed in, introductions were made around the room.

**Quorum:** HOA Manager Amy Scott confirmed that a quorum had been obtained, with a total of 22 homes represented: 19 in person and 3 by proxy. The required quorum is 20% or 10 homes.

**Annual Update:** The group discussed projects and achievements over the past year. The HOA hired a new lawn maintenance contractor, Longs Peak Landscape, after dissatisfaction with Wards Lawn Care in the summer of 2018. The snow removal contractor did not change for the 2018-19 season, but their standard of service did, with arrival times later in the day. This resulted in icy conditions that were not acceptable. The board plans to go out to bid for snow removal this season. The HOA continues to work with Hummer Services for irrigation, and the HOA saved several thousand dollars in 2018 as well as several thousands of gallons of water. At \$13,725, the 2018 water total was just over ½ of the 2016 total of \$27,172. The HOA continues to treat their ash trees for Emerald Ash Borer, with the next treatment due in 2020. Augustine Trees continues to provide pruning and removal service for the neighborhood trees. The board completed an agreement with Fountain Greens and Ironwood Condos on the re-building of the fence in Outlot B, which is the eastern boundary of Buckingham Green. Each of the 3 HOAs will pay 1/3 of the fence cost. The fence has been completed and will be painted/stained later this summer. During the course of the year board members Matt O'Kelley and Erik Vaag resigned from their positions, bringing the board from 7 to 5 directors.

Board President David Scott and HOA Manager Amy Scott held 4 mini-meetings for owners in the neighborhood between February and May. The intent was to have a smaller meeting where owners could express their ideas and concerns in an informal setting. 40% of the homes participated in these meetings. A summary sheet from these meetings was passed out at the Annual Meeting and is attached to these minutes.

**Financial State:** Amy Scott presented the HOA's balance sheet and 2019 budget. As of June 30, 2019, the HOA had a total cash position of \$55,693.38. The 2019 budget calls for a reserve contribution of \$23,662 and reserve expenditures of \$22,800, leaving a net reserve contribution of \$862. The new landscape contractor is more expensive than previous contractors.

**Election:** Sue Goodwin and Ron Scott were nominated to serve on the board. Melissa Triplett offered to serve, but the Bylaws do not allow a household representative to serve as a board member. Melissa may attend board meetings as her mother's representative. With no other owners interested in serving on the board, Sue and Ron were elected by acclamation. They join David Scott, Jeff Stiffler and Bob Padgett in completing the 5-member board.

**Open Discussion:** Owners present brought up ideas and concerns. One owner wants new mailboxes to be purchased by the HOA, which would cost about \$8000. In an informal vote, 10 owners present were in favor of purchasing new mailboxes. Owners had concerns about the islands and improving their appearance. There are still weeds in the rock beds between some of the houses. One owner said it would be helpful to have the HOA organize group gutter cleaning and group window cleaning as a service to the residents.

**Adjourn:** With no further business, the meeting was adjourned at 8:10 pm.

## Buckingham Green HOA

### Neighborhood Mini Meetings – Notes / Feedback

*"The only thing worse than an HOA is no HOA."* Ron Scott, 5049 Coventry Ct. 4/15/19

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HOA President David Scott organized and hosted all meetings; HOA manager Amy Scott attended all meetings.

4 meetings were held on February 21, March 14, April 15 and May 9. 18 households (40%) participated in the meetings.

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#### EXTERIOR PAINT COLORS

- Door colors – variety, within reason, approved by HOA, is OK per feedback. No need to dictate only 3-4 choices for doors. All attendees in favor of flexibility with door colors. Reasonable door colors; reviewed and approved by Board.
- Garage doors – should match house siding/body color. Only one attendee was in favor of contrasting garage door colors.
- “Deeper” colors could be integrated into current color palette to expand body color choices. Discussed using a professional colorist to add a few colors that would integrate with current palette.
- Brick colors & HOA approved color palette are inconsistent and confusing.
- Staining of wood elements (railings, steps) most attendees did not mind staining, some felt that the consistency of painting was preferable. All require maintenance.

#### SNOW REMOVAL

Timing of service, done later this year, was frustrating to many owners. Complaints about placement of snow, need to keep path to mailboxes clear and sidewalks clear. Some safety issues due to packed down snow.

#### LANDSCAPE MAINTENANCE

- Service over past couple of years has been inconsistent and problematic, Amy and David explained board’s actions and new contractor hired for this season, at higher rate. Smaller mowers are appropriate for certain areas, if contractors will agree to this practice.
- Islands look “rough”; they are an eyesore, despite some measures taken in past few years. Mailboxes – looking old & worn, attendees seemed receptive to HOA taking over maintenance and ownership of mailboxes from USPS as they do bare minimum. HOA would bear expense of new mailboxes and parcel boxes.
- How is HOA addressing areas where grass is wearing away?
- Tree trimming service – positive feedback, owners would like notification when work is being done. Question on HOA’s approach to tree replacement and policy for replacement. We are cutting down more than we are re-planting. HOA will not do 1-for-1 replacements. Need to communicate tree planting with owners.
- Shrub Trimming – communicate to owners when work is scheduled.

## PARKING

Consensus is for “reasonable” rules for parking. Sometimes cars do not fit into garages, is it really a problem to park in driveway? Request reasonable rules for driveways and parking islands. Remind owners about HOA Roads/Rules vs. County Roads/Rules.

## GENERAL

- HOA is not police – owners appreciate polite, kind reminders for rules, violations. We are all neighbors.
- Exterior Decorations – need “tolerance” from neighbors. Plastic is not OK; planter pots are somewhat temporary and don’t seem bother neighbors. Accumulation of junk is not OK.
- Create Welcome Packet for new owners to get them off to good start with HOA – positive response to this idea.
- Roof replacements throughout neighborhood have been going smoothly.
- Owners appreciate communication – via email, mailings, or posted at mailboxes.
- Continuity keeps property values up, owners appreciate look and curb appeal that HOA provides.
- Need to balance HOA services and monthly fees. What is tolerance for increase to fees to increase services? Mixed response on this topic.

## MINUTES

### Buckingham Green HOA – Board of Directors Meeting

July 16, 2019     Boulder Country Club

The meeting was called to order at 6:03 pm. Board members David Scott, Jeff Stiffler, Bob Padgett, Ann Scott and Gaines Goodwin were present, along with Amy Scott from RDPM, Inc.

The minutes from the May meeting were approved as presented.

The financial statements were reviewed. As of June 30, 2019, the HOA's total cash position was \$55,693.38 with \$21,368.98 in the Operating Account and \$34,324.40 in the Reserve Accounts. The HOA had a net operating income of \$30,759.05 vs. a budgeted income of \$9,414.69. The large variance is mainly due to the timing of maintenance bills and irrigation water savings. One home with a delinquency has been making payments, with \$1325 received since the last meeting, current balance is \$500.

#### **Pending Business:**

**Landscape Improvements** – Longs Peak Landscaping completed approved projects, include rock project along Buckingham Road, behind 7390-7394-7398 Buckingham Ct. After completion, Fountain Greens informed HOA that it was their property. Fountain Greens may provide a maintenance agreement to our HOA to document situation.

**Fence Re-build at Outlot B** – Fence construction was completed in mid-June. A few issues remain, including exposed old edging on BHG side of one section of fence. Fence to be painted when Ironwood's buildings are painted. Buckingham Green has not received final invoice for our 1/3 of project. Residents of BHG have expressed desire to keep fence natural rather than paint it the Ironwood gray color. Amy will approach Ironwood with this suggestion.

**Business CD** – New CD not yet established; two board members must be on account. David Scott and Jeff Stiffler offered to be signers on the CD.

**Professional Colorist** – Cynthia Peacock of Peacock Design is willing to work with HOA on expanding color palate and updating color boards to be more user-friendly. Amy will meet with her and provide current color palate. She will charge hourly rate for work with HOA, anticipating approximately \$850-\$1100 for project.

**5053-C concerns** – owners concerned about cottonwood trees (request relayed to Fountain Greens), aphids on trees (Davey Tree sprayed, had to do repeat treatment), drip irrigation around home (historically connected to HOA, got turned off when all foundation drips were stopped, Hummer re-established this drip zone on July 9), Amy is arranging for new & buried drain pipe at 5057, has relayed this to 5053 owners.

#### **New Business:**

**ACC Requests** – 5033 Coventry Court – planting request approved via email.

7359 B – owner wishes to replace retractable shade for back patio, approved.

**5029 Coventry** – owner has decided to opt out of HOA maintenance of his lawn. Amy wrote letter, board approved letter with some modifications. Board discussed that members of HOA need to follow HOA policy and cannot opt out of lawn care.

**Irrigation issues** - mainline irrigation leak on July 10 near 7359 B. Hummer repaired same day. Stuck valve on zone east of 7359 B on July 15, Hummer repaired same day.

**Other New Business:** Amy to remind Longs Peak that HOA does not want pivot mowers used on HOA turf. Area between 7345 B and 7351 B is dry, needs sprinkler adjustment. The cottonwoods along Buckingham Road, behind 7390-7394 need to ensure they are receiving adequate water after rock project. No edging was placed at sidewalk of Buckingham Road, rocks float onto sidewalk, need to add edging of some sort.

Adjourned meeting at 6:55 pm in order to start Annual Meeting at 7:00 pm.

## **MINUTES**

### **Buckingham Green HOA Board Meeting**

**May 21, 2019**

The meeting was called to order at 12:35 pm. Board members David Scott, Jeff Stiffler, Ann Scott, Gaines Goodwin and Bob Padgett were in attendance, along with Amy Scott from RDPM, Inc.

The April 9, 2019 meeting minutes were approved as presented.

Amy reviewed the financial reports with the board. As of April 30, 2019, the HOA's total cash position was \$57,462.92 with \$23,181.75 in the Operating Account and \$34,281.17 in the Reserve Accounts. The HOA had a net operating income of \$20,787.40 vs. a budgeted income of \$6,390.71. Delinquency: 7370 B - \$970.00. Amy has sent a payment plan to 7370 and the owner has communicated that they will try to be cleared up by the end of summer.

#### **Pending Business:**

The association received a refund from the reserve study firm. We are starting over with a new company.

Notes were reviewed from the "Mini-Meetings" hosted by David Scott to obtain for owner feedback and input were shared with the board. 4 meetings were held, with 18 households represented. (Notes attached for reference)

Longs Peak Landscape started the improvements approved by the board in mid-May. The rock area behind 7390-7394-7398 was amended to use some larger rock, creating a riverbed look. Work to be completed before the end of May, weather permitting.

SJ Ward's will reimburse owner of 7359 B \$232 for window broken during snow shoveling in spring storm.

The Outlot B fence removal and rebuild project is scheduled to start on May 28. The contractor will work around trees. Other shrubs and vegetation will need to be cut back 18" from fence.

Amy is working with a local Wells Fargo contact provided by Jeff Stiffler to open a higher-yield CD.

The owners of 7378 B re-painted their window well, per HOA's written requirement. The window well is still a bright green at the bottom, but this is not visible from the street or lawn.

The Board reviewed two ACC Requests: 5037 C submitted a landscape plan from the same contractor that did work at 5000 C. Some members were concerned that the plan was too "busy" and the vegetation would be overgrown when mature. The board asked Amy to have an independent gardening company look at the plan and provide input. The Board also reviewed and approved 7386 B's request to do touch up painting and minor landscaping around her front walkway.

This season's Landscape Maintenance got off to a sporadic start, due to the frequent rain. Mow day is to be Thursdays each week, but weather has impacted regularity of schedule. Longs Peak is providing one extra turf weed control at no cost; the edging done in mid-May was well received.

All sprinkler clocks are not on WiFi, piggybacking onto willing neighbor's personal internet. Sprinklers are scheduled to run Tuesdays and Fridays, will increase when weather warms up and rains stop.

The Annual Meeting is scheduled for June 26 at 7:00 pm. The board will meet one hour earlier at 6:00 pm at Boulder Country Club. Ann Scott's and Gaines Goodwin's terms are up for election. *(Meeting later changed to July 16 via e-mail).*

With no further business, the meeting was adjourned at 2:27 pm.

## **MINUTES**

### **Buckingham Green HOA Board Meeting**

**April 9, 2019 5003 Coventry Court**

The meeting was called to order at 3:33 pm. Board members David Scott, Jeff Stiffler, Ann Scott and Gaines Goodwin attended, along with HOA manager Amy Scott.

The February 2019 meeting minutes were approved as presented.

The financial statements were reviewed. As of March 31, 2019, the HOA's total cash position was \$55,968.31 with \$21,731.13 in the Operating Account and \$34,237.18 in the Reserve Accounts. The HOA had a net operating income of \$20,256.78 vs. a budgeted income of \$8,363.97. One delinquency of \$970. Amy will offer payment plan, per HOA's policy.

**Under Pending Business:** Amy is to meet with representative in mid-April to get Reserve Study back on track and finalized. Amy is working with State Farm adjuster on payment of claim at 7398 Buckingham Court, under HOA policy. MR Lawns completed spring clean up of grounds on April 4; Hummer Irrigation will continue to maintain sprinklers; Longs Peak Landscape to service grounds per approved contract. David Scott continues to invite owners to mini meetings to obtain feedback on HOA.

**Under New Business:** the board reviewed the Site Audit and suggested improvements proposed by Longs Peak. The bid for the improvements to remove edging and add rocks in various areas was \$6786 and was approved by the board.

A frozen drain from 5033 Coventry to 5045 Coventry caused concern during March 14 storm. The nature of the storm contributed to the drain back up. It was checked during the storm and after. Amy will have contractor check and clear any blockages this spring/summer.

A request form was received from 7386 B to clean up rocks, tidy up property and plant a few new shrubs to replace existing, failing shrubs.

The Board reviewed bids for the Outlot B fence project with Ironwood and Fountain Greens, and approved Performance Construction's bid for \$26,120, which will be split between the 3 HOAs. The project will re-build and re-paint the fence along with correcting the drainage issue.

Snow removal contractor SJ Ward's seems to have accidentally broken a garage window at 7359 B. Contractor will reimburse owner, Amy to facilitate between parties.

Amy recommended that HOA invest \$20,000 + into a higher yield CD and provided possible options to board. The HOA currently has one CD with First National Bank, in the amount of \$17,934.23. It is a 24-month CD and renews on April 25, 2020; the interest rate is .84%. The HOA also has \$16,302.95 in a savings account that is earning .20%. Schwab has desirable rates but may not be option for HOA as a business. Amy and Board will follow up.

The next meeting date was scheduled for May 14, 2019 at 3:30 pm.

With no further business, the meeting was adjourned at 4:44 pm.

## **MINUTES**

### **Buckingham Green HOA Board of Directors February 12, 2019     Boulder Country Club**

The meeting was called to order at 3:38 pm. The board approved the January meeting minutes as presented.

Landscape Maintenance Bids: Jay Emerson and Matt Hendricks of Longs Peak Landscape presented their landscape maintenance bid (\$32,520) to the board. They answered questions regarding fertilization, weed management, supervision of workers and more. They left, and then Nick Hoag from Ward's Lawn Service joined the meeting to discuss their bid (\$20,230) along with concerns from last season's landscape maintenance. Lack of supervision and lack of consistency in service were expressed by the board. Nick commented that the crew at Buckingham Green was new last season, except for one employee. After some discussion, Nick left the meeting. The board had a third bid from Green Spaces, which was \$68,880, far too high to consider.

The board then reviewed the financial statements. As of January 31, 2019, the HOA's total cash position was \$48,597.49 with \$14,363.28 in the Operating Account and \$34,234.21 in the Reserve Accounts. \$10,000 was transferred from Operating to Money Market in January, per the board's authorization. The HOA had a net operating income of \$12,888.93 vs. a budgeted income of \$5862.99, surplus is mostly due to pre-payment of HOA fees. Delinquencies: 7370 B - \$640.00, 5037 C - \$35.00.

Under Pending Business, Amy reported that the Reserve Study was in process. She is following up with State Farm on the leak claim from the irrigation system leak at 7398 Buckingham Court. Amy sent a letter to the owner and copied the family representative of 5011 Coventry, requesting (not requiring) that the railings around the porch be painted to match the body color of the home. Regarding concerns about exterior décor, especially colorful and numerous pots, the board agreed to wait to take any specific action until mini-meetings with small groups of owners had been held, to get feedback on several matters in the HOA. David Scott is scheduling the mini-meetings, with the first one to be held February 21, 2019

Under New Business, the board reviewed and approved a roof request from 7333 Buckingham Court, using the GAF Timberline shingle. Amy also reported that Fountain Greens is increasing their dues by \$2/month as of 3/1/19. The HOA's budget anticipated a \$2 increase as of 6/1/19. Difference is \$276 (\$6/household), Amy sent email to owners to explain that they do not need to pay anything in addition to their regular monthly fee of \$260.

The board had requested a revised bid from Longs Peak Landscape. When Amy receives it, she will e-mail to board so they can decide on the landscape maintenance contractor for 2019.

With no further business, the meeting was adjourned at 5:00 pm.

**Buckingham Green HOA**  
**Minutes: January 16, 2019**  
**Board Meeting, Boulder Country Club**

The meeting was called to order at 3:33 pm. Board members David Scott, Jeff Stiffler, Ann Scott and Bob Padgett were present. Gaines Goodwin participated by speaker phone. Amy Scott represented RDPM, Inc.

The board approved the November meeting minutes as presented.

Amy presented the financial statements. As of December 31, 2018, the HOA's total cash position was \$35,664.08 with \$11,470.52 in the Operating Account and \$24,193.56 in the Reserve Accounts. The HOA had a net operating income of \$26,830.07 vs. a budgeted income of \$18,542.00. One delinquency: 7370 B - \$355.00. The board authorized Amy to transfer \$10,000 from the HOA's operating account to the money market reserve account.

**Pending Business:**

1. Amy reported that the Reserve Study is still in process. The board emphasized the need to get the results as soon as possible, and definitely prior to the Annual Meeting. The results will help to determine the need for a change in monthly fees.
2. Amy is following up with State Farm on the claim for the irrigation leak into 7398 Buckingham Court. Deductible is \$1000, total claim was just over \$1700.
3. Property Maintenance - letters sent to four households with reminders about specific maintenance. 7398 has repaired gutters & rotting fascia.
4. Tree Maintenance - Augustine Trees completed winter pruning in December.
5. Sump Pump at 5011 C - HOA paid for ½ of pump, per decision at November meeting. Former owner Sharon Howrey was reimbursed \$338.
6. 2019 Budget -per notes from November meeting, no increase in dues. The board approved a \$50/month increase to RDPM for HOA Management services, bring the management fee to \$1000/month.

**New Business:**

ACC Requests since November board meeting: 5048 C - Repaint home, approved via email.  
5011 C - Addition of hand railings to porch with request that railings be sealed or stained, not painted. Project began with out HOA notification or approval; Board denied request for natural railings, owner's rep cited other homes with variance to painted rails. Matter is outstanding. Amy will send letter to owner of home, with copy to family rep, informing them that the HOA acknowledges that a few natural railings have slipped by the HOA review process and that the Board does not want to encourage the variance. The board would appreciate them painting the rails to match the house.

Landscape Maintenance: Bids for consideration from Ward's Lawn Care and Longs Peak Landscaping; still waiting on bid from Green Spaces. The board plans to interview contractors at their February meeting. Amy will summarize bids and provide to Board for review.

Board Vacancies : Matt O'Kelley resigned from the board via email on 11/30/18. Erik Vaag resigned from the board via email on 12/3/18. The remaining five board members agreed to wait until the HOA's Annual Meeting in June to fill these vacancies.

The board discussed how to balance enforcing covenants and still be neighborly; and the perception of the HOA as supportive service provider versus a controlling and authoritarian entity. David Scott proposed mini-meetings with the neighborhood, inviting 10-12 households to each one, to get a sense from the homeowners as to what they perceive and what they expect from the HOA, and what matters to them. Feedback from these meetings will be shared and discussed with the board to help determine their approach to various situations.

The drain pipe at the front corner of 5057 Coventry is an eyesore to the neighboring owners at 5053. They are requesting that the HOA correct the eyesore if the owners will not. Correction involves burying the drain so that it is not visible. Amy will follow up with the owners of 5057 to get this accomplished.

The light bulb on the west side of the Coventry entry island is out. Amy will have handyman replace bulb.

The next meeting was scheduled for Tuesday, February 12 at 3:30 pm.

With no further business, the meeting was adjourned at 4:55 pm.

*Minutes submitted by Amy Scott, Managing Agent*