

The Cottages at Forest Park Homeowners Association, Inc.

Quarterly Board of Directors' Meeting

July 20, 2022, 3:00 PM, via Zoom

Call to Order

The Quarterly meeting of the Board of Directors, via zoom, was called to order at 3:00 PM on Wednesday July 20, 2022 by Ron Blackwelder. Other Board members in attendance were Tom Burnett, Dianne Bush, and Larry Fink. Board President, Doug Tiefel, could not attend.

Others in attendance were residents: Judy Blackwelder, Bob Charles, owner rep Patrick Egan, Bill Eggleston, Libby Fink, Nancy Giehl, Janice Mirshab, Judith Moor, Doug Myers, Walt and Pat Pollock, Earl Smith, Linda Wallace and Lois Weber. Also in attendance was Concierge/Manager, Meena Keuer.

Approval of the Minutes

It was moved by Tom that we dispense with reading of the minutes of the April 20, 2022 Board meeting, as all owners were in receipt of the minutes at an earlier date. This was seconded by Dianne, and the minutes were unanimously approved by the Board to be accepted as drafted.

President's Report

Ron gave the report. Cottage #14 has been purchased and is occupied by the new owners, Earl and Judy Smith. Unfortunately, Mary Leonard has passed away in Cottage #2. Ron said we expect to learn more about the disposition of the unit after Mary's children have completed the removal of her possessions.

Financial Report

- Meena reported that the second quarter financial report shows that there is 48.68% left in the budget. Everything is on track from what was budgeted.
- Ron mentioned one additional expense - the backflow valve certification. This will need to be checked by the City of Lafayette Aug. 8, 2022 at 10:00am.
- Tom reported on the reserve account. The Vanguard account is down \$12,000 from last year at this time with an end of quarter balance of \$138,000 due to the recent fluctuations in the market. Tom's suggestion is to hold on, no action is needed or required at this time.
- Ron asked where the money will come for the upcoming tree removal. Tom responded that in the past, it was treated as a working capital expense to be paid from the Money Market account which has ample balance.

Caretaker's Report

- Roc did not provide a report. Ron mentioned that he will talk with Roc, since he has missed the past couple of meetings.
- Dianne asked if Roc was still doing the nightly walk-around. Ron responded that, to his knowledge, Roc was still doing that. Ron will confirm.
- Janice asked if the gutters were being cleaned out. Ron responded that this usually happens later in the year, around Sept. or Oct. Janice mentioned she has heard one of the units had water spilling over the gutters, after a hard rain. Bill replied that this was his unit (#4) and indeed water was cascading over the gutters. Bill had a question as to who does the work on the gutters, since it wasn't quite clear in the paperwork he received when moving into their unit. Roc is the one

who should clean the roof gutters and Goose Haven is responsible for the drains in the ground. Ron will communicate with Roc.

- Bill brought up another item about an insect nest outside, to the right of his door. He sent an email to Meena, who then passed it on to Roc. As of the morning of the 20th, the nest had been removed, but there was still some residue on the wall. Additionally, there was a large insect that was coming from the same area. The questions were: is there more scraping to be done? Does it get sprayed? Who removes the residue? Bill wanted to make sure the nest was properly disposed of and suggested having all the units checked to see if any other unit was experiencing the same issue.

Unfinished Business

Property Maintenance

Landscape committee report – Linda submitted the report which was included in the HOA Board meeting packet. A copy is attached to these minutes.

- Ron mentioned that the trees were largest issue at the moment. Two contractors have submitted bids for the removal of 15 trees. Goose Haven will remove 11 of the smaller trees and Berkelhammer will remove 4 of the larger trees. Total cost will be approximately \$6,000.
- Ron mentioned one concern - Dianne and Bob requested to have the large tree in front of their unit only be partially removed and a stump left so they can turn it into a birdbath. The question arose as to who covers the expense of removing the stump once Dianne and Bob vacate the property. Ron suggested that this should be covered by Dianne and Bob. Tom disagreed and said with all of the future tree work to be done on the property, this can be combined with one of the future tree removals. An extensive conversation followed. Ron brought up that this is a request from a resident, the HOA should have some say in how it will be remedied. Judith asked if Bob and Dianne were aware that they were responsible for the cost to remove the stump, when the time comes to vacate, which Dianne responded they were aware. However, she said it wasn't entirely clear on how to handle it if the stump needed to be removed prior to their moving. (Which Dianne made sure to express there are no plans to move/leave at this time!) If the stump needs to be removed and if they are not knowledgeable as to the best way to remove it, it opens up a larger issue. When a resident wants something special done with the landscaping in their area, who is responsible for the area? The request is being made to the Board. If it is granted, opens the door for other requests in the future. Historically, when residents wanted patios renovated into sunrooms and individual trees planted, it was paid for, planted and maintained by the resident while they are there. The bigger question is who decides what should be taken care of and placed back and how is that done in keeping with the HOA guidelines?
- Ron agreed this was a good point and suggested to take this off-line and the Board should resolve it. Suggested that a policy should be made clear either "this is it and no changes" or "if there are changes, then need rules on how it's taken care of".
- Tom moved to accept Goose Haven's proposal for \$3,149 to remove 11 trees and grind 15 stumps. Larry seconded the motion. All were in favor and the proposal was accepted.
- Tom moved to accept Berkelhammer's proposal for \$2,940 to remove the 4 larger trees. Larry seconded the motion. All were in favor and the proposal was accepted.

Irrigation of grass areas – previously had discussed changing the watering schedule. Conclusion – still need to water the berms. Drainage areas not getting as much water as the rest of the complex. On track to spend about the same as last year for water, approximately \$7,000.

Doug Tiefert was scheduled to address two items - Mud jack to straighten columns of north bridge and securing the attic soffit vents in all units. As Doug was not able to make it to the meeting, Tom suggested moving both to the Board work session and let Doug weigh in there.

- Tom brought up two items on the agenda that are pertinent to this discussion:
Under New Business, item C. Board meetings/work sessions vs email exchanges and VIII. Architecture Control Report. Tom suggested taking both off the agenda, until the Board has time to discuss further. Tom moved to discuss the issues with the Board in-depth before bringing it back to the community. Tom asked if there was a way to decrease the ambiguity of who can plant what at their unit. Tom offered to schedule a work session for the Board.
- Bob Charles brought up his concern for the younger trees looking stressed. His major concern is those trees will be most vulnerable to frost and they could be lost altogether. Ron will check with moisture meter. They have done deep watering a couple of times but will go back and check on the young trees again.

New Business

- Concierge/Manager report – Meena reported all is going well. The Monday morning coffees and the happy hours have been well attended. Tom has done an excellent job of training.
- Tree removal and replacement – Linda will look at replacement options. She requested some volunteers to help her with this task. Bob Charles, Nancy G. and Tom agreed to help. Since 2017, 51 trees have been removed and replaced with 51 trees. Tom suggested planting most of the new trees in “The Commons” to get some shade for the grassy area. His questions are where do you plant and what do you plant? As climate change is real, there is a need to cool the area as much as possible and make it livable. 17 trees will be removed this year. One area where trees had been removed, but not replaced, is along Cottage Lane. Nancy asked about planting smaller trees near the buildings (maybe Hawthorns). Planting too close to the units is not allowed due to wildfire mitigation planning. Nancy has been doing research on what to replace on her property. This is a current issue that the Cities of Boulder and Lakewood are looking into as well. Need to plant replacement trees and plants, to accommodate our changing climate.
- Board (un)Vacancy – Tom is not going to retire.

Of note, Janice wanted to thank Linda for contacting Gonzalo and Anna to work in her backyard. They did an amazing job!

2022 BOD Meeting Schedule

October 19, 2022 3:00 PM
January 18, 2023 3:00 PM

Adjourn

- There being no further business, on motion duly made by Pat and seconded by Tom, there was unanimous approval to adjourn the meeting at 3:50PM.

--Respectfully submitted,--

Ron Blackwelder 07/27/22
Ron Blackwelder Date

Meena M Keuer 07/27/22
Meena Keuer Date

July 20, 2022 Board Meeting Landscape Report

Board members have played important roles in landscape maintenance:

Ron is directing:

- Sprinkler maintenance, including backflow valve replacement, sprinkler head repairs and certification
- Negotiations with Berkelhammer for the removal of 4 large dead Aspens this fall
- The removal of 11 smaller dead Aspen and Ash by Goose Haven this summer
- The trimming of 3-4 trees this summer by Goose Haven
- The fertilization of all the Maple trees with iron
- The treatment of juniper with Neem Oil for mites and voles

Larry

- Purchased 60 bags of mulch at half price and hauled them back here
- Brought cuttings of junipers that are browning to the extension office to find out that it is a result of the extremely dry winter, as well as voles. It has also been suggested they are infested with mites.

Dianne

- Guided the creation of our lovely pot garden and cares for it regularly
- Helps in deadheading flowers around the clubhouse

Goose Haven also

- Removes broken branches on a regular basis, especially from the Cottonwoods
- Is keeping drainage channels and downspout drains clear
- Removed pine needles and dead leaves
- Continues to weed
- Is trimming bushes and junipers
- Helped spread mulch

Carrie has been working an average of 2 ½ hours a week

- Treating weeds in rocked areas using natural spray (Dawn soap, vinegar, Epsom salt)
- Taking care of designated planting areas, trimming, weeding and deadheading plants

Up until now, for each tree removed, we have planted a new tree somewhere on the property. Are we going to plant new trees and shrubs and if so, where? The question involves water demand, shade, fire mitigation, rising temps and expense.