

**The Cottages at Forest Park Homeowners Association, Inc.**  
**Quarterly Board of Directors' Meeting**  
**October 18, 2023, 3:00 PM, via Zoom**

**I. Call to Order**

The quarterly meeting, via zoom, was called to order at 3:00 PM on Wednesday, October 18, 2023, by Ron Blackwelder. Board members in attendance were: Larry Fink, Earl Smith and Alan Giehl. Others in attendance were residents: Patrick Egan, Bill Eggleston, Doug Myers, Dianne Bush, Jay and Judie Moor and Bob Charles. Also in attendance was Concierge/Manager, Meena Keuer.

**II. Approval of the Minutes**

Earl moved to accept the minutes from the annual meeting. Larry gave a second to the motion. It was unanimously approved to accept the minutes.

**III. President's Report**

- A. #19 has been rented. The new residents should be moving in around Nov. 10<sup>th</sup>.

**IV. Financial Report**

**Alan presented Third Quarter 2023**

**Budget vs. September YTD**

**Revenues** – on track with budget

**Expenses:**

**Concierge/Management** -- expenses are higher due to a full year for Concierge and various QuickBooks bundled fees.

**Building Maintenance** – expenses higher due to 2022 window cleaning paid in 2023

**Grounds Maintenance** – favorable expenses for lawn care and landscaping. Pat asked about the category “Innovated”. They are our lawn mowing service.

**Snow Removal** – currently favorable. Ron asked about the favorable balance and noted that the November and December fees have not been paid. The Cottages does not have any more snow removal payments for our contract with Goose Haven and we are searching for a replacement vendor.

**Electricity** – unfavorable due to higher rates. Doug asked if Xcel has installed the smart meters yet. They have not been installed yet. Doug suggested adjusting the air conditioning in the clubhouse between 5-7PM to compensate for smart meters.

**Internet/cable** – favorable due to slight rate reduction. Looking to renegotiate this even lower if possible.

**Water/Sewer** – higher rates causing this to be unfavorable.

**Overall Expenses** – we are slightly unfavorable through the 9 months ending September 30<sup>th</sup>.

**Other Expenses** – We have spent approximately \$12k on other expenses. These funds come out of the Money Market Reserves. Expenditures include: trees/shrubs; asphalt coating; concrete smoothing; repairs to the clubhouse.

**Balance Sheet** – Bottom line is we are favorable \$16,664; \$180,062 in Vanguard account. Earl and Ron had no updates on Vanguard other than it is performing as expected.

## Proposed Budget for 2024

Currently HOA dues are \$505/mo. = generates \$121,200/year.

HOA transition fees – this charge is for the office to handle paperwork for sale of a unit

**NOTE:** With increased expenses all around, the preliminary estimated HOA dues are forecasted to be between \$550 and \$560 per unit per month starting with January's dues once the final budget is approved in the January HOA meeting.

### Expenses –

LOA – estimate 10% increase/ year

Insurance – estimate \$2500.00 annual rate increase

Payroll Processing – this is now part of the QuickBooks fees

General Repairs – includes window cleaning and misc.

Grounds Maintenance – budget was created prior to Goose Haven gave their notice.

Goal is

to have the subcategories categorized by activity not by the company. When approved the budget, this will be corrected. Snow removal also out for bid.

Trash/Recycling – switching to Republic Services Nov. 1, 2023

Reserve Funds – increase from \$95.00/unit/month to \$105.00

Holiday Festivities – increased from \$400.00 to \$700.00 includes Christmas and summer family picnic

Electricity – clubhouse looking at potentially getting solar panels. Would use reserve funds to pay for it.

## V. Caretaker's Report

- A. Roc submitted his Caretaker's Report and it was included in the HOA Packet. Most of the hours are for the evening walkaround. No concerns.

## VI . Unfinished Business

### 1. **Property Maintenance**

#### 1. **Landscaping Committee report –**

- I. Goose Haven trimmed dead trees and removed the debris.
- II. Trip to Northern Colo water to tour gardens either 10/19 or 10/27.
- III. Oct. 26 – meeting at City of Lafayette

2. **Reconstituting Landscape Committee and Its responsibilities** – hoping to know more after the two scheduled meetings. The landscape plans from 2019 are in the black notebook on the coffee counter. These give an idea of what has been done since 2019. The Cottages is looking for someone to head up the Landscape Committee. Linda has agreed to continue to do the weekly walk-arounds to identify the immediate needs.

2. **Trees and tree maintenance** - new trees were watered well by Larry, Earl, Ron. The new trees have been wrapped to protect from winter.
3. **Bob Charles** – Suggested spraying junipers for mites. They have a serious infestation due to the plants being so mature. Need to look at how to maintain them.
4. **WM vs Republic Services**– autopayment has been canceled for WM. Two formal communications have been sent to WM from The Cottages; an email and a certified letter stating that we will no longer use their services after 10/31/23. We have

requested that WM picks up their dumpsters and recycling bins on 10/31/23. Republic Services will come in that same day and drop off their dumpsters and recycle bins. Switching to Republic Services will ensure that each resident of The Cottages will not incur an additional \$15.63/mo. fee to the City of Lafayette.

5. **Treatment for west facing doors** – Ron will discuss the information Bob Charles’ son gave regarding finishing the doors.
6. **Solar Panels** – Two companies have come out. Ron is working on getting an estimate for solar panels for the clubhouse. By the January meeting, Ron will have more concrete information.

Doug asked if the residents can put solar panels on individual residences. This will be voted on at the January meeting.

#### VII. New Business

1. **Goose Haven termination of contract** – last day is 10/31/23.
2. **New snow removal and landscaping companies** - Ron showed a spreadsheet comparing six companies he interviewed for snow removal. Ron is in favor of working with CC-Contracting. Earl made a motion to approve CC – Contracting. Pat seconded the motion. Motion was passed. Additionally, Ron’s spreadsheet showed three companies he has interviewed to take over ground’s maintenance for Goose Haven. There are still a few questions about the cost of services from each of the companies. Alan suggested removing Turf Paradise and focusing on the remaining two businesses: Innovated Property Services and Torii Landscaping. If there are any comments or questions, email them to Ron or Meena.
3. **Replacement for Carrie** – Oct. 18<sup>th</sup> is Carrie’s last day at The Cottages. Denise will be replacing Carrie for at least one happy hour a month.
4. **Bill/Ron** – Bill has identified a wireless, battery operated webcam with motion detecting capabilities to capture illegal trash/recycle dumping. Bill has an additional point mesh Wi-Fi system which can be mounted in the garage of unit #4, which is closest to the trash shed. Larry solved the issue with the illegal dumping between #16 & #17. Ron and Bill will continue to look at this for the January meeting.

#### VIII. Architectural Control Report – nothing to report.

#### IX. 2024 BOD Meetings Schedule

1. **January 17, 2024**
2. **April 17, 2024**
3. **July 17, 2024**
4. **October 16, 2024**

#### X. Adjourn – meeting adjourned by Ron Blackwelder.

Respectfully submitted,

Ron Blackwelder 11/1/23

Ron Blackwelder – President     Date

Meena M Keuer 11/1/23

Meena Keuer