

The Cottages at Forest Park Homeowners Association, Inc.

**Quarterly Board of Directors' Meeting**

**October 19, 2022, 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 19, 2022, by Ron Blackwelder. Board members in attendance were: Tom Burnett, Dianne Bush, Larry Fink and Earl Smith. Others in attendance were residents: Judy Blackwelder, Patrick Egan, Bill Eggleston, Libby Fink, Nancy and Alan Giehl, Janice Mirshab, Doug Myers, Linda Wallace, Lois and Tom Weber, Cyrus Mirshab and Ann Storm. Also in attendance was Concierge/Manager, Meena Keuer.

II. **Approval of the Minutes**

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

III. **President's Report**

A. Ron gave the report. #2 was rented out in September and is occupied by Valerie Bugg.

IV. **Financial Report**

A. Meena reported on the 3rd quarter financial report. Starting with the Profit and Loss Statement. Income Shows we have received all of our dues and rents to date. Expenses lists all of the HOA operating expenses. We have had no income from the reserve funds.

1. Ron had a few questions:

- a) What was "Grounds Maintenance – Irrigation Special" and why did it exceed what was budgeted. Reason: replaced back flow valve
- b) Why Goose Haven was ~ 30% higher than budgeted. There was an additional \$3000.00. Meena said she would look into why this was so high.
- c) Why RF Lawn Care was \$3000.00 higher than budgeted. Reason: RF Lawn Care did an extra treatment of weed and feed.

Meena reported on the Balance Sheet. First section shows the HOA assets, checking and the Money Market (MM) account. The MM account is our working capital fund and is used for any maintenance beyond normal operating expenses. Examples are tree removal and stump grinding. Other assets are our investment reserves (i.e. Vanguard acct).

- B. Tom reported on the reserve account. Currently the Vanguard account is down \$19,000.00 compared to last year, due to the current downturn in the market. The Vanguard account is still \$40,000.00 more than what was invested, with a positive rate of return of approximately 5% over the past 4 years.
- C. Meena reported on Budget vs. Actuals. Total Expense is the bottom line and currently we have 12.5% remaining in the budget for the remainder of the year. There are a couple of reasons for this. The City of Lafayette Water/Sewer wasn't initially budgeted correctly. It was estimated lower. Additionally, the LOA was paid upfront, so there is 3.9% remaining. All in all, by the end of the year, we will be slightly over what budgeted.
  - 1. Pat had a question on who The Cottages are insured by. State Farm provides insurance for the exterior of the properties. We do have 3 more payments to State Farm for 2022. Our insurance has increased from \$24K to \$27K for 2023. The insurance cycle is from Sept. to Sept.
  - 2. Ron commented that by the time we reach the end of the year, we will be over budget.

V. **Caretaker's Report**

- A. Roc submitted his Caretaker's Report and it was included in the HOA Packet.
- B. Ron wanted to congratulate Roc on getting his report turned in. Roc showed he is working approximately 10 hrs/week. Tom mentioned that Roc was originally contracted for 8 hours/week.
  - 1. Earl asked when Roc does his walk-arounds. Tom responded that it varied from day to day, but generally, at dusk.
  - 2. Pat asked if Roc had an annual employment agreement with The Cottages. Tom clarified that Roc is currently an independent contractor. The contract with Roc was initiated 6- 7 years ago. A portion of the rent for Roc's apartment is forgiven in lieu of working 8 hours/week. Roc pays \$525.00/month and ~ \$1000.00 - \$1100.00 is forgiven. Roc is a 1099 contractor and furnishes his own Insurance.
  - 3. Pat asked if The Cottages has extended Roc's contract. Tom replied that there hasn't been anything as formal as that.
  - 4. Pat asked about payroll. Meena replied that payroll is for concierge/manager and Carrie Mauk's grounds keeping. Roc is not on the payroll. His payment is in the form of reduced rent.

VI. **Unfinished Business**

- A. Property Maintenance
 

Landscape committee report – Linda submitted the report which was included in the HOA board meeting packet.

  - 1. Linda mentioned that adding Carrie to help with grounds maintenance has worked out really well. Linda has a running list of items to be done between Roc, Anna and Carrie, whoever is available to take on the next task. Linda said it is helpful to have Carrie – her knowledge is good and she is able to look at a garden area, discerns what needs to be done and takes care of it. She would like to continue in 2023 at the same level of hours and would like to continue having the flexibility and ability to schedule when she works.
- B. Tree Report –
 

Ron reported that Berkelhammer removed 3 large trees in Oct. and did additional trimming, but did not remove the stumps. Stump removal will be done by Goose Haven, which has already removed 11 stumps. Going with Goose Haven saved quite a bit on cost. They were not able to remove a stump in front of Unit #12 due to not being able to get the stump remover over a drainage ditch. If they can find a work-around, this will be taken care of later. A stump was intentionally left for Unit #13, to be turned into a bird feeder.

  - 1. Pat asked if Berkelhammer will treat the Emerald Ash trees for bore. Ron responded that Berkelhammer does a treatment every other year; next year they will do the treatment again. The treatment seems to be working, since we have only lost 3 out of our 20 Emerald Ash trees.

- C. Proposed Trees for 2023 –  
Tom is working under the guidance of the Landscape chair and they are putting together a list of tree or species types that have been identified for the common area. They have been evaluating different types of species that are drought resistant, insect resistant and also provide shade. So far locations for 15 replacement trees have been identified. Tom is trying to select species that conform with the list recommended by the Front Range and the City of Boulder. Nancy Giehl has been very helpful in identifying sources of information on the acceptable trees which will be best to plant. Bob Charles has helped some as well and working with Linda. Tom has put together a map which shows possible locations we may want to consider for future trees to plant next year. Tom mentioned that we don't want to plant now and should wait until 2023. We don't want to plant until we have the irrigation system working, not to mention that our sprinkler system is difficult. The landscape committee will bring all the information to the board to discuss over the winter.
1. Linda spoke with Tom Piekenbrock at The Tree Farm to review the list of trees which were identified. He crossed a couple of tree species off the list that attract Japanese Beetles (ex. Linden). Linda will have Tom T. take a look at the the list and get his input.
  2. Ron mentioned that "grub be gone" might also be used to help the spread of Japanese Beetles. He will discuss with Tom Piekenbrock.

VII. **New Business**

- A. After 12- 13 years as the President of the HOA board, Doug Tiefel has retired. He sent an email around to the board at the first part of the month, letting them know. Ron mentioned that we owe a great deal of gratitude for his service, vision and what he's put into the HOA and The Cottages. Ron and Tom have discussed creating a plaque to honor Doug and are open to suggestions. They will try and get that done for the next meeting in January.
- B. Earl Smith was appointed to fill Doug's place until 2024. Ron asked if the board was on 2 year terms. Tom confirmed that it is stated as such in the by-laws. Welcome to the board, Earl!
- C. Proposed Budget for 2023  
Tom chose a different way to show the budget than what was presented before.
1. Pat asked if our deductions changed by going with State Farm. Tom replied that it did considerably. The previous insurance company (Travelers) changed the deduction on wind and hail damage to the point that if we had the same issues as we did in 2018, they would not participate. The deductible was \$300K and replacing our roof was \$400K. State Farm offers a \$25K deductible for any damage, so they would cover the roof if we had a similar problem as in 2018.
  2. Ron asked about RF Lawn Care included the one shot of fertilizer. Tom responded that will come from the money market account, our working capital fund.
  3. Meena will contact City of Lafayette for water/sewer, Waste Management, etc. to see if they can let us know if rates will increase for 2023.
  4. Tom spoke about the bottom line...dues will need to increase to \$505.00/mo., which is an 11% increase. He said they wrestled with this and there is no way around it. Interesting point, in 2005 when Jack moved to The Cottages, he was paying \$345.00/mo. in dues. If you run that through an inflation calculator it equates to currently \$501.00/mo., so we are essentially pulling up the dues by \$4.00. In January, all the of the owners will have a chance to vote on it for 2023.
  5. Janice asked if this replaces the annual increase which was agreed upon previously; if so, will the dues increase annually \$50.00/mo. moving forward. Tom replied that the Building & Ground Reserve is where there is an annual increase of \$10.00/mo./unit. For reference, 6 years ago, the board agreed to increase dues by \$10.00/mo./unit every year. They did this for a few years. This year the dues increased by \$30.00 and next year they will increase by \$50.00; the big jumps are due to inflation.
- D. Solar Powered Attic Fan  
Tom brought up that in September, Bill in Unit #4 noticed a leak in the exhaust fan in their utility room.

Tom had Jordan from WestPro come out. He found the leak vent pulling away from the caulking. Jordan said the vent fan was not working. He also found that 13 of the 20 solar powered vent fans were not working. These are under warranty and will be replaced. The motors were supposed to be shipped out to WestPro on Oct. 10th. Janice asked if she had solar vents and Ron replied that when the new roof was installed, each unit had 2 solar vent fans installed.

- E. Ron mentioned that we are in need of a new president of the HOA. Tom moved to nominate Ron. Larry seconded the motion. A vote followed and Ron was unanimously voted in as the president of the board. Congratulations Ron!
- F. Larry feels like we are putting a burden on the concierge with only an \$80 budget for each happy hour, twice a month. He suggested that we have 1 happy hour a month and increase the budget to \$200.
  - 1. Tom responded that for 2023, the budget was increased to \$100/ happy hour. The average amount spent is currently \$90.
  - 2. Larry would like feedback on the number of happy hours we should have each month.
  - 3. Ron said he felt like having the happy hour twice a month is a good compromise from every week.
  - 4. Meena said she would create a questionnaire and get feedback from the residents.
  - 5. Pat asked if we were hosting a holiday happy hour. Meena responded that we are planning one for Dec. 14<sup>th</sup>. More information to come out later.

VIII. **Architectural Control Report**

- A. Advanced Mudjacking will straighten columns 10/25/22

IX. **Questions**

- A. Nancy asked what people are paying for insurance for their interior space. Tom replied he and Linda have a \$350K policy to replace all interior and pay \$1000K/year. Ron agreed to \$1000K/year. Nancy said that she was told it would cost \$550 sq. ft to rebuild. Tom said the HOA coverage is \$7.3M for 9 building or 21 units (including the clubhouse), which breaks down to \$345K/ unit for the exterior. The units are currently selling at \$700K, which would mean the interior could be insured at \$350K

X. **2023 BOD Meeting Schedule**

Jan. 18, 2023	2:00 PM
April 19, 2023	3:00 PM
July 19, 2023	3:00 PM
Oct. 19, 2023	3:00 PM

XI. **Adjourn**

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

Respectfully submitted, .....

Ron Blackwelder 11/9/22  
Ron Blackwelder – President      Date

Meena M Keuer 11/9/22  
Meena Keuer      Date