

The Cottages at Forest Park Homeowners Association, Inc.
Annual Board of Directors' Meeting
January 17, 2024, 2:00 PM, via Zoom

I. Call to Order

The annual meeting, via zoom, was called to order at 2:00 PM on Wednesday, January 17, 2024, by Ron Blackwelder. Board members in attendance were: Larry Fink, Earl Smith, Janice Mirshab and Alan Giehl. Others in attendance were residents: Doug Myers, Karen Myers, Dianne Bush, and Bob Charles. Also in attendance were Patrick Egan, representative owner of #10 and Concierge/Manager, Meena Keuer.

II. Approval of the Minutes

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

III. President's Report

- #19 has been rented to Dan and Ann Krumwiede.
- The contract for #17 fell through and is back on the market. There have been several showings.

IV. Financial Report

Alan presented Fourth Quarter 2023

P&L 2023

Revenues – on track with budget

Expenses:

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

Building Maintenance – expenses higher due to 2022 and 2023 window cleaning paid in 2023, the securing the soffits, and ceiling fan replacement.

Grounds Maintenance – favorable expenses for lawn care and landscaping. A little less was done in 2023, compared to 2022. 2024 will show 3-4 general categories (lawn care, landscaping/trimming, irrigation). Goal is to have the subcategories categorized by activity not by the company. When the budget is approved, this will be corrected.

Snow Removal – currently favorable.

Electricity & Gas – unfavorable due to higher rates. Xcel installed smart meters in December. Solar panels cannot be installed on the clubhouse under a single meter because it has 2 electrical meters; one for residential and one for commercial. Research showed we cannot put solar on the clubhouse and the government does not offer incentives for commercial units. Ron will look into what HOA voting needs to be approved to move forward with individual units putting solar on their roofs.

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

Water/Sewer – higher rates imposed by the city are causing this to be unfavorable.

Trash/Recycling - ended 2023 lower than expected, since we did not pay WM for November and December. Republic Services began Nov. 1, 2023. The billing will now go through the City of Lafayette and will be paid by the residents. This expense of approximately \$15/unit/month was removed from the HOA dues.

Overall Expenses – we are slightly unfavorable through the end of 2024 by <\$5,653>.

Other Non-Operating Expenses – We have spent \$15,554.00 on other expenses. These funds come out of the Money Market Reserves. Expenditures include trees/shrubs; asphalt coating; concrete smoothing; repairs to the clubhouse and changing the water heater in Roc’s unit.

Balance Sheet – The balance sheet is comprised of the Vanguard Reserve Account and the Money Market Account.

Vanguard – The Vanguard account Year End 2022 balance was \$140,218. The December 31, 2023 Year End balance was at \$157,335 and represents an increase of \$17,117 for the year.

Money Market - The Money Market account 2022 Year End balance was \$20,205. Additions to this account included the Reserve Dues of \$22,800 (\$95/unit/month) and expenditures of \$15,554 noted above as Other Non-Operating Expenses and an additional amount of \$4,442 to a cash shortage while paying 4Q expenditures. Overall, the Money Market Account ended the year at \$23,009, up \$2,804.

Total – between the two accounts (i.e. the Vanguard account and the Money Market Working Capital Fund) the Cottages have \$180,344 set aside in reserve funds.

Ron and Earl discussed moving money from bonds to stocks, since stocks are doing so well; at the moment, nothing has been done yet.

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 and snow removal. No concerns.

Bob Charles said Roc is so helpful to him and mentioned that he calls Roc directly, as he is eager to help when needed.

Meena will send out an email asking the residents to call Roc directly, if help is needed (ex. snow on sidewalk, replace light bulbs, leaves need to be removed).

Alan suggested having Roc use the leaf blower to remove light snow, instead of having to shovel.

VI. Unfinished Business

A. Review and Ratify 2024 Budget - Alan

HOA dues come about based on trying to get to a balanced budget.

HOA dues for 2023 were at \$505/month. An increase of \$30/unit/month will be needed to create a balanced 2024 budget. Therefore, the 2024 dues will increase to \$535/unit/month.

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

Expenses

LOA – estimate 10% increase/ year

Insurance – estimate \$2500 annual rate increase. The contract renews in September; there may be an increase for the last few months of the year.

Payroll Processing – this is now part of the QuickBooks fees

General Repairs – includes window cleaning and misc.

Grounds Maintenance – \$18,000 estimated for 2024, includes mowing, landscaping and irrigation.

Trash/Recycling – Removed from the budget as the residents are paying \$15.63 +\$.70 administration fee directly to City of Lafayette.

Reserve Funds – increase from \$95/unit/month to \$105/unit/month

Water/Sewer – Continues to increase. Need to think about ways to conserve water.

Electricity & Gas – higher overall

Holiday Festivities – increased from \$400.00 to \$700.00 includes Christmas and summer family picnic that was well received in 2023.

Snow Removal – agreed to pay Goose Haven \$600/snowfall over 3". Budgeted \$6,000.

Estimated snow removals from Goose Haven \$600 X 7 (Jan-May) and \$600 X 3 (Nov-Dec)

Account 6309 – Reserve \$105/unit/month – it is in the long-range plan to increase \$10.00/year to help fund the reserve account.

Overall – as close to balanced budget as we could be.

Bob moved to accept the budget. Earl seconded the motion. The vote was unanimous to accept the budget.

- B. HOA dues increase and discuss procedure** – The February HOA dues will be \$535.00 as agree to in the ratified budget. A separate billing of \$90 will be withdrawn from the owner's accounts that consists of the \$30 increase in the January HOA dues plus the additional two months increased HOA dues of \$60 that is to be added to the Working Reserve Account. Thereafter the monthly dues of \$535/month will be withdrawn from the owner's account as required in the budget that was just ratified.

C. Property Maintenance

1. **Landscaping Committee report** – Innovated has been hired to manage the landscaping, as well as the mowing. They will do more as the season progresses. Need someone who knows about landscaping and gardening to head up this committee.
2. **Landscape Committee** – Need a chairman. A small group met in the fall and attended the meeting held by the City of Lafayette. In the spring, this group will tour the Northern Colorado water to tour gardens. Encourage as many interested people as possible to join.

It was suggested to remove some grass area and go to a drip system. Bob asked about trying to decrease the water bill by taking some of the grass out. Have something installed that was more imaginative than just crushed gravel. Alan encouraged everyone to stop and look at his front yard. They went from 3 watering zones to 2 drip zones.

Meena suggested Nancy to be Landscape Chair, to work on scope and vision. Earl will set up a meeting with Nancy, Linda and himself to work on the dynamics of the committee going forward.

Earl mentioned that 2/3 of the grass is on the perimeter and that would be a good area to start to change out the grass. A water audit is scheduled sometime between May – July, to suggest improving the efficiency of watering. From

these savings, we can start to change out the grass. It will cost \$1.00 - \$2.00/square foot to remove grass.

- D. **Trees and tree maintenance** – to be determined once the Landscape committee meets and discusses the need for new trees and bushes. Or alternatively take that money and put it into xeriscaping.
- E. **WM vs Republic Services**– We have an outstanding balance from WM for Nov. and Dec. Additionally, WM truck damaged a gutter on one of the trash sheds, which they have been made aware of, multiple times. The board said let it lie and don't pursue WM anymore.

Larry suggested that a message is sent out to communicate with the residents and owners, letting them know that each unit will be billed \$15.63 + \$.70 admin fee for trash/recycling through their water bill with The City of Lafayette. The 2024 HOA dues have been reduced \$15.00 to reflect the change.

- F. **Solar Panels** – Doug asked if the residents could put solar panels on individual residences. Ron will investigate the bylaws or declaration to see if they need to be modified. A vote will take place at the April board meeting.

VII. **New Business**

- A. **Election for 3 board seats** – January, 20 years ago, was the first HOA Board meeting! Need to elect or re-elect board members for 2-year terms. That has not happened in 20 years. The 2-year term for Ron, Larry and Earl has expired. Janice and Alan's terms will expire in 2025.

Ron asked for anyone who is interested to volunteer. There were no volunteers. Ron and Earl have agreed to be on the board for another 2 years. Larry does not intend to run again, but will stay on for 2-5 months, until a replacement can be found. Janice moved to keep all 3 on the board. Doug seconded the motion. They were unanimously reelected, with the exception that Larry will resign within the coming months. Janice suggested asking Jay Moor to be on the board. Ron will investigate this.

- B. **Amend the Declarations for rental properties** – Alan, Earl and Janice will look into this prior to the April board meeting.

- C. **Snow removal and Landscape companies** – Goose Haven will remove the snow for The Cottages through March. They charge \$600/snow removal for snow that is above 3". Innovated Property Maintenance will handle the grounds maintenance. At this time, it is uncertain how often they will be on site to manage the list they were given by the Landscape Committee.

Earl did ask that they treat the ground for Japanese Beetle grubs early in the season.

Dianne asked about snow removal and was concerned about Roc removing up to 3" of snow. Ron suggested that maybe the residents could help Roc when the snow was not enough for Goose Haven. Ron will check with Goose Haven to see if they could come out at 2".

Alan suggested buying an ATV for snow removal. Ron looked into this, and it is \$10-\$12K for the ATV and additional \$2K for the blade.

Larry suggested getting a snow blower for Roc. Ron or Larry will check pricing and the possibility of getting a 36" snow blower.

Doug has a guy who plows the lot for his building. Earl will discuss with Innovated about shoveling for winter of 2024. Perhaps the snow removal duties can be divided between Doug's guy and Innovated.

D. Motion Detectors – Tabled until the April meeting.

E. Other New Business –

- A. Janice asked when the units will get painted. Earl mentioned about the Stucco Fog Coat, which isn't projected to be done until 2038. Doug suggested calling Rhino Shield for sealing. They advertise that their sealing will give a Class A fire rating and potentially reduce our insurance.
- B. Reserve Study – Alan showed the reserve study that was updated in 2019 by Tom Burnett. It has been revisited by Alan, Earl and Ron.

Bob suggested that we get a professional to come in and review our reserve study.

VI. Architectural Control Report – nothing to report.

VII. 2024 BOD Meetings Schedule

- A. April 17, 2024
- B. July 17, 2024
- C. October 16, 2024

X. Adjourn – Pat moved to adjourn the meeting and Doug seconded the motion. Unanimous vote to adjourn.

Respectfully submitted,

Ron Blackwelder 2/12/24

Ron Blackwelder – President Date

Meena Keuer 2/12/24

Meena Keuer Date