

The Cottages at Forest Park Homeowners Association, Inc.

Quarterly Board of Directors' Meeting

April 19, 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, April 19, 2023, by Ron Blackwelder. Board members in attendance were Dianne Bush, Larry Fink, Earl Smith, and Janice Mirshab. Others in attendance were residents: Judy Blackwelder, Patrick Egan, Bill Eggleston, Bob Charles, and Alan Giehl. 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. Tom and Lois Weber, in #18, have moved to Westminster.
- b. Ann Storm is moving out of #19
- c. Elinor McGinn is moving out of #3. Alan said Elinor is moving out mid-May. The unit will be ready to rent by June 1. Meena sent an interested buyers/renters list to Alan and only 2 responded.
- d. Jay and Judie Moor, owners of #18, will move in sometime this summer.

IV. Financial Report

- a. Meena reported on the 1st quarter financial report.
 - i. Meena will investigate an unapplied cash payment income of \$8250.00. The QuickBooks (QB) fees seem high. Alan Giehl suggested contacting his wife, Nancy to help with QB.
 1. Grounds Maintenance is higher than it should be. Summit Windows did not send an invoice in 2022 for work done in 2022. Their automated system didn't generate the invoice. This wasn't discovered until the Q1 2023.
 2. Alan mentioned that Boulder is starting an initiative of No Mow May, encouraging residents to not mow in May, allowing the grass to seed itself. Earl will call Josh and look into this. Earl said the plan was to wait another couple of weeks to mow.
 3. Janice asked if we change the schedule with Innovated Property Services, do we still have to pay them. Meena replied that we pay per service we have them do. Alan also said if they don't mow, we don't pay.
 4. Vanguard is our investment reserve fund, and it is still down from last year. Ron said the total assets are down to the stock market being down. However, Vanguard has turned around as the stock market has done in the last quarter. It is now ahead~ \$4000.00 from this time last year.
- b. Meena reported on Budget vs. Actuals. The budget as presented looked like we are more than halfway through the budget, and it is only the 1st quarter. The spreadsheet used to create the Budget vs. Actuals had a column with an incorrect value. This is why the budget was not accurate. Ron and Alan have found the problem. An updated Budget vs. Actuals will be sent out upon approval of the minutes. Alan offered to help with the financials as this is his background. Thank you, Alan!

V. Caretaker's Report

- a. Roe submitted his Caretaker's Report, and it was included in the HOA Packet. Most of the hours are for the evening walkaround.
- b. Ron mentioned that Roc saved The Cottages a couple hundred dollars by removing a few giant wasp nests on #9. Ron also mentioned that Roc has now completed cleaning the gutters.
- c. Roc said he has told everyone to call him in the middle of the night if they have a problem.

- d. Roc mentioned painting the bridge every year. The more paint that is added on top of the current paint will cause the paint to peel faster.
- e. Discussion on Roc's contract. The HOA board members have discussed the revisions. Ron will be out of town from April 25 - May 8. He is waiting to hear final feedback from the board members before presenting the new contract to Roc.
- f. Bill noticed that Roc had initialed each page of the caretaker's report, per the previous meeting. Good job!

VI. Unfinished Business

A. Property Maintenance

- a. Landscape committee report - Linda submitted the report which was included in the HOA board meeting packet. Linda mentioned that the ground was covered with snow most of the winter. Typically, Ana and Gonzalo would have the leaves cleared by now. They are still cleaning out leaves and pine needles from the drainage channels. Linda suggested that next fall, we need to coordinate when the gutters are cleaned out and when Goose Haven clears away the debris. They are having to go back and redo where they've already cleared. Some of the homeowners are clearing on their own, which is not ideal.

- B. Solar Powered Attic Vents** - Ron has gotten a bid for solar fans which are \$1200.00/each. WestPro had a deal with the fans that were installed at The Cottages. The fans which are faulty are still under warranty and will have the motors replaced. As the attics have high ceilings, the roofers will be climbing around on the roof. A notice will be put up to let the residents know when they will replace the attic.

C. Proposed Trees for 2023 -

- a. Ron, Earl, Larry, and Linda met with Tom Piekinbrock from the Tree Farm to review which trees to plant, where and why. The current order is~ \$10,000.00, which includes planting Gamble Oak, Smooth Sumac and Staghorn Sumac to provide a privacy barrier along Cottage Lane. For the common areas planting will include Burr Oak, Common Hackberry, Seedless Honey Locust. Moving forward the plantings will be intentional to prevent Japanese Beetles from destroying the trees. Alan asked if the trees selected are arid type trees, specific for our climate and that will adapt to a drier climate. Linda replied that Nancy was very helpful putting together the initial plan; the current plan has been adjusted from the fall. Earl mentioned that there is a representative from Northern Water Conservation District to discuss decreasing water usage the landscape committee.
- b. The berm outside of #7 had two Aspens removed and one more is hanging in there. For privacy, something will need to be planted, such as a Service Berry, which is a multiple trunk tree.
- c. Lastly Berklehammer comes out to treat the Ash trees every other year and this is the year to treat them.
- d. A vote was taken to approve spending \$10,000.00 on the trees. Larry approved the motion and Earl seconded the motion. The motion to approve the purchase of the trees was passed.

D. WM vs Republic Services.

Meena reported that moving to Republic Services for trash and recycling services would decrease the bill to \$312.00/mo. Although Republic Services does offer composting, the board thought that composting was not sustainable at The Cottages. We would have every other week pick up for both trash and recycling. The trash dumpster would change from a 2-yard to a 3-yard dumpster, which essentially means it will increase in height by~ 6" - 12". If The Cottages decided to leave Republic Services for any reason, the City of Lafayette would apply a penalty fee of \$15.63 to the water bill for every water tap at The Cottages. Janice asked if there was no penalty if we cancel services with WM. The answer is no; we must give 90-day notice and will coordinate that with the switch to Republic Services. Ron asked if Western Disposal was an option. Meena did call Western Disposal and their monthly rate was higher than WM. Additionally Western Disposal notified us of the ordinance, which was passed, creating the monopoly with Republic Services. Meena will send out a notice to all owners and residents explaining why we are making the change.

- E. Continue with Zoom meetings or in person?** Linda said that since covid hit, most of the people have responded that they prefer zoom. They can hear and see better on zoom. Additionally, people can join if they are out of town. Janice agreed. Ron said we would continue having the meetings via zoom.
- F. Increased Security-** Ron investigated getting additional locks. The new locks could cost several hundred dollars. Meena replied that Cyrus Mirshab mentioned that another incident occurred in his complex a couple of weeks ago. For reference, Cyrus lives a couple miles south of The Cottages. A stolen car was parked in a neighbor's driveway with meth paraphernalia in it. His neighbors also heard someone trying to

break into their garage. Alan asked if front porch lights are kept on at The Cottages, which is known detractor for break-ins. Ron replied that the garage lights automatically go on, but the porch lights were the responsibility of the residents. Bill has a timer set for his porch light and the patio light. Bill said he would provide the information to Meena, so she can send to the community.

G. LOA Updates - Earl had nothing to report.

VII. New Business

- A. No Monday coffee on May 29th Memorial Day
- B. Family Happy Hour in the summer. This would be an outdoor event and would take the place of inviting family to the Christmas party in December. Janice proposed to have this event on August 16th. Ron asked Meena to send a notice out to the residents to see if there is interest in this type of event. Is The Cottages community willing to participate and will they be around.
- C. Janice organized a nice send off for Elinor and Ann on Monday April 24th.
- D. Linda brought up that the west facing doors are getting really weathered, rough and starting to peel. Janice agreed that her door needs to be treated. Larry used beeswax and oil on #10, which also has UV protection; these are used to restore antique furniture. Alan suggested that the doors should be stripped of varnish prior to adding a new treatment. Ron, Roc, and Larry will look into west facing doors.

VIII. Architectural Control Report

- A. **Paving-** Meena called Foothills Paving to see when the last record they had for work at The Cottages. The last record they had was 2018. Ron will talk to Doug and see if it occurs every 2 years. The last invoice we have on record is from 2019 for \$7376.00.
- B. **Concrete Grinding-** Precision Concrete has walked the property with Ron and the problem areas have been identified. It will cost a little over \$1500.00 to have the raised spots ground down. One area that is a problem but is unable to be fixed is in front of the clubhouse in the winter. The ground freezes and pushes the sidewalk up. When the ground thaws, the sidewalk comes back down. Ron will put red tape on the raised spot next winter. Alan suggested also putting orange cones, which Roc did last year and seemed to work. Linda mentioned that outside of Walt and Pat's unit, there is a big lip that needs to be ground down. Ron will confirm this is on Precision Concrete's list.

IX. 2023 BOD Meeting Schedule

July 19, 2023	3:00 PM
Oct. 19, 2023	3:00 PM

X. Adjourn

There being no further business, a motion duly made by Earl and seconded by Larry, followed by unanimous approval to adjourn the meeting at 4:10PM.

..Respectfully submitted,.....

 5/14/23
Ron Blackwelder - President Date

 5/14/23
Meena Keuer 3 Date