

**The Cottages at Forest Park Homeowners Association, Inc.**  
**Quarterly Board of Director's Meeting**  
**July 15, 2020, 3:00 PM**  
**DRAFT NOT YET APPROVED BY BOARD**

**Call to Order**

- The Quarterly meeting was called to order at 3:00 pm on Wednesday, July 15, 2020 by President Doug Tiefel. Other Board members present were: Ron Blackwelder, Tom Burnett and Ann Storm. Others in attendance were residents: Dianne Bush, Bob Bush, Janice Mirshab, Pat and Walt Pollock, Linda Wallace, and Shirley Talcott. Also in attendance were HOA Manager Banjo Walker, Caretaker Roc Dietz and Jane Tiefel Box.

**Approval of Minutes**

- It was moved by Ron that we dispense with the reading of the minutes from the January 15<sup>th</sup> 2020 Annual meeting as they are 6 months old and all owners were in receipt of the minutes at an earlier date. (There was no meeting in April due to Covid.) It was seconded by Tom and the minutes were unanimously approved by the Board to be accepted as drafted. Ann was not present for this vote.

**New Business** (This one item was moved up)

- Tom moved that we change the agenda and move forward with the appointment of Dianne Bush, to fulfill the rest of the Board term vacated by the resignation of Mac Fraser. This was seconded by Ron and unanimously approved by all Board members. Dianne graciously accepted.

**President's Report**

- Unit #1 was sold to Don Haynes and he has already moved in. The Frasers are permanently in Arizona now.
- #10 had been rented to a couple, who were moving from CA, but due to the virus, they decided not to travel and while they paid the rent, they never moved in. Their lease is up and the unit is now for rent again. The interested couple have two small dogs. Doug brought this to the Board's attention because the present covenants only allow one dog per unit. While Doug does not know yet whether the Cruses's will allow pets or not, he wanted to get a feeling from the community about this request. After discussion, it was determined that no one had an issue with the two dogs and the Board could address this issue via email, should the Cruse's agree to the pets.

**Concierge Report**

- Banjo presented the second quarter financial report and we have 48.46% left in the budget for the next two quarters. For the same time period in 2019, we had 51% left, so we in good shape. Most of the bills are the same but we don't have any Happy Hour costs at the present. The City of Lafayette hasn't read the water meter as the bill was the same in July as in June, so Banjo will call them to inquire about this.

**Caretaker's Report**

- Roc presented his hours to the Board and is asking if there is anything else anyone needs of him as he is happy to help. He is willing to do more and to help where needed.

## **Unfinished Business**

- Grounds and Landscaping-All the new plantings from last year are thriving. A special thank you was extended to Linda Hoyer, for all her weeding and trimming around the complex, and to Pat, Roc, and Anna for their help in watering. Goose Haven removed 19 dead trees and trimmed dead growth from 24 others. The City of Lafayette replaced the water meter to the Clubhouse and sprinkler system in the spring. Once the system was activated, there was sand and gravel in the lines, limited water pressure, and the backflow valve malfunctioned. Eventually Public Works personnel finally flushed the lines and cleared up the water. TNT Plumbing was then hired to rebuild the backflow devices and install filters to remove sand from the water and everything is working well at this time. Doug mentioned that there should not be any future new tree plantings between the buildings as it's very difficult to take the trees down when they die.
- Asphalt and concrete maintenance-Doug will call Foothills for crack filling. Nothing else is needed at this time.
- Reserve Vanguard Investment Account update: The fund is still up, despite the economy. Tom advised that since we do not need to use the funds at this time that no action is advisable.

## **New Business**

- Tom presented Ron with the first annual Green Grass award as the grass looks great this year due to all his efforts. While \$28,000 was allocated for the irrigation system overhaul, Ron has been able to do it for about \$2200. Ron mentioned that while we have saved money that was specifically for sprinklers, we are not completely finished with repairs as we will likely need a new irrigation controller soon, and ongoing maintenance will always be needed. We also have not received the invoice for Gonzalo and Tristan's weekly work on the irrigation system, so that has to be factored in. Tom suggested we plant 20 trees to replace the ones that have recently been removed and while that planting cost would be about \$8000, we could use the money left over from the original Reserve allocation for the sprinkler system. We would then have over \$14,000 left, for ongoing irrigation repairs and potential tree removal in the future. A variety of trees were proposed for these new plantings. Ron moved that there will be a special landscape and Board meeting to discuss the variety and location of the trees and shrubs; Tom seconded the motion; it was unanimously approved by the Board. This will be completed in the next few weeks. The results would then be presented to the Board via email for approval. Ron asked if we could plant some trees or shrubs on the outside of Cottage Lane, between the Cottages and the Bungalows, but there is only a drip system there. Tom would like to plant two large oak trees, one on either end of the grassy areas that would provide large amounts of shade in years to come. Tom mentioned we have \$17,000 earmarked for concrete maintenance in 2021, but that entire amount may not be needed so we may be in good shape for future capital improvements.
- Janice has requested that her front door be re-varnished again, due to the sun damage. The doors of #s 6, 7, 8, 9, and 10 all suffer from continuous sun exposure and need to be maintained. Tom proposes changing the Declarations to have the HOA responsible for the doors, windows, and garage doors, but Doug feels this needs more discussion and exploration as this would be a major expense for the HOA. It could be possible to change the Declarations to just include the front doors as they are a focal point of the complex. This item will be on the October meeting agenda. For anyone needing the glass replaced for their

windows, Carbon Valley Glass is a great choice for this project. They replaced glass at #13 and did an excellent job. Boulder Garage Door has replaced a number of the garage doors here and matched the colors perfectly. #6 needs the front door sweep replaced and Roc will do that with the assistance of Willie and Gonzalo to help remove the door.

- Ron asked again for some sort of enclosure around the utility boxes around the complex. The cost could be about \$1000/enclosure and Ron volunteered Judy to explore this.
- Walt brought up that his dryer vent was recently professionally cleaned out and this is something important to do for safety purposes. Roc is willing to do this, will get the equipment needed, and get started on this task.
- Tom mentioned that this is an exceptional place to live and offered Doug the Architectural Design Award for his efforts in achieving such a unique community. Doug thanked Tom and noted that Jane and Willie will be caring for the future of the Cottages. Doug also thanked Gonzalo for his amazing work here over the years. He is dedicated, honest, and reliable and has been an integral part of the success here.

### **Architectural Control Report**

- There was no report at this time.

### **2020 BOD Meeting Schedule**

October 21, 2020 at 3:00 PM

### **Adjourn**

- There being no further business, on motion duly made by Ron and seconded by Tom, there was unanimous approval to adjourn the meeting at 4:10 p.m.

Respectfully submitted,

---

Banjo Walker – Concierge

---

Doug Tiefel – President Date

File D #4