

The Cottages at Forest Park Homeowners Association, Inc.

Quarterly Board of Directors' Meeting

July 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, July 19, 2023, by Ron Blackwelder. Board members in attendance were: Larry Fink, Earl Smith, Janice Mirshab and Alan Giehl. Others in attendance were residents: Judy Blackwelder, Libby Fink, Linda Wallace, Patrick Egan, Bill Eggleston, Doug Myers, Karen Myers and Bob Charles. Also in attendance was Concierge/Manager, Meena Keuer.

II. Approval of the Minutes

Janice 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. Jay and Judie Moor are in the process of moving into #18.
- B. Bob and Lorraine Gunsauls have leased for #3 for 1 year. They will live there with Lorraine's mother and Bob's father.

IV. 2nd Qtr Financial Report – by Alan Giehl

- A. **Balance Sheet** – Monthly Assessment Reserve – there was no change from last year. Alan proposes transferring this money on a quarterly basis to Vanguard. Meena will work with Nancy on how to auto transfer from our money market account to Vanguard.
- B. **Budget v. Actual** – Items that were over 50% of budget:
 - i. Accounting/Audit – bookkeeper hours, charging \$75.00/hr; helped with closing out end of year books. Alan and Nancy Giehl offered to help to reduce such fees.
 - ii. Office Supplies – Did not budget for zoom renewal fee.
 - iii. QuickBooks Fees - Did not budget for QuickBooks 'Online' renewal fee. Also did not budget for monthly charge for processing ACH. Doug mentioned there is another QuickBooks program that does not charge for this service. Doug will follow up with this information.
 - iv. Worker's Compensation - Did not budget for Pinnacol Assurance renewal fee.
 - v. Building Maintenance – General Repairs included a prior year invoice for window cleaning.
 - vi. Internet/Cable – number of cable boxes has been decreased from 3 to 2. Comcast gave us a new contract with a reduced the monthly fee. Doug suggested purchasing ROKU Internet access which may reduce the Comcast rate. Doug will follow up with information.
 - vii. Gas – Higher Xcel charges in winter months due to market value.
- C. **P&L** – included in the above discussion.
- D. Pat Egan asked about increase in State Farm pricing. Insurance for The Cottages will increase approx. \$3000 when we renew the policy.
- E. Meena will send Alan the Reserve Study and suggest that Alan, Ron and Earl discuss ahead of the 2024 budgeting process.

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.
- B. Roc's contract has not been signed as of the date of the HOA meeting.
- C. Ron said once the contract has been signed, Appendix A will be sent out to all residents.

VI. Unfinished Business

A. Property Maintenance

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

- a. Three trees clustered at on NW island, behind units #1-3, the leaves are very small and the tops of trees haven't leafed out.
 - b. Linda thanked Bob Charles for donating 2 Honey Locust trees in Tom Burnett's name. Compliments to Dianne for maintaining our beautiful "pot garden". Thank you to Larry and Ron for taking care of and fertilizing the lawn. Ron, thank you for maintaining the sprinkler system.
2. **Reconstituting responsibilities for landscape committee** – Meena suggested that a Master Plan needs to be created for the Landscape Committee. Meena will send out an invitation to meet and discuss. The purpose is to help define an overall plan going forward. What do we want the property to look like in 5-10 years.
 3. **Goose Haven** – The Cottages has an annual contract with Goose Haven (GH): 3 hours/week, year-round, and snow removal in the winter months. Linda creates a weekly list of maintenance items and special projects. Typically, in the winter, GH removes leaves and pine needles; this year was the exception. We do not get a record of how many hours GH works each week. The Cottages will initiate a tracking system. We would request that GH also provides how they track the hours. It was suggested to have a time sheet in the clubhouse. Meena will create time sheet which will stay in the clubhouse. Each week, Linda, Judy B., Ron, Larry, Earl and possibly others will observe the hours put in by Goose Haven.
 4. Bob Charles will look into how to treat the dying junipers. They have been sprayed with Neem and have been checked for mites.
 5. Pat mentioned in the past, Unit #10 had a problem with sucker roots bumping up the sidewalk, making it uneven and having to be shaved. Pat wanted to have it checked before winter. Likely it will be better going forward as the sucker trees have been removed.
- B. Trees and tree maintenance** –
- a. Berkelhammer treated the trees for Emerald Ash Bores.
- C. WM vs Republic Services** - Meena sent WM an email on 7/14/23, giving a 90-day notice to terminate the contract. Republic Services will begin mid-October.
- D. Increased Security** – not able to install another lock on the exterior of the doors. The doors are not made to have an exterior deadbolt and would not look as nice as they do. If an individual wants increased security in their unit, you can put a deadbolt like the one in the kitchen of the clubhouse, on the inside.
- E. Family Happy Hour** – August 16 Family Picnic Happy Hour from 4:00 – 7:00PM. Due to the increased time and manpower, we will only have one happy hour in August. Notices will be emailed and printed for everyone.
- F. Treatment of the west facing doors** – treated #7. Looking better. Not real pleased with matching the stain exactly where the stain has come off. Larry thinks the new UV treatment will last longer.

VII. New Business

- A. Board Vacancy** –Dianne Bush gave notice in June that she needed to step down from the board. Alan Giehl has volunteered to join the HOA board.
- B. Solar panels** – Ron has arranged to meet with Sun Run to get a proposal for solar panels. Still in discussion phase, but the panels would likely pay for the electrical bill. Many details still need to be worked out, such as how to individualize the meters. This will not be done immediately. Alan had Namaste install his solar panels and was impressed by them. They are employee owned and do good work. Doug brought up that the board hasn't approved it in the past. One reason is they are not very attractive. Solar panels may be more resistant to hail than our shingles currently are.
- C. Landscaping on #16** – Bob Charles is beautifying the area around #16. The board approved of Bob's landscaping plan.
- D. Japanese beetle traps** – bags hanging from posts are to trap Japanese beetles and so far, they've worked fantastically.
- E. No Monday coffee on Sept. 4th, Labor Day**

VIII. Architectural Control Report

- A. Asphalt sealing**– Ron had a company come out to give a bid. Prefer to do it in Sept. when the heat overnight cools down. Pro's – will have asphalt resealed in conjunction with Doug Tiefel's property, which will likely reduce our cost as they will come out to do 2 jobs, instead of just 1. Con's – will need to be worked on over a weekend, cars will need to park on the street. Doug Myers will request a bid from the company that just worked on his property.
- B. Concrete Grinding** – has been completed and invoice paid.
- C. Staining the numbers on the rocks** – Rocks facing the sun, the paint is getting faint. Ana has painted the numbers in the past. Ron will contact Ana to find out what she used.
- D.** Janice asked to have additional house number put on opposite side of the door. HOA would need to approve that as it is an external modification. Ron and Roc will take a look.
- E.** Bob Charles thanked Ron for all he is doing and the job he has taken on with The Cottages.

IX. 2023 BOD Meeting Schedule

- A.** Oct. 19, 2023 at 3:00 PM

X. Adjourn

There being no further business, a motion duly made by Pat and seconded by Larry, there was unanimous approval to adjourn the meeting at 4:02 PM.

~~Respectfully submitted,~~

Ron Blackwelder 7/31/23
Ron Blackwelder – President Date

Meena M Keuer 7/31/23
Meena Keuer Date