

**The Cottages at Forest Park Homeowners Association, Inc.**  
**Quarterly Board of Directors' Meeting**  
**April 17, 2024 3:00PM via Zoom**

**I. Call to Order**

The meeting, via zoom, was called to order at 3:00PM on Wednesday April 17, 2024, by Ron Blackwelder. Board members in attendance were: Janice Mirshab, Earl Smith, Alan Giehl and Dianne Bush. Others in attendance were residents: Bill Eggleston, Larry and Libby Fink and Bob Charles. Also in attendance were Patrick Egan, representative owner of #10, Cyrus Mirshab, co-owner of #9 and Concierge/Manager, Meena Keuer.

**II. Approval of the Minutes**

Alan moved to approve the minutes from the annual meeting. Earl gave a second to that motion. It was unanimously approved to accept the minutes.

**III. President's Report**

#17 is back on the market.

**IV. Financial Report**

**Alan presented First Quarter 2024**

**Budget and P&L**

- **HOA fee** increased \$30/mo. HOA dues accurate; \$32,100 collected.
- **Caretaker rent** collected \$525/month
- **LOA dues** paid \$9,434; favorable to budget by \$266
- **Accounting audit** – we haven't been billed yet.
- **QuickBooks fees** slightly unfavorable. Paid the annual fee in the first quarter. These will come into line as the year goes on.
- **Workman's Comp** comes out in April
- **Snow removal** – divide half for 1<sup>st</sup> quarter and half for 4<sup>th</sup> quarter.
- **Landscape & Grounds Maintenance** - \$920 for winter maintenance
- **Reserve Funds** – this line item is incorrect. There is a glitch in QuickBooks which is not recording the transactions correctly. \$6,300 is the correct amount, which has been collected. A cleaned up and revised report will be sent out, along with the approved minutes.
- **Electricity & Gas** – budget divided quarterly for both. Slightly higher due to the season.
- **Internet Cable** – meeting April 23<sup>rd</sup> to look into decreasing cost.
- **Water/Sewer** – budget divided quarterly. Anticipate it to get higher as the weather gets warmer.
- **Net Income** for Q1 will be a loss of <\$1,252> once the Reserve Fund is corrected
- **Reserve Funds** - \$6,300 deposited into First Interstate Money Market account.
- **Reserve Expense** - \$572 for gutter repair to trash shed.
- **Clubhouse Furnishings** – new office furniture.
- **Misc. Reserve** - \$1,500 paid for water damage; split the cost with the homeowner.

**Balance Sheet** – made up of the Vanguard (**VG**) account and Money Market (**MM**) account.

- **VG** –\$157,335 balance as of 12-31-2023. On March 19, 2024, moved \$60,000 from the Wellesley Income Fund (VWIAX) to the 500 Index Fund Adm (VFIAX). The balance of the VG account as of 3-31-2024 is \$164,430 representing a gain of \$7,095 for the quarter.
- **MM** –\$23,009 balance as of 12-31-2023. As of 3-31-2024 the balance was \$29,386, which represents the addition of \$6,300 from the Reserve Fund and \$77 of interest income.

**V. Caretaker's Report**

Roc walks the property nightly, has been using the electric leaf blower on Wednesdays on patios, takes recycle bins out of all the sheds every other Thursday night, returns them to the sheds on Friday and shoveled snow twice this quarter.

**VI. Unfinished Business**

**1. Property Maintenance –**

- Landscape Report - Earl** – weeds are of concern right now. Innovated Property (IP) uses a less toxic weed killer than 24D. Mowing should help with the weeds. We are on a better program for the grass, following what the CSU extension recommends. IP does mulch mowing. Last year first mowing was 2<sup>nd</sup> week of May. Unclear when the first mowing will occur this year. IP will come out next week to aerate. Concerns raised about the weeds growing along the west side and at the garage entrances. Unclear how or when weeding will be done. However, there is a lot of work that needs to be done. Questions asked about when the trimming will occur and when the culverts will be cleaned out.

Ron added that Berkelhammer recommended that we treat for Emerald Ash Borer again this year. Berkelhammer will inject insecticide AZA used to kill the larvae. Typically, ours have been treated every other year; however, this year the Emerald Ash Borer has moved from Boulder to East Boulder County and the Ash trees need to be treated again. This action was voted on and approved.

- Northern Colorado water** – Meena is working on date, but they suggest late May to late June. An email will be sent out, so those interested can visit.
- Water audit** – still on list for water audit late July or early August. Audit will check for broken sprinklers, watering on sidewalk and precipitation rates in some areas. Also, they will suggest how much to water the berms.

Nancy spoke with Brian at ET Irrigation. They could save us \$2,000 in our water bills. ET Irrigation provides an audit, then recommends we put in a weather-station based sprinkler controller. ET Irrigation would come by twice a month to monitor that and make sure everything was working properly and continue to service the system. They could service the irrigation and sprinklers on a yearly basis. No firm figures were discussed, but the services they provide would be about the same as what we would save on the water bill. Brian said most large HOAs hire a service to monitor the irrigation system. We need to decide how much we want to do on our own or how much to hire out. Nancy contacted him, but hasn't heard back as to specific costs. However, she feels

that they offer actionable steps we can take to improve our irrigation and how to conserve water.

2. **Trees and Tree Maintenance – Nancy** – just completed tree tender program through City of Boulder. The trees planted from during the last spring need mulch around their base. Another has a thin pole which needs to be removed, so tree's trunk can strengthen. A few other trees are staked too tight and need to be removed, so trees can strengthen.
3. **WM – Meena** – we continue to receive notices and past due emails. We have sent certified letters twice now with no response. The first letter was to our account manager with no response. The second letter was sent to the Western Division head. The next step will be to send a letter to the CEO.
4. **Internet/Cable** – August 23<sup>rd</sup> at 2:30PM, Wendell Reid will come out and consult with us to see if he has recommendations to decrease our bills.
5. **Solar Panels** – A vote needs to be taken by the owners for the different panels, the frames, the color. We can set a recommendation of standards.
6. **Amend the Declarations for rental properties** – Alan – The amendment from 9/21/21 changed the declarations from 7-day rental to no rental for less than 6-month rental. It was suggested to leave it as is.
7. **Update on Snow Removal and/or ATV for '24-'25 season** – no change or update. Doug Tiefel with GooseHaven is considering extending their contract for the next season.
8. **Reserve Study** – Approximately 30% of the items from the 2005 initial reserve study no longer are applicable. Ron, Earl and Alan will review the existing reserve study which was updated by Tom Burnett in 2019 and decide what to do internally and make some revisions. As good business practice, an outside consultant might be brought in for additional input.

## VII. New Business

1. **New Board Member** – Dianne Bush is our newest board member! Thank you Larry for all the work you've done for us!
2. **Preliminary Security Cam Info** – Forest Park HOA Board of Directors Meeting – April 17, 2024 Submitted by Bill Eggleston, co-owner Forest Park Unit 4

Previous meeting topic was 'motion detectors' – topic is now 'Security Cameras'

Purpose would be to view/record potential criminal activity inside and outside (nearby) Club House:

- 5 Indoor locations: Office, Great/Dining Room, Gym, Kitchen, Foyer (add possible 6<sup>th</sup> location at 'lounge'?).
- 2 Outdoor locations: facing Parking area (at exterior of front door), Tool area. Communication choices: Wireless or Wired - each has advantages and disadvantages. Power choices: AC powered or Battery – each has advantages and disadvantages. How to Monitor: Local (e.g. on-board SD card), Base Station, Cloud, other?

Viewing/Recording: Senses Movement (motion), known as "Events", which can be viewed later (or 'real-time' if applicable). Note: different systems provide various total recording time with & without extra monthly fees, e.g. \$5 to \$12 / month.

Considerations: Video quality, Audio capability, built-in Spotlights, Ease of Use, Data Privacy, Purchase Return Capability (e.g. Costco)

Some popular brands include: Arlo, Ring, Google Nest, Wyze (reported to have more privacy issue), others.

Purchase Price Range: \$300 to \$1,000 + Have a committee to look into it ? Questions ?

**3. Clubhouse refresh** – Ron has asked Dianne to take this on, which she has agreed to. Dianne will send out a survey to generate ideas.

**4. Other New Business:**

- i. Alan will purchase mats for clubhouse entryway.
- ii. Pat E. asked about the tractor behind unit #10. It belongs to GooseHaven. Pat will look into the rezoning that was approved for the garage and will discuss further with Doug T.


**VIII. Architectural Control Report** – not discussed

**IX. 2024 HOA Board Meetings**

- 1. **July 17, 2024**
- 2. **October 16, 2024**

**X. Adjourn** – Earl moved to adjourn the meeting and Ron seconded the motion. Unanimous vote to adjourn.

Respectfully submitted,

      5/14/24

**Ron Blackwelder – President      Date**

      5/14/24

**Meena Keuer - Concierge/Manager      Date**