

**The Cottages at Forest Park Homeowners Association, Inc.**  
**Quarterly Board of Director's Meeting**  
**October 27, 2021, 3:00 PM -VIA ZOOM**

**Call to Order**

- The Quarterly meeting, **via Zoom**, was called to order at 3:00 pm on Wednesday, October 27, 2021 by President Doug Tiefel. Other Board members present were: Ron Blackwelder, Tom Burnett, Dianne Bush, and Ann Storm. Others in attendance were residents: Bill Eggleston, Libby and Larry Fink, Janice Mirshab, Shirley Talcott, Linda Wallace, Lois and Tom Weber. Also in attendance was HOA Manager Banjo Walker.

**Approval of Minutes**

- It was moved by Tom that we dispense with the reading of the minutes from the July 21, 2021 Quarterly meeting as all owners were in receipt of the minutes at an earlier date. It was seconded by Dianne and the minutes were unanimously approved by the Board to be accepted as drafted.
- The minutes from the September 1<sup>st</sup>, 2021 Special Owners' Meeting were typed up and will sent to the Board. Doug did take the forms to the City and the document has been recorded with the City, but just hasn't been returned to us yet.

**President's Report**

- Units # 4 and # 5 have both been sold. #16 is under contract but has not closed yet. #17 is still available for rent.

**Concierge Report**

- Banjo presented the first quarter financial report and we have 18.88% left in the budget. At this time last year we had 26.88%. We are over in the water category and the insurance category, which was anticipated. Comcast has raised their rates even though we have a contract with them. There was discussion of whether to get a cell phone for the office to help defray costs. Banjo will contact Comcast again to see if we can get a lower rate. While no one watches the TV in the clubhouse, there must be a box to be able to access the TV, and folks do use the TV in the exercise room, so we cannot be without those boxes. Also, we already have the lowest package of cable offerings to keep costs down. (In further reviewing this account, we do have a two year agreement with Comcast which prevents them from raising the rates on us, so we are committed with them or have to pay out the balance.)
- The proposed budget for 2022 was presented. The HOA dues increase will be \$30/month, which will help cover the ever increasing insurance costs and to cover the additional \$10/month that goes into the Reserve account. (This \$10/month is always a yearly increase to the Reserve Account.) The Board is obligated at this meeting, to adopt this 2022 Proposed Budget, which in turn will be ratified by the entire Association at the January 19, 2022 Annual Meeting. It was moved by Ann to accept the budget as presented; it was seconded by Tom, and was unanimously approved by the Board.
- RF LawnCare is increasing their mowing services by \$80 a mow for 2022. While this is a considerable increase, RF Lawncare will work with us on mowing every other week to help us control costs. This is a huge benefit as most companies require a contract that does not offer this flexibility.

## Caretaker's Report

- Roc was not present but his report was sent to the Board earlier today. He has been doing his duties as required, and again, is more than willing to help anyone out with anything that is needed.

## Unfinished Business

- Grounds and Landscaping-Linda read her report which is as follows: Goosehaven has continued their maintenance of grounds, including weeding, trimming of bushes and trees, new plantings, removing small trees, leaf removal, clearing culverts, removing fence posts, wrapping 6 new trees for winter, clearing branches, winterizing the sprinkler system. St. Vrain Arbor Care did fall deep root fertilization on the 15 Oaks, 27 Red Maples and 8 Lindens, and fall soil injection for a once-a-year systemic insect control. No treatment was done for Japanese Beetles due to lack of consensus among arborists. Linda was very complimentary of Goose Haven and their responsiveness to the Committee's requests and completing the maintenance of the complex
- Precision Concrete has completed their work of cutting the displacements in the driveways and they did repair a section of broken concrete corner near unit #5.
- Vanguard Investment Account update: Tom reported that while the current financials show we have \$150,000 in the account, as of today, it is up another \$5000. Since we do not need to use these funds, it is suggested that no action be taken. We have ample funds in the Reserve account to fund the upcoming expenditures. Some rebalancing is needed as now the ratio is 52% stock to 48% bonds and we want to keep those the same.
- Tree Pruning-Berkelhammer will be coming out this fall for structural pruning of all the trees. Some of the ash trees will not be pruned. Goose Haven will do some trimming as well. Total cost from Berkelhammer will be around \$10,000.

## New Business

- Tom summarized what was done after the break in of the office. The only items missing were a bag keys to the Clubhouse door, which were found behind the maintenance shed. The office locks have been changed, and a dead bolt installed on the office door and also on the closet door where the mailbox keys and individual condo keys are housed. Jimmie Lock and Key re-keyed the entire complex, the cost covered by the HOA. Doug is looking into a security system that might work for the complex. Cost may be about \$1500. We will keep security on the agenda as we explore ideas about how to keep the complex safe and secure.
- Tom has purchased a new computer for the office and we will work on the conversion with Bill, our computer expert, and Connie, our accountant. The operating cost will be about \$65 annually and the QB on-line version cost may be \$100/month. Tom feels it is important that a Board member be more involved with oversight of the office and he has volunteered to do that. He also wanted to purchase new furniture for the office at a cost of about \$3000, which would have to come from the Reserve. However it is an option to reconfigure the existing furniture to make it more conducive to training and sharing. Ron suggests we put in the new computer, and we hold off on the furniture purchase until we have a Concierge replacement so no action will be taken on this at present.
- Regarding Banjo's retirement, Dianne has been working on finding a replacement. She has compiled the duties and has alerted residents so that everyone is aware of what is needed for this position. Dianne has contacted the local Chambers, the local senior centers, has posted it on Next Door, and using word of mouth, trying to keep communication open using any

avenue. The Lafayette Chamber will post it on their website and their Face Book page. Janice has been in touch with Home Town Management, a property management company and they would like more information. Janice, along with Doug Myers, and Judy Blackwelder are also working on this and would like to present their information in another month. There was discussion about the pros and cons of using a property management company.

### Architectural Control Report

- There was no report at this time.

### 2022 BOD Meeting Schedule

January 19, 2022	at 2:00 PM	Annual Meeting	Via Zoom
April 20, 2022	at 3:00 PM	Quarterly Meeting	
July 20, 2022	at 3:00 PM	Quarterly Meeting	
October 19, 2022	at 3:00 PM	Quarterly Meeting	

### Adjourn

- There being no further business, on motion duly made by Tom and seconded by Ron, there was unanimous approval to adjourn the meeting at 4:20 p.m.

 10/2021  
Banjo Walker

  
Doug Tiefel – President