

The Cottages at Forest Park Homeowners Association, Inc.
Quarterly Board of Directors Meeting
April 20, 2022, 3:00 PM, Via Zoom

Call to Order

- The Annual meeting, via zoom, was called to order at 3:00 PM on Wednesday, April 20, 2022, by President Doug Tiefel. Other Board members in attendance were: Ron Blackwelder, Tom Burnett, Dianne Bush, and Larry Fink. Others in attendance were residents: Bob Bush, Bob Charles, owner rep., Patrick Egan, Bill Eggleston, Libby and Larry Fink, Nancy and Alan Giehl, Janice Mirshab, and Linda Wallace. Also in attendance was Guest Concierge, Banjo Walker.

Approval of the Minutes

- It was moved by Ron, that we dispense with the reading of the minutes from the January 22, 2022 Annual meeting, as all owners were in receipt of the minutes at an earlier date. This was seconded by Larry, and the minutes were unanimously approved by the Board to be accepted as drafted.

President's Report

- The Finks have purchased #20 and have already moved in. # 10 is being rented by Don Bachman. #14 will be available for sale in the next few weeks. This is an Aspen unit.

Financial Report

- Tom reported that the first quarter financial report shows that there is 72% left in the budget. Everything is in order. Tom has automated most banking functions for the office using QuickBooks online. All but two units have automated deposits for the HOA dues. Many of the bills are connected to the bank for automated payments, resulting in the need for very few checks.
- We have \$152,000 in the Vanguard account which is \$10,000 more than last year, even with the recent fluctuations in the market. No action is needed or required at this time.
- Ron questioned the ADP charges, as we are no longer paying ADP. The charge was for the W-2 forms for 2021. We also are not paying Workmen's Comp as we do not have any employees at this time.

Caretaker's Report

- Roc did not provide a report but Tom noted that Roc takes care of anything that is requested of him and if anyone is in need of something, please just ask and Roc will do it.

Unfinished Business

- Grounds and Landscaping: Linda reported that spring clean-up of the grounds continues by Gonzalo and Anna. Linda has consulted with two different landscapers who suggested that priorities for the complex be water conservation and fire mitigation. It is suggested to stop watering and mowing the drainage areas. Doug was concerned that complaints may arise when the area is untended. He feels it does need to be mowed once in a while so it is not unsightly.
- Water may be reduced to the berms as the season continues. Since water is a major expense for the complex, Ron said in the past, some residents have been willing to water the berms using their own water, which would help with the budget. Since water is a relatively fixed cost per unit, using from the residents' own supplies could indeed help reduce the overall water charges for the Association. Ron will check with Doug Myers as to what his water charges were in the summer months as in past years, he has watered the berm in front of his unit.

- Ron moved that we do not water the drainage areas this year, but have it mowed as needed. This was seconded by Tom and unanimously approved by the Board.
- Ron also moved that this year, we reduce the water to the berms by half. The berms account for a small percentage of all the irrigated areas. With water conservation becoming an urgent issue, this may be a good place to start. Dianne asked if we can revisit this if the areas appear unsightly, due to less water. Doug said that is absolutely possible, and this can be addressed at the July Board meeting or even via email prior to that meeting. The motion was seconded by Tom and unanimously passed by the Board.
- The numbers show that it is costing the Association about \$700/unit/year for the watering and mowing. The Cottages is only irrigating about one acre out of the four plus acres.

New Business

- With regards to hiring a new Concierge, Tom feels it's only necessary for about an hour a week for office duties, and four hours for a Happy Hour every other week. There has been discussion of adding a garden component to this job description. Bringing back the Happy Hours twice a month, the Coffee on Monday mornings, and the landscaping component, there would be more hours available for the position. The Workers Comp insurance would have to be reinstated as well to cover anyone on the payroll.
- There was discussion of having the residents hosting Happy Hours, if no new concierge is hired. Options of having pizza, having a charcuterie tray made by Anthony's, in Lafayette, or appetizers made by 95A were all presented as food ideas, so that no resident would have to cook. The consensus is that the residents would like to continue these gatherings as it's great for the community.
- Tom mentioned that the minutes and the financial reports from the meetings are on the website and are not password protected anymore. Doug doesn't feel that having the financial information on there is necessary. Should an interested buyer need more information, it can be emailed to them.
- Certificates of insurance from our sub-contractors have been requested, but none have been received as of yet. Doug would like this to still be on the agenda for the July meeting as it's imperative to have proof of insurance for anyone working around the complex. Tom has also asked Dylan, our State Farm agent, whether or not we need to increase our replacement costs for the complex. Doug would like a written update on estimated replacement costs from State Farm.
- Tom is leaving the Board at the July meeting. A replacement will be needed at that time.


2022 BOD Meeting Schedule


July 20, 2022	3:00 PM
October 19, 2022	3:00 PM

Adjourn

- There being no further business, on motion duly made by Ron and seconded by Larry, there was unanimous approval to adjourn the meeting at 4:00PM.

Respectfully submitted,


 Doug Tiefel-President _____ Date _____


 Banjo Walker _____ Date _____