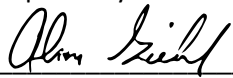


**The Cottages at Forest Park Homeowners Association, Inc.**  
**Quarterly Board of Directors' Meeting**  
**October 23, 2024, 2:00 PM, via in-person and Zoom**

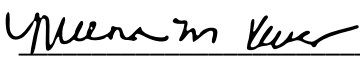
- I. **Call to Order** –The meeting, was called to order at 2:01PM on Wednesday October 23, 2024 by Alan Giehl. Board members in attendance were: Janice Mirshab, Dianne Bush, Earl Smith and Ron Blackwelder. Others in attendance were residents: Larry & Libby Fink, Bob Charles, Bill Eggleston, Jay and Judie Moor, JoMo Moriarta and Linda Wallace. Also in attendance was Concierge/Manager Meena Keuer.
- II. **Approval of the Minutes** - Ron moved to approve the minutes. Earl seconded the motion. It was unanimously approved to accept the minutes.
- III. **President's Report** - #17 sold to Sally Elliott on June 5, 2024
- IV. **Financial Report** - Third Quarter 2024 Financials - Alan
  1. Revised format -- Q3-2024 Actuals, 2024 Forecast, 2024 Budget & Draft 2025 Budget
  2. Preliminary Budget has 2025 HOA Dues increasing to \$615/mo/unit
  3. Property Sales – HOA Transfer Fee changed to \$250/sale, paid by buyer
  4. Property Sales Clarification – Buyer is to reimburse seller for the last two months of the HOA Dues. Per item #5 of Resolution 2021-01 effective September 1, 2021.
  5. FP LOA Assessment - 2024 Budget of \$9700. Actual was \$9434, favorable
  6. **Insurance** – 2024 Budget \$30,118. Actual \$31,564. 2025 Budget \$35,600. Possible to decrease the total by \$7000, if all 20 units can have loss assessment (HO-6) coverage of no less than \$50,000. If an owner or their insurance company has questions, they can direct questions to Dylan Guyton at State Farm, [dylan.guyton.vaaj5q@statefarm.com](mailto:dylan.guyton.vaaj5q@statefarm.com) P: (720) 826-5150.
  7. Quick Books- estimated to be \$400 higher than budget
  8. Snow removal – Agreed upon contract with Goose Haven. \$1400/mo Nov-March 2025
  9. Lawn Care and Grounds Maintenance – estimated \$18,000 with Leiva Landscape for the whole year. 2025 Estimated Budget increased to \$25,000, although could be higher.
  10. Internet/Cable – continuing to look into decreasing charges.
  11. Gas – favorable
  12. Water & Sewer – <\$2,000> unfavorable, 2025 est. Budget at \$13,200
  13. Happy Hours – favorable to budget
  14. Overall – forecasted unfavorable to budget by <\$5,238>
- V. **Reserve Funds**
  1. Investment Account – Money moved from Vanguard to Fidelity. Gain from Q2 to Q3 increase of \$10,347
  2. First Interstate Money Market (MM) funds to be moved to Fidelity to increase the interest earnings. Will move ~\$30,000.
- VI. **Caretaker's Report** – in addition to regular duties, Roc cleaned up and stained the gazebo, removed wasp traps. Thank you to all who stepped up to help while Roc was on vacation.
- VII. **Landscaping**
  1. **New shrub** – Thank you Bob Charles for planting a hibiscus plant in honor of Bob Bush.
  2. **Long-range Landscaping Plans** – currently on hold
  3. **Water Audit by Resource Central Irrigation** – Resource Central evaluated our irrigation system in late July. Summary comments by Nancy Giehl
    - i. **Sprinkler Efficiencies and Design:**

- I. 36 inefficient/broken sprinklers in turf grass zones
  - II. There are 22 inefficient heads in the berms
  - III. We are watering too frequently
  - IV. Based on root depth our grass in the turf and on the berms are unhealthy
  - V. Several zones with mixed types of sprinkler heads which cause inefficient watering
  - VI. Repair a leak near the gazebo
  - VII. Resource did not measure water usage in all of the berms, the drips and 3 zones in the center turf due to the unevenness of the ground
  - ii. **No-Cost Maintenance Action Items for Next Year**
    - I. Alan and Nancy looked at a drip zone where there were disconnected lines watering bare dirt, sprinkler nozzles watering the parking lot. Next spring do a walk-through of all drip zones.
    - II. Identify sprinklers working inefficiently and adjust
    - III. Adjust sprinkler cycling and run times, potentially move to a digital control system
  - 4. **Water Cost Updates**
    - i. Data for 2024 show our usage is (actual thru 9/30, Oct estimated) 988,000 gallons, cost \$11,070. In 2023 we used 910,000 gallons, cost \$7800
    - ii. We used more water this year than in the past 4 years
  - 5. **Tree Maintenance** – 9 trees removed, Levia Landscaping removed branches over roofs
  - 6. **WM** – No action to report
  - 7. **Internet/Cable** – No action to report
  - 8. **Reserve Study and YTD Expenditures:**
    - i. Need to update Reserve Study – on going
    - ii. Tree Removal - \$2,314
    - iii. Clubhouse refresh - \$4,306
- VIII. **New Business:**
- 1. Signage for “No Dogs”. Two bids received, BOD evaluating
  - 2. Insurance – see notes in the financial section
  - 3. Property Manager – Interviewed and received one bid, BOD to review
- IX. **2024 BOD Upcoming Meetings Schedule**
- 1. January 15, 2025 – Annual Meeting
  - 2. April 16, 2025
  - 3. July 16, 2025
  - 4. October 15, 2025
- X. **Adjourned at 2:58 PM**

Respectfully submitted,

  
 Alan Giehl – President

10/23/24  
 Date

 10/23/24  
 Meena Keuer Date