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## The Reserve at Ute Creek Homeowner's Association Board Meeting Minutes - Approved

Meeting Date: January 8, 2013  
Publication Date: February 12, 2013  
Submitted by: Kelly Kuczka-Secretary

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### Call to Order:

The BOD meeting was called to order at 7:20 pm at the Longmont Sr. Ctr.

### Meeting Attendance:

- ✓ Sabrina Lee
- ✓ Wade Whiteley
- ✓ Dyce Dehaan
- ✓ Kelly Kuczka
- Bill Hallett
- Rob Dunder

### Homeowners to be heard:

1. Rob Dunder thanked us for dealing with all the landscaping issues that had come about with the Hookstra's and hoped that everything was now final.

### Reports of Board Members:

1. Minutes were read from the November Meeting. Dyce approved and Sabrina seconded the approval. Minutes for the December meeting. Sabrina approved and Dyce seconded the approval.
2. Dyce – Dyce and Bob to meet Sunday to continue working on the Grant proposal.
3. Wade - Budget came in slightly over. Water was a small part, with Bad debt making up the rest. The HOA Dues have been mailed.
4. Sabrina – Sabrina has emailed the Hookstra's with the final approval of the Dunders landscaping project. She will also mail a formal letter. The approval was all based on our CCR's. The board found no reason to deny any of the landscaping project. The only item we asked the Dunders to adjust, was a side light, due to the fact it shinned directly into the Hookstra's family room. This had been already taken care of by the time Sabrina spoke with the Dunder's.  
The Hookstra's have still requested all documentation relating to the Dunder's landscaping which Kelly will deliver tomorrow.

### Unfinished Business: None

### New Business

1. 1337 Reserve placed a dumpster in the driveway without approval. Kelly mailed a Demand for Abatement letter, and the new owners complied with proper documentation/request forms.
2. Sabrina was concerned we did not follow protocol and her and Dyce had a discussion on how we need to follow certain timelines before sending notices and fines. Dyce stated we did follow the correct protocol because there had been a formal complaint by his neighbor Carlos.
3. Kelly questioned if there was a way to "salt" or shovel an area of sidewalk along 17th that still had ice on it. Her concerns were with someone walking and slipping and the liability that the Reserve could endure. Dyce explained that we did not have Rock Solid come and remove snow because it snowed on Christmas

Eve/Day, which would have been double the cost. Also, the weather predicted snow again on Friday, so Dyce decided to wait until after that storm. Unfortunately that storm never happened, and all but areas shaded had melted from the holiday snow storm. Dyce stated that the city did not remove snow on city property (i.e. sidewalk along the golf course) so he did not feel this was a liability or that we could be fined from the city.

4. Letters need to be sent out to 1221 Reserve for approval of their water feature, 1209 Reserve for painting, 1215 Reserve for painting, fence repair and 1352 Whitehall for garbage cans.
5. Sabrina brought up reconfiguring Accounts, stating that The Reserve funds should be in a separate account. Sabrina also suggested having different accounts for maintenance of landscaping, sprinkler system and fence.
6. It has been 2 years since we have met with the Lawyer, and it is agreed we should meet with him to make sure we are still under compliance with the State.
7. A new Approval sheet needs to be developed to help with the approval process and to avoid any issues with future homeowner projects.
8. Dyce will look into the cost of having to locate where water valves are throughout the Reserve landscape. Another item to look into cost would be to determine how well our drainage system throughout the neighborhood has held up, since every homeowner has now finished their landscaping.
9. This spring when sprinklers will be turned back on, a review of the Westside open space area will be evaluated. If we find there are circumstances where homeowners landscaping are blocking sprinkler heads, a letter will be sent for them to cut back their landscaping or the board will have to trim any overlapping trees/bushes. This will hopefully help with areas that have been dry in past years.

Wade motioned to adjourn the meeting, Kelly second the motion.

## The Reserve at Ute Creek Homeowner's Association Board Meeting Minutes - Approved

Meeting Date: February 12, 2013  
Publication Date: April 9, 2013  
Submitted by: Kelly Kuczka-Secretary

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### Call to Order:

The BOD meeting was called to order at 7:20 pm at the Longmont Sr. Ctr.

### Meeting Attendance:

- ✓ Sabrina Lee
- ✓ Wade Whiteley
- ✓ Dyce Dehaan
- ✓ Kelly Kuczka
- Bill Hallett

### Homeowners to be heard: None

### Reports of Board Members:

1. Minutes were read from the January Meeting. Sabrina approved and Wade seconded the approval.
2. Dyce – Rock Solid Contract waiting for amount and approval. Dyce Shoveled area by evergreen trees along 17<sup>th</sup>. This area is a problem area due to the fact the sidewalk is in the shade. The dry areas around the Lang home, would not justify reworking the sprinkler system. Capping other areas that do not need watering, could help with this area. Another option would be to place a bench and other landscaping in this area.
3. Wade – Homeowners that are late, how to proceed with charges? It was suggested to remove late fee if postmarked by Jan. 31. If postmarked Feb.1 – Feb. 29<sup>th</sup> then a late fee of \$50. If postmarked March 1<sup>st</sup> or later \$150 charge, plus \$50 late fee. Sabrina motioned for the late fee rules with Dyce Second the motion.

### Unfinished Business

1. NGLA Project - Grant submitted to John Clarke for trees along 17<sup>th</sup> Ave. Still waiting for approval before we can coordinate with the city on types of trees and planting.
2. Pending Violations
  - 1209 Reserve House Painting
  - 1221 Reserve House Painting, Fence repair, Garage door repair
  - 1352 Whitehall Garbage cans on side of home
3. Warnings
  - 1210 Reserve House Painting
  - 1302 Whitehall House Painting

### New Business

1. Kelly will contact our insurance agent to make sure we have enough coverage for liability if someone were to slip on snow/ice etc. Also what is the amount of risk for the HOA.
2. Goals for 2013
  - Update Directory
  - Re-Configure Reserve accounts -

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- Operating Reserve which would consist of \$200 per homeowner that would cover anything our dues would not.
  - Capital Reserve – This would be for large ticket items, i.e. fence, sprinkler system etc. to be funded by the extra amount on dues statement. This would be refunded to owners as they sell, while new homeowners would then fund with amount at closing.
  - Sabrina and Dyce will figure out amounts for all other reserve accounts.
3. Dyce informed the board that the fence behind 1221 Reserve is falling down. This will need to be looked at and fixed.
  4. Drainage throughout the Reserve does not currently need any maintenance.
  5. Sabrina motioned to purchase 4 replacement trees not to exceed \$2,000. Kelly second the motion.
  6. Kelly needs to forward the Disclosure statement to Bill Hallett by March 30<sup>th</sup>.

Dyce motioned to adjourn the meeting, Wade second the motion.

## The Reserve at Ute Creek Homeowner's Association Board Meeting Minutes - Approved

Meeting Date: April 9, 2013  
Publication Date: May 14, 2013  
Submitted by: Kelly Kuczka-Secretary

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### Call to Order:

The BOD meeting was called to order at 7:00 pm at the Longmont Sr. Ctr.

### Meeting Attendance:

- ✓ Sabrina Lee
- ✓ Wade Whiteley
- ✓ Dyce Dehaan
- ✓ Kelly Kuczka
- Bill Hallett

**Homeowners to be heard:** None

### Reports of Board Members:

1. Minutes were read from the February Meeting. Sabrina approved and Dyce seconded the approval.
2. Dyce – Rock Solid has Fertilized, Aerated and placed Pesticide on the lawns.
3. Wade – Duran, Knollenberg and Nem HOA dues are past due. Wade will send another notice with fees.
4. Kelly – Pending Violations – Sent letters to Duran for House Paint, Fence staining/repair and Garage door repair. Letter to McGlothlin/Lindberg about garbage cans being placed on side of home. Received both returned to HOA. Will reissue McGlothlin/Lindberg due to the fact they have been out of town. Will proceed with Duran.
5. Sabrina - In looking through old HOA info discovered that the fence along the Northwest side of Whitehall may or may not have been placed by Homeowner, but will need to further investigate, due to the fact it is falling down in many areas.

**Unfinished Business:** None

### New Business

1. Walkthrough the neighborhood will be May 4<sup>th</sup> with an alternate date of May 11<sup>th</sup>.
2. Kelly delivered the approval to the Hookstras for their window changes. This was approved via email with all board members.
3. Approval for the Boerner home and their change to the back patio and painting of their home. After review of the plans it was approved. Providing the paint colors are the same as in the email. Kelly will email them with the approval.
4. Sabrina suggested having a reserve in the amount of \$50,000 for the fence. Sabrina also suggested to have a \$35,000 Reserve only account, and a \$35,000 non operating reserve account. Sabrina and Dyce said they will look into the definition of a reserve account and what it could be used for.
5. Sabrina brought up having a discussion at the next annual meetings about using a Management Company. This will be brought up at the summer meeting and then discussed further at the December meeting.

Wade motioned to adjourn the meeting, Dyce second the motion.

## The Reserve at Ute Creek Homeowner's Association Board Meeting Minutes - Approved

Meeting Date: May 14, 2013  
 Publication Date: June 11, 2013  
 Submitted by: Kelly Kuczka-Secretary

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### Call to Order:

The BOD meeting was called to order at 7:00 pm at the Longmont Sr. Ctr.

### Meeting Attendance:

- ✓ Sabrina Lee
- ✓ Dyce Dehaan
- ✓ Kelly Kuczka
- Bill Hallett
- Dave Boerner

### Reports of Board Members:

1. Minutes were read from the April Meeting. Sabrina approved and Dyce second the approval.
2. Dyce – Met with Rick from Rock Solid.  
 Sprinkler system should be up and running by Thursday or Friday.  
 Rock Solid doesn't foresee any problems due to the maintenance that occurred last year.  
 The valve boxes need to be located this year before the audit. Rock Solid will do this, as they have a valve locater.  
 Rock Solid applied weed application, but the weeds will be worse this year due to last years drought conditions.  
 Dyce and Rock Solid will continue to monitor the sidewalk by 1255 Reserve.  
 Rock Solid will review the sprinkler system and see if there are any areas to be capped off this year.  
 The Evergreens will have the bottom branches removed throughout the open spaces. This should also help with the sprinkler system so the water will not be blocked by those branches.
3. Sabrina/Kelly - Walkthrough ...
  - Multiple Weeds in the north park.
  - Tree on the island by the main entrance, partially dead. Can Rock Solid look at this?
  - Can microsprayers be used on the island by the front entrance?
  - No obvious violations throughout the homes.
  - Fence falling behind 1221 Reserve

### New Business

1. Dave Boerner spoke about his frustration with response time to his Architectural Application. He was not pleased that this was not approved quickly and took almost 2 months to get approved. Kelly apologized and said that it was her fault for not sending the approval to him after the last board meeting, which would have only been one month from the start of the process. He asked what could be done to make this process go more smoothly. He volunteered to be the ARC and help the board. Sabrina motioned for Dave to become the Architectural Review committee, Kelly seconded the motion.
2. Dyce would like to see the board respond more quickly when someone emails the board. At least acknowledging the homeowner more quickly if we cannot answer there question right away. Sabrina and Kelly agreed.
3. Sabrina and Kelly would like to look into what the actual cost of having a Management company take over the HOA would be. It has become too personal when dealing with homeowners, and time

consuming. Sabrina is also concerned that we may not be in compliance all the time. Dyce is opposed to this and that the homeowners will not want a large increase in their dues. Kelly noted that right now this would be just to see what the actual cost would be. This should be done so the homeowners are aware of what the cost will be if no one volunteers to be a board member in the coming years.

4. Kelly stated that she does not want to continue on the board after this year.
5. Fence - Sabrina, Dyce and Kelly will get bids for the fence repair.
6. Trees – Bob Lee is still getting quotes needed for the city before they can place the trees along 17<sup>th</sup> Ave.

Dyce motioned to adjourn the meeting, Sabrina second the motion.

## The Reserve at Ute Creek Homeowner's Association Board Meeting Minutes - Approved

Meeting Date: June 11, 2013  
Publication Date: July 9, 2013  
Submitted by: Kelly Kuczka-Secretary

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### Call to Order:

The BOD meeting was called to order at 7:00 pm at the Longmont Sr. Ctr.

### Meeting Attendance:

- ✓ Sabrina Lee
- ✓ Dyce Dehaan
- ✓ Kelly Kuczka
- Bill Hallett
- Dave Boerner
- Bob Lee

### Reports of Board Members:

1. Minutes were read/approved from the May Meeting. Dyce motioned to approve and Sabrina seconded.
2. Wade Whitely will now be authorized to sign on the First Bank Account. Gary Abhul should be removed from the account, due to the fact he is no longer a board member. Sabrina Lee and Dyce DeHaan will also be authorized to sign on the First Bank Account.
3. Dyce –
  - Rock Solid replaced open valve.
  - Re: Lang emails and their concern about the grass area adjacent to their home, also their claim that the watering is done a lot less than years before, when Wards Landscaping was our contractor.
    - Dyce and Rock Solid looked at the area, and discovered that the watering is actually 6x more than what had been done when Wards handled our account.
    - Again, the drought from last year, and the trees/bushes that have blocked many of the sprinkler heads are a contributing factor to the lack of grass and weed situation.
  - Dyce removed tree branches along 17<sup>th</sup> ave and any overgrown areas that encroached onto HOA property. He then hauled it all to the city.
  - Replacement Trees
    - Rock Solid will replace dead trees with 3 Linders and 1 Canadian Cherry. These will have a one year warranty.
  - Sprayer on the island will be replaced with more appropriate sprayers.
  - Island in front of the Lee's should be looked at due to lack of water.

### New Business

1. Bob Lee – NGLA grant was approved and Bob is still in the process of getting bids. 3 bids are required, which will include the City of Longmont discount. It has been suggested to wait until the fall when it is cooler to plant the trees.
2. Bob Lee also suggested that the board should look into hiring a management company. Bob feels we have been fortunate to have had all the volunteers that have been on the board over the 12 years, but that we will start having a harder time getting anyone to volunteer for the board.



3. Sabrina advised us to figure out exactly what we need in a bid for the fence. Each board member should suggest what is needed. i.e. fence repair, fence replaced, how long will current fence last, etc. This way we can get similar bids, rather than random bids.
4. The Reserve Account - Sabrina suggested that there should be an account for the complete replacement of fence, once we have an idea of cost.
5. Sabrina also suggested having a core amount in a reserve account that should never go below a predetermined amount.
6. Sabrina suggested that we should have a Budget analysis done that would have a deferred maintenance, and a 5 year maintenance schedule, including replacing trees.
7. Dyce would like to know if we could also add more trees with the city discount to any bid we have received from landscapers?
8. Sabrina motioned to have Dyce make the decision when a tree needs to be replaced without having to wait for a vote from the board. Kelly seconded the motion.
9. Dave – Went through CCR & Bylaws and thinks we could be able to approve architectural plans in less than 30 days. A committee that could focus only on ARC would help with this.
10. Sabrina told us we can no longer as an HOA publish a directory.
11. Kelly needs to send out letters for dumpsters and camper/trailer on Whitehall.

Dyce motioned to Adjourn, Kelly seconded the motion.

VIA email – 1364 Whitehall ARC plans – approval was done with the one exception - to investigate the building they were placing in their backyard, making sure this was within the CCR's/Architecture plans.....

On page 7 of 19, section 9.8b states that exterior storage Areas are strictly prohibited.

Page 9 of 19, paragraph 9.12, states that all ancillary structures, such as greenhouses, arbors, patio covers, cabanas, gazebos, swimming pools, etc. shall be sited and designed to compatible with the residence and/or fences. All such items will require Committee approval.

This supports Dyce's motion for approving their design request. Kelly, please add this to our minutes from the last meeting and we will be good.

Sabrina

## The Reserve at Ute Creek Homeowner's Association Board Meeting Minutes - Approved

Meeting Date: July 9, 2013  
Publication Date: September 10, 2013  
Submitted by: Kelly Kuczka-Secretary

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### Call to Order:

The BOD meeting was called to order at 7:06 pm at the Longmont Sr. Ctr.

### Meeting Attendance:

- ✓ Sabrina Lee
- ✓ Dyce Dehaan
- ✓ Kelly Kuczka
- Bill Hallett
- Dave Boerner

### Reports of Board Members:

1. Minutes were read/approved from the June Meeting. Dyce motioned to approve and Sabrina seconded.
2. Dyce –
  - Met with Rick & Eric from Rock Solid – Discussed emails from The Langs and working with the sprinklers in that area.
  - Received a bid from Rock Solid of \$250 to limb 8 HOA trees – removing 3-4 feet of limbs from the ground up. Dyce motioned to have Rock Solid limb the trees, Sabrina second the motion.
  - The sprinklers in the area of 1251 & 1255 Reserve were blocked by landscaping, so Dyce and the homeowners removed any landscaping that had interfered with the HOA sprinklers.
  - Rick replaced sprinklers on the island by Sabrina.
  - A letter was issued a year ago concerning the open space by 1364 Whitehall. Dyce removed branches to help with the sprinklers that had been blocked. The homeowners are in the process of re-landscaping their entire yard so this should help in the future.
  - Sprinklers were replaced adjacent to 1336 Reserve.
  - 4 dead trees were replaced by Rock Solid with a one year warranty.
3. Wade –
  - Water Bills are lower due to the spring snows and later start for watering.
  - Wade suggested to present a "Good Faith" billing to Robert Duran 1215 Reserve Drive concerning is outstanding HOA dues. Suggesting that he make a monthly payment to pay off his debt to the HOA. Kelly motioned and Sabrina seconds the motion to have Wade issue monthly bills to Mr. Duran.

### New Business

1. NGLA grant – Dyce is waiting for a bid from Rock Solid. Bob and Dyce will then move forward with the process of the tree installation along 17<sup>th</sup> Ave.
2. Homeowner – Dave Boerner
  - Presented the board with the question of purchasing the common area behind his home. The board suggested that Dave and any other homeowner do all the research on the purchase of the land (i.e. title, cost, lawyer fees, city fees etc). They can then present to the board their information and the board would then have to present this information at the general meeting.

- Dave brought to the board's attention an arson issue he had with his mailbox and other destructive findings throughout his property. He did involve the police and said he would let us know if he has found anything else. The board had not been aware of any other issues in the area.
- 3. Sabrina will come up with a list for Dyce and Kelly to use when getting bids for the fence, both repair and replacement.
- 4. The HOA picnic will be either Aug 18<sup>th</sup> or Aug 25<sup>th</sup>.
- 5. 1313 Landscaping - Approved
- 6. 1233 Reserve & 1344 Whitehall need letters to be sent concerning landscaping.
- 7. The board will not meet in August.

Sabrina motioned to adjourn, Dyce second the motion.

## The Reserve at Ute Creek Homeowner's Association Board Meeting Minutes - Approved

Meeting Date: Sept 10, 2013  
Publication Date: Oct 6, 2013  
Submitted by: Bill Hallett

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### Call to Order:

The BOD meeting was called to order at 7:05 pm at the Longmont Sr. Ctr.

#### Meeting Attendance:

- ✓ Sabrina Lee
- ✓ Dyce Dehaan
- ✓ Wade Whitely
- Bob Lee
- Bill Hallett

1. Minutes were read from the August meeting and approved without changes. Sabrina asked Bill to publish minutes for this meeting (Sept.).

### Reports of Board Members:

1. Treasurer – Wade
  - Wade provided a financial summary report. Expenses are on track to budget; expect to end year a little under budget. There are still two Owners with delinquent accounts.
  - Project about \$57k in Reserve accounts by end of year.
  - Wade will propose an accounting system for the Reserve funds.
2. VP – Dyce
  - Watering reduced by 30% 2 wks ago. Shut off today, and for the next week, due to rain forecast.
  - One of the rain sensors needs to be replaced. Will replace it with a wireless one.
  - Expect to have lower water bills for the rest of the season.

### New Business

1. NGLA Report: none; the NGLA has been on its normal summer hiatus.
2. Newsletter: Need to prepare for Annual Meeting. BOD members are requested to bring topics to the October BOD meeting.

### Unfinished Business

1. Neighborhood Improvement Grand update – Bob Lee
  - Several City project forms have been received, including Small Business and Vendor Comparison forms.
  - Several bids have been received, each for slightly different numbers/types of trees.
    - Wards: \$9,000; 20 trees, 1 yr warranty
    - Houston: \$9,000; 18 trees, 1 yr warranty
    - Rock Solid: \$8,900; 20 trees, 1 yr warranty
    - Green Spot: not yet received
    - The Ree Farm: \$9,037; 20 trees, 1 yr warranty
    - Todd Creek: \$2,000 per 8 trees; 30 day warranty. BBB report is not so great.
  - Bob will hand-deliver the forms to Jon Clarke at the CNR department.
2. Fence Bids – we still need to get bids, for both Maintenance and Replacement.

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3. ARC Forms and Procedure – no progress.
  4. Summer Picnic/Social – Plan for an ice cream social. Will avoid a Broncos game-day. Date tentatively set for Sept 28 at 5:30 PM.

Dyce motioned to adjourn the meeting at 7:56 PM. Sabrina seconded and the motion carried.

## The Reserve at Ute Creek Homeowner's Association Board Meeting Minutes - Approved

Meeting Date: October 8, 2013  
Publication Date: November 12, 2013  
Submitted by: Kelly Kuczka-Secretary

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### Call to Order:

The BOD meeting was called to order at 7:10 pm at the Longmont Sr. Ctr.

### Meeting Attendance:

- ✓ Sabrina Lee
- ✓ Dyce Dehaan
- ✓ Kelly Kuczka
- ✓ Wade Whitely

### Reports of Board Members:

- Minutes were read from the September Meeting. Wade approved and Dyce second the approval.
- Wade –
  - Outstanding HOA dues are unchanged. Wade has offered Robert Duran different options to pay his outstanding dues with no response.
  - The Actual water expenses are estimated to be down almost \$1,000. Mostly due to rain in September.
- Dyce – Rock Solid will be finishing up in the coming weeks with year-end cleanup.
- 1222 Reserve Drive was approved for painting.

### Unfinished Business

1. NGLA grants for 2014 will more than likely be scrapped, using funds for the flood damaged neighborhoods. So there will not be a need to fill out any paperwork.
2. Reserves - Sabrina suggested having the following breakdown of the funds.....
  - \$35,000 – 10 Years CCIOA Reserve, this is mandated by the state.
  - \$35,000 – Operational Reserve (Bad Debt, Annual Budget, Catastrophic event)
  - \$35,000 – Capital Reserve (Fence, infrastructure – including sprinkler system, Deferred Maintenance)
  - Once the above amounts are acquired, the board can review lowering the HOA dues .
  - Wade motioned to the above reserves, Kelly Seconded the motion.
  - Wade will look into the history of how many years Homeowners have paid the additional \$50, which is what is funding the \$35,000 CCIOA, this will give him an idea of how many more years this needs to be in effect.
3. Discussion at the December meeting to suggest Task forces – i.e. Picnic/summer event, Architectural review

### New Business

1. Sabrina will put together a newsletter for the subdivision

Wade motioned to Adjourn, Dyce seconded the motion.