

## The Reserve at Ute Creek Homeowners Association Board Meeting Minutes - APPROVED

Meeting Date: January 13, 2014  
Submitted by: Shannon O'Brien, Reserve-Secretary

---

### Definitions:

BOD: Board of Directors; CCIOA: Colorado Common Interest Ownership Act; HOA: Home Owners Association;  
NGLA: Neighborhood Group Leaders Association

### Call to Order:

The BOD meeting was called to order at 7:03PM at the Longmont Senior Center.

### Meeting Attendance:

Dyce DeHaan, Board President  
Dave Boerner, Board Vice President  
Wade Whitely, Board Treasurer  
Shannon O'Brien, Board Secretary/Governance  
Bill Hallett, Reserve NGLA Representative and Reserve HOA Webmaster

### Reports of Board Members:

1. Minutes were read from the December Meeting. Dyce approved and Dave seconded the approval.
2. Dyce DeHaan:
  - Emails: We need to be aware that emails and other written communications can be requested and audited by HOA members. Dyce also suggests that, in order to allow for transparency and consistency, board members log in to their HOA Gmail accounts for all HOA business and cc other board members.
  - As a board, we have the latitude to make decisions via email; it does not need to be during a monthly board meeting.
  - Snow Removal complaint received verbally. Dyce plans to invite future complainants to voice their concerns at HOA meetings, where they can then also hear the discussion regarding their complaint.
  - Duties and responsibilities of HOA Board Members.
    - A minimum of 66% attendance at board meetings is required (8 of 12 meetings).
    - Dyce suggests each board member download the "HindemanSanchez" app to keep current with CCIOA rules and regulations.
    - Dave/VP : grounds keeping, sprinklers, snow removal.
    - Shannon/Secretary: Governance is included under the Secretary duties. Keep and publish minutes, send abatement letters to homeowners. Can Google Boulder County Assessor records to verify the owner of record for each property.
  - Bylaws written in 2008 allow the board to change a bylaw (not a covenant); discussed adding a bylaw that says "Wherever our covenants are in conflict with the City, County, State or Federal law, we are subordinate."
  - Fence issue tabled for tonight and will readdress at a future meeting.
3. Wade Whitely:
  - Presented the budget

- Wade reminded us that this budget is based on accrual basis, not a cash basis, so some of the income could be in accounts receivable rather than in cash reserves.
  - We are currently projecting no increase in dues or the Reserve Funds fee for 2014.
4. Bill Hallett:
- December meeting NGLA is mostly a holiday party, so not much new news
  - 54 city neighborhoods (out of 72) are members
  - Bill received a plaque and recognition for the best neighborhood attendance; many thanks and congratulations to Bill!
  - Bill will try to put a link to the NGLA minutes on the HOA website
  - Neighborhood Improvement Grants for 2014 are suspended in order to apply the grant money to the neighborhoods that were damaged by the September floods.

### **New Business:**

- Sidewalks: Bill will ask at the NGLA meeting to find out where we should take that issue. We discussed making a survey of all sidewalks in the HOA, probably during the spring walkthrough.
- Are we currently registered with the Department of Regulatory Agencies (DORA)? This needs to be done annually. Shannon has IOU and will report back next meeting.
- Bill asked for the 2014 Disclosure Statement. Shannon has IOU and will send to Bill.
- Dave Beorner advised the board that he and his neighbor Aleksey Pozhidaev were exploring options for Outlot H (the HOA property behind their houses between their houses and the west fence).

### **Adjournment:**

- 8:25PM: Dyce motioned to adjourn. Shannon seconded the motion.

## The Reserve at Ute Creek Homeowners Association Board Meeting Minutes - APPROVED

Meeting Date: February 10, 2014  
Submitted by: Shannon O'Brien, Reserve-Secretary

---

### Definitions:

BOD: Board of Directors; CCIOA: Colorado Common Interest Ownership Act; DORA: Colorado Department of Regulatory Agencies (Division of Real Estate); HOA: Home Owners Association; NGLA: Neighborhood Group Leaders Association; OSHA: Occupational Safety & Health Administration

### Call to Order:

The BOD meeting was called to order at 7:17PM at the Longmont Senior Center.

### Meeting Attendance:

Dyce DeHaan, Board President  
Dave Boerner, Board Vice President  
Wade Whitely, Board Treasurer  
Shannon O'Brien, Board Secretary/Governance  
Aleksy Pozhidaev  
Richard Harris  
Jaime Boerner

### Reports of Board Members:

1. Re: Minutes from the January 2014 Meeting. A revised draft of the minutes were sent out earlier today via email to the board. Dave motioned to approve as amended and Dyce seconded the approval. The minutes are approved as amended.
2. Dyce DeHaan:
  - There is no requirement in our by-laws to get different bids for landscape maintenance, nor is there a line in our landscape maintenance about tree or shrub trimming. Instead those jobs are done on an ad hoc basis.
  - The last time we got landscape bids was 2 years ago, but the thought is that Rock Solid's 5% increase this year could be considered reasonable.
  - Board Members concurred to not seek out other bids at this time, since Rock Solid has been doing a good job for us and 5% is a reasonable increase.
  - We keep Ward's to do our backflow certification since Ward's is OSHA certified and our system has passed their testing every year so far.
3. Shannon O'Brien:
  1. Had IOU to register HOA with DORA
  2. Unable to register due to the email currently on the registration is one used by a former board member and that email account is no longer accessible by that individual, therefore it can't be accessed to transfer the registration to me.
  3. The only way to circumvent that problem is to have the Board identify Shannon as the Official POC for the HOA Registration so she can send that info to DORA and have them manually transfer the registration.
  4. Dave motioned that Shannon be named official POC and Dyce seconded. Motion passed.

### Ongoing Business:

1. Aleksey Pozhidaev presented a proposal from himself & Dave Boerner to purchase a portion of Outlot H to be added to their property. The proposal is attached.
  - o Discussion included whether, post-sale, the HOA would be still be in compliance with the city's requirements for a percentage of open space. Per Aleksey and Dave, the HOA would still be in compliance.
  - o Benefits to the HOA include incremental decrease in watering costs and other ongoing maintenance, e.g., sprinkler heads and trees.
  - o Given the position of the property, even though it is available to HOA residents, it is not likely to be used by the other HOA residents so there isn't an actual loss to community users.
  - o Dyce feels that the proposal doesn't give the rest of the HOA members a fair a deal as they deserve, and allows for the potential deletion of the tree 'buffer' between our neighborhood and the apartments.

### **New Business:**

1. Richard Harris, owner of 1200 Whitehall, attended to discuss the problems with his fence where it borders against The Greens neighborhood; there are some rotted posts. In addition, Richard has added some landscaping within the 2' easement that the HOA has on the fence.
  - a. Dyce and Richard discussed that some trees/shrubs be trimmed back from the fence to the extent able.
  - b. Dyce asked about taking down some of the fence; Richard says Wade suggested a different section of fence (the thought being that maybe the landscaping would be sufficient). Another option is to reduce the size of the fence from the 6' down to the type of fence that borders the back of his property next to the golf course.
  - c. Richard will consider his options and bring his requests/suggestions back to another HOA meeting.
2. Newsletter/Directory regulation change is pending. There was a discussion about the desirability of the Board publishing a directory, centering around the workload involved with obtaining permission from each resident to publish their info in a local directory and the ongoing maintenance of a directory. It was decided that the Board would not pursue the publication of an HOA directory.

### **Business to be carried forward:**

1. Outlot H.
2. Fence at 1200 Whitehall
3. Discussion of HOA fence maintenance/repair/replacement options.
4. Must contact all homeowners before getting bids about painting fence request a walkthrough to check easement/landscaping clearance (IF we paint)
5. Make certain liability is mitigated by making certain that anything that can hurt someone is fixed
6. Fix wood posts? Keep a wood fence? Lots of discussion still to be held. Masonry fence?

**Adjournment:** 8:42PM: Dyce motioned to adjourn. Shannon seconded the motion. Meeting adjourned.

## The Reserve at Ute Creek Homeowners Association Board Meeting Minutes - APPROVED

Meeting Date: March 10, 2014  
Submitted by: Shannon O'Brien, Reserve-Secretary

---

### Definitions:

BOD: Board of Directors; DORA: Department of Regulatory Agencies (Division of Real Estate); HOA: Home Owners Association; NGLA: Neighborhood Group Leaders Association

### Call to Order:

The BOD meeting began at 7:00PM at the Longmont Senior Center.

### Meeting Attendance:

Dyce DeHaan, Board President  
Dave Boerner, Board Vice President  
Wade Whitely, Board Treasurer  
Shannon O'Brien, Board Secretary/Governance  
Bill Hallett, Reserve NGLA Representative and Reserve HOA Webmaster

### Reports of Board Members:

1. Re: Minutes from the February 2014 Meeting were discussed. A revised draft of the minutes was sent out yesterday via email to the board. Dyce requested an amendment to the draft minutes and a revised draft has not yet been sent. Shannon will make that revision and resend the draft minutes.
2. Dyce DeHaan:
  - Researching the requirements for a quorum, Dyce found a requirement for 20%. He asked Wade to verify that number and bring it back to the next meeting.
  - Dyce raised the issue of consistency and perceived favoritism among homeowners. We need to be certain that we handle the same issues for different homeowners in the same manner to preclude any inference of favoritism.
3. Shannon O'Brien:
  5. HOA Registration with DORA is now current for 2014; this will need to be redone annually from here on in. This registration allows us to put liens on property or to collect on those liens.
    - o A new DORA account using the name Secretary ReserveHOA was set up in order to allow future registrations to continue to be done by the HOA Secretary, regardless of who has the position.
  6. Two Requests for Abatement sent to 2 homeowners requesting them to put their trash cans in their garage, per the Design Guidelines.
  7. Receipts for registration and mailing submitted to Wade for reimbursement.
4. Wade Whitely:
  - The HOA is in good shape financially.
  - Our snow removal costs so far this year are slightly higher than normal to date.
  - 67% of our budget is water and lawn maintenance.
  - There are currently 8 properties for which HOA dues have not yet been paid for 2014. Wade will follow up on those properties. One of those properties also owes dues for the past 4 years.
  - This comes to a current total of outstanding dues, not including penalties and interest, of approximately \$2600.
  - Our cash reserves are currently held in an interest-bearing checking account. The only other option available at the moment that would garner a marginally better interest rate is a Certificate

of Deposit (CD), however if we transfer the money to a CD we lose the liquidity of the checking account. No attendee spoke for moving the money to a CD at this time.

- Wade needs all Board members to do the necessary paperwork to be signatories on all the HOA accounts. Since Wade & Dyce are already signatories, Shannon & Dave will need to contact Guaranty Bank (In Safeway parking lot across 17<sup>th</sup> Ave) and each Board member will need to ensure they've completed the necessary paperwork. Also, Sabrina Lee & Kelly Kuzcka will need to be removed from the account as they are no longer board members.
5. Bill Hallett:
- NGLA January meeting was simply to set the agenda for the year.
  - Bill listed himself at the official "Reserve NGLA Representative" again for 2014; the Board concurs.
  - Bill verified that the Public Works department is who we should contact for concrete repairs, i.e., sidewalk issues.
  - Informational notes about Longmont from the NGLA meetings:
    - NGLA says it will take approximately 2 years to finish the flood recovery. The bridge on Sunset will probably be the last thing fixed.
    - There are approximately 10-acre feet of logs in Longmont Reservoir that need to be removed before they start to decompose and cause issues for the dam; this is the city's first priority.

## Ongoing Business:

1. Fence
  - A decision has not been made about the fence, but there are currently 5 posts that need to be replaced. This replacement needs to be done to alleviate an existing hazard. The board concurred that this should be pursued now.
  - We will need to have estimates submitted. The bid should cover pouring the concrete, placing the post, possibly with and without painting to match, and removal of broken posts and concrete ball. Dave will get at least 2 bids
2. Outlot H: Dave brought up that if he builds the fence that he is currently allowed to build, that the combination of the existing trees and the new fence will preclude the lawn maintenance techs from being able to get a mower back into that space. Dyce suggests maybe limbing the trees (maybe up to 5'?) to allow the mowers access. Dave's concern is that he doesn't want the tree to be removed in order to allow mowing access; Dyce & Wade assured Dave that the HOA will look at any and all other options rather than removing a tree.

## New Business:

1. The county's growing problem with Ash Borer beetles is likely to affect our HOA due to the large number of ash trees on our common ground. This will cost us, whether we choose to remove the trees, try to save them, or replace them with something else.
2. Our annual walkabout/grounds inspection will be done in April and will be held in place of our monthly meeting. This will be done on Sunday, April 13<sup>th</sup>, at 1400L. We will meet at Dyce's home and go from there. This will include
  - Making a list of requested concrete repairs to be submitted to the Public Works department.
  - Checking for broken posts and other fence issues
  - Noting where vegetation needs to be trimmed in order to keep access to walkways
  - Attempting to make an inventory of ash trees

## Business to be carried forward:

1. Outlot H.

2. Fence at 1200 Whitehall
3. Discussion of HOA fence maintenance/repair/replacement options.
4. Must contact all homeowners before getting bids about painting fence in order to request a walkthrough to check easement/landscaping clearance (IF we paint)
5. Make certain liability is mitigated by making certain that anything that can hurt someone is fixed
6. Fix wood posts? Keep a wood fence? Masonry fence? Lots of discussion still to be held.

### **Adjournment:**

- 8:23PM: Dyce motioned to adjourn. Wade seconded the motion. Meeting adjourned.

## The Reserve at Ute Creek Homeowners Association Board Meeting Minutes - APPROVED

Meeting Date: April 13, 2014  
Submitted by: Shannon O'Brien, Reserve-Secretary

---

### Definitions:

BOD: Board of Directors; HOA: Home Owners Association

### Call to Order:

This meeting was supposed to be a walkthrough of the HOA by the Board Members; the inclement weather precluded that option so a meeting was held in lieu of the walkthrough. The BOD meeting began at 1:30PM at Dyce DeHaan's home.

### Meeting Attendance:

Dyce DeHaan, Board President  
Dave Boerner, Board Vice President  
Shannon O'Brien, Board Secretary/Governance

### Discussion Items:

1. Re: Minutes from the February & March 2014 Meetings were discussed. Shannon will email out the draft versions (there was a requested change to the February minutes that hasn't yet been reviewed).
2. We will try again for a walkthrough in place of May's Board meeting. It is now scheduled for Monday, May 12, 2014, at 4:30PM. Again we will meet at Dyce DeHaan's home and go from there.
3. The goals of the walkthrough include
  - a. Making a list of requested concrete repairs to be submitted to the Public Works department
  - b. Checking for broken posts and other fence issues
  - c. Noting where vegetation needs to be trimmed in order to keep access to walkways
  - d. Attempting to make an inventory of ash trees
4. The 2014 contract with Rock Solid Landscaping was signed; the fee is to be paid in 12 equal payments.
5. Ward's backflow testing is not yet scheduled. The price is usually around \$175 per vault x 3 vaults.
6. The HOA website contact info has been updated.
7. Fence
  - a. Discussion was held about making required repairs to the fence, since this is a safety issue and needs to be done as soon as possible. It was decided that the Board would contract with someone to do this work.
  - b. Dyce motioned to approve a bid by Wilden Constructors to fix 7 fence posts, remove old concrete and replace split woods, for a total of \$1000. Dave seconded the motion. Motion passed.

### Business to be carried forward:

1. Outlot H.
2. Fence at 1200 Whitehall
3. Discussion of HOA fence maintenance/repair/replacement options.
4. Must contact all homeowners before getting bids about painting fence in order to request a walkthrough to check easement/landscaping clearance (IF we paint)
5. Make certain liability is mitigated by making certain that anything that can hurt someone is fixed
6. Fix wood posts? Keep a wood fence? Masonry fence? Lots of discussion still to be held.



---

## **Adjournment:**

- 2:20PM: Dave motioned to adjourn. Shannon seconded the motion. Meeting adjourned.

## The Reserve at Ute Creek Homeowners Association Board Meeting Minutes - APPROVED

Meeting Date: May 12, 2014  
Submitted by: Shannon O'Brien, Reserve-Secretary

---

### Definitions:

BOD: Board of Directors; HOA: Home Owners Association

### Call to Order:

This meeting was a walkthrough of the HOA by the Board Members. The BOD meeting/walkthrough began at 4:30PM at Dyce DeHaan's home.

### Meeting Attendance:

Dyce DeHaan, Board President  
Wade Whitely, Board Treasurer  
Shannon O'Brien, Board Secretary/Governance

### Reports of Board Members:

1. Minutes from the February, March, and April 2014 Meetings were emailed out for review. Approval pending.
2. Dyce DeHaan:
  - Rock Solid has submitted a bill for \$1300 for the replacement of 16 sprinkler heads. This is the first time we have ever received such a bill from them. Dyce will ask Dave to follow up with Rock Solid to see what exactly had to be done before we approve the payment for this bill.
  - Dyce has been working with Rock Solid to make certain the sprinkler system is up and running correctly; this has not yet been completed satisfactorily.
3. Wade Whitely:
  - The 2013 HOA taxes were completed in April 2014.
  - There are currently 5 properties for which HOA dues have not yet been paid for 2014. For one of those properties, this is the 5<sup>th</sup> year their dues are delinquent (last 4 years not yet paid).
  - Wade provided the contact info for Dave & Shannon to go over to Guaranty Bank to become signatories on the HOA account. The December 2013 minutes wherein they were elected to the Board will need to be provided to the bank.
4. Shannon O'Brien:
  8. The application to Longmont Neighborhood Activities Fund for money for an HOA ice cream social is due by May 14, 2014. Shannon will submit the application.

### HOA Walkthrough:

1. One of the lights on the Reserve sign at the 17<sup>th</sup> Avenue entrance needs to be replaced.
2. There are various issues with trees:
  - Approximately 23 ash trees identified, some with obvious borer activity (actual number may differ; none of the attendees were expert at tree identification).
  - There is one maple tree in the common park area near the 17<sup>th</sup> Avenue entrance that appears to be unhealthy and have possible borer activity.
  - The ash tree at the north end of the passthrough to the east of 1224 Whitehall is dead and needs to be removed; the attendees decided this tree does not need to be replaced due to the number of other trees close by.

- At the HOA passthrough to the east of 1224 Whitehall there is one limb of an HOA member's tree that is impinging on the passthrough sprinkler flow and will need to be cut back; there is also a co-mingling of an HOA tree and a member's tree near the front of that passthrough and both will need to be trimmed to reduce the problem. Wade will address these issues with the homeowner.
  - There is a dead tree in the common park area near the western entrance that needs to be removed.
  - Behind 1255 Reserve there are at least 3 trees with dead or dying sections that need to be trimmed off.
  - It looks like 2 of the trees planted last year along 17<sup>th</sup> Ave are dead (they should still be under warranty). This will need to be pursued.
3. In general, the fence is in very bad shape, with peeling paint, more broken posts, and large sections where the adjoining landscaping is impinging on the salubrity of the fence as a whole.
- The fence on the west side of 1200 Whitehall has a few broken posts and the homeowner's landscaping behind the fence is putting pressure on the fence and causing it to bow out and break. One option for fixing this would be to replace the northern half of that fence with a split rail fence (which would match the fence on the north boundary of that property); Wade will discuss options with the homeowner.
  - The western fence has large sections where the apartment complex's landscaping behind the fence (mostly rocks) is putting pressure on the fence and causing it to bow out and break. Previous Boards have approached the apartment management about fixing this problem with no cooperation from them. Our options now are to:
    - Talk to them again
    - Attempt mediation through the City of Longmont
    - Take them to small claims court to get an abatement order
4. Various spots in the sidewalk concrete are either not level or are breaking:
- 3 on the SW corner passthrough from Reserve Drive to 17<sup>th</sup> Avenue, between 1255 & 1261 Reserve
  - 1 near the entrance on 17<sup>th</sup> Avenue
  - 1 east of the entrance on 17<sup>th</sup> Avenue
  - 1 on the NE corner of the western Whitehall/Reserve intersection, between 1218 & 1224 Whitehall
5. Various planting beds are in need of mulch. Dyce bought 50 bags on sale this past weekend for possible use by the HOA. It was decided to use those 50 bags and reimburse Dyce for the cost of the mulch. The Board members will try to set a time to spread the mulch.
6. There is one utility cover on the west side of the passthrough sidewalk at the SW corner of the HOA that is broken.
7. Some of the HOA trees along the fence on 17<sup>th</sup> Avenue will need to be cut back when the fence is repaired/replaced

## Adjournment:

- 6:10PM: Dyce motioned to adjourn. Shannon seconded the motion. Meeting adjourned.

## The Reserve at Ute Creek Homeowners Association Board Meeting Minutes - APPROVED

Meeting Date: June 09, 2014  
Submitted by: Shannon O'Brien, Reserve-Secretary

---

### Definitions:

BOD: Board of Directors; HOA: Home Owners Association

### Call to Order:

This meeting was held at the Longmont Senior Center and was called to order at 7:05PM.

### Meeting Attendance:

Dyce DeHaan, BOD President  
Dave Boerner, BOD Vice President  
Wade Whitely, BOD Treasurer (phoned in)  
Shannon O'Brien, BOD Secretary/Governance

### Reports of Board Members:

1. Minutes from the February, March, April & May 2014 Meetings were emailed out for review prior to the meeting. Dyce motioned to approve as submitted and Dave seconded. All approved.
2. Dyce DeHaan:
  - We got approval for Neighborhood funds for an ice cream social. Set for Sunday, August 17, 2014, with a start time of 3PM.
  - 2 dead trees identified during last month's walkthrough. The BOD decided to not replace the one in the passthrough to the east of 1224 Whitehall, since that area was occluded by the existing trees and a new tree would not have a good chance. The dead tree in the northwest park will need to be replaced. Dave will solicit bids for the removal of the dead trees and the planting of a replacement tree.
  - Wilden Constructors missed 2 posts that they were supposed to do (they did 7 posts, as originally agreed, but 2 were not originally identified as needing replacement). Wilden submitted a bid to do those last 2 posts, wherein they increased their fee by 45%. BOD discussed the bid and agreed to not accept this bid. The work is still pending.
  - The sprinklers are still not completely set; the ones on 17<sup>th</sup> are watering during the day and that needs to be changed to dawn/dusk. Dave will address with Rock Solid.
  - Dyce has bought a total of 80 bags of mulch, all at \$2/2ft<sup>3</sup>. The new mulch was spread by Dan Hart & Dyce.
3. Dave Boerner:
  - Dave will schedule the backflow testing with Wards (for 3 of 4 vaults, not testing the vault on 17<sup>th</sup>, which is the city's responsibility).
  - Dave is working with Rock Solid. The work for the \$1300 bill was reviewed and the bill has been paid.
4. Wade Whiteley:
  - There are currently 4 properties for which 2014 HOA dues have not yet been paid.
  - The signature cards at Guaranty Bank have been updated; all 4 current board members are now signatories, and all former board members have been removed.

- A meeting has been set for June 10, 2014, with Richard regarding the fence at 1200 Whitehall.
  - A message was left for the homeowner at 1224 Whitehall and Wade is still awaiting a response.
5. Shannon O'Brien:
- The phone number for the accounts at Guaranty Bank was changed to Wade's phone number.

### **New Business:**

1. 1210 Reserve has submitted a request for approval for their new exterior paint colors. They do have written approval from 2 of their neighbors. The BOD approved the colors. Dyce will inform the homeowners.
2. Dave advised the board that the homeowner at 1215 is also planning to submit a request for approval for exterior paint color.
3. At what point is it worth paying an attorney for a consult about putting a lien on a property that is multiple years in arrears. Wade will check and report back.
4. There is an HOA CD at First Bank; it has not been moved to Guaranty because there was no financial benefit in moving the account.

### **Business to be carried forward:**

1. Fence at 1200 Whitehall
2. Trees at 1224 Whitehall
3. Discussion of HOA fence maintenance/repair/replacement options, and what our next step will be with the apartment complex management.
4. Submission of requested concrete sidewalk repairs to the city.
5. Fixing the light on the Reserve sign at the 17<sup>th</sup> Avenue entrance.
6. Decision about if/how to address the ash and maple trees with and without borer activity, and the partially dead trees behind 1225 Reserve
7. Decision on repair/replacement of the utility cover on the west side of the passthrough sidewalk at the SW corner of the HOA

### **Adjournment:**

- 8:10PM: Dave motioned to adjourn. Shannon seconded the motion. Meeting adjourned.

---

## The Reserve at Ute Creek Homeowners Association Board Meeting Minutes - APPROVED

Meeting Date: July 14, 2014  
Submitted by: Shannon O'Brien, Reserve-Secretary

---

### Definitions:

BOD: Board of Directors; HOA: Home Owners Association

### Call to Order:

This meeting was held at the Longmont Senior Center and was called to order at 7:05PM.

### Meeting Attendance:

Dyce DeHaan, BOD President  
Dave Boerner, BOD Vice President  
Wade Whitely, BOD Treasurer

### Reports of Board Members:

1. Dyce DeHaan:
  - Consistency dealing with delinquent homeowners; we must be consistent with late fees but do have some leeway with interest
  - Rock Solid knocked on Dyce's door to discuss a homeowner who had complained to Dave that the contractors were not spraying correctly; the Rock Solid supervisor said this homeowner had intimidated them off the HOA property.
2. Dave Boerner:
  - Dave has a canopy that he can use for the ice cream social on 8/17.
3. Wade Whiteley:
  - The property owner at 1200 Whitehall proposed HOA finance a privacy fence; BOD voted not to approve that; our defaults are to fix the fence or ask him to remove the landscaping; or maybe the homeowner would be okay with replacing with split rail which would allow his landscaping to be less affected

### Business to be carried forward:

1. Fence at 1200 Whitehall
2. Trees at 1224 Whitehall
3. Discussion of HOA fence maintenance/repair/replacement options, and what our next step will be with the apartment complex management.
4. Submission of requested concrete sidewalk repairs to the city.
5. Fixing the light on the Reserve sign at the 17<sup>th</sup> Avenue entrance.
6. Decision about if/how to address the ash and maple trees with and without borer activity, and the partially dead trees behind 1255 Reserve
7. Decision on repair/replacement of the utility cover on the west side of the passthrough sidewalk at the SW corner of the HOA

### Adjournment:

- 7:54PM: Wade motioned to adjourn. Dyce seconded the motion. Meeting adjourned.

## The Reserve at Ute Creek Homeowners Association Board Meeting Minutes - APPROVED

Meeting Date: August 11, 2014  
Submitted by: Shannon O'Brien, Reserve-Secretary

---

### Definitions:

BOD: Board of Directors; HOA: Home Owners Association; NGLA: Neighborhood Group Leaders Association;  
NIP: Neighborhood Improvement Plan; RTD: Regional Transportation District

### Call to Order:

This meeting was held at the Longmont Senior Center and was called to order at 7:00PM.

### Meeting Attendance:

Dyce DeHaan, BOD President  
Dave Boerner, BOD Vice President  
Wade Whitely, BOD Treasurer  
Shannon O'Brien, BOD Secretary/Governance  
Bill Hallett, NGLA Rep

### Reports of Board Members:

1. Minutes from the June 2014 meeting were emailed out for review prior to the meeting. Not reviewed yet, so approval still pending.
2. Dave Boerner:
  - Sprinklers reviewed; were off due to consistent rainfall; most are turned on again but all will be verified
  - Discussed the possibility of adding some water-saving pop-ups on the east side of the 17<sup>th</sup> Ave entrance to address an underserved area; if feasible, this may be an option for other underserved areas
  - Tree replacement in NW park (one dead and one dying): even if we do the labor to cut down the tree, the stump removal will need to be hired out; we can leave the replacement until the fall sale at the tree farm
3. Wade Whiteley:
  - There are still 4 properties for which 2014 HOA dues have not yet been paid; one of those properties is multiple years in arrears.
  - HOA finances reviewed; reduced water usage in on track to save us up to \$2,000-4,000 this year.
4. Bill Hallett:
  - NGLA Meetings report: briefed on what he had learned about ash borer cycle. Check out site at EABColorado.com for infestation map. City of Longmont Forestry site will also have a list of reputable treatment companies.
  - Transportation update: RTD gave pitch for multi-modal facility at the old turkey plant on main street; working on congestion problems at Ken Pratt & Hover
  - Street repairs: concrete repairs & chip sealing
  - Sunset bridge: Boulder County applying for federal funding
  - NIP seminar at senior center on 8/20 7-8:30PM; Dyce will attend; NIP application due by September 24, 2014;

## **New Business:**

1. Probably worth our while to hire a tree specialist to evaluate our trees (ash & others) for borer activity, and possible prevention or, if necessary, treatment
2. We could start a long-range plan of planting a couple/few trees every September (on sale); this would give them approximately 1 month of watering before we shut off the sprinkler system at the end of October
3. Green Man has given us a bid for next year's landscaping contract; we are still awaiting a bid from Rock Solid.
4. We have received 2 bids to do the mitigation work behind 1249 & 1343 Reserve (\$800 & \$895).
5. Ice Cream social on Sunday afternoon 3-5PM: Wade will get ice cream novelties, Dave will provide tent, Shannon has a second tent if necessary,
6. Watering issues behind Dyce & Carlos' homes; this would involve moving the sprinkler lines about 1 foot further south (these heads are currently below the slope, which is causing the water to run into the back yards);
7. A homeowner delivered a letter of complaint to some board members today; Wade will research code enforcement and bring that info back to the board for us to draft a response.

## **Business to be carried forward:**

1. Fence at 1200 Whitehall
2. Trees at 1224 Whitehall
3. Discussion of HOA fence maintenance/repair/replacement options, and what our next step will be with the apartment complex management.
4. Submission of requested concrete sidewalk repairs to the city.
5. Fixing the light on the Reserve sign at the 17<sup>th</sup> Avenue entrance.
6. Decision about if/how to address the ash and maple trees with and without borer activity, and the partially dead trees behind 1255 Reserve
7. Decision on repair/replacement of the utility cover on the west side of the passthrough sidewalk at the SW corner of the HOA
8. ASK AT ANNUAL MEETING FOR INPUT FOR THE FOLLOWING YEAR'S NIP
9. QUORUM? BYLAW CHANGES IN 2008 MAY HAVE CHANGED

## **Adjournment:**

- 8:32PM: Dave motioned to adjourn. Shannon seconded the motion. Meeting adjourned.



## The Reserve at Ute Creek Homeowners Association Board Meeting Minutes - APPROVED

Meeting Date: September 8, 2014  
Submitted by: Shannon O'Brien, Reserve-Secretary

---

### Definitions:

BOD: Board of Directors; HOA: Home Owners Association; NGLA: Neighborhood Group Leaders Association ;  
NIP: Neighborhood Improvement Program

### Call to Order:

This meeting was held at the Longmont Senior Center and was called to order at 7:03PM.

### Meeting Attendance:

Dyce DeHaan, BOD President  
Wade Whitely, BOD Treasurer  
Shannon O'Brien, BOD Secretary/Governance  
Carlos Belloso, Homeowner

### Reports of Board Members:

1. Minutes from the June, July & August 2014 meetings were emailed out for review prior to the meeting. Minutes discussed and amended. Wade motioned to approve as amended; Dyce seconded. Minutes approved as amended.
2. Dyce DeHaan:
  - Dyce issued written notice to the homeowner who was interfering with Rock Solid crews.
  - Received complaint from a homeowner about an already-completed structure in a neighbor's yard. Dyce requested a written complaint, to include the timeline, so we can research whether there was a variance granted by a former Board. The homeowner was unwilling to submit that complaint; there is no follow up.
  - Met with Rock Solid supervisor about the sprinkler timers; this has not been resolved. Dyce will follow up again.
  - Stump removal service did not show up for service so this still needs to be done.
  - Back flow testing still pending. Wade will call Ward's.
  - Dyce attended the NGLA NIP seminar. He will submit a request for \$5000 for more trees, to add trees to both parks and in the open space in the SW area of common space. The goal will be to save money in the long run by adding shade and requiring less water in the long run.
3. Wade Whiteley:
  - We have only spent \$2700 on water so far. It is likely that we will save up to \$3000 on water usage this year.
  - All other line items in line with the estimate. Snow removal will be the only questionable item that may affect this year's budget.
  - One of the homeowners that hadn't paid 2014 dues has paid. There are still 3 properties for which 2014 HOA dues have not yet been paid; one of those properties is multiple years in arrears.
  - Spoke with the homeowner at 1224 Whitehall, which is the house next to the passthrough that has some encroachment with the HOA's trees. That homeowner has his own arborist that he would like to consult with and will get back to Wade.
  - The homeowner at 1200 Whitehall has been advised that he will need to move his rock back off the fence so that we can replace the broken post.

- Dave removed the tree in the NW park, but the stump has not yet been removed. There is an ash tree in that park that is also dying. We can replace those trees by planting a couple of feet away from the current sites. We discussed types of trees that could be used to replace them. We liked the idea of a flowering pear (this is a type of tree that we don't have, so it will add variety, and there is no fruit). Wade will talk to the city arborist and get their input.
- Regarding the code enforcement item from last month, Wade has a call into city code enforcement and is awaiting a response.

### **New Business:**

1. The sprinkler line behind 1343 & 1349 Reserve is set behind a rise in the ground, which makes the water run into the backyards of those houses. These homeowners have requested the board approve some sort of mitigation. Two bids received (\$800 & \$895, respectively) to move 6 sprinkler heads out 1 foot, which will raise them, and put 3 cubic yards of dirt to build a berm against the base of the fence to build a positive slope away from the fence. The homeowners are willing to do the labor to move the fence boards up to the base of the crossbar in order to move them further out of the dirt. Discussion identified no issues with the HOA making right something that is wrong on HOA property (Dyce abstained from the discussion). Wade moved to approve the \$800 bid and Shannon seconded. Motion carried.
2. The light on the 17<sup>th</sup> Avenue entrance sign has been repaired by Dave Boerner (receipt to be submitted).
3. Green Man has given us a bid for landscaping services for next year. We have also requested an estimate from Rock Solid.

### **Business to be carried forward:**

1. Fence at 1200 Whitehall
2. Trees at 1224 Whitehall
3. Discussion of HOA fence maintenance/repair/replacement options, and what our next step will be with the apartment complex management.
4. Submission of requested concrete sidewalk repairs to the city.
5. Decision about if/how to address the ash and maple trees with and without borer activity, and the partially dead trees behind 1255 Reserve (possibly start by hiring a tree specialist to evaluate our trees (ash & others) for borer activity, and possible prevention and/or treatment
6. Decision on repair/replacement of the utility cover on the west side of the passthrough sidewalk at the SW corner of the HOA
7. Ask at the annual meeting in December for input regarding the following year's NIP submission
8. Verify the requirements for a quorum (did the bylaws change in 2008?)
9. Draft a long-range plan of planting a couple/few trees every September (purchase on sale); this would give the new trees approximately 1 month of watering before we shut off the sprinkler system at the end of October

### **Adjournment:**

- 8:33PM: Dyce motioned to adjourn. Wade seconded the motion. Meeting adjourned.

## The Reserve at Ute Creek Homeowners Association Board Meeting Minutes - APPROVED

Meeting Date: October 13, 2014  
Submitted by: Shannon O'Brien, Reserve-Secretary

---

### Definitions:

BOD: Board of Directors; HOA: Home Owners Association; NGLA: Neighborhood Group Leaders Association ;  
NIP: Neighborhood Improvement Program

### Call to Order:

This meeting was held at the Longmont Senior Center and was called to order at 7:00PM.

### Meeting Attendance:

Dyce DeHaan, BOD President  
Dave Boerner, BOD Vice President  
Wade Whitely, BOD Treasurer  
Shannon O'Brien, BOD Secretary/Governance  
Bill Hallett, NGLA Rep

### Reports of Board Members:

1. Minutes from the September 2014 meeting were emailed out for review prior to the meeting. Minutes discussed and amended. Dyce motioned to approve as amended; Wade seconded. Minutes approved as amended.
2. Dyce DeHaan:
  - Training for Longmont Home Owners Association hosted by the city, regarding HOA rules, requirements and documents, will be held on November 6<sup>th</sup>. Dyce encourages everyone to go (this would meet the BOD Continuing Education requirement). The meeting will be held at 7PM at Longmont Senior Center.
  - Submitted grant application to NIP for 24 more trees for the 2 parks and the common area behind 1245, 1251, & 1255 Reserve. We elected to ask for more trees as a way to reduce our long-term water usage by adding shade. We will get feedback on our application before the December meeting.
  - Stump removal in NW park completed. Cost was \$35.
  - Sprinkler blowout will happen this month.
3. Wade Whiteley:
  - Back flow testing on three vaults done and paid for (\$402).
  - Financials look good.
    - Last big bill for the year in and paid (insurance)
    - Currently not expecting to use any of the \$1000 budgeted for legal costs.
    - We are still in line to save up to \$3000 on water usage this year.
    - Expecting to add \$9000-\$10000 to the coffers by year's end
    - There is still the potential for snow removal costs to affect this year's budget
  - There are still 3 properties for which 2014 HOA dues have not yet been paid; one of those properties is multiple years in arrears.
  - Regarding the code enforcement item from August. Code enforcement called back and advised us that we can do nothing about cars parked in the street. If a resident has a complaint, they can call code enforcement directly.
4. Dave Boerner:

- Trying to make contact with the apartment complex management about the fence, regarding both moving the rock off the fence and possibly putting up some money for fence maintenance.
  - Will try to find a 3<sup>rd</sup> company to give us a bid on landscaping services for next year
5. Bill Hallett:
- Bill for website hosting in and paid by Bill (\$10). Bill will submit receipt
  - 20mb account, using approximately 16mb for pictures. We may want to consider updating those pictures.

### **New Business:**

1. Long discussion about the fence issue. The existing fence is approximately 2000 linear feet. We could expect to pay about \$15,000 to repaint the fence, not including repairs. Discussions with Rock Solid and Green Man had both suggesting a single picket fence in either cedar or redwood (both woods are meant to weather well without further treatment). Non-wood options would also be considered, e.g. stone or masonry or composite.

### **Business to be carried forward:**

1. Fence at 1200 Whitehall (we will plan on getting a contractor to fix the posts in the spring, so the homeowner will have until then to move his landscaping away from the fence)
2. Trees at 1224 Whitehall (still awaiting a response from that homeowner regarding the response from their arborist)
3. Discussion of HOA fence maintenance/repair/replacement options, and what our next step will be with the apartment complex management
4. Submission of requested concrete sidewalk repairs to the city
5. Decision about if/how to address the ash and maple trees with and without borer activity, and the partially dead trees behind 1255 Reserve (possibly start by hiring a tree specialist to evaluate our trees (ash & others) for borer activity, and possible prevention and/or treatment)
6. Decision on repair/replacement of the utility cover on the west side of the passthrough sidewalk at the SW corner of the HOA
7. Ask at the annual meeting in December for input regarding the following year's NIP submission
8. Verify the requirements for a quorum (did the bylaws change in 2008?)
9. Draft a long-range plan of planting a couple/few trees every September (purchase on sale); this would give the new trees approximately 1 month of watering before we shut off the sprinkler system at the end of October

### **Adjournment:**

- 8:18PM: Dave motioned to adjourn. Dyce seconded the motion. Meeting adjourned.

## The Reserve at Ute Creek Homeowners Association Board Meeting Minutes - APPROVED

Meeting Date: November 10, 2014  
Submitted by: Shannon O'Brien, Reserve-Secretary

---

### Definitions:

BOD: Board of Directors; HOA: Home Owners Association; NGLA: Neighborhood Group Leaders Association;  
NIP: Neighborhood Improvement Program

### Call to Order:

This meeting was held at the Longmont Senior Center and was called to order at 7:02PM.

### Meeting Attendance:

Dyce DeHaan, BOD President  
Dave Boerner, BOD Vice President  
Wade Whitely, BOD Treasurer  
Shannon O'Brien, BOD Secretary/Governance

### Reports of Board Members:

1. Minutes from the October 2014 meeting were emailed out for review prior to the meeting. Minutes discussed. No amendments requested. Wade motioned to approve; Dave seconded. Minutes approved as submitted.
2. Dyce DeHaan:
  - We don't have a snow removal contract right now; Rock Solid is willing and able to do it as needed and as requested
  - 2015 budget needs to be sent to homeowners in the next 10 days. We have been sending it out via email, but Dyce will verify that is a valid option. If the state requires they be snail-mailed, Wade will send the budget and the dues bills out together
  - NIP application review happens on November 12; at that time we will find out if we are approved to continue the process
  - Sprinkler blowout done
  - We may want to have Swingle give some iron treatments to our maple trees
3. Dave Boerner:
  - Dave emailed out a bid for landscaping services from Longs Peak Landscaping. The Board will review all 3 bids at the January meeting and decide which to go with
  - Contact made with the apartment complex management. The management has said that they will discuss the issue with the owner and get back to Dave. Dave will contact them again in a couple of weeks if he hasn't heard back by then
4. Wade Whiteley:
  - Financials look good.
    - It looks like we will end the year with approximately \$65,000 in the bank
    - Suggested 2015 budget changes:
      - Adjusting bad debt down to \$1000
      - Change category from spring planting to spring/tree planting and bump up to \$5000 to cover our portion of the NIP; the NIP matching funds wouldn't be spent if we are not selected by the committee
      - Grounds repairs down to \$2500 (and plan fence repair in this)
      - Budget net zero

- There are still 3 properties for which 2014 HOA dues have not yet been paid; one of those properties is multiple years in arrears
- Tree Farm suggests the following types of trees: linden, elm, locust, or, for shorter options, flowering pear. Maple is an option but the shallow root system could be problematic in our parks. City recommends 30feet between trees; some local plantings are spread as few as 15ft

### **Ongoing Business:**

1. More fence discussion, including possible materials and potential life cycle

### **Business to be carried forward:**

1. Fence at 1200 Whitehall (we will plan on getting a contractor to fix the posts in the spring, so the homeowner will have until then to move his landscaping away from the fence)
2. Trees at 1224 Whitehall (still awaiting a response from that homeowner regarding the response from their arborist)
3. Submission of requested concrete sidewalk repairs to the city
4. Decision about if/how to address the ash and maple trees with and without borer activity, and the partially dead trees behind 1255 Reserve (possibly start by hiring a tree specialist to evaluate our trees [ash & others] for borer activity, and possible prevention and/or treatment)
5. Decision on repair/replacement of the utility cover on the west side of the passthrough sidewalk at the SW corner of the HOA
6. Ask at the annual meeting in December for input regarding the following year's NIP submission
7. Verify the requirements for a quorum (did the bylaws change in 2008?)
8. Draft a long-range plan of planting a couple/few trees every September (purchase on sale); this would give the new trees approximately 1 month of watering before we shut off the sprinkler system at the end of October

### **Adjournment:**

- 8:05PM: Dave motioned to adjourn. Dyce seconded the motion. Meeting adjourned.