

The Reserve at Ute Creek Home Owners Association Board

January 2016 Meeting Minutes - APPROVED

Definitions:

BOD: Board of Directors

HOA: Home Owners Association

NGLA: Neighborhood Group Leaders Association

Meeting Date: January 11, 2016

Submitted by: Shannon O'Brien, Secretary, The Reserve at Ute Creek HOA

Call to Order:

This meeting was held at the Longmont Senior Center and was called to order at 7:07PM.

Meeting Attendance:

Bill Hallett, HOA Webmaster & NGLA Rep

Mike Hendricks, BOD

Scott Knollenberg, BOD

Shannon O'Brien, BOD

Wade Whiteley, BOD

Minutes:

Minutes for November and December 2015 were not addressed.

BOD Positions:

There was a general discussion of roles and responsibilities. The elected BOD members discussed and decided on the following positions for the 2016 calendar year:

Scott Knollenberg, BOD President

Mike Hendricks, BOD Vice President

Wade Whiteley, BOD Treasurer

Shannon O'Brien, BOD Secretary/Governance

Bill Hallett, HOA Webmaster & NGLA Rep

Reports:

Scott Knollenberg, BOD President:

- Gave Mike Hendricks a rundown on VP duties

Mike Hendricks, BOD Vice President:

- Mike consents to having his phone number included on the HOA webpage

Wade Whiteley, BOD Treasurer:

- Financials were sent out via email
- Costs so far about what was expected
- Dues statements are out and payments are starting to come in

Shannon O'Brien, BOD Secretary & Governance:

- No abatement letters sent
- Will bring a copy of the December 2015 minutes to Guaranty Bank to start the process to update the account signature card
- Will take an IOU to write an updated newsletter to post on the HOA website

Bill Hallett, NGLA Rep and HOA Webmaster:

- Bill will update the email addresses and send login info to those who have new or different accounts
 - All the old emails and contacts should remain available on each of those accounts

- He updated the Neighborhood Link webpage to point people to our official webpage
- He's working on other updates to the HOA webpage; please send him any ideas or suggestions
- NGLA updates:
 - A police update - things are relatively quiet. There was also the annual reminder that "puffers" (cars left running in the driveway without any occupants) are illegal and are an invitation for car theft
 - A presentation about a new neighborhood safety and preparedness leadership training program. After the presentation, there was a request for volunteers to go through the training (about 110-120 hours of class and meeting time, but no mention of other time such as reading and paperwork). As far as he knows, no one has yet signed up

Other Business:

- More discussion about the fence and whether our neighboring properties might be willing to assist with the cost since it is also a benefit for them. We discussed naming a delegated representative for fence issues with neighboring properties.

Shannon motioned to name Dave Boerner as the HOA delegated representative for fence issues with neighboring properties. Scott seconded. All in favor. None opposed. Motion passed. Dave has agreed to fill that position; his new email address will be FenceLiaison@ReserveUte.com

- Discussion about planning for another general membership meeting to make more decisions about the fence (at the December general membership meeting, Trex was decided upon as the material for the new fence, but we ran out of time to decide on a color and an implementation schedule)
- We'll aim for another general membership meeting in April, with our spring walkthrough of the grounds to be done in lieu of the May meeting
- Discussion about either setting up a welcoming committee or at least drafting a welcome letter to be sent to new homeowners, to include contact information and maybe identify the most common issues

Adjournment:

- 8:32PM Scott motioned to adjourn, Shannon seconded the motion. All in favor, none opposed. Motion passed. Meeting adjourned.

The Reserve at Ute Creek Home Owners Association Board

February 2016 Meeting Minutes - APPROVED

Definitions:

BOD: Board of Directors

HOA: Home Owners Association

NGLA: Neighborhood Group Leaders Association

Meeting Date:

February 8, 2016

Submitted by:

Shannon O'Brien, Secretary, The Reserve at Ute Creek HOA

Call to Order:

This meeting was held at the Longmont Senior Center and was called to order at 7:0XPM.

Meeting Attendance:

Scott Knollenberg, BOD President

Mike Hendricks, BOD Vice President

Wade Whiteley, BOD Treasurer

Shannon O'Brien, BOD Secretary/Governance

Bill Hallett, HOA Webmaster & NGLA Rep

Minutes:

Minutes for November & December 2015 and January 2016 were mailed out for review prior to the meeting. Wade motioned to approve as submitted. Scott seconded. All in favor. None opposed. Minutes approved as submitted.

Reports:

Scott Knollenberg, BOD President:

- Nothing to report

Mike Hendricks, BOD Vice President:

- Nothing to report

Wade Whiteley, BOD Treasurer:

- Distributed financial statements
- Previously delinquent homeowner still paying as agreed

Shannon O'Brien, BOD Secretary & Governance:

- No abatement letters sent
- 2016 Annual Disclosure sent to Webmaster with request for Wade to verify the appendix info (budget & insurance info)
- Have made room arrangements for all of 2016, including first Monday in December in larger room
- Guaranty Bank signature cards (Shannon & Mike are done; Scott & Wade still pending)
- Still have annual DORA registration to take care of
- December 2014 minutes sent to Webmaster, so he should have all except ones listed above

Adjournment:

- 8:07PM Mike motioned to adjourn, Scott seconded the motion. All in favor, none opposed. Motion passed. Meeting adjourned.

The Reserve at Ute Creek Home Owners Association Board

March 2016 Meeting Minutes - APPROVED

Definitions:

BOD: Board of Directors

HOA: Home Owners Association

NGLA: Neighborhood Group Leaders Association

Meeting Date:

March 14, 2016

Submitted by:

Shannon O'Brien, Secretary, The Reserve at Ute Creek HOA

Call to Order:

This meeting was held at the Longmont Senior Center and was called to order at 7:08PM.

Meeting Attendance:

Scott Knollenberg, BOD President

Mike Hendricks, BOD Vice President

Wade Whiteley, BOD Treasurer

Shannon O'Brien, BOD Secretary/Governance

Bill Hallett, HOA Webmaster & NGLA Rep

Reports:

Scott Knollenberg, BOD President:

- Nothing to report

Mike Hendricks, BOD Vice President:

- Rock solid proposed contract includes just over a 3% increase over last year.
 - Proposal includes same price for 2 years and another proposed 3% increase in 3 years.
 - Discussion addressed the fact that they
 - do decent work
 - take ownership of what they do wrong
 - no other good options on horizon
 - price seems to be fair
- Discussion included our preference for equal payments and our position that we don't want to agree now to the proposed increase they are asking for in three years
- Shannon motioned to approve contract for 2 years with 24 equal payments, Mike seconded. All in favor. None opposed. Motion passed. Scott will draft marked up copy, sign it, and get it to Wade, who will get it to Rock Solid with the first check on the contract.

Wade Whiteley, BOD Treasurer:

- Distributed financial statements
- 5 homeowners haven't paid (one is homeowner who was in arrears); Wade reached out to that homeowner and he says he plans to pay; the other 4 are expected to pay
- One remittance after the fact but took discount; another paying in installments
- Projecting around 85K at year's end in total accumulated funds (barring using them for any projects this year)
- Wade made motion to reimburse mileage for select activities on behalf of the HOA at current year's IRS business rate (for 2016 0.54/mile). Scott seconded. Shannon abstained due to the motion being made in response to her submission for reimbursement for attending DORA meeting. All others in favor; none opposed. Motion passed.
- Hyndman-Sanchez (HS) has given us an official response regarding the licensure of BOD members. HS now says that the state closed the loophole midway through 2015. Wade has asked them to explore further to see if there is something we can do or some option we may have to avoid licensure.

- Licensing could cost about \$1,000 for the Board to be licensed.
- Wade will research whether the BOD has the latitude to sign for debt for the HOA (in preparation for the general membership meeting next month).

Shannon O'Brien, BOD Secretary & Governance:

- No abatement letters sent
- Guaranty Bank signature cards (Shannon & Mike & Wade are done; Scott is still pending)
- Monday April 11th has been decided on for general membership meeting
- The new fence material was decided on last December; the agenda for the next meeting will include a vote on color, design, and implementation schedule (whole or phased)

Bill Hallett, NGLA Rep and HOA Webmaster:

- NGLA updates:
 - Feb meeting
 - no council update
 - police update: crime low, including some car break-ins mostly due to cars not being locked; for all business break-ins the perpetrators have been caught; officer training includes some mental health awareness training; beat coverage is good
 - Boulder County Strong did get some volunteers (includes 130 hours of training); UC Boulder has a leadership training program and the students will be attending the NGLA meetings for the next year
 - NIP Grant presentations: 13 presentations
 - Next meeting this Thursday; let him know if there is anything we want brought up
 - Sunset bridge work has started; expected completion date next Summer

Adjournment:

- 8:23PM Scott motioned to adjourn, Wade seconded the motion. All in favor, none opposed. Motion passed. Meeting adjourned.

The Reserve at Ute Creek Home Owners Association

April 2016 Special Meeting Minutes - APPROVED

Definitions:

BOD: Board of Directors

HOA: Home Owners Association

Meeting Date:

April 11, 2016

Submitted by:

Shannon O'Brien, Secretary, The Reserve at Ute Creek HOA

Call to Order:

This meeting was held at the Longmont Senior Center and started at 7:03PM.

Meeting Attendance: 25 of 70 Residences represented by attendees, plus an additional 16 proxies (41 total); 25% Quorum achieved (18 Residences).

Trex was the material decided on at the General Membership meeting in December. The purpose of tonight's Special Meeting is to decide on color and implementation schedule.

For review:

Ned O'Rourke of Split Rail Fence Company gave the following information:

- Trex comes with a 25 year warranty from factory
- It is a bracketed system and posts are composite
- Posts are 5" by 5"
- Bottom rail has steel insert
- Pickets are interlocked
- Fence looks the same from both sides
- Top cap is molded
- Pickets drop into bottom rail
- Top rail drops onto pickets
- In the event of accident or other issue, can replace individual pickets if/as necessary rather than having to replace the entire section
- Split Rail is currently scheduling about 3-4 weeks out
- Current guesstimate is 60-75 days to complete the entire project

Discussion:

- Question was raised about NextLight and its installation process
 - Per the website, we are already in process, but we know of no firm date
 - Brandon asked a NextLight technician; tech says there should be no disturbance to the fence
- Split Rail asks homeowners and the HOA to ensure the fence line is cleared 12-18" off the fence of all vegetation and other landscaping (including rocks and trimming branches that hang on or over the fence)
- We've asked the apartments for help with the funding. To date, we've had no help volunteered from them
- We've also asked The Greens for help with the portion of the fence by 1200 Whitehall (no response so far)
- Gary Mutz suggested not fencing in the common area and if that would be a viable option to save some money

- Guesstimate is about \$10,000 for the southwest section of the fence to the west of the pass-through sidewalk between the dogleg and 17th Ave
- It was reiterated that the fence project would replace existing fence unless there is a vote to do otherwise; there was a discussion about pros and cons of not fencing that section around the common area; at the end of the discussion there was no motion to not fence that section, so by default that section will remain fenced
- Colors available include Woodland Brown, Saddle, or Grey

Cost and funding

- The quote to replace total fence (approximately 2,000 linear feet) is \$129,100
- The quote to replace the run along 17th Ave, about 1200 linear feet or 60% of fence, is \$77,960
- Ned will hold the current pricing through 2017
- We have \$100,000 currently available, and are estimating \$80,000 at the end of the year (after summer water bills and other expenses for the year are paid)
- This means we should have enough to pay cash for the partial bid without the need of a special assessment
- Other potential big ticket items this year include drainage or sprinkler failure
- Our two biggest yearly expenses are grass and water. Replacing trees is another potential issue.
- Typically, about 3-4% increase in average costs per line item per year

Decisions:

- It was motioned to approve the Woodland Brown color for the new fence; motion seconded; all in favor; none opposed; motion passed. Woodland Brown will be the color of the new fence.
- Gary Mutz motioned to approve the bid to do the fence along 17th Avenue this year, and delay the north/south run of the fence to a later date; motion seconded; all in favor; none opposed; motion passed. The BOD will contract with Split Rail to replace the east-west run of HOA fence along 17th Avenue this summer.

Adjournment:

- 8:30PM Gary Mutz motioned to adjourn meeting. Motion seconded. All in favor. None opposed. Meeting adjourned.

The Reserve at Ute Creek Home Owners Association Board

July 2016 Meeting Minutes - APPROVED

Definitions:

BOD: Board of Directors

HOA: Home Owners Association

Meeting Date:

July 11, 2016

Submitted by:

Shannon O'Brien, Secretary, The Reserve at Ute Creek HOA

Call to Order:

This meeting was held at the Longmont Senior Center and was called to order at 7:04PM.

Meeting Attendance:

Scott Knollenberg, BOD President

Wade Whiteley, BOD Treasurer

Shannon O'Brien, BOD Secretary/Governance

Reports:

Scott Knollenberg, BOD President:

- Nothing to report

Wade Whiteley, BOD Treasurer:

- Distributed financial statements
 - Water usage is within expected parameters
 - Electric usage is high (electric is mostly for running the sprinkler system)
 - Electric rates went up and we didn't raise the budget enough to compensate for it; we will probably have to budget more next year for electric
 - We are not expecting to have any bad debt at the end of the year
 - We have spent some money on repairs to sprinkler heads
 - Line item added to assets – capital assets is for fence
 - 3 homeowners still have outstanding dues owed
 - End of year will be tight after paying for fence
- Wade suggests we check post-season mulch prices (if money is available) to put mulch along new fence
- We currently have \$102K available
 - Fence estimate is for \$77,960
 - We have about \$25K in budgeted expenses still unspent (this does not count the fence project); we may be tight at the end of the year, but not likely to be short if historical trends remain (mostly depending on water usage/rain)
 - If we are short funds at the end of the year, rather than consider a special assessment we will send out dues bills early
- First Bank CD is scheduled to mature in August; we will liquidate it at that time to pay part of the fence bill
- Another CD at Guaranty is a 3-month CD and will be liquidated when necessary
- Previously delinquent homeowner still paying

Shannon O'Brien, BOD Secretary & Governance:

- No abatement letters sent; IOU to send one (will send via email this time)
- The fence work was started on July 6th

- Shannon will send Split Rail an email about ensuring the fence material that is removed from along the bend is placed on our property (pending removal) rather than the apartment's property
- Still estimating 30 days construction time, weather permitting
- Email sent to Homeowners along 17th, reminding them to have their property prepared for the fence construction (vegetation and other landscaping materials moved a minimum of 12" off fence)
- We don't have an email address for one of the homes that backs to 17th ; Shannon hand-delivered a copy of email (there was no answer to knock so the letter was taped to the door)
- BOD members spent many hours cutting and removing tree limbs from along the fence line on HOA property
- Asked for and received a mailing address for house on Reserve that is now a rental
- Expect a variance request from 1313 Reserve for a new fence
- A Homeowner requested info about ash tree treatment plan (answer = no money to pay for that, so we are not going to take it on)
- Homeowner also asked about removal of dead trees; he was advised that we will try to mark them this summer for removal over the winter
- Received one (1) request for documents in preparation for a sale; Homeowner was provided with link to all HOA documents

New Business:

- Wade received a proposal from a Homeowner to install, at the Homeowner's expense, a "little library" in the NW park. Homeowner is willing to install and maintain the library at his expense; Homeowner provided 3 options for the potential style of the library; the BOD reviewed the options and agreed on the one we all preferred
 - Wade motioned to permit Homeowner to do this as proposed, with the caveat that the final plans be submitted for approval. Scott seconded. All in favor. None opposed. Motion passed.

Adjournment:

- 7:47 PM Shannon motioned to adjourn, Scott seconded the motion. All in favor, none opposed. Motion passed. Meeting adjourned.

The Reserve at Ute Creek Home Owners Association Board

August 2016 Meeting Minutes - APPROVED

Definitions:

BOD: Board of Directors

HOA: Home Owners Association

NGLA: Neighborhood Group Leaders Association

NIP: Neighborhood Improvement Program

Meeting Date: August 8, 2016

Submitted by: Shannon O'Brien, Secretary, The Reserve at Ute Creek HOA

Call to Order:

This meeting was held at the Longmont Senior Center and was called to order at 7:04PM.

Meeting Attendance:

Scott Knollenberg, BOD President

Mike Hendricks, BOD Vice President

Wade Whiteley, BOD Treasurer

Shannon O'Brien, BOD Secretary/Governance

Reports:

Scott Knollenberg, BOD President:

- Fence: Split Rail did not pull a permit for the fence construction project; Scott will pursue getting the variance from the city for the fence, and then having a valid permit pulled

Mike Hendricks, BOD Vice President:

- Rock Solid is working on fixing the damage to the sprinkler lines and heads (bill to date is nearly \$1K)
- The zone south of the new fence on the west side of 17th Ave entrance has been turned off while the repairs are completed.
- Mike will call Ward's to schedule the back flow testing

Wade Whiteley, BOD Treasurer:

- Distributed financial statements
- Savings of \$1K on bad debt, and \$2K on grounds repairs; if we save \$2K on water and then plus \$3K for Reserve Fund, will have enough for the year
- CD matured at Guaranty; have until Sunday to liquidate and move to checking account (all at Guaranty)
 - Shannon moved to liquidate; Mike seconded; all in favor, none opposed, motion passed; Wade will liquidate this week;
- CD at First Bank – Wade will check on maturity schedule (possibly Oct or Nov), but we will likely do the same with that one
- Three (3) Homeowners still outstanding for annual dues, but they are expected to pay
- Homeowner in arrears has fallen off payments; Wade will contact him regarding those payments
- Wade presented a request for a "Periodic Report" from Hyndman-Sanchez; Shannon thinks this is what the other lawyer does for us; Wade will research that

Shannon O'Brien, BOD Secretary & Governance:

- No abatement letters sent
- Shannon reviewed items identified as punch list for the fence; she will send this info to Split Rail
- New homeowners in 1249 Whitehall (closed 8/3) and 1372 Whitehall (closed 8/8)
 - We have email address for 1372 Whitehall but still need one for 1249 Whitehall; Wade will reach out to 1249 Whitehall

- One of the new Homeowners is suggesting a neighborhood Facebook page; Shannon will meet with that Homeowner after they move in to discuss their suggestion

Bill Hallett, NGLA Rep and HOA Webmaster:

- Update sent via email (forwarded from the City of Longmont)
- **NIP 2017 Grant:** If your community is currently eligible to apply for the Neighborhood Improvement Program grant in 2017 you should have received the proposal information, overview, and guidelines via email and mail last week. If you think you should be eligible and didn't receive any information please contact us. We will have a workshop on 8/17 and the proposal is due on 9/28.
 - BOD discussed this; we don't have the funds available for the matching funds portion of the NIP Grant, so we will not be submitting a proposal for 2017
- **Kanemoto Park:** Please note that the city will be celebrating the rededication of Kanemoto Park after three years of extensive flood repairs. Unfortunately it has been scheduled for Monday morning, August 8, at 10am, but if you are available at that time it promises to be a nice event and sign of Longmont's ongoing recovery. Please let your neighbors know.
- **Homeless Services Assessment:** I know the growing homeless population in Longmont is a concern of many of you and has directly touched many of your neighborhoods in various ways. In our ongoing effort to improve how we address these concerns, the city has contracted with **interSector Partners, L3C** to conduct an assessment of the homeless services delivery system within the Longmont community. This assessment will be used to create a more responsive and effective service delivery system for people who are chronically homeless and are surviving on Longmont "streets" (public infrastructure, facilities and other public places, and neighborhoods) and/or in temporary shelters. Information from this assessment will inform City officials about our government's role in planning, coordinating and/or serving people who are homeless in the Longmont community. It will also be used by City officials to determine how to best support agencies to work collaboratively in offering a seamless set of services that help stabilize people who are homeless, acquire more permanent housing and begin to work toward longer-term self-reliance.
- A critical part of this process is to interview stakeholders to more fully discover challenges and opportunities for solutions. On behalf of the City's project team Karen Roney, Community Services Director, asked me to reach out to the NGLA network about participating in this effort.
- **So, we would like to invite any NGLA representatives who are interested to participate in a focus group with the City's project consultants.** If you are interested, please contact me or Karen by Monday, August 1 (sorry for the short notice), and I will send your contact information to Caryn Capriccioso (caryn@interSectorL3C.com, [303.596.7112](tel:303.596.7112)) and Rick Zwetsch (rick@interSectorL3C.com, [303.246.3733](tel:303.246.3733)) of interSector Partners. They will be following up to schedule the group interview. Thank you in advance for your interest, advice, and ideas. If you have any questions about this process, please do not hesitate to contact me or Karen at [303.651.8633](tel:303.651.8633).
- **Sustainability Plan Update:** The sustainability plan that we have heard about a couple times at meetings is currently in an initial draft form. They are currently revising based on feedback and will release a revised draft in mid-August. I will send the revised draft for you all to review and comment on if you wish. It is expected to go before city council for final review sometime later in August. If you have any questions or comments you would like to provide now you can contact Lisa Knoblauch, Sustainability Coordinator, directly at Lisa.Knoblauch@longmontcolorado.gov or [303-651-8403](tel:303-651-8403) (or see the website and documents here: <http://longmontcolorado.gov/community/sustainability>).

New Business:

- Shannon received a request from a homeowner regarding permission to keep chickens on their property (now allowed by the City of Longmont); Homeowner was advised that The Declaration of Covenants, Conditions, and Restrictions of The Reserve at Ute Creek (CC&Rs), section 7.15, says:
 - No animals, livestock, birds, poultry, reptiles or insects of any kind, shall be raised, bred, kept or boarded in or on any portion of the Planned Community; except that dogs, cats or other customary household pets may be kept thereon if they are not raised, bred or maintained for any commercial purpose, and are not kept in such number or in such manner as to create a nuisance or inconvenience to any residents of the Planned Community.

- Does the BOD wish to explore the possibility of amending the CC&Rs for this issue? No.
- Shannon will advise Homeowner that since having chickens is expressly forbidden in the CC&Rs, the BOD feels we cannot give permission to have chickens on their property. However, if the Homeowner would like to propose a change to the CC&Rs, they can write it up and submit it to the Board, including any proposed wording for the CC&R amendment. That request would then be added to the agenda of the General Membership meeting in December.

Adjournment:

8:05PM Shannon motioned to adjourn, Wade seconded the motion. All in favor, none opposed. Motion passed. Meeting adjourned.

The Reserve at Ute Creek Home Owners Association Board

September 2016 Meeting Minutes - APPROVED

Definitions:

BOD: Board of Directors

HOA: Home Owners Association

NGLA: Neighborhood Group Leaders Association

Meeting Date: September 9, 2016

Submitted by: Shannon O'Brien, Secretary, The Reserve at Ute Creek HOA

Call to Order:

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

Meeting Attendance:

Scott Knollenberg, BOD President

Mike Hendricks, BOD Vice President

Wade Whiteley, BOD Treasurer

Shannon O'Brien, BOD Secretary/Governance

Bill Hallett, HOA Webmaster & NGLA Rep

Minutes:

Minutes for February, March, April, June, July, and August 2016 were mailed out for review prior to the meeting. Wade motioned to approve as submitted. Scott seconded. All in favor. None opposed. Minutes approved as submitted.

Reports:

Scott Knollenberg, BOD President:

- Re: fence permit & possible variance: waiting to be scheduled for a pre-review for the fence; no estimate yet for follow through; will keep us advised; no other info needed at this time.
- Two Architectural Review Committee Requests: one for windows and one for windows and doors; both with required signatures; motion to approve both as submitted, motion seconded, all in favor, none opposed, motion passed; both submissions approved as submitted; Scott will advise homeowners
- Request from ConsumerAffairs.com to add a link to their site; seems to be a non-specific marketing site; we don't feel that adding that to our website is something we want to do; request denied

Mike Hendricks, BOD Vice President:

- Post-fence sprinkler repairs are completed Cost to HOA was approximately \$1,300.00
- Backflow preventer testing has been done and paid (all preventers tested passed testing)
- Trees in cul de sac island on Reserve have been trimmed up

Wade Whiteley, BOD Treasurer:

- Distributed financial statements
- Water bills have been high; suggest turning off sprinklers for at least a week; then on at a modest clip
- On average, 50% of any annual savings we get comes from water; we are not doing so well this year
- Ground repairs costs are high due to the fence work; this means we will not have the money to do the tree work we planned to do this fall (although we have not exceeded the ground repair budget, we had hoped to have some of that money available at the end of the year to put toward the trees)
- All in all, to date there is some projected savings in bad debt and ground repair; maybe not in water costs; possibly some in legal; currently projecting not needing special assessment
- Previously delinquent homeowner again paying as agreed (Wade will bring estimated completion date next month – likely some time next summer)

- 2 homeowners still unpaid for annual dues (neither is on an installment plan)
- Wade didn't liquidate the Guaranty CD in August due to being on vacation; since it has now rolled over, he will liquidate it when necessary to pay bills (it is a 6-month CD)
- Regarding the First Bank CD, we will do the same, i.e., liquidate it when necessary to pay fence costs or other bills (this one is a 1-year CD)
- Wade brought a submission for final design approval for the previously-approved Little Library; Wade motioned to approve the design submission; Scott seconded; all in favor, none opposed; design approved as submitted; Wade will advise homeowner
- IOU from August: In August, Wade presented a request for a "Periodic Report" from Hyndman-Sanchez; Shannon thought this is what the other lawyer does for us; Wade researched and found that to be true; Periodic Report has been completed and the lawyer paid for his time

Shannon O'Brien, BOD Secretary & Governance:

- No abatement letters sent
- Do we want to send out a reminder letter to homeowners about the potential for them being held liable if their landscaping damages the fence? Discussion ensued and it was decided that we will draft a general newsletter-type document and send to homeowners, and include some other general reminders (e.g., trash cans, RVs, cleaning up after dogs & cats) (Shannon will shoot for November, and include information about the General Membership meeting in December)
- Fence punch list sent to Split Rail on August 15. Ned replied on that day but nothing heard since

Bill Hallett, NGLA Rep and HOA Webmaster:

- NGLA updates:
 - Billed and paid for domain name registration; will send copy to Wade for reimbursement
 - City looking at long-term plan to buy more water rights
 - Possible plan includes enlarging Button Rock Reservoir
 - Also allows for water to be sold 'downstream' (Joan Peck voted against)
 - Water prices may double in the next couple of years (this will definitely affect the HOA's budget)
 - Contact council if you have feedback re that plan
 - Bus will operate free through end of year
 - Cities of Westminster, Boulder & Broomfield will be joining with Longmont to take action against RTD & FasTracks
 - Emerald Ash Borer (EAB) found in Longmont near 9TH & Hover
 - City's management plan is available online
 - City is going to treat trees larger than 10" diameter; 3 year treatment cycle using Treeage; this means they will treat a third of designated ash trees every year, rotating on a three year cycle (estimating about 2800 trees that are over 10" in diameter)
 - City advises HOAs should keep track of ash trees and report suspected EAB to the city arborist; city will then send someone out to look/verify (no estimate on how long that would take)
 - EAB holes are D-shaped, although the 'straight edge of the D' is slightly bowed
 - Public safety update: Longmont is the 3rd safest city in the state
 - Reminder to lock your cars and close garage doors; 93% of car break-ins are due to unlocked cars and open garage doors
 - Meth and heroin are big problems in the state of CO; may be hearing more about it locally
 - Can check RAIDSONLINE.com for more information
 - NGLA is on hiatus in July & August; the next meeting will be September 15
- Wade asked if we have any requirements from the city if we remove any ash trees; Bill will check and report back

Other Business:

- Who wants to mark/spray paint the dead trees? And then when/how will we remove them? Wade will spray paint trees; Mike has a chainsaw; Wade will talk to 'tree stump guy' to remove maple & an ash on 17th that will need to be professionally removed
- There was some discussion about the need for a Fence Liaison position to work with the apartment complex and The Greens HOA; the BOD previously approved enacting the position; Shannon will see if she can find someone interested in the position
- Shannon raised the topic of our insurance policies: How long since we've shopped around or verified we have sufficient coverage? Wade will have an insurance agent review our coverage
- Wade had previously suggested checking post-season mulch prices to mulch along the new fence; no money this fall; maybe next year

Adjournment:

8:28PM Shannon motioned to adjourn, Wade seconded the motion. All in favor, none opposed. Motion passed. Meeting adjourned.

The Reserve at Ute Creek Home Owners Association Board

October 2016 Meeting Minutes - APPROVED

Definitions:

BOD: Board of Directors

HOA: Home Owners Association

NGLA: Neighborhood Group Leaders Association

Meeting Date: October 10, 2016

Submitted by: Shannon O'Brien, Secretary, The Reserve at Ute Creek HOA

Call to Order:

This meeting was held at the Longmont Senior Center and was called to order at 7:18PM.

Meeting Attendance:

Scott Knollenberg, BOD President
Mike Hendricks, BOD Vice President
Wade Whiteley, BOD Treasurer
Shannon O'Brien, BOD Secretary/Governance
Bill Hallett, HOA Webmaster & NGLA Rep

Minutes:

Minutes for September 2016 were mailed out for review prior to the meeting but not everyone has read them. This will be postponed until next month.

Reports:

Scott Knollenberg, BOD President:

- Needs property plot for variance request
- Needs all addresses for City to send emails to homeowners (Shannon will send via email)
- No pre-review now required; still trying to put together documents for variance hearing
- Homeowner complained that water along 17th has not been turned back on for the shrubs (but this may be an old complaint); Mike will verify that water is back on

Mike Hendricks, BOD Vice President:

- Advised sprinklers to be turned down after last meeting
- Will ask Rock Solid when they intend to come blow out the lines
- Post is in for the Little Library

Wade Whiteley, BOD Treasurer:

- Distributed financial statements
- Water usage is still high
- Projecting to save \$2K in water and \$1K in bad debt, projecting total savings of 9K, including 3.5K reserve fee and 6.5K in other savings
- Projected end of year costs are Insurance and landscaping contract; plus final payment on fence
- 2 homeowners still unpaid; homeowner in arrears is paying
- Spray-painted dead trees that are outside the fence; hasn't connected with the tree dude about removing the maple; Mike will get out his chainsaw; we need to wait until November to have all BOD members here to help
- Treating our ash trees against Emerald Ash Borer would cost around \$7K/every 2 years; we don't have that money so treating the ash trees is not an option

- The annual bill for the HOA's Errors and Omissions (E&O) insurance coverage has arrived (aka an umbrella policy for BOD liability); the cost is \$1351; Wade hasn't heard back from the insurance agent yet to see if they can beat that price; he will follow up before paying the bill

Shannon O'Brien, BOD Secretary & Governance:

- One abatement letter sent; No complaints received since
- For future reference, The Officer for Beat 4 Mike Nelson: Mike.Nelson@longmontcolorado.gov; he can be contacted about such things as parking or noise complaints
- We need a fence liaison to work with the apartment complex and The Greens HOA; a query letter was sent to a homeowner to see if they might be interested in filling the position; no response received, so Shannon will include a solicitation for the position in the pre-General Membership newsletter that will be sent in November
- The Greens HOA sent an inquiry email asking for our projected timeline for completing our fence replacement project (the north-south run of the fence); we currently have no timeline, but that could be subject to change if The Greens would be willing to share some cost for the section that borders their property. Shannon will respond to The Greens with that information.
- Fence punch list sent to Split Rail on August 15. Ned replied on that day but nothing heard since;
 - We are not releasing payment until these issues are addressed
 - If they want to talk about them, feel free to contact us for a meeting, or they may attend one of our Board meetings (they have been advised that those meetings are always held the second Monday of each month)
 - Their accounting department has been notified
 - Issues include: sprinkler system damaged above and below ground and issue of permit and variance request

Bill Hallett, NGLA Rep and HOA Webmaster:

- No NGLA updates due to NGLA being on hiatus
- Sept 15 is the next NGLA meeting
- City of Longmont is joining the coalition "Citizens for Finishing FasTracks"
- Working on proposal with RTD to add a commuter rail in lieu of FastTracks; BNSF not yet approved
 - Dallas/Fort Worth have done something similar and been successful
 - Proposed schedule is 0300-1500L
 - LMO would house the maintenance facility because we'd be the end of the line
 - More info avail at EnvisionLongmont.com or contact Bob Lee who sits on the Transportation Board
- Discussion of water rates and Windy Gap project; water rates have risen 9% over last 2 years; expect rates to rise another 9% next year
 - \$300M in water line repairs currently needed in city
 - Windy Gap will increase the amount of water city has rights to
 - We have 6K acre-feet of water; this would increase it another 10K acre-feet
 - Water storage facility west of Carter Lake that would hold 90K acre feet (joint project)
 - Construction would begin in 2019
 - Various financing options available – the city has not yet decided which one to use
 - Cheapest option would result in 2x increase in water rates; most expensive would be 2.5x increase (both will significantly increase our budget requirements)
- Water usage in Longmont has gone up 18% over the last 5 years
- Our sprinklers are 16 or 17yo; we will need irrigation audit before getting any matching funds for city projects
 - Center for Resource Conservation provides the audit for free; their results
- Good discussion topic for December meeting

Adjournment:

8:30PM Shannon motioned to adjourn, Wade seconded the motion. All in favor, none opposed. Motion passed. Meeting adjourned.

The Reserve at Ute Creek Home Owners Association Board

November 2016 Meeting Minutes - APPROVED

Definitions:

BOD: Board of Directors

HOA: Home Owners Association

Meeting Date:

November 14, 2016

Submitted by:

Shannon O'Brien, Secretary, The Reserve at Ute Creek HOA

Call to Order:

This meeting was held at the Longmont Senior Center and was called to order at 7:04PM.

Meeting Attendance:

Scott Knollenberg, BOD President

Wade Whiteley, BOD Treasurer

Shannon O'Brien, BOD Secretary/Governance

Minutes:

Not all Board Members present, so will follow up regarding minutes via email.

Reports:

Scott Knollenberg, BOD President:

- Variance application has been submitted and application fee paid
- Review scheduled for Monday, December 5th
 - This will require us to change the meeting date for the General Membership meeting; Shannon will check for available dates with the Senior Center and email the BOD; we will shoot for Monday, December 12, 2016
- Has to place signs in yards of homeowners whose property abuts the fence, and provide self-addressed stamped envelopes to the city for those homeowners for the city to mail notices; this should be done this week

Mike Hendricks, BOD Vice President:

- Per a verbal report submitted prior to the meeting, there has been no resolution with Split Rail regarding which charges from Rock Solid were the result of fence construction

Wade Whiteley, BOD Treasurer:

- Distributed financial statements
- The two outstanding dues have committed to paying by December
- Our water bill has grown exponentially over the last 2 years, and water costs are projected to increase
- Barring a snow removal bill, we should end the year more than \$3,000 in the black and have cash in the bank even after paying all expected bills (including the final payment on the fence)
- Submitted proposed budget for 2017 and explained each number
 - Shannon motioned to approve as submitted; Scott seconded; all in favor; none opposed; the proposed budget will be presented as submitted to the General Membership at the December meeting
- Assuming today's costs and no financial assistance from the apartment complex or the Greens HOA, we project we will have the cash to be able to finish the remainder of the fence in +/- seven (7) years
- The insurance agent who reviewed our coverage was unable to meet or beat our premium price, so Wade has paid that bill with the current carrier

Shannon O'Brien, BOD Secretary & Governance:

- No abatement letters sent

- Handed out DRAFT Newsletter, which includes a reminder of the General Membership meeting in December, and a request both for a Fence Liaison and a new Board Member (projecting possible need for one [1] new Board member); request BOD review and submit suggestions via email; when completed, Shannon will distribute newsletter both electronically and hard-copy.
- Responded to The Greens HOA email and said we didn't plan to replace the shared section of the fence at this time, but if they wanted to put some money toward the project we would be willing to reconsider

Adjournment:

8:11PM Scott motioned to adjourn, Wade seconded the motion. All in favor, none opposed. Motion passed. Meeting adjourned.

The Reserve at Ute Creek Home Owners Association

December 2016 General Membership Meeting Minutes - APPROVED

Definitions:

BOD: Board of Directors

CCIOA: Colorado Common Interest Ownership Act

HOA: Home Owners Association

NGLA: Neighborhood Group Leaders Association

NIP: Neighborhood Improvement Program

Meeting Date:

December 05, 2016

Submitted by:

Shannon O'Brien, Secretary, The Reserve at Ute Creek HOA

Call to Order:

This meeting was held at the Longmont Senior Center and started at 7:07 PM.

Verification of Quorum:

Meeting Attendance: 19 of 70 Residences represented by attendees, plus an additional 10 proxies (29 total); 25% Quorum achieved (18 Residences).

Reports by BOD Members:

- 1) Scott Knollenberg, BOD President:
 - a. Big accomplishment for the year is completion of more than half the fence
 - b. Fence company (Split Rail) did not pull a permit
 - c. Since our fence was originally built, City code has changed regarding the number of concrete pillars required, so originally we were told we needed a variance
 - d. The City has since advised us that since we only did part of the fence, a variance is not required
 - e. We are still pursuing getting a permit and then having it closed, so there will be no question of then needing a variance when we finish the fence
- 2) Mike Hendricks, BOD Vice President:
 - a. Compared water and snow removal costs last year to this year
 - b. Listed known dead and dying trees, and talked about tree removal, some of which we think we can do ourselves
 - c. Asked for volunteers to help with that removal and asked volunteers to email the Board; we will advise when we plan that removal
 - d. Maple tree on 17th plus an ash tree on 17th west of the pass-through will need professional removal due to size
 - e. We haven't yet verified with the City if there are any requirements of how to handle the wood if we remove any trees affected by the Emerald Ash Borer (we have none yet, but it may happen)
- 3) Wade Whiteley, BOD Treasurer:
 - a. Financially, the year was pretty good
 - b. The stats listed are as of the end of October (the last statement)
 - c. We have not made a final payment to Split Rail, nor will we until the fence issue is adjudicated; and we still need to address sprinkler damage reduction off that bill
 - d. We currently estimate it will cost approximately \$70,000 to finish fence (not including price increases between now and when we have the work done)
 - e. We have about \$48,000 now, of which approximately \$35,000 is earmarked for Split Rail; \$2,500 to Rock Solid, plus potential of snow removal costs
 - f. Should end year with some money in the bank, but not an extensive cushion

- g. Between our Reserve Fund Fee and savings from unspent dues, we managed to save approximately \$50,000 over 5 years, which has allowed us to pay as we go
 - h. We will use most of our Reserve Fund to pay for the fence, and per state law we will need to build that back up again (CCIOA requires a reserve fund, but it can be used and then rebuilt as necessary)
 - i. One delinquent homeowner is paying; there are two homeowners who haven't paid for 2016, but both have made arrangements to do so
 - j. The Little Library in the NW park was put up by Deb & Frank Ianucilli, in honor of their daughter
 - i. They put it up at their cost
 - ii. Their daughter will take care of managing the library
 - iii. Please leave any books for the library on the doorstep at 1218 Whitehall
- 4) Shannon O'Brien, BOD Secretary
- a. All requests for approval for painting and landscaping were processed and approved by the Board. All submitted requests came with the required signatures of approval from nearby neighbors, which made our job very easy. Many thanks to all who read and complied with the rules before submitting. If you submitted but haven't heard back, please let me know.
 - b. We sent a couple of abatement notices in 2016, and each of those issues has been resolved.
 - c. The Board has received a few complaints about animal waste in the SW common area by the pass-through to 17th Avenue. This is a reminder that if you have pets (including cats), please clean up after them in the common areas.
- 5) Bill Hallett, NGLA rep:
- a. Bill's membership registers our neighborhood with city
 - b. His participation gives us access to such things as copy services and the Longmont Senior Center for meetings
 - c. Bill, along with Bob Lee, attends monthly NGLA meetings and also attends the monthly BOD meetings to report on the NGLA activities and announcements
 - d. NGLA is administered through the Community Resources and Code Enforcement departments
 - e. Longmont residents can contact either of those departments with issues like snow or weed removal
 - f. At NGLA meetings, the City and neighborhoods give updates about what is happening in their area
 - g. Emerald Ash Borer has been found in Longmont; SW corner of 9th and Hover; probably due to imported fire wood from Boulder; mortality rate of ash trees is a function of time; we are about 3 years into a 12 year cycle; expect ~90% of trees to die by year 11 of cycle; city will treat only trees that are 10" diameter or larger (they will treat on a three year cycle, or 33% of trees every 3 years); project cost of \$2 million over 9 years; disposal requires breaking wood into pieces smaller than ¼ in; borer holes are roughly D-shaped; we can ask the city to inspect if we think we have a problem; most arborists are booked up for treatment, which also makes them hard to schedule for other stuff like tree removal; as a community, our discussion could center on whether we want to treat or maybe preemptively remove trees
 - h. Water rates are going up significantly: each of the past 2 years rates increased by 9%; expecting another 9% next year, so more than 27% increase overall
 - i. City projects \$300 million to maintain water system and add access to acre feet of water; Longmont is participating in a joint project with 13 communities to put in a new Reservoir west of Carter Lake; it wants to acquire access to an additional 13,000 acre feet; construction on new reservoir to start in 2019; expect water rates to increase by a factor of 2-2.5
 - j. Even if we reduce water usage, we are at the mercy of rate increases
 - k. There has been a rash of recent break-ins to cars in Longmont; ~92% were cars that were not locked
 - l. One meeting included presentations by local non-profit organizations that help the needy (housing, transportation services, and other stuff like Meals on Wheels)
 - m. Reminder that buses in Longmont will continue to be free of charge for all of 2017

HOA Fence:

- 1) Project approximately 3/5 completed. No date set for final 2/5.
- 2) If no special assessment is enacted, the BOD projects it will be around 7 years until we will have enough money saved that we could afford to replace the remaining section of fence
- 3) To stay on that savings schedule, there would be no other projects approved during that period, including applying for NIP grants (we wouldn't have the money available to put forth the matching funds); any repairs or other work done (outside of budgeted maintenance) may affect that timeline
- 4) Discussion:
 - a. Can fence wait or does it need to be addressed sooner rather than later? Given the damage it has already sustained, it will eventually fall down but not sure when
 - b. The Greens HOA has expressed interest in when we plan to replace the section that abuts their property; we've asked if they have any interest in sharing that expense; no answer to date
 - c. Could we pursue mediation or arbitration with the apartment complex and/or the Greens? We haven't researched that, but the City of Longmont does offer mediation services
 - d. Possible goals of mediation: We would like the apartment complex and The Greens HOA to agree that they have caused damage, agree to not cause future damage, remove the materials that are causing the damage, agree to some sort of buffer so their landscape maintenance people won't need to cause further damage with their mowers and/or trimmers (maybe just kill the grass near the fence?), and help pay for replacement
 - e. There is no guarantee that if we wait 7 or more years to complete the fence, that the same material and/or colors will be available
- 5) Saving money to pay for the fence at the expense of applying for NIP grants means missing out on the potential for matching funds, i.e., it essentially equals lost funds
- 6) Special assessment is not an option tonight due to CC&Rs
- 7) Sabrina Lee made a motion to have a Special Meeting to revisit topics of fence and special assessment in April; motion seconded by Bill Hallett; all in favor; none opposed; we will have a Special Meeting in April
- 8) The Board can, at their discretion, enact committees to perform various functions. There was discussion about putting together a fence committee to liaise with the apartment complex and The Greens HOA regarding the fence. Four volunteers stepped up to be on the committee: Emily Vallery, Laurie Tart, Lisa Jenkins, and Kelly Kuczka.

Compost Bins:

- 1) Longmont will be adding the option for compost bins for pick up every 2 weeks
- 2) Our current Covenants, Conditions, and Restrictions (CC&Rs) document requires all "trash, garbage, or other refuse" containers to be kept in the garage
- 3) If the membership would like to be allowed to keep compost bins outside of their garage, we would need to vote in a change to the CC&Rs

Budget:

- 1) Copies of the proposed budget were available to all attendees.
- 2) Wade clarified that the \$1,000 mulch cost listed assumes volunteer help to lay it (\$1,000 is the projected purchase price)
- 3) Bill Hallett motioned to ratify the budget as submitted by the Board; Gary Mutz seconded the motion; all in favor; none opposed. Budget ratified as submitted.

Dues Reminder: Must be PAID IN FULL not later than January 31, 2017 to receive discount

Open Floor:

- 1) Bob Lee thanked Board for service

- 2) Thanks also given to Bob Lee & Bill Hallett for their service to the Board and with NGLA
- 3) Request to have Rock Solid trim up trees in islands as necessary; Wade will talk to Rock Solid
- 4) Gary Mutz suggested people use smile.amazon.com if they are going to shop at Amazon, and consider naming a local charity, like the OUR Center, as their charity of choice (if you use smile.amazon.com, Amazon will donate a small percentage of eligible purchases to the charity you select; this does not increase your cost in any way)
- 5) Sabrina Lee advises there will be a 17% increase in water rates next year

Summation of IOUs from this meeting: There will be a Special Meeting held in April

Election of BOD:

- 1) Mike Hendricks, current BOD Vice President, will not accept a nomination to next year's BOD
- 2) Emily Vallery volunteered to run for the BOD
- 3) No other responses to calls for nominations or volunteers
- 4) Mike Hendricks motioned to elect a BOD consisting of the remaining three current members of the BOD (Whiteley, O'Brien, Knollenberg) plus Emily Vallery. Motion seconded by Bill Hallett. All in favor. None opposed. Motion passed. The 2017 BOD will consist of Wade Whiteley, Shannon O'Brien, Scott Knollenberg, and Emily Vallery.

Adjournment:

8:48 PM Shannon O'Brien made motion to adjourn meeting. Motion seconded. All in favor. None opposed. Meeting adjourned.