

The Reserve at Ute Creek Home Owners Association Board

January 2017 Meeting Minutes - APPROVED

Definitions:

BOD: Board of Directors

HOA: Home Owners Association

HS: HindmanSanchez

NGLA: Neighborhood Group Leaders Association

NIP: Neighborhood Improvement Program

RSL: Rock Solid Landscaping

CCIOA: Colorado Common Interest Ownership Act

Meeting Date: January 9, 2017

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 7:06 PM.

Meeting Attendance:

Scott Knollenberg, BOD President

Emily Vallery, BOD Vice President

Wade Whiteley, BOD Treasurer (attended via phone)

Shannon O'Brien, BOD Secretary/Governance

Bill Hallett, HOA Webmaster & NGLA Rep

Minutes:

Minutes for the December 2016 General Membership meeting were emailed out for review prior to the meeting. Emily advised that one person's name was missing from the list of members of the new fence committee. That correction was made and a motion was made to approve the minutes as corrected. Motion seconded. All in favor. None opposed. Motion passed. December 2016 minutes approved.

Reports by BOD Members:

1) Scott Knollenberg, BOD President:

- Scott returned the variance hearing signs to the City; we have been advised by the City of LMO that we don't need a variance due to only doing part of fence, and they will refund our application fee
- Scott told Split Rail we will pay after the permit is pulled and cleared, and the punch list addressed
- Split Rail has a relationship with Rock Solid, so we've given them permission to contact Rock Solid to verify which invoices are repair invoices

2) Emily Vallery, BOD Vice President:

- Can get free hosting for the HOA website with husband's Microsoft connections
- This would help us avoid adware
- Scott made motion to switch; Shannon seconded; all in favor; none opposed; motion passed
- Emily will get together with Jason Vallery and Bill Hallett to facilitate the transfer
- Just as an FYI, Emily started a closed Facebook group for the neighborhood and identified it as being unrelated to the HOA Board; she will send out cards to all neighbors to invite them to join
- Hasn't met with fence committee yet (will follow up with them)
- Emily talked to Chris at Rock Solid that morning, and Chris sounded frustrated about not having a contract with us for snow removal

- Discussion ensued that we would be willing to sign a contract if that is what he wants, but we will require that we ALWAYS have them wait for a call before shoveling; we're happy to be last on the list but we don't want to set up any automatic triggers
- 3) Wade Whiteley, BOD Treasurer:
- Not much alteration to the budget; end year with about \$9500 income; ~\$1400 due to water savings; we should watch that more closely (SE park tends to get water logged)
 - Savings included no bad debt and not using the full amount budgeted for snow removal
 - For snow removal from this past week, we were billed 5 hours of work; we've never had a bill that high, although it was a large amount of snow
 - Wade reports that what typically happens is that first invoice tends to be high, as if Rock Solid is testing the waters; we should call them and question the amount
 - Emily reports she was home at noon and saw them pull in with one ATV at noon (unknown if there was a second ATV at NW park); invoice came across email at 3:45; couldn't have been more than 3.5 hours
 - Snow removal rarely costs us more than \$150 for 2 hours
 - Emily will follow up with Rock Solid regarding the bill
 - Starting process by which we will liquidate 1st bank CD which is only ~13K (rollover date thinks is in the Spring), 35K worth of dues; 10K in checking account; plus Guaranty Bank of 23K (Guaranty Bank CD rollover date is Feb 4 with minor penalty (\$4 fee + \$14 interest)
 - Sent out generic invoice for dues via email; have also sent out individual invoices by snail mail; starting to get them back already
 - Bill wants spreadsheet of budget for website and copy of current insurance bill for disclosure. Wade will send to Bill; Bill will covert to pdf
- 4) Shannon O'Brien, BOD Secretary
- Annual disclosure IOU to Bill – due by March 30th
 - Will bring in approved December minutes to Guaranty Bank to update the signature card
 - We need to research special assessments or other funding options for meeting in April
 - Would like to get a newsletter with basic info out to homeowners before the Special Meeting in April
 - Also want to verify who our fence warranty is with (manufacturer or installer). Will Trex honor warranty if not installed by authorized installer? Likely not, but need to verify
- 5) Bill Hallett, NGLA rep:
- Bill will forward bill for website hosting
 - NGLA meeting in December was annual holiday get together
 - Updated webpage with minutes through November and the new board info
 - Emails updated
 - No answer yet about tree removal and disposal requirements if Emerald Ash Borer found
 - Ken Wicklund – city arborist – may offer tips or advice

Adjournment:

- 8:30 PM Shannon O'Brien made motion to adjourn meeting. Motion seconded. All in favor. None opposed. Meeting adjourned.

The Reserve at Ute Creek Home Owners Association

February 2017 Meeting Minutes - APPROVED

Meeting Date: February 13, 2017
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 7:05 PM.

Meeting Attendance:

Scott Knollenberg, BOD President
Emily Brangoccio-Vallery, BOD Vice President
Wade Whiteley, BOD Treasurer
Shannon O'Brien, BOD Secretary/Governance
Bill Hallett, HOA Webmaster & NGLA Rep

Minutes:

Minutes for the January 2017 meeting were emailed out for review prior to the meeting. Wade advised that the attendance section wasn't included. That correction was made and a motion was made to approve the minutes as corrected. Motion seconded. All in favor. None opposed. Motion passed. January 2017 minutes approved.

Reports by BOD Members:

- 1) Scott Knollenberg, BOD President:
 - 4 sections of the fence were blown down on Friday, February 10, 2017 (on video shared by a homeowner)
 - Discussion about options, including rehanging the fence (decided against this option since the wood is rotten) or putting some other visual barrier in the opening (will research supplies and costs; no decision made at this time)
 - We decided to simply move the downed sections for now and present the issue to the General Membership at the Special Meeting already scheduled in April.

- 2) Emily Vallery, BOD Vice President:
 - Fence Committee
 - Fence committee met on February 3 (Kelly Kuczka, Lisa Jenkins, Emily Brangoccio-Vallery)
 - Asked Webmaster Bill to check the Fence Liaison account for any activity, reset the password, and send that reset to Emily
 - The committee has asked if we have provisions to go into debt on behalf of the HOA; Wade doesn't believe we have that option
 - Looking at possible phases or other materials for all or part of the remaining sections of fence that still need to be replaced
 - Will connect with the management of The Greens HOA, which has indicated a willingness to at least discuss sharing some of the costs for the fence section between our properties
 - Has had no contact with the management of the apartment complex to our west
 - Fence Committee will meet again on March 3
 - Followed up with Rock Solid; they said they had a second ATV at the NW park; 8-9" of snow; they said bill was valid
 - We paid the bill, but we are not under contract; we should consider researching other companies or labor sources for snow removal services
 - Contacted Trex; they will honor product warranty if installers follow installation guide, even if the installers are not on their list of approved installers

- 3) Wade Whiteley, BOD Treasurer:
 - 8 homeowners have yet to pay their annual dues for 2017, but they are technically not due until the end of February
 - Cashed in CD at Guaranty (it matured and was rolled over into checking account)
 - ~\$13,000 CD at First Bank that will be moved to Guaranty when it matures (believes it will be in August)
 - Brought signature page for Guaranty Bank and all Board members signed it; Wade will return it to Guaranty Bank
 - Gave copy of this year's insurance, budget, and year end statement to Bill for annual disclosure document

- 4) Shannon O'Brien, BOD Secretary
 - Annual disclosure document emailed to Bill (Board cc'd)
 - Delivered approved December minutes to Guaranty Bank for new signature card
 - Received request from homeowner for ARC approval; missing signature of homeowner across from proposed work site
 - Shannon motioned to approve as submitted pending signature from homeowner across from proposed work site; Scott seconded; all in favor; none opposed; motion passed; Shannon will advise homeowner
 - Got copy of cleared fence permit from city for the portion of the HOA fence that was replaced last summer

- 5) Bill Hallett, NGLA rep:
 - NGLA
 - January meeting included a police update: police now carrying NARCAN with them to treat overdoses
 - Police also getting addiction training
 - i. Council update
 - ii. Joan Peck from city council looking for feedback on community engagement, and is available to attend homeowners meeting if desired
 - Review of 2017 NIP; most proposals involve irrigation and landscaping work
 - We are not submitting this year due to lack of funds, but Bill's voting keeps us eligible for next year
 - If we project available funds for 2018, we will have to be ready to submit our proposal this summer
 - Asked about ash tree disposal but is still awaiting a response
 - Submitted bill for website hosting
 - Has been contacted by Jason Vallery regarding the new website hosting platform

Adjournment:

- 8:34 PM Shannon O'Brien made motion to adjourn meeting. Wade seconded. All in favor. None opposed. Meeting adjourned.

The Reserve at Ute Creek Home Owners Association

March 2017 Meeting Minutes - APPROVED

Meeting Date: March 13, 2017
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 7:05 PM.

Meeting Attendance:

Scott Knollenberg, BOD President
Emily Brangoccio-Vallery, BOD Vice President
Wade Whiteley, BOD Treasurer
Shannon O'Brien, BOD Secretary/Governance

Minutes:

Minutes for the February 2017 meeting were emailed out for review prior to the meeting. A motion was made to approve the minutes as submitted. Motion seconded. All in favor. None opposed. Motion passed. February 2017 minutes approved.

Reports by BOD Members:

- 1) Scott Knollenberg, BOD President:
 - Got POC name from apartments to Emily

- 2) Emily Vallery, BOD Vice President:
 - Fence Committee
 - Fence committee met on March 3 (Kelly Kuczka, Lisa Jenkins, Emily Brangoccio-Vallery)
 - Talked to apartment today; POC name from Scott is no longer manager; new manager on site; Emily will send the email to new POC (her name is Yemi)
 - The Greens responded via email (Marcy is POC/HOA manager)
 - Committee walked perimeter on March 8th.
 - Fence committee seems to think fence is fairly sturdy
 - Highest interest in most visible sections
 - They are considering various options for recommendation, including replacing 6' privacy with Split Rail and mesh, or even removing sections
 - Committee needs to be ready to present options and a recommendation at the special meeting
 - Research rules with City for replacement or removal requirements
 - Landscaping: when should Emily contact Rock Solid re starting watering; Scott says they will reach out at the beginning of the season
 - Mulch: 30-40 yards of bark mulch should cover both parks and the 17th Ave entrance (3 beds); we choose to not make the new fence line a priority
 - Wade will order mulch after a date is set
 - Emily presented an ARC request for approval for new fencing at 1372 Whitehall; Scott motioned to approve as submitted; Shannon seconded; all in favor; none opposed (Emily recused); submission approved

- 3) Wade Whiteley, BOD Treasurer:
 - 3 homeowners not paid dues; one is house under contract so dues and penalty will need to be paid before house closes; delinquent homeowner is one of those; needs to have 2017 paid with penalty (will meet this Friday)

- Will send certified letter to third delinquent homeowner
 - Signature page returned to Guaranty
 - Check on fence claim; deductible on insurance is \$1,000; if we opt for that, we would then have a claim on our record and our insurance rates may rise
 - Get fidelity insurance coverage increased; only covers about \$5K, which won't cover amount in account; will research change in premium
 - Will also research increase in insurance needs for higher value in fence
- 4) Shannon O'Brien, BOD Secretary
- Distributed doc "By-Laws as amended"
 - Requested permission to submit to Bill to post on website; given unanimously
 - Presented a copy of By-laws with suggested changes; requested Board members to review with eye to presenting them for general membership approval in December

Adjournment:

- 8:34 PM Shannon O'Brien made motion to adjourn meeting. Wade seconded. All in favor. None opposed. Meeting adjourned.

The Reserve at Ute Creek Home Owners Association

April 2017 Special Meeting Minutes - APPROVED

Meeting Date: April 17, 2017
Submitted by: Shannon O'Brien, Secretary, The Reserve at Ute Creek HOA

Board in attendance. Fence committee in attendance.

Call to Order:

This meeting was held at the Longmont Senior Center and started at 7:05PM.

Meeting Attendance: 25 of 70 Residences represented by attendees, plus an additional 18 proxies (43 total) recorded on sign in sheet. This would have achieved the 60% Quorum (42 Residences), however a review of proxies after meeting only provided 16 proxies, so the 60% Quorum not achieved (42 Residences). Requests for missing proxies yielded no results.

The purpose of tonight's meeting is to talk about the schedule for replacing the remainder of the old fence, and the funding thereof.

Jason Vallery gave a PowerPoint presentation for the fence committee, covering the remaining sections still to be replaced, and possible funding options.

Items of Note:

- Current direction per previous votes of the general membership is to replace old fence with 6' Woodland Brown Trex fence
- Current Longmont code requirements include a masonry post at least every 60' in a new fence (we got a variance for the section that has already been replaced, but we don't know if we'll get one for the remaining sections)

Discussion:

- Aleksey Pozhidaev of 1227 Reserve: reducing the fence below 6' privacy will be a detriment to the homeowners and the HOA as a whole
- Scott Knollenberg of 1244 Whitehall: city inspectors came by ; research on variance depends on what neighbors are doing; he guesses it likely that we can get variance
- Gary Mutz of 1326 Whitehall: guesstimating a total 17-18 masonry structures could be required along the remaining old section of fence; this would be expensive
- Chris Zimmer of 1318 Reserve: what is in reserve fund now? Answer: By end of year should have \$7-10K.
- Josh Simon of 1307 Reserve: masonry on 17th is not tied in to fence; price seems inflated; doesn't like Split Rail's work ethic
- Bob Lee of 1320 Whitehall: are the apartments not working with us at all? Answer: Not yet: we've talked about mediation; litigation is also an option
- Kelli Kuczka of 1331 Reserve: advise apartment that dog park fence could fall and we won't replace (yet)
- Chris Zimmer of 1318 Reserve: what if a homeowner can't afford a \$1K assessment?
- Wade Whiteley of 1303 Whitehall: Split Rail would require 50% down and 50% within 30 days of completion
- Josh Simon of 1307 Reserve: maximum spendable this year? Answer: Realistically none, since we won't have 'extra' until the end of the year after all other expenses paid. Q: For next year? A: Guesstimating \$10K.

- Gary Mutz of 1326 Whitehall: clarify the decision process and present a fairly realistic picture of budget; hit homeowners with special assessment for worst case scenario; easier to reduce than raise
- Aleksey Pozhidaev of 1227 Reserve: are columns required outside of 50 feet from the street? A: Don't know
- Chris Zimmer of 1318 Reserve: apply for variance: Scott replied we do not have to apply for permit to apply for variance; Chris: why not apply for variance before we decide? This can be done
- Donny Zwisler of 1336 Reserve: do we have a quorum? A: Yes; but we may not have enough for a vote for a special assessment (this discrepancy is due to potentially conflicting requirements in the By-laws and how they are read – we need legal interpretation to be certain)
- Josh Simon of 1307 Reserve: Trex fence is problem: wants to explore another contractor and other material
- Bob Lee of 1320 Whitehall: who did we talk to at the city? Scott doesn't remember off the top of his head.
- Sabrina Lee of 1320 Whitehall: columns are the big question at this time
- Shannon O'Brien of 1319 Reserve: does anyone know how long a variance is good for?
- Chris Zimmer of 1318 Reserve: compare cedar or composite cost
- Sabrina Lee of 1320 Whitehall: pull variance and permit (depending on life span)
- Bill Hallett of 1314 Whitehall: is there an option for financing? A: Yes: 80% quorum; simple majority to pass it
- Wade Whiteley of 1303 Whitehall: as homeowner and treasurer, he recommends against borrowing
- Robin Zwisler of 1336 Reserve: we need clarification on variance: also wonder at idea for different product for the west section that isn't so visible
- Joe Taylor of 1234 Reserve: older bids from previous votes: can we get them updated?
- Frank Ianuccilli of 1218 Whitehall: we should keep in mind that it will look hokey if the entrance fences don't match
- Laurie Tart of 1250 Reserve: both entrances should match: vinyl fence mildews; Trex is long-lived

Since we don't have the ability to conduct an actual vote for a special assessment, an informational-only straw poll was taken by written ballot. The question was whether the attendees would support a one-time special assessment of \$1K per lot (\$70K total) IF it would allow us to replace the remainder of the western perimeter fence with the currently-approved Trex product. The result was 60% for and 40% against.

Action Items:

- Find out life span of permit and variance
 - If life span indefinite, apply for variance
- Talk to attorney to find out voting requirements
 - Get letter stating current requirements and work on re-wording governing documents to avoid future confusion
- Draft letter to apartments to ask for help with fence costs and abatement of other fence issues
- Inform homeowners about what we find with the above

Adjournment:

- 8:47PM: motion to adjourn, seconded, and passed. Meeting adjourned.

The Reserve at Ute Creek Home Owners Association

May 2017 Meeting Minutes - APPROVED

Meeting Date: May 11, 2017
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 7:02 PM.

Meeting Attendance:

Scott Knollenberg, BOD President
Emily Brangoccio-Vallery, BOD Vice President
Wade Whiteley, BOD Treasurer
Shannon O'Brien, BOD Secretary/Governance

Minutes:

Minutes for March and April were sent out for review prior to the meeting. Scott motioned to approve as submitted pending verification of attendance count at the April Special Meeting; Wade seconded; all in favor; none opposed; March minutes approved as submitted; April minutes approved pending attendance verification.

Architectural Review Committee:

- 1256 Whitehall submitted paint colors for approval; the submission form included all required signatures from neighbors; ARC approved as submitted; homeowner advised via email
- The Secretary submitted revised ARC application and variance forms, updating the required signature blocks. Scott motioned to approve as submitted; Wade seconded; all in favor; none opposed; revised forms approved; Shannon will send them to Bill for posting on the website

Reports by BOD Members:

- 1) Scott Knollenberg, BOD President:
 - A variance costs \$250 application fee and is good for 6 months: a permit must be pulled in that time; didn't get info on how long a permit is good for or whether we could get an extension if we either don't do the work in time or don't finish the work in time; would not finishing in time then require us to reapply for a variance? Scott will get that information for the next meeting
 - Did not get any clarification on what the code actually requires regarding the requirement for masonry pillars on perimeter fences; will try to get that information for the next meeting but doubts we can get an official/definitive answer until and unless we apply for a variance, but we would still like to have an answer – even if it is not binding – so we can submit it with a variance request when the time comes
- 2) Emily Brangoccio-Vallery, BOD Vice President:
 - Brought paperwork to apply for grant for neighborhood event; deadline is May 15, 2017; Wade took paperwork and will make application for a grant for an ice cream social
 - Discussion about using that grant money for a larger event, like something with a band and food, as suggested by some homeowners; we had done potlucks in the past that were not well attended; Wade suggested that, if people want a bigger event, that at the December meeting we ask for volunteers to form a committee to organize the event and apply for the grant for next year; we will limit ourselves to the ice cream social for this year
 - Emily hasn't responded to The Greens yet but needs to do so soon; although we are loathe to lose the funds they offered up if we do the project this year, we don't have the money to do anything this year; discussion ensued about maybe working with them to submit complementary NGLA grant

requests for next year (or maybe co-signing a submission, depending on Bill's feedback); we will also request their permission to kill 6" of grass along the fence as a means to attempt to reduce ongoing damage to the fence by their mowers

- Will connect with homeowner at 1200 Whitehall about pulling landscaping off the fence in order to allow us to make some stopgap repairs to the fence
- Mulch spreading date is set for Saturday, June 3; Emily will post on Facebook site, Shannon will send email to homeowners, and Wade will order mulch to be delivered
- We reviewed Emily's draft letter to the apartment complex about removing their rocks where they are impacting our fence; Emily will make a few amendments to the letter and send it to the apt mgmt.

3) Wade Whiteley, BOD Treasurer:

- Wade removed a couple of the dead trees near the 17th Ave entrance; we will ask Rock Solid to haul them away
- Financially, everything is in line with expectations for this time of year
- For perspective, our water and ground maintenance is about 75% of our total budget (~\$24K of \$32K)
- Water is turned off for now and, given the forecast, we expect to leave it off for another week
- Managing our water consumption gives us the biggest bang for our buck as far as budget savings goes
- Down to two homeowners who haven't paid 2017 dues yet
- 1216 Reserve has sold and Wade received a check for this year's dues plus late fee and interest
- Wade researched the fidelity insurance that the HOA carries; he would like to raise the insurance from \$5K in coverage to \$50K in coverage (more than we have now but less than we had before the fence payments were made last year; this should allow us to not have to incrementally increase the coverage as our reserves are built up again); this increase in coverage would cost us about \$50/year; all agreed
- Wade is awaiting a response about increased insurance for the increased value of the fence

4) Shannon O'Brien, BOD Secretary:

- No abatement letters sent
- Will send out email prior to our walkthrough, reminding homeowners of things like:
 - Please be a good neighbor and keep your weeds under control
 - Garbage/recycling/mulch cans kept inside garage
 - Basketball hoops and other toys should not be left in road or on sidewalk
 - Please review your grounds and home for any required maintenance, including painting
 - Please feel free to join us during our walkthrough
- Discussion ensued about scheduling a walkthrough of the neighborhood in lieu of a June meeting; the walkthrough will be held on Monday, June 5, 2017; we will meet at the 17th Ave entrance at 7pm
- Shannon will cancel the room reservation at the Longmont Senior Center for Monday, June 12, 2017.

General Discussion:

More discussion about the sections of the fence that still need to be replaced:

- We don't have the money to do anything this year, even though it means missing out on the help offered by The Greens
- We can't get a definitive answer re IOUs from April meeting:
 - The city won't tell us whether or not we would need the masonry pillars until and unless we apply for a variance
 - We can pay the fee and apply for a variance, but doing so could be a waste of money depending on how long a permit is good for (still awaiting that information)
 - Until we know whether (or how many) masonry pillars will be required, any cost estimates can only be guesstimates

- We could still ask for a vote by the membership on a special assessment, but any proposed amount would only be – at least for now – based on a best guess rather than definitive answers from the city
- Until and unless a special assessment is passed by the homeowners, our only option is to do the remaining fence replacement in stages, saving and paying as we go
- A homeowner has offered to take the wood from the sections that have fallen down, but we are reluctant to approve that until we have a definitive plan in place
- We should ensure that the HOA does have easement rights to all sections of the perimeter fence (county records indicate an easement for the fence along 17th, but not certain about the rest of it)

Adjournment:

- 8:39 PM Shannon made motion to adjourn meeting. Scott seconded. All in favor. None opposed. Meeting adjourned.

The Reserve at Ute Creek Home Owners Association

July 2017 Meeting Minutes - APPROVED

Meeting Date: July 13, 2017
Submitted by: Shannon O'Brien, Secretary, The Reserve at Ute Creek HOA
Note: The June meeting was cancelled and replaced with a walkthrough of the HOA.

Call to Order:

This meeting was held at the Longmont Senior Center and started at 7:02 PM.

Meeting Attendance:

Scott Knollenberg, BOD President
Emily Brangoccio-Vallery, BOD Vice President
Wade Whiteley, BOD Treasurer
Shannon O'Brien, BOD Secretary/Governance

Minutes:

Minutes for May were sent out for review prior to the meeting. Wade motioned to approve as submitted; Scott seconded; all in favor; none opposed; May minutes approved as submitted.

Reports by BOD Members:

- 1) Scott Knollenberg, BOD President:
 - Scott verified we will not get an answer about whether we will be required to put in masonry pillars until and unless we apply for a variance. He didn't get an answer about getting an extension on a permit, but will try to bring that information to the next meeting. Questions include:
 - How long is a permit good for? (Scott had previously told us that a variance costs \$250 and is good for 6 months, but we weren't certain whether that was also true for a permit.)
 - Can we get an extension (for both the permit and the variance) if we don't start the work in that period? What about if we start but don't finish or just do a part of it, e.g., by 1200 Whitehall?
 - If we don't finish, would we have to reapply for the variance? Same if we don't start? What are the chances that a previously-approved variance wouldn't be approved if it was re-applied for?
- 2) Emily Brangoccio-Vallery, BOD Vice President:
 - The Greens will be willing to work with us past this year, although they would appreciate the work be done sooner rather than later.
 - Emily checked with Bill about whether he would recommend applying for an NIP grant in concert with The Greens.
 - The Greens are not an NGLA member, so they are not eligible for NIP grant, but Bill thinks that presenting from both HOAs could still be helpful
 - Some points to highlight in the application include: working with a non-member HOA; we have raised funds from them for this joint project; the material is eco-friendly
 - Will keep The Greens advised about NIP application process
 - Will ask Bill to forward NIP application when it arrives (due to be sent out July 19)
 - Presented draft letters for 1200 Whitehall & the Apartments
 - Will add question about the vegetation on the retaining wall to the letter to the Apartments
 - Will present option to 1200 Whitehall about changing the last third to cross buck – improve views and would not lose privacy due to bushes already in place
 - Cross buck seems to stand up better than the 6' wood did, but we don't know how it will compare to the new product
 - Will ask Rock Solid to remove the dead bushes.

- Backflow notice received by Wade and given to Emily; she will call Ward's to schedule in the next 60 days
 - Send invoice to same place as last year
 - Let us know so we can tell the city

3) Wade Whiteley, BOD Treasurer:

- Wade submitted the grant application paperwork for a neighborhood event; we will plan another ice cream social if the grant application is approved
- Wade also expressed thanks to the Homeowners who voted and/or provided proxies to come to a decision about how to move forward (seconded by all Board members)
- Wade asks that Homeowners consider the following:
 - We saved for 7 years to address the fence
 - Our dues have not gone up in over a decade (or longer); if there are other things that you as Homeowners feel need to be done, we need you to start thinking about whether you want your dues to increase
 - Water is expected to increase costs by double digits over the next few years (one estimate is an increase by 29%), which will only reduce our discretionary funds
 - Please come to the meetings to talk about any concerns
- Wade motioned to remove ash at 17th entrance that is dying; Shannon seconded; all in favor; none opposed; motion passed; Wade will advise removal company
- Financials distributed: ground repairs will be over budget, mostly due to repair bills from fence
- Homeowner in arrears has started payments again
- There is still one homeowner who hasn't paid for 2017
- Should end up with ~10K in surplus funds; \$3500 in Reserve funds but up to \$6500 in non-designated funds, but remember that the three biggest months of water usage are still to come
- Fidelity Insurance not yet increased (will look at doing it closer to the end of the year when we have extra funds in the accounts – we're good up to 30K, which covers what we currently have in our accounts)
- We will institute increased insurance for the fence at the end of the year also

4) Shannon O'Brien, BOD Secretary:

- No abatement letters sent
- Call from homeowner with complaints about landscaping
 - Dead trees are scheduled to be removed
 - We purchased as much mulch as possible within approved budget but it wasn't enough to cover all areas
 - We will order mulch again next year to finish the areas that didn't get any this year
- Sent new ARC forms to webmaster for linking on the HOA website

General Discussion:

- Sprinklers along 17th were out of commission due to a repair that the city had to make; completed a couple weeks ago but now watering heavily to make up; we don't pay for that water
- We request that Homeowners please let us know if they see anything else they think should be addressed

Adjournment:

- 8:38 PM Shannon made motion to adjourn meeting. Scott seconded. All in favor. None opposed. Meeting adjourned.

The Reserve at Ute Creek Home Owners Association

August 2017 Meeting Minutes - APPROVED

Meeting Date: August 21, 2017
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 7:00 PM.

Meeting Attendance:

Scott Knollenberg, BOD President
Emily Brangoccio-Vallery, BOD Vice President
Wade Whiteley, BOD Treasurer
Shannon O'Brien, BOD Secretary/Governance
Bill Hallett, BOD Webmaster and NGLA Rep

Minutes:

Minutes for July were sent out for review prior to the meeting. Wade motioned to approve as submitted; Emily seconded; all in favor; none opposed; July minutes approved as submitted.

Reports by BOD Members:

- 1) Scott Knollenberg, BOD President:
 - Answers to questions from last month:
 - A permit is good for 6 months
 - Extension approval depends on requested length: a few weeks or months will likely be approved, but beyond a few months will probably require a new application
 - If we apply for variance in March or April to go along with the NIP grant, we would then have 6 months to get the work done
 - Previously-approved variance makes it a "near certainty" but can't be guaranteed
- 2) Emily Brangoccio-Vallery, BOD Vice President:
 - RSL had a grass specialist come out to look at all the mites/fungus areas
 - RSL has raked to try to get out the thatch
 - Couple of areas not growing grass due size of evergreen trees, which will continue to drop needles and acidify the areas
 - Limbing trees or moving sprinkler system: either option will risk the trees, but independent of that the acidic soil won't promote grass growth so maybe we should look at mulching around those trees instead
 - Removed dead bushes at 17th Ave entrance
 - Water turned back on after last week's rain (not watering during the rain saved maybe \$500)
 - Rachio smart sprinkler system might be worth investigating/installing. It has a 16-zone capability for \$250. It requires wifi; look at possible mobile hotspot or maybe getting free wifi from city; needs electricity run to all sections; for every week we don't water we save about \$250; it would likely recoup its cost in a year
 - Reminder that we expect water bills to double between now and 2025
 - Emily will research the smart sprinkler system and report back; if we decide to approve it we should budget for it next year
 - Emily attended NGLA meeting regarding NIP
 - Most neighborhoods are planning now for 2019

- Deadline is Sept 27, 2017, for proposal; NGLA suggested we apply even if we aren't ready (we can finalize the application up to January 5, 2018)
- Application must meet various standards; the one we are most likely to struggle with is public benefit
 - We should highlight who gets the use out of it; safety; makes the city more visually appealing (adjacent to golf course and the adjacent neighborhood has complained about current fence; apartments may benefit by possibly improving their ability to get renters [better visual appeal])
- Presentations will be made on January 18, 2018
- It is suggested we attend the October budget meeting to urge city to approve more than \$50K for the NIP (funding hasn't gone up in 15-20 years) (last increase was from \$30K to \$50K)
- Re the issue of a fence permit: talked to Wayne: he suggests we ask for help with permit process while in process of helping with application project
- Won't decide if need variance until we apply for permit
- An option for later proposals: they will allow for replacement of already-dead (ash) trees, might approve removal of dead or dying trees, but this is done on a case-by-case basis

3) Wade Whiteley, BOD Treasurer:

- We are vastly over budget in grounds maintenance costs: this is due to sprinkler repairs (about 20% can be attributed to last year's fence replacement project, but the other 80% is not due to fence; we need to check with RSL as to why); this means we'll be over budget on grounds maintenance this year
- Still on track to save a bit of money on water (with the rise in water prices we are expecting that to continue to decrease)
- We'll save a bit on legal and bad debt
- Homeowner in arrears is still paying as agreed
- One homeowner has not paid yet for 2017
- Current projection says we may have a total of \$2,000-\$3,000 under budget at year's end, although a hot September could impact that (less water savings)
- Projecting having savings on hand of about \$7,000 by end of year
- Expect to be able to pay for "Phase 2" of fence project next year
- Suggests we increase our budget line item for legal expenses for next year (and expect to spend it)
- NIP grant in next year's budget
- Ice cream social approved due by end of year (maybe September) – pick date at next meeting on Sept 11
 - Plan to hold it in the SE park again (there is parking and shade available)
- Time to start getting bids for lawn care contracts; will advise Chris with RSL

4) Shannon O'Brien, BOD Secretary:

- One abatement letter sent
- David Eisenstein, Esq., has advised us that he is resigning as our lawyer.
 - We have elected to go with HindmanSanchez as our new legal representation since they are the acknowledged experts in the field of HOA law.
 - Regarding contracting with HindmanSanchez (HS) as our new (and only) legal counsel: Shannon sent out HS's proposal for review prior to meeting
 - Shannon motioned to approve the non-retainer, traditional fee contract option; Wade seconded; all in favor, none opposed; motion approved; Scott signed contract; Shannon will send to HS
- Website migration still pending
- Complaints lodged about conditions of grass and some trees
 - Board removed 3 trees, but one of them had lilac ash borer (not emerald ash borer), and the tree specialist said we will probably lose more trees
 - Awaiting RSL's input on suggested treatment (if any) for grass issues

5) Bill Hallett, BOD Webmaster and NGLA Rep:

- NGLA on summer hiatus in July & August
- Next meeting on September 21, 2017
- Bill will help Emily with the NIP grant application

Adjournment:

- 8:43 PM Shannon motioned to adjourn meeting. Scott seconded. All in favor. None opposed. Meeting adjourned.

The Reserve at Ute Creek Home Owners Association

September 2017 Meeting Minutes - APPROVED

Meeting Date: September 21, 2017
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 called to order at 7:05 PM.

Meeting Attendance:

Scott Knollenberg, BOD President
Emily Brangoccio-Vallery, BOD Vice President
Wade Whiteley, BOD Treasurer
Shannon O'Brien, BOD Secretary/Governance

Minutes:

Minutes for August were sent out for review prior to the meeting. Shannon advised that she wanted to add a line item about David Eisenstein, Esq., resigning as our legal counsel. All agreed. Wade motioned to approve as amended; Scott seconded; all in favor; none opposed; August minutes approved as amended.

Reports by BOD Members:

1) Scott Knollenberg, BOD President:

- Nothing to report

2) Emily Brangoccio-Vallery, BOD Vice President:

- Our sprinkler system has 4 clocks; one is on 17th Ave and has 20 zones (this one is paid by the city; the other three we pay for: the 1st park has 14 zones, the 2nd park has 10 zones, and inside the SW fence has 13 zones)
- We would need 3 of the proposed Rachio systems (each can do up to 16 zones); cost would be \$750 (\$250 each); savings on water would likely recoup this cost inside one year
- Emily has reached out to the city to see if we could get free access to the city wifi; She contacted Lisa in the Sustainability Department but is still awaiting a response
- No report from RSL on the bad grass areas, but raking seems to have helped a bit; Emily will check for other info from RSL
- NIP grant proposal due by 9/27; Emily will submit a proposal and we will have until January to finalize it
 - We brainstormed a title and agreed upon "Good Fences Make Good Neighbors"
 - The NIP proposal would be for Phase II (of 3-5 phases, guesstimated, depending on costs and timing)
 - Current estimate is \$14,000-\$16,000 for Phase II
 - We will ask homeowners to assist in taking the fence down; this will give us 'sweat equity' credit for the proposal
 - Worked on the application paperwork
- Alan at public works; confirmed back flow testing done for this year
- RSL trimmed roses back off the sidewalk near the 17th Ave entrance

3) Wade Whiteley, BOD Treasurer:

- We received the highest water bill ever: \$2300; usage more than doubled from previous month (this is June's bill); if this continues we'd have to increase our water budget from 7K to 9K for next year;

this also means we are no longer on track to save money on water, i.e., not use our full budgeted amount

- We need to check with RSL re water schedule (number of times per day for how long)
- Is there some product we can put on the parks to hold and then deliver water on as needed basis?
- Has RSL started the fall scale-back yet on the watering schedule?
- Another \$2,300 bill will put us over budget on water, which then might put us over on the entire budget
- We are also over budget on grounds repair (RSL says that as our system is getting older, it is more prone to breakage and breakdown)
- One homeowner not yet paid for 2017
- Homeowner in arrears is still paying
- Wade suggested we consider presenting a suggestion to homeowners of a \$50/year dues increase at the December meeting; this would be to cover projected increases in water costs
 - Dues have never increased (Reserve Fund fee addition was not a dues increase but was a compliance issue)
- We still have CD at First Bank (over 12K) – planning to use it for the fence, along with money from the Greens and the NIP
- We set the date for the ice cream social: Saturday October 21st, from noon to 2pm; we will do this in lieu of an October BOD meeting; Shannon will ask Bill to post on the HOA website

4) Shannon O'Brien, BOD Secretary:

- No abatement letters sent
- Signed HS contract mailed to HS
- Will send email about ice cream social
- Is working on a project to reformat CC&Rs and Design Guidelines for use on the HOA website
- Also working on collating our legal questions to present to HS sometime next year (we've talked about upping our legal cost budget item to allow us to do some much-needed document maintenance)
- We will need to verify the quorum requirements for dues increase and for special assessment prior to the December meeting
 - Shannon will draft email to HS on just that item
- Will draft newsletter to homeowners and include invitation to the ice cream social in October
- We will raise the topic of a welcome committee at the December meeting and solicit volunteers
- One of the benches in the NW park has been broken; we will try to either move it or at least lay it down to preclude anyone getting hurt if it further collapses
- We will take the dead tree out of the SE park prior to the ice cream social

5) Bill Hallett, BOD Webmaster and NGLA Rep:

- Bill unable to attend due to attending the NGLA meeting
- Bill contacted the BOD about website storage limits
 - For now, we will try to reduce size of existing documents and/or pictures
 - Bill still plans to migrate the site but is having trouble matching schedules with Jason Vallery

Adjournment:

- 8:31 PM Shannon motioned to adjourn meeting. Wade seconded. All in favor. None opposed. Meeting adjourned.

The Reserve at Ute Creek Home Owners Association

November 2017 Meeting Minutes - APPROVED

Meeting Date: November 13, 2017
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 called to order at 7:04 PM.

Meeting Attendance:

Scott Knollenberg, BOD President
Emily Brangoccio-Vallery, BOD Vice President
Wade Whiteley, BOD Treasurer
Shannon O'Brien, BOD Secretary/Governance

Minutes:

Minutes for September were sent out for review prior to the meeting. Wade motioned to approve; Scott seconded; all in favor; none opposed; September minutes approved as submitted. There was no October meeting and therefore no October meeting minutes; the ice cream social was held in lieu of the October meeting.

Reports by BOD Members:

1) Scott Knollenberg, BOD President:

- Would like to see us develop a calendar for our (and future) use of what landscaping is trimmed when. We should get input from RSL on what they suggest.

2) Emily Brangoccio-Vallery, BOD Vice President:

- Lisa at the City gave a couple of other contacts for free/reduced wi-fi for the possible new sprinkler system (the city no longer provides it so she pointed us at NextLight instead)
- Marcy at The Greens verified they will put up 25% of the new fence costs, up to \$3,000, if the fence by 1200 Whitehall is replaced during summer of 2018
- RSL says it is our responsibility to pull stakes on new trees; Board discussed and decided we will wait until a good rain (probably in spring) to soften the ground then take care of it
- Dead maple in SE park still not removed
- NIP grant proposal was submitted on time. It will be finalized sometime in January.

3) Wade Whiteley, BOD Treasurer:

- We will end the year \$500-\$700 in the black (that's much less than normal)
- Most additional spending is on water (~\$2K), with most of the remaining additional spending being on ground repairs/sprinkler repairs (another ~\$2K)
- Budget is running thin (this is one of the reasons we didn't buy more mulch until we saw what we might have available at the end of the year)
- The Board's decisions must all exhibit fiduciary prudence
- Homeowner in arrears still paying
- One homeowner not yet paid for 2017
- Ongoing project goals that will require money: sprinkler, fence, document review and revision, ash trees (removal and/or replacement)
- Has there ever been a dues increase? Wade doesn't think so (the addition of the \$50 Reserve Fund fee wasn't a dues increase, but was instead mandated by CCIOA). If dues had kept pace with inflation, they would have increased by ~46%

- Wade presented the proposed 2018 budget and it included a \$50 dues increase per property (much less than inflation and it will help offset the projected increase in water costs)

4) Shannon O'Brien, BOD Secretary:

- Sent query to HS for official interpretation of quorum needed for Special Assessment; no response yet; will follow up in a couple of weeks if no answer before then
- No abatement letters sent
- Verify if member needs to be in good standing in order to have their vote count for quorum
- Estimate from Blue Mountain Stone in Lyons to replace bench top = \$270 plus \$100 delivery, plus probable removal costs for broken pieces
- Shannon motioned to have RSL remove the broken bench and move the bench that is getting stained by the tree (if that is something they can/will do); Wade seconded; all in favor; none opposed; motion passed; Emily or Scott will contact RSL to see if they can/will do it
- Three graffiti reports made (2 on 10/8 and 1 on 10/19), the two from the eighth have been abated and the one on the 19th is on the Trex fence
- The Board discussed repainting the section of wood fence that was 'abated' and concluded that it wasn't necessary
- Sent reformatted copies of the CC&Rs and ByLaws to Bill for inclusion on the HOA website (different format that requires less storage space); still have IOU to reformat Design Guidelines and send that to Bill

Adjournment:

- 8:38 PM Shannon motioned to adjourn meeting. Scott seconded. All in favor. None opposed. Meeting adjourned.

The Reserve at Ute Creek Home Owners Association

December 2017 General Membership Meeting Minutes -

APPROVED

Meeting Date: December 04, 2017
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 7:06 PM.

Verification of Quorum:

Meeting Attendance: 14 of 70 Residences represented by attendees, plus an additional 6 proxies (20 total); 25% Quorum achieved (18 Residences).

Reports by BOD and Committee Members:

- 1) Board Members introduced themselves to attendees.
- 2) Scott Knollenberg, BOD President:
 - a. Welcome and thanks for attending
- 3) Emily Brangoccio-Vallery, BOD Vice President:
 - a. Removed dead bushes at/near 17th Ave entrance and dead trees along 17th (some were professionally removed due to size)
 - b. Still need to remove dead tree in SE park and broken bench in NW park; will relocate an intact bench already in the NW park that is currently getting stained by the tree above it
 - c. We had a mulch-spreading party this summer; thanks to all who attended; hope to have another one next year pending budget approval
 - d. Tree stakes need to be removed in the next couple of months (will probably do after a good rain in the spring)
- 4) Wade Whiteley, BOD Treasurer:
 - a. Financially, the year was rough
 - b. Bark mulch that was dropped would have cost us \$7,000 to have it spread by landscaping crew; the mulch cost \$1,000 and the donated labor saved us about \$100/homeowner
 - c. We will end the year a few hundred dollars in the black
 - d. Our dues are about half the dues of some of the neighboring HOAs (Sundance is nearly \$1200.)
 - e. Still have a CD of nearly 13K
 - f. Still looking for ways to save on budget
- 5) 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
 - b. We sent a couple of abatement notices in 2017, and each of those issues has been resolved
 - c. We sent a couple of general reminders about Longmont code compliance
 - d. Ice Cream Social was well-attended. Thanks to all who came. We hope to do another one next year
- 6) 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 attends monthly NGLA meetings and also attends the monthly BOD meetings to report on the NGLA activities and announcements
- d. A way for the city to provide information to neighborhoods
- e. This year they covered the city plan and transportation board and new housing developments
- f. Library services available (more than just books)
- g. Ballot issues covered, e.g., sales tax, marijuana tax
- h. Big topic this year has been water and water storage; Longmont's 5-year plan includes adding 10K acre feet of water storage; our water bills will be going up as a result of these improvements
- i. Surveys for community input on things like affordable housing
- j. Equipment is also available for borrowing from the city if we ever need it
- k. Funds NIP and Ice Cream Social
- l. Requirements for water usage projects are getting more strict; we haven't yet submitted a proposal for a water project, but it is likely that we will in the future
- m. Bob Lee is stepping down as back-up NGLA representative; Bill is requesting volunteer(s) to be back-up NGLA representative; contact Bill if interested
- n. 10 meetings a year; summer hiatus; 6:30-8:30pm every third Thursday
- o. Thanks to Bob & Bill for your time and your service

HOA Fence:

- 1) Phase II is proposed for next year (the section north of Whitehall at west entrance)
- 2) If completed next year, The Greens will put some money toward the project
- 3) We've applied for an NIP grant for part of the project
- 4) No timeline for the remainder of the west fence
- 5) Last year's estimate of 7 years until we will have enough money saved that we could afford to replace the remaining section of fence - if no special assessment is enacted - may no longer be viable, given the increase in water rates and resultant reduction in discretionary funds
- 6) Apartments built a retaining wall to take their landscaping rocks off the fence
- 7) Lisa Jenkins asked about likelihood of being approved for NIP grant; we were originally expecting the initial feedback from the city last week, but the city is running behind; no answer at this time
- 8) Sabrina Lee asked about a new bid; we extrapolated from the old bid (price per linear foot), and added a 10% buffer, but we will have to get a new bid if the NIP is approved

Sprinklers:

- 1) It's expensive to water; the system is getting older and becoming more prone to breaking
- 2) RSL has recommended a \$6K project with satellite-enabled controllers (+\$600/year for data) WeatherMatic ET
- 3) The Board thinks we can use another option for less money; we've done some research and Rachio is the cheapest option we've found, although we still need to figure it out all the logistics
- 4) The Board is interested in pursuing the possible installation of a Rachio smart sprinkler system as a means of saving water
- 5) Each Rachio controller has a 16-zone capability and costs \$250. We would need 3 controllers, for a total of \$750.00
- 6) The system requires wifi. We are researching a possible mobile hotspot (we'd need three of them) or maybe getting free wifi from NextLight; another option is to piggyback off homeowners who would be willing to share
- 7) For every week we don't water we save about \$250
- 8) Remember Longmont is advising that water bills will double between now and 2025

Review of Other Projected Budget Items. The Board has identified a few projects that we need to plan for:

- 1) Finishing the fence
- 2) Maintaining and possibly upgrading our sprinkler system
- 3) Review and revision of all HOA documents; one estimate received was \$6900.00 (HindmanSanchez)
- 4) Ash trees (removal and/or replacement) (we have 25-30 ash trees in the neighborhood; all have some damage; for now, they seem to all be lilac ash borer [not emerald ash borer]; they're going to have to be removed – many of them professionally removed due to size; question about treatment; not financially feasible; Board has decided to replace as necessary/able rather than treat)
- 5) A homeowner has requested more mulch be laid in the common areas
- 6) Homeowner asked about road maintenance; our roads and sidewalks are maintained by the city

Budget:

- 1) Copies of the proposed budget were available to all attendees.
- 2) 70% of budget is water and landscaping
- 3) Proposed budget includes a \$50 per lot increase in Common Interest Assessment (dues), for a total of \$600 plus \$50 Reserve fund fee
- 4) Sabrina reminded us of the CCIOA requirement to have 10% of our income applied to our Reserve Fund
- 5) Discussion about dues increase vs special assessment
- 6) In comparing ourselves to neighboring HOAs and their fees, we are about in the middle; some have pools, and some have more homes or less common area
- 7) Bill motioned to reject budget as presented and request the Board to present a new budget; Bob seconded; all in favor; none opposed; motion passed (budget rejected)
- 8) Next budget proposal from Board includes dues increase to \$44,100 (\$630/lot), Reserve fund increase to \$4900 (\$70/lot)
- 9) Bill motioned to ratify as amended; Wade seconded; all in favor; none opposed; revised budget passed

Dues Reminder: Must be PAID IN FULL not later than January 31, 2018 to receive discount. Please drop the checks off at Wade's house (1303 Whitehall Drive)

Open Floor:

- 1) Attendees thanked Board for service
- 2) Board thanked homeowners for attending

Solicitation of Interest for Welcome Committee Members:

Please contact the Board if you are willing to be part of a Welcome Committee for new homeowners

Election of BOD:

- 1) No new volunteers to run for Board
- 2) Current Board willing to continue to serve
- 3) Motion to elect sitting Board to remain in place; seconded; all in favor; none opposed; motion passed; same four members will remain on the Board
- 4) The 2018 BOD will consist of Wade Whiteley, Shannon O'Brien, Scott Knollenberg, and Emily Vallery.

Adjournment:

- 8:32 PM Meeting adjourned.