

The Reserve at Ute Creek Home Owners Association

February 2019 Meeting Minutes - APPROVED

Definitions (for all meetings):

ARC: Architectural Review Committee

BOD: Board of Directors

CCIOA: Colorado Common Interest Ownership Act

DORA: Department of Regulatory Agencies

HOA: Home Owners Association

NAF: Neighborhood Activities Fund

NGLA: Neighborhood Group Leaders Association

NIP: Neighborhood Improvement Program

NLS: Neighborhood Leadership Series

RSL: Rock Solid Landscaping

SRFC: Split Rail Fence Company

Meeting Date:

February 11, 2019

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 7:09 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 and NGLA Representative

Minutes:

Minutes for November and December were sent out for review prior to the meeting. One member was unable to review due to technical difficulties. We will table approval of the minutes until next month. There was no meeting in January 2019, so no January minutes to approve.

Reports:

1) Scott Knollenberg, BOD President:

- Zone map project still pending – now will wait until spring

2) Emily Brangoccio-Vallery, BOD Vice President:

- Called Ned at SRFC; currently expecting to start projects about 3 weeks after getting the contract signed
- Weather a potential impact on timeline
- Ned asked if we want them to pull a permit or do we want to do it; we want them to pull it
- Left vm and email with this info for Wayne Tomac to make certain the city money is still available – no response yet
- Will also double check with The Greens to verify they are still on board
 - will ask for evidence of the easement that they say we have
 - will confirm that their groundskeeper will be onsite at the time the work is done
- Emily will advise Bill if she hasn't heard from Wayne by the time of Thursday's NGLA meeting, so Bill could follow up with Wayne at that meeting

3) Wade Whiteley, BOD Treasurer:

- Distributed year-to-date budget docs

- Only 3 homeowners haven't paid; 67 homes have paid their 2019 dues
- The first delinquent homeowner did pay this year's dues, so is keeping current as agreed; expect him to be paid-in-full sometime this year
- Second delinquent homeowner has not responded to any overtures
- Financials ended last year with \$17K in savings (an extra \$7K above what was predicted by the budget)
- Our water bill is going up (as predicted by City & NGLA)
- SE park trees still on the to-do list; now planning to wait until spring when the ground has thawed
- Snow removal: city has a 2" rule; per Bill, the city has stated it is their lowest-priority code enforcement item; much of what the HOA is responsible for clearing is south-facing, so gets the benefit of the sun; projected temperature is also considered before we elect to pay for snow removal (must consider fiscal responsibility along with city code)
- We didn't submit any receipts for the Neighborhood Activity Fund allotment for 2018 (we had planned to use the funds in conjunction with the fence tear down, but since the tear down didn't happen, the ice cream social didn't either)
- No mulch included in the budget for 2019

4) Shannon O'Brien, BOD Secretary:

- Sent no Requests for Abatement
- The meeting schedule for 2019 has been set with the Longmont Senior Center; all meetings will be held in Room B on the second Monday with the following exceptions:
 - November 2019's monthly meeting will be moved from the 11th (Veteran's Day) to the 4th, and will be in a different room
 - December 2019's General Membership meeting will be held on the first Monday (as per usual), December 2, in Rooms D & E (the double room that can be accessed from the front sidewalk – this is where we normally hold our General Membership meeting)

5) Bill Hallett, NGLA Representative:

- Filed his annual report with the NGLA for last year – our stated priorities are cost reduction and water conservation
- Filed this year's application for membership with those same priorities
- Last meeting was in January; went over NIP projects – all projects totaled up to about \$37K (less than the \$50K budgeted)
- 12 projects; in Bill's opinion, 2 of them looked like maintenance projects and the rest looked like capital improvement projects (4 are fence projects; 7 are irrigation projects; 1 addresses bee pollination)
- Individual projects are online for review if we'd like to see them
- Next meeting is next week; no agenda yet but expecting officer elections and setting agenda for rest of year

Adjournment:

- 8:17 PM Shannon motioned to adjourn meeting. Wade seconded. All in favor. None opposed. Meeting adjourned.

The Reserve at Ute Creek Home Owners Association

March 2019 Meeting Minutes - APPROVED

Meeting Date:

March 11, 2019

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 7:03 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 and NGLA Representative

Minutes:

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

Architectural Review Committee:

- Homeowner at 1238 Whitehall submitted an ARC request for a new paint scheme; all required signatures included; Wade moved to approve as submitted; Shannon seconded motion; all in favor; none opposed; colors approved as submitted; Wade will advise homeowner

Reports:

1) Scott Knollenberg, BOD President:

- Nothing to report
- Zone map project still pending; still waiting until spring

2) Emily Brangoccio-Vallery, BOD Vice President:

- Sent signed contract to Ned at SRFC; Ned replied guesstimating 3 weeks out but still awaiting firm start date
- Will set up work day for April 6 and advise Ned that any time at or after April 8 would work for us (Shannon will email homeowners & Wade will reach out to homeowner at 1200 Whitehall)
- We will pull fence down; if there is a problem removing the concrete then we can add it on to SRFC order
- Emily presented research on disposal options and the cost of each option. Bagster is the cheapest option for disposal of this fence; we will plan on getting 2 Bagsters
- Emily will advise The Greens of date when it is set with SRFC
 - We still want The Greens to flag the sprinkler heads and have their groundskeeper available during the project

3) Wade Whiteley, BOD Treasurer:

- Distributed year-to-date budget docs
- Still 3 homeowners who haven't paid; 67 have been collected; Wade had sent individual reminders before the due date at the end of February; no response received from any of those who haven't paid; he will now send out individual letters with amount now owed with penalty and interest
- We did have 2 snow removal bills
- SE park trees still on the to-do list; now planning to wait until the ground has thawed

4) Shannon O'Brien, BOD Secretary:

- Sent no Requests for Abatement
- Altitude Law renewed our DORA registration for 2019
- Need to schedule spring walkthrough; we decided on changing our April meeting to the walkthrough; on Monday, April 8, at 5pm, meeting at the SE park; an invitation email will be sent
- A Board member can't make October meeting; we discussed and decided to cancel October meeting; Shannon will advise LMO Senior Center

5) Bill Hallett, NGLA Representative:

- February NGLA meeting: no police or city council updates; update from assistant city manager; talked about the comprehensive plan which was developed 5 years ago
- Focus on people and places; vision is that in 20 years LMO will be the world's greatest village where everyone has access to food, clothing, and shelter
- Focus for next 2 years is housing and transportation development
- 20 year plan is revisited every 5 years
- Philosophy is that investing in community is the key for sustainability
- Vision for 1st & Main transportation station
- Discussing options for north part of Twin Peaks mall (approximately a 30 acre parcel)
- "Lost" block of main street, i.e., 200 block, is a redevelopment priority
- Phased northwest rail service considering smaller trains that will rent time on BNSF rails – maybe 3 in am and 3 in pm
- Expected population at buildout is about 120K (currently about 93K)
- Longmont's NGLA is a model for other communities around the country
- Current plans for downtown assume that the use of public transportation will increase significantly; if that doesn't happen, their plans may need to be revisited
- 10 NIP projects met requirements; total \$40,500 (\$50K budgeted); application process getting more cumbersome, which is likely part of reason for fewer applications
- Neighborhood activities fund application due by March 18
- Neighborhood Leadership Series available (extra training)
- Next NIP submission due in September
- Wildlife management plan discussion planned for April 4 meeting
- May 16 is St Vrain Corridor plan meeting

Adjournment:

- 8:13 PM Shannon motioned to adjourn meeting. Wade seconded. All in favor. None opposed. Meeting adjourned.

The Reserve at Ute Creek Home Owners Association

May 2019 Meeting Minutes - APPROVED

Meeting Date:

May 13, 2019

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

Bill Hallett, HOA Webmaster and NGLA Representative

Minutes:

Minutes for March were sent out for review prior to the meeting. Shannon suggested changing the format slightly for the "Reports" section. Wade motioned to approve as amended; Emily seconded; all in favor; none opposed; March minutes approved as amended. The April meeting was replaced with the neighborhood walkthrough, so no meeting minutes for April.

Architectural Review Committee:

- Homeowner at 1336 Reserve submitted an ARC request for some landscaping changes; all required signatures included; Wade moved to approve as submitted; Shannon seconded motion; all in favor; none opposed; plan approved as submitted; Wade will advise homeowner

Reports:

1) Scott Knollenberg, BOD President:

- Will turn on sprinklers this week; RSL will advise the date/time so Scott can go with to work on the zone map
- DORA complaint: response due tomorrow; they asked for duties of each board member; our response is:
 - President: liaison for groundskeeping; runs the HOA meetings; point-of-contact for Board
 - Vice President: liaison with City of Longmont; grant writer
 - Treasurer: collects dues, pays bills, reports financials/budgets
 - Secretary: records meeting minutes, writes homeowner correspondence, tracks governance

2) Emily Brangoccio-Vallery, BOD Vice President:

- Phase 2 of the fence project began with a neighborhood work day on April 6
 - We pulled down the section of fence north of Whitehall at the west entrance to the HOA
 - In addition, we took down dead trees behind 1251 & 1255 Reserve and removed the broken bench pieces from the NW park
 - The Greens flagged their sprinkler heads near the fence line
 - Projected start date for fence construction is 5/15 or 5/16
 - Guesstimating up to a week for completion
- Will complete final NIP report after this section of fence is completed
- We committed to 20 hours of homeowner labor and more than met that obligation

3) Wade Whiteley, BOD Treasurer:

- Distributed year-to-date budget docs
- Still 3 homeowners who aren't fully paid up on dues

- One house is now for sale; we should get dues paid at closing
- One house is now in pre-foreclosure; Wade will present a plan to split dues between bank and new buyer so that the HOA gets everything it is due
- The homeowner still paying for past arrears has seven payments left
- No recent snow removal bills
 - Wade will do some research on snow removal options for next year; maybe a new company could be contracted with a set fee schedule, possibly based on snow depth?
- SE park trees still on the to-do list; looking at planting at the end of this month
- One tree in trouble in NW park; it is the second tree in that spot that is struggling; we may consider not replanting in that same spot

4) Shannon O'Brien, BOD Secretary:

- Spring walkthrough occurred on 8 April 2019
- Made polite requests of 3 homeowners to address issues noticed during the walkthrough
- Longmont Senior Center advised about cancelled October meeting
- Will send out reminder about picking up after pets

5) Bill Hallett, NGLA Representative:

- May 16 is St Vrain Corridor plan meeting
- April meeting included a council update
- There are volunteer park rangers working to keep parks clean
- City budget discussed and input given
- City considering adding another swimming pool; this may go on a future ballot
- Public safety briefing from Chief of Police & Commander of Public Safety
 - Trying to get more involved with stakeholders/public
 - Getting foot officers out in marginalized neighborhoods
 - Domestic issues like abuse & homelessness are biggest problems
 - Part 1 crimes (tracked by FBI) are down 40% over last 15 years
 - Longmont has a higher level of domestic violence reported than many other cities; police maintain it is due to higher trust in the police so it results in higher reporting, rather than actually a higher frequency of occurrence; no discussion about how that is quantified
 - Addiction and mental health are big problems in town; police are trying to find ways to involve community in the management of these issues; one initiative is called the Angel Initiative
 - Alcohol still biggest addiction problem; they are starting to get cannabis statistics in but it seems to not be as big an issue as predicted since the state legalized cannabis
 - There is a law enforcement assistance program
 - 340 miles of road in Longmont – biggest complaint about traffic is speeding
 - Fire department average response time is 4:59 – trying to shave 59 seconds off average
- NGLA input to public safety representatives:
 - want both police and fire statistics
 - want crime and safety statistics
 - want to see more community emails about community issues like safety alerts
- City might look at using NextDoor or FaceBook as communication platforms
- City considering a video camera registration for citizens to be able to provide crime footage from their area (police couldn't monitor in real time, but could request footage from registered cameras if something were to happen in that area)
- Just Transition Plan focusing on energy and water efficiency; plan is to transition Longmont to 100% renewable energy by 2040; hoping to have 50% by 2021; working on strategies to engage the public
- Currently buy power from Platter River Power Authority
- Let's Thrive Longmont issues challenges to residents to evaluate their impact
- NAF: 60% of budget already allotted; 40% remains for Round 2 funding
- Neighborhood/mobile block party might be something we want to look into; Bill will get info on cost and report back; may be partly subsidized by the city

- NLS: dates scheduled but program(s) not yet set
- City Board applications were due by 4/26
- Solar panels – HOA cannot prohibit but we can put “reasonable restrictions” on design or placement
- Tim Waters is our Council member – he’s happy to get any input we might like to share

Adjournment:

- 8:32 PM Shannon motioned to adjourn meeting. Scott seconded. All in favor. None opposed. Meeting adjourned.

The Reserve at Ute Creek Home Owners Association

August 2019 Meeting Minutes - APPROVED

Meeting Date:

August 12, 2019

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 7:01 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. Emily motioned to approve as submitted; Scott seconded; all in favor; none opposed; May minutes approved as submitted. The June meeting was cancelled, so no meeting minutes for June. The July meeting minutes still pending.

Architectural Review Committee:

- Homeowner at 1255 Reserve submitted an ARC request for new paint colors. All required approval signatures were obtained. Shannon moved to approve as submitted; Emily seconded motion; all in favor; none opposed; colors approved as submitted; Shannon will advise homeowner
- Some homeowners have painted – and changed colors – without submitting the necessary paperwork; we will send a reminder to all homeowners

Reports:

1) Scott Knollenberg, BOD President:

- We still need to perform backflow test; Scott will call Ward's for the testing (will request same work as was done last year)
- Regarding the previously-discussed zone map, RSL has requested that we not reference work by zone, but instead by address that the work/problem is near/between; therefore no zone map has been made and we will use addresses instead to address necessary work with RSL

2) Emily Brangoccio-Vallery, BOD Vice President:

- Lots of raccoons living in the neighborhood (groups of at least 12, in a couple different places)
- Emily will report to city and see what they say
- The heaved concrete in the SW passthrough has not yet been addressed by the city (we did paint with warning orange so no one else trips over it) [at least 5 years ago the city ground down concrete on that passthrough, so a precedent has been set]
- Emily went to the NIP workshop and learned there are two changes to the policies moving forward:
 - a sprinkler audit is now good for two years
 - NIP now requires proof of ownership of property/project
- Phase 2 of the fence project has been completed and the check to SRFC will be mailed
- Emily will send this info to the city and will complete the NIP report; after review and approval by the city, we expect the NIP grant payment from the city
- There was no damage to The Greens sprinklers during construction (The Greens checked and verified)
- Discussing future bids for fence: Binford now owns what had been the SRFC supply yard in Thornton and BK Custom is another company that now works with the Trex product; we will ask both of them for bids when we do the next phase of fence

- Question about adding solar in the HOA; we cannot deny solar per CCIOA, but we can make profile or appearance requirements

3) Wade Whiteley, BOD Treasurer:

- The Postal Annex, which housed the HOA's legal address, has closed without notice
 - Wade has put a hold on our mail
 - Wade will research other options and get us a new address
 - Hopes to have it resolved within a week
 - Once the new address is ironed out, Shannon will advise the state
- No year-to-date budget docs due to not getting all mail , e.g., bank statements
- Water bill still relatively low
- Still 3 homeowners who aren't fully paid up on dues
 - One house is still for sale; we still hope to get dues paid at closing
 - One house is still listed as pre-foreclosure; plan is still for Wade to present a plan to split dues between bank and new buyer so that the HOA gets everything it is due
 - Legally, the bank is only required to pay for 6 months of dues; filing a lien would cost us money and get us nothing more than we would get otherwise so we decided no lien
 - The homeowner paying for past arrears has stopped paying and still has seven payments left
 - Wade has given this homeowner a final notice
- SE park trees still on the to-do list; Wade went looking for Fall Fiesta maple trees (the same kind as those that died) at local stores; no one has them in stock; hoping to get some from the Tree Farm at a fall sale
- One tree in on 17th is dead and needs to be removed

4) Shannon O'Brien, BOD Secretary:

- No requests for abatement sent
- Most of the emails that were sent after the walkthrough have been addressed

5) Bill Hallett, NGLA Representative:

- Per email from Bill, there was no NGLA meeting in July so no NGLA report

Adjournment:

- 8:25 PM Shannon motioned to adjourn meeting. Scott seconded. All in favor. None opposed. Meeting adjourned.

The Reserve at Ute Creek Home Owners Association

September 2019 Meeting Minutes - APPROVED

Meeting Date:

September 9, 2019

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 7:01 PM.

Meeting Attendance:

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 August were sent out for review prior to the meeting. Given that one Board member is not present, we decided to wait to address the minutes at the next meeting. The July minutes are still pending.

Architectural Review Committee:

- Homeowner at 1330 Reserve submitted an ARC request for new paint colors. All required signatures were obtained. Shannon motioned to approve as submitted; Emily seconded motion; all in favor; none opposed; colors approved as submitted; Shannon will advise homeowner
- We discussed and clarified ARC policy regarding any homeowner who doesn't want to sign off on a neighbor's ARC request: they can come to speak in front of the Board and then the Board will make a final decision; if necessary, the Board will ensure private speaking time

Reports:

1) Scott Knollenberg, BOD President:

- Advised by email prior to the meeting that the backflow test has been completed.

2) Emily Brangoccio-Vallery, BOD Vice President:

- Re the heaved concrete in the SW passthrough, in spite of the City addressing the issue years back, the City is now saying that section of sidewalk is our responsibility; we will search our records regarding this; in the meantime, we will ensure the warning paint is reapplied as necessary
- SRFC has not responded about receiving the final payment check; finalizing last year's NIP grant is pending that response; Emily will follow up with Wayne Tomac when we hear back from SRFC
- Advised Wayne Tomac that we would not be applying for an NIP grant this year for 2020

3) Wade Whiteley, BOD Treasurer:

- Year-to-date budget docs distributed
- Late fees & penalties now showing as income due to at least one homeowner making payments that include late fees and penalties
- Our first big water bill for the season was ~\$1100; we expect 2 more big water bills for the year; currently estimating they will be about \$2000 total, which will still be below the amount budgeted for water (we've had some good weather lately and have adjusted the watering schedule accordingly)
- Grounds repairs have gone up significantly due to sprinkler repair (suspected vandalism to numerous sprinkler heads); repairs were also made to a head near 1349 Reserve – that head was clogged and not functioning (as a reminder, our sprinkler heads are plastic and get brittle over time with sun and water exposure)
- Request to have RSL check the sprinkler heads near 1372 Whitehall for damage or clogging

- Currently estimating another \$10K in expenses this year, but also expecting about \$9K extra to be applied to the Reserve Fund (budgetary savings are applied to the Reserve Fund)
- Due to the closing of the Postal Annex, Wade has contracted for a new post office box at the main post office on Coffman; all accounts will need to be updated
- Two new trees for SE park have been ordered and will be delivered in the springtime (fall fiesta maple trees, which we will have to plant)
- Dead tree on 17th was removed
- Wade will walk neighborhood and identify sidewalk spots that need to be addressed by the City
- There are 4 homeowners who aren't fully paid up on dues
 - One homeowner paid the "early" amount but didn't pay until April (owes outstanding balance plus penalty and interest)
 - One house is still for sale; we still hope to get dues paid at closing
 - One house is still listed as pre-foreclosure; plan is still for Wade to present a plan to split dues between bank and new buyer so that the HOA gets everything it is due
 - The homeowner paying for past arrears has resumed payments

4) Shannon O'Brien, BOD Secretary:

- No requests for abatement sent
- A few informational emails sent to homeowners
- Will send email to homeowners, DORA, and Altitude Law advising of new address

5) Bill Hallett, NGLA Representative:

- There was no NGLA meeting in August so no NGLA report; next meeting is this month

Adjournment:

- 8:28 PM Shannon motioned to adjourn meeting. Wade seconded. All in favor. None opposed. Meeting adjourned.

The Reserve at Ute Creek Home Owners Association

November 2019 Meeting Minutes - APPROVED

Meeting Date:
Submitted by:

November 4, 2019
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 7:03 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 August and September were sent out for review prior to the meeting. Scott motioned to approve as submitted. Emily seconded. All in favor. None opposed. Minutes approved as submitted. There was no meeting in October, so no October minutes. The July minutes are still pending.

Architectural Review Committee:

- Homeowner at 1330 Reserve submitted completed paperwork for some landscaping work. All required signatures were included. Approved as submitted. Homeowner advised.
- Homeowner at 1244 Whitehall submitted application for paint color approval. All necessary signatures were included. Approved as submitted (Scott recused himself from vote). Homeowner advised.

Reports:

1) Scott Knollenberg, BOD President:

- Sprinklers blown out this week; fall cleanup still pending.
- Will ask RSL about possibility of damage due to freeze and who's responsible

2) Emily Brangoccio-Vallery, BOD Vice President:

- City has asked for receipts from SRFC, i.e., proof of payment; Emily has asked Isabel at SRFC and hasn't yet received anything; our checks to Split Rail have been cashed; reimbursement from the City will not happen until we can provide proof of payment to Wayne Tomac; Emily will follow up again
- Re the heaved concrete in the SW passthrough, we will keep warning paint reapplied as necessary and then plan to have it ground down in the spring after the thaw

3) Wade Whiteley, BOD Treasurer:

- Year-to-date budget docs distributed
- We've received 2 water bills over \$2K each; probably due in part to increased rates and part may be due to damaged heads that may have leaked before it was repaired
 - As a result, we will not see as much savings we expected/hoped to have at the end of the year
- Grounds repairs & maintenance are also a bit higher due to the repairs
- Expecting to end the year with about \$15K budget surplus; that amount will be added to the Reserve Fund after the end of the year
- There are still 4 homeowners who aren't fully paid up on dues
 - One homeowner paid the "early" amount but didn't pay until April (owes outstanding balance plus penalty and interest); homeowner not responding to Wade's attempts to contact; Wade will include a note on this homeowner's 2020 dues bill
 - One house is still for sale; we still hope to get dues paid at closing

- The house listed as pre-foreclosure has been withdrawn from foreclosure but they still haven't paid their dues; Wade will continue attempts to contact
- The homeowner paying for past arrears is still paying as agreed; these payments are now being logged as interest income
- Wade presented a draft budget for 2020
 - Very little changed from 2019
 - Included 5% increase for landscaping contract (it increases an average of 5%/year)
 - No amount included for NIP grant, but we could add money to that line item for a possible sprinkler audit in preparation for a future NIP grant proposal (sprinkler audits are now good for 2 years, so we would have to prioritize sprinkler work over completing the fence); the city offers free sprinkler audits but there are very few slots available; Emily will call to see when we can get on the list for a city-sponsored audit; we will raise the NIP topic at the general membership meeting next month
 - Discussion of each line item resulted in upping the amount listed for State Taxes
- Shannon motioned to approve as amended. Emily seconded. All in favor. None opposed. Revised budget approved for distribution to homeowners prior to December General Membership meeting

4) Shannon O'Brien, BOD Secretary:

- No requests for abatement sent
- A few informational emails sent to homeowners
- Advised Altitude Law about our address change; at our request, Altitude Law advised DORA and the Colorado Secretary of State (as required) (Wade has received the bill for this service and it's been paid)
- We have new homeowners at 1253 Whitehall; Emily will deliver welcome letter

5) Bill Hallett, HOA Webmaster & NGLA Representative:

- Made a few web page updates, including the new mailing address
- NGLA report:
 - NIP process feedback given; feedback said the process is becoming more complex and cumbersome, which discourages people from applying (for 2020 there were not enough proposals to use the entire amount budgeted for grants)
 - Councilman Tim Waters likes the program and will be proposing a budget increase for NIP; not certain if that will be more money per project or will allow more projects
 - Closed meeting early and had election forum:
 - Format was each participant answered the same 5 questions, including how can the Council improve interaction with the NGLA; Tim Waters suggested that the NGLA report to Council as a means to foster better interaction between Council & NGLA
 - 3 ballot issues discussed: pool/ice skating rink, whether to allow 30-year leases; whether to continue the current road tax indefinitely
 - Discussed process for appointing/retaining judges (retention of Judge Frick on this ballot)

Open Floor:

- Shannon discussed some discrepancies between our governing docs; a document review and revision has already been identified as a long-term budget item
- Emily is not going to accept a nomination for another term on the Board; we will seek volunteers via email and at the General Membership meeting next month (Emily's position as Vice President is responsible for Grant Writing and ARC)
- General membership meeting is Monday, December 2, 2019 at 7pm, Senior Center rooms D & E (where we normally have it)
 - Shannon will set out signs and send email reminder
 - In the past, some of our General Membership meetings have run long. At the opening of the meeting next month we will include a reminder that we only get the room until 8:30pm

Adjournment:

8:28 PM Shannon motioned to adjourn meeting. Wade seconded. All in favor. None opposed. Meeting adjourned.

The Reserve at Ute Creek Home Owners Association

December 2019 General Membership Meeting Minutes -

APPROVED

Meeting Date: December 02, 2019
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 7:07 PM.

Verification of Quorum:

Meeting Attendance: 8 of 70 Residences represented by attendees, plus an additional 10 proxies (18 total); 25% Quorum (minimum of 18 residences) achieved.

Reports by BOD and Committee Members:

- 1) Scott Knollenberg, BOD President:
 - a. Welcome and thanks for attending
 - b. Water costs within budget
 - c. Landscaping costs are slightly above budget due to repair of sprinkler heads, some due to vandalism and some to normal wear and tear
- 2) Emily Brangoccio-Vallery, BOD Vice President:
 - a. Talked about NIP projects with NGLA (2018, 2019, 2020)
 - b. 2018 still pending completion/payment (we've struggled to get all the necessary paperwork from SRFC)
 - i. 2018 NIP grant was for the section of fence north of Whitehall; due to supply issues, that section of fence wasn't installed until 2019
 - ii. The neighboring HOA, The Greens, is happy with it and have verified that there is no damage to their sprinklers
 - c. 2019 we applied for a sprinkler project (to make them wireless) – we were denied due to not having a sprinkler audit
 - d. 2020 we elected to not apply since we don't have a current sprinkler audit and our 2018 grant is still outstanding
 - e. Emily attended a meeting hosted by the city and learned that sprinkler audits are now good for 2 years, which will be useful when we get one as it gives us more opportunity to apply for NIP grants
 - f. We will apply to the city for a free sprinkler audit; cost currently unknown if we are not approved for that
- 3) Wade Whiteley, BOD Treasurer (report given by proxy):
 - a. Financial condition: projecting about \$20K in the Reserve Fund by year's end (lower than last year because we paid for the segment of HOA fence north of Whitehall this year)
 - b. NGLA and the City of Longmont are projecting a 10% rate increase per year for water
- 4) Shannon O'Brien, BOD Secretary
 - a. All requests for approval for work (this year was mostly roofing and painting projects) 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 2019, and each of those issues has been resolved
- 5) Bill Hallett, NGLA rep:
 - a. Bill's membership registers our neighborhood with city

- b. His participation (along with Scott Abrahamson as alternate) gives us access to such things as copy services, equipment loans from the city, and access to the Longmont Senior Center for meetings, as well as access to NIP grants and block party funds
- c. Bill attends monthly NGLA meetings and also attends the monthly BOD meetings to report on the NGLA activities and announcements
- d. NGLA is a way for the city to provide information to neighborhoods and for the city to get input from neighborhoods
- e. Tim Waters is council liaison for NGLA and is the council member for our ward – contact him if you have any input for the council – he’s usually responsive
- f. NGLA gets regular reports from the Longmont Police Department
 - i. They report that crime remains pretty low in general and in our neighborhood in particular
 - ii. The police attribute the somewhat high incidence of domestic violence reports in Longmont to Longmont residents trusting the police more and therefore reporting at higher frequency than surrounding communities
 - iii. Police remind residents to conceal valuables in cars parked outside, as well as not leaving keys in the cars or leave cars running unattended in the mornings
- g. NGLA projects:
 - i. The number of project applications are down
 - ii. This year they didn’t even use all of the available funds that were budgeted by the city
 - iii. Our feedback is the process has become too complex and cumbersome
- h. The city’s Comprehensive Plan projects that in next 20 years the city will be developed from Highway 66 down to Pike Avenue
 - i. Many parks are unfunded for flood repairs
 - j. Community resilience and emergency plans are being updated
 - k. Affordable housing remains a high priority for the city council
 - l. Ash borer is still active in the city - disposal of infected trees must be in accordance with city rules
- m. Several new non-profits have started up in the city due to different federal and state funding that became available; most of them focus on homeless people and associated issues
- n. NGLA sponsors a Candidates Forum in election years; this year the NGLA reps compiled some questions for the candidates

HOA Fence:

- 1) This year we completed 183 linear feet on the north side of Whitehall at west entrance to neighborhood
- 2) The remainder of the west side fence is still pending

Sprinkler:

- 1) Our system is 20 years old and will likely need increased maintenance over the next few years
- 2) We would like to make our system as efficient as possible; this would ideally involve getting ‘smart’ sprinklers that would need to be on a wi-fi system in order to access weather forecasts
- 3) City is no longer maintaining a wireless network; other options include accessing hotspots or being put on a homeowner’s wireless system; there are some hotspots that don’t charge anything if you don’t hit a certain data usage
- 4) Racchio could be affordable to implement but need to figure out the wireless portion of that equation
- 5) High efficiency sprinkler heads are another option; we can’t use NIP funds for maintenance, but changing out to high-efficiency sprinkler heads would be considered capital improvement, not maintenance

Review of Other Projected Budget Items: As mentioned last year, this is the long-term list of big-ticket budget items that the Board has identified and will be planning for over the next 5-10 years. Please let the Board know if you think something should be added to this list:

- 1) Finishing the fence
- 2) Maintaining and possibly upgrading our sprinkler system
- 3) Review and revision of all HOA documents
- 4) Landscaping, including tree removal or replacement as necessary

Budget:

- 1) Copies of the proposed budget were available to all attendees
- 2) Shannon read out Wade's notes for the proposed budget
- 3) Not proposing any increase in HOA dues, and not – currently – projecting a need for that for at least a few years to come
- 4) All amounts remained the same except grounds maintenance, grounds repairs/tree replacement, and state taxes, which were each increased for the 2020 budget
- 5) Shannon motioned to ratify as submitted; Kelly seconded; no discussion; all in favor; none opposed; 2020 budget ratified as submitted

Dues Reminder: Must be PAID IN FULL not later than January 31, 2020 to receive discount.

Open Floor:

- 1) Gary thanked Board for service
- 2) Board thanked homeowners for attending
- 3) Reminder that if you have a Ring doorbell, you can register it with the Longmont Police Department (they won't monitor it, but if something is reported near your home, they may ask you to share any video taken)
- 4) Reminder that the HOA has a new mailing address. This information will also be included in the dues statements that will be sent
- 5) Bill suggests approaching Councilman Waters about maybe finding a way to help HOAs in particular improve/ reduce water usage – this would be in the general public interest and, in that light, we might get some help or support from Councilman Waters

Election of BOD:

- 1) VP Emily Brangoccio-Vallery is stepping down from the Board
- 2) That leaves us with a 3-person Board unless someone else would like to step up; no one volunteered
- 3) Sabrina motioned to elect as the 2020 board the remaining 3 people who are willing to continue as Board members; Gary seconded; no discussion; all in favor; none opposed; motioned carried
- 4) The 2020 BOD will consist of Scott Knollenberg, Wade Whiteley, and Shannon O'Brien

Election of NGLA Representatives:

- 1) Shannon motioned to retain Bill Hallett and Scott Abrahamson as NGLA representatives; motioned seconded; all in favor; none opposed; motion carried
- 2) Bill Hallett and Scott Abrahamson will continue as NGLA representatives for The Reserve at Ute Creek HOA

Adjournment:

At 7:47pm Shannon motioned to adjourn; Gary seconded, all in favor, none opposed, meeting adjourned