

The Reserve at Ute Creek Home Owners Association

March 2021 Meeting Minutes - APPROVED

Definitions:

BOD: Board of Directors

CC&Rs: Covenants, Conditions, and Restrictions

CCIOA: Colorado Common Interest Ownership Act

DORA: Department of Regulatory Agencies

HOA: Home Owners Association

NGLA: Neighborhood Group Leaders Association

NIP: Neighborhood Improvement Program

RSL: Rock Solid Landscaping

Meeting Date:

March 8, 2021

Submitted by:

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

Call to Order:

This meeting was held at the Longmont Chamber of Commerce and called to order at 5:32 PM.

Meeting Attendance:

Scott Knollenberg, BOD President

Bob Reding, BOD Vice President

Wade Whiteley, BOD Treasurer

Shannon O'Brien, BOD Secretary/Governance

Minutes:

Minutes for December 2020 were approved via email communications. The January and February 2021 meetings were cancelled due to COVID recommendations, therefore there are no other minutes pending approval.

Architectural Review Committee (ARC):

- Nothing submitted this quarter, although there was a request for information about the possibility of installing an in-ground pool. There is nothing in our documents that prohibits such installation, assuming all relevant city and county codes can be complied with. Homeowner advised we would still require a completed ARC application.

Board Business:

- Bob Reding has accepted his election to the Board. We discussed and agreed upon roles/positions. Therefore, this year's elected Board consists of the following:
 - Board President: Scott Knollenberg
 - Board Vice President: Bob Reding
 - Board Treasurer: Wade Whiteley
 - Board Secretary/Governance: Shannon O'Brien
- Also of note, Bill Hallett and Scott Abrahamson remain as our NGLA representatives

Reports:

1) Scott Knollenberg, BOD President:

- One RSL snow removal so far this quarter
- Complaint received that RSL missed the passthrough sidewalk from the Reserve dogleg out to 17th Ave; we will remind RSL to do that sidewalk the next time we need to have snow removal

2) Bob Reding, BOD Vice President:

- Nothing to report
- Bob will talk to our webmaster about getting access to the email account
- Bob & Scott will work together to allow Bob to learn how we handle the grounds maintenance

3) Wade Whiteley, BOD Treasurer:

- Shared financials to date
- All but 2 homeowners have paid this year's dues
 - One homeowner in long-time arrears is still paying but hasn't yet caught up and hasn't yet paid this year's dues
 - One homeowner hasn't yet paid for this year but the homeowner has advised that house is under contract so we will get paid at the upcoming closing
 - The other home that had been multiple years in arrears was sold and all past due amounts paid at closing
 - Wade will approach all homeowners who aren't fully current
- Last year's final budget numbers were \$2K over on water (but we had the money to cover it); we should work to police that a bit more this year, e.g., check our watering patterns/times and maybe get a water audit
- Suggestion for next year's budget to collapse the four "utility" line items (Utility Electric, Utility Storm Drainage, Utility Water, and Utility Parks & Greenway) into a single line item labeled "Utilities/Water"; since the bill is received as a single bill and we can still access the individual charges if necessary for any reason; we see no reason not to simplify the recordkeeping; suggestion approved
- 2 trees for SE park will be ordered; we will have to plant
- Wade still has IOU to send insurance pages to Bill for Annual Disclosure, as well as year-end information

4) Shannon O'Brien, BOD Secretary:

- Sent two Requests for Abatement; the first was abated within the allotted period; the second is still outstanding but the allotted period has not expired (due date of 16 March 2021)
- Sent Annual Disclosure to webmaster for posting (Wade will provide info for appendices)
- Annual DORA registration completed (bill not yet received but Wade will look out for it)
- April & May meetings will be cancelled and replaced with spring walkthrough; walkthrough currently scheduled for Saturday, 1 May 2021, meeting at the southeast park near the 17th Ave entrance at 8am; in the event of inclement weather, the backup date will be Saturday, 8 May 2021, meeting at the same time and place; Shannon will send notice to homeowners and ask Bill to post notice on website
- At least one Board member has attended the following training sessions offered by the City, Altitude Law, and/or DORA
 - Community Association Management: Self-Management vs. Professional Management
 - Back to the Basics: Overview of All Things HOA
 - Association Budgeting
 - Colorado's Fair Housing Laws and HOAs
 - HOA Legal Update and Common HOA Rules that are Actually Illegal
 - Help! We Can't Get Volunteers for the Board
 - How to Handle HOA Disputes
 - Governing Documents: The Good, The Bad, and The Ugly

5) Bill Hallett, HOA Webmaster & NGLA Representative (report sent via email prior to meeting):

- NGLA meeting was held on 20 February 2021
- Council Update (Council member Tim Waters):
 - The City is working on policies to support the Child Care and Early Learning Act.
 - Several initiatives are underway to improve accessibility to transportation for those who wish to use public transportation.
 - The City is shifting focus to a more electric-based economy (infrastructure for electric vehicles, fully electric household utilities, etc.)

- STEAM (Science, Technology, Engineering, Arts, and Math) Center: A year has been spent on developing a vision. Can we better use the land area (W of Martin, E of Main, between 1st and Boston)? Should it be expanded to the Sugar Mill? Can some focus on post-secondary education be included? See <https://engage.longmontcolorado.gov/building-steam>.
- Police Update: none tonight
- State of the City (City Manager Harold Dominguez) - the City Manager chose to hold an open Q&A format instead of a prepared State of the City Address (Bill gave feedback that this is not a good way to communicate the State of the City. Mr. Dominguez clearly knows what's going on, but did not give a very clear message.)
 - The City is seeking input on the job qualifications for the Public Safety Chief. See <https://engage.longmontcolorado.gov/public-safety-chief>. Internal and external candidates are being considered.
 - How is the City doing financially? Development permits are increasing; Sales and Use Taxes were up 4% through Nov but still \$5.5M short of goal (\$3.3M from lower Recreational activity revenue).
 - Growth is being driven by Big Box, Grocery, Internet, Liquor, and Cannabis business activities.
 - Recovery from Covid impacts will have to be a "stepped process." The City is working to help support the 5-Star Program created by the CO Dept of Public Health, to certify businesses with excellent Covid procedures to operate more freely.
 - Council member Tim Waters suggested that citizens view <https://longmontpublicmedia.org/video/2021/01/23/> to learn more about the City's financial state.
 - The City is on track to pay off the loans used to fund the new mall, especially with revenue coming in from Sam's Club.
 - Citizens are referred to the St Vrain Valley School District to learn more about the schools and Covid recovery plans for the schools.
 - The Executive Director of the Housing Authority resigned, so the City is looking for a replacement. Meanwhile, the City Manager is acting in this role.

Open Floor:

- Suggestion to add dog waste bag dispenser station in the northwest park; discussion ensued about price, locations, options, and maintenance responsibility; Scott will research and report back via email

Adjournment:

- 6:33 PM Shannon motioned to adjourn meeting. Wade seconded. All in favor. None opposed. Meeting adjourned.

The Reserve at Ute Creek Home Owners Association

August 2021 Meeting Minutes - APPROVED

Meeting Date:

August 9, 2021

Submitted by:

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

Call to Order:

This meeting was held in the northwest park of the HOA (City facilities still closed to meetings due to COVID restrictions). It was called to order at 5:32 PM.

Meeting Attendance:

Scott Knollenberg, BOD President
Bob Reding, BOD Vice President
Wade Whiteley, BOD Treasurer
Shannon O'Brien, BOD Secretary/Governance

Minutes:

Minutes for March 2021 were approved via email communications and already submitted for publication on the website. There are no other minutes pending approval since there have been no meetings since March (Longmont facilities still shut down due to COVID). The May meeting was replaced with the annual walk through of the HOA.

Architectural Review Committee (ARC):

- Request for fence extension at 1245 Reserve was submitted with all required signatures. Approved by Board and homeowner notified.

Reports:

1) Scott Knollenberg, BOD President:

- Has been researching how to write NIP grant; will discuss during Open Floor

2) Bob Reding, BOD Vice President:

- Had RSL adjust watering times due to overwatering in the SE park

3) Wade Whiteley, BOD Treasurer:

- Financials are in line with expectations so far this year, but we are still expecting a few large water bills

4) Shannon O'Brien, BOD Secretary:

- At least one Board member has attended the following training sessions offered by the City, Altitude Law, and/or DORA
 - Applicability of CCIOA: All or Some and Why it Matters
 - What to Know (and What You Wish You Knew) Before Purchasing in an HOA
 - A Review of Legislation Affecting HOAs
 - Following and Enforcing CC&Rs
 - Ballots, Proxies, and Votes

5) Bill Hallett, HOA Webmaster & NGLA Representative (report via email prior to meeting):

- Via email: nothing to report; July NGLA meeting cancelled

Open Floor:

- We discussed the possibility of adding dog waste bag dispenser station(s) in the public use area; even if one of us was willing to take on the duties of emptying the bags and ensuring the stations are stocked, there is no

guarantee that there would always be someone willing to do those duties; we could hire someone to do those duties, but the added expense for minimal benefit wasn't deemed worth it to the membership as a whole; no motions made; we will not be moving forward with this at this time

- Extensive discussion about applying for 2022 NIP grant; decision was made to submit an application. Shannon will seek bids from fence companies and Scott will write proposal.

Adjournment:

- 6:33 PM Shannon motioned to adjourn meeting. Wade seconded. All in favor. None opposed. Meeting adjourned.

The Reserve at Ute Creek Home Owners Association

December 2021 General Membership Meeting Minutes -

APPROVED

Meeting Date:

December 06, 2021

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.

Verification of Quorum:

Attendance: 13 of 70 Residences represented by attendees, plus an additional 16 proxies (29 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. We must clear the room by 8:30pm to comply with facility rules
 - c. We have applied for an NIP grant for 2022; we find out more from the City in January (proposal is for part of the west fence)
 - i. We've done 2 sections of our perimeter fence already – the remainder of the west side still pending and we don't expect to get that all done in one go
 - ii. We are in conversation with the apartment complex to our west to hopefully get help with the section we share with them
 - iii. Retaining wall on the south side of Whitehall just west of Reserve seems to be bowing; we will need to discuss that with the apartments and fix that before replacing that section of fence
- 2) Bob Reding – BOD Vice President
 - a. Landscaping: Water use is our biggest expense; we will monitor sprinkler times & frequencies to give us the most value for our money; please contact any member of the Board if you see anything that should be addressed
 - b. Sprinkler condition: we will make repairs as necessary
- 3) Wade Whiteley – BOD Treasurer:
 - a. Projecting \$50K in reserves at end of year of 2021
 - b. Collection of dues expected to go well; almost everyone takes advantage of the January discount
 - c. Most collection issues have been resolved; one house has an outstanding \$650 balance
 - d. Our 2 major budget categories are watering grass and mowing grass (water cost is biggest issue); this is 60-65% of our total budget expenditures
 - e. No dues increase proposed for 2022; escalating water costs will likely drive another dues increase at some point, but unknown when
- 4) Shannon O'Brien, BOD Secretary/Governance
 - a. All Architectural Review Committee requests for approval for work were evaluated by the Board; some of them required changes to the original submissions, but all were eventually approved. 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 few abatement notices in 2021; all have been complied with
- 5) Bill Hallett, NGLA rep:
 - a. NGLA is a way for the city to provide information to neighborhoods and for the city to get input from neighborhoods
 - b. Bill's membership registers our neighborhood with city

- c. His participation gives us access to such things as copy services, equipment loans from the city, and access to the Longmont Senior Center for meetings (barring COVID restrictions), as well as access to NIP grants and block party funds
- d. Bill attends monthly NGLA meetings and also attends the BOD meetings to report on the NGLA activities and announcements
- e. All NIP project applications for 2021 were approved. There were 6 projects, totaling \$38k (leaving \$12k unclaimed). It seems likely that the evolving complexity of the NIP process has discouraged participation.
- f. Our neighborhood qualifies for a grant up to \$6K; most neighborhoods are coming up with about half of project costs; requirements are based on things like community benefit and neighborhood benefit; cannot be used for maintenance; can be used for capital improvements
- g. This year only 4 projects submitted for 2022; not enough applied for to use entire budget
- h. NGLA guidelines were updated; Bill was against this
- i. City Updates:
 - i. City needs to do some work on its growth plan; maximum population listed in the current plan is not consistent with our road structure and the existing plan depends on greater use of public transportation
 - ii. City looking at carbon-less transportation options
 - iii. Senior services are available through the Longmont Senior Center
 - iv. 2015 city adopted a quality-based budget system; in 2021 the budget was \$372.9m
 - v. City has a Staff of 873
 - vi. October NGLA meeting is a candidate forum and ballot issues are discussed
 - vii. The city has received \$8M in funding to support Main St traffic mitigation.
 - viii. The City Council has formed a Climate Action ask Force and directed them to formulate a plan for Longmont to address climate change.
 - ix. The Windy Gap water project is proceeding, although water rates are still expected to increase another 40% by 2025.
 - x. Longmont has developed regulations for cannabis dispensaries and approved applications for several to operate within city limits.
- j. Bill encourages anyone who is interested to become part of NGLA, and we are looking for an alternate representative to work with Bill

Review of Other Projected Budget Items: As mentioned in previous years, 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 west fence (this is our priority) and planning for repairs (as needed) on fence along golf course
- 2) Maintaining and possibly upgrading our sprinkler system
- 3) Review and revision of all HOA documents
- 4) Landscape maintenance and repair

Budget:

- 1) Copies of the proposed budget were available to all attendees
- 2) Not proposing any increase in HOA dues, and not – currently – projecting a need for that, although increasing water rates will be the likely driver if/when we next discuss a dues increase
- 3) If we can manage our water; that will help
- 4) Grounds maintenance contract will be up for renewal in February
- 5) We expect an increase in that contract of about 10%
- 6) We will be seeking bids to make sure we are on target
- 7) Current contractor doing a good job and is very responsive
- 8) The only category increase is insurance costs; all other budget amounts remain the same or decreased
- 9) Collapsed all the utility groups into one (was water, sewer, electricity, storm drainage); individual numbers are available for each account if they are needed at any point
- 10) City told us to expect a 10% increase per year in water costs for 10 years from 2015-2025
- 11) Please let us know if you see any soggy or dry areas, or any broken sprinkler heads

- 12) Bill Hallett motioned to approve budget as proposed; Sabrina Lee seconded; no discussion ensued; all in favor; none opposed; proposed budget passes as presented

Dues Reminder: Must be PAID IN FULL not later than 31 January 2022 to receive discount.

Open Floor:

- 1) Lights at 17th Ave entrance are not working; Wade will check and repair
- 2) Discussed requesting reduction in speed on 17th; we haven't discussed it or approached the city, although many individual homeowners have done so with no positive response
- 3) Per Gary Mutz, a previous board approved taking out the front/high bushes along 17th Ave entrance; it still hasn't been done; we will need to budget for it & then mulch over it
- 4) We did share the info about the possibly rabid raccoons with neighboring HOAs

Election of BOD:

- 1) The current Board is willing to serve again
- 2) There were no other nominees
- 3) Bill Hallett motioned to hold election by show of hands instead of written ballot; all in favor; none opposed; motion passed
- 4) Sabrina Lee motioned to vote in the 4 nominees; Joe Taylor seconded; all in favor; none opposed; motion carried; 4 members re-elected to Board
- 5) The 2022 BOD will consist of Scott Knollenberg, Bob Reding, Wade Whiteley, and Shannon O'Brien

Election of NGLA Representatives:

- 1) Shannon motioned to retain Bill Hallett as NGLA representative (Scott Abrahamson has been the alternate, but Scott has stepped down from that position); Bob Reding seconded; all in favor; none opposed; motion carried
- 2) Bill Hallett will continue as NGLA representatives for The Reserve at Ute Creek HOA
- 3) Shannon will send out solicitation for alternate

Adjournment:

- At 8:05pm Shannon motioned to adjourn; Scott seconded; all in favor; none opposed; meeting adjourned