

The Reserve at Ute Creek Home Owners Association

Jan 2022 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

NAF: Neighborhood Activities Fund

NGLA: Neighborhood Group Leaders Association

NIP: Neighborhood Improvement Program

RFP: Request for Proposal

RSL: Rock Solid Landscaping

RTD: Regional Transportation District

SNSP: Sustainable Neighborhood Solutions Program

Meeting Date:

January 17, 2022

Submitted by:

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

Call to Order:

This meeting was held at Panera Bread with an online attendance option (due to no city meeting spaces available due to COVID restriction). The meeting was called to order at 4:05 PM.

Meeting Attendance:

Scott Knollenberg, BOD President

Bob Reding, BOD Vice President

Wade Whiteley, BOD Treasurer

Shannon O'Brien, BOD Secretary/Governance

Bill Hallett, NGLA Representative

Minutes:

Minutes for August and December 2021 were email out prior to this meeting. There were no other meeting minutes pending approval (no other meetings held; business conducted via email due to COVID restrictions). Minutes still pending approval via email.

Architectural Review Committee (ARC):

- Fence at 1261 Reserve approved after requested changes made and variance request submitted
- Pergola at 1331 Reserve approved as submitted

Board Business:

- Last year's board was reelected in December. We discussed positions and all will keep the same positions as last year. 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 continues as our NGLA representative; Shannon will solicit homeowners via email for a volunteer alternate rep (done on 18 January 2022)
- Wade will verify if any bank signature cards require updating

Reports:

1) Scott Knollenberg, BOD President:

- Scott has put together and submitted the NIP application for replacing more of the west fence. He has also put together a PowerPoint presentation for the NGLA meeting on 20 January 2022 but cannot attend; Bob will make the presentation
- The NIP application will require approval from the NGLA group in February and then City Council approval in March

2) Bob Reding, BOD Vice President:

- There are been 2 snow removals so far this year
- Bob will remind RSL to wait for our request before shoveling

3) Wade Whiteley, BOD Treasurer:

- Ended 2021 ahead of budget; partially due to collecting late fees and interest (over \$2K); slightly better than budget on ground maintenance (no new contract in 2021; expect one in 2022)
- One concern is the rising cost of water Here are the water costs for the last few years:
 - 2015: \$7838
 - 2016: \$7035
 - 2017: \$8105
 - 2018: \$7049
 - 2019: \$7806
 - 2020: \$11746
 - 2021: \$9045
- We probably need to manage better
- Neither dollars nor usage are a total indicator since weather and temperature will affect both
- Dues statements out; many already returned; will let us know at the end of the month how many he's received
- Still one homeowner in arrears from previous years
- Everything else for previous years has been collected
- 10 houses sold last year (one out of every 7)
- Wade has IOU to send insurance info and 2021 end-of-year info to Bill for the Annual Disclosure
 - Required for Annual Disclosure: List of all Association Insurance Policies, including, but not limited to, property, general liability, association director and officer professional liability, and fidelity policies (including company names, policy limits, policy deductibles, additional named insureds, and expiration dates of the policies listed)

4) Shannon O'Brien, BOD Secretary:

- Has IOU to send Annual Disclosure to Webmaster for posting on website
 - Need to add: The initial date of the recording of the declaration and the reception number or book and page for the declaration
- At least one Board member has attended the following training sessions offered by the City, Altitude Law, and/or DORA
 - How, What and Why of HOA Complaints and the HOA Information and Resource Center
 - Introduction to HOAs and Liens
 - Unreasonable Restrictions and Prohibitions Contrary to Public Policy
 - Internal Dispute Resolution (Conflict Resolution Training for Board Members and CAMs)
 - Review of Bills Under Consideration Which Concern HOAs
 - Everything You Wanted to Know about Annual Disclosures and Record Requests
- Four companies came out last fall to give estimates for the western section of the fence; all were advised that the work would not be done until summer of 2022; three submitted proposals
 - All bids included a 10% add-on to cover cost increases for the next year
 - Linear foot estimates ranged from 787LF to 843LF, and prices ranged from ~\$74K to \$94K (~\$90/LF to \$120/LF)

5) Bill Hallett, HOA Webmaster & NGLA Representative:

- No NGLA meeting in December; meeting this Thursday will include NIP presentations; Bill will send Bob the zoom meet for that so Bob can do the NIP presentation
- Annual registration to NGLA due this month; Bill will submit with same priorities:
 - We would like the City to provide some sort of wifi to enable us to install web-managed controllers to better control water usage (chances are other HOAs would be happy to have that also)
 - Utility cost management
 - Managing and growing the reserve fund
 - NIP application for Fence Project

Open Floor:

- Lights at 17th Ave entrance all need to be replaced; Wade has that IOU
- We still need 2 replacement trees in the southeast park; we didn't order them last year because we couldn't have a planting party due to COVID restrictions; Wade will order for this year
- We also need to have a mulch-spreading party for the 17th Ave entrance
- Other Board members would like to have a copy of the Secretary's address book for emails; Shannon will send out and include list of homes missing emails (done 21 January 2022)
- We would like to have the high bushes at the 17th Ave entrance cut down
- We still have problems with sidewalk heaving and cracks in roadway; Wade was in contact with the city in 2020 but there was no contact in 2021; he will reach out again

Adjournment:

- 5:25 PM Shannon motioned to adjourn meeting. Wade seconded. All in favor. None opposed. Meeting adjourned.

The Reserve at Ute Creek Home Owners Association

March 2022 Meeting Minutes - APPROVED

Meeting Date:
Submitted by:

March 14, 2022
Shannon O'Brien, Secretary, The Reserve at Ute Creek HOA

Call to Order:

This meeting was held at the Longmont Senior Center and was called to order at 7:06 PM.

Meeting Attendance:

Scott Knollenberg, BOD President
Wade Whiteley, BOD Treasurer
Shannon O'Brien, BOD Secretary/Governance
Bill Hallett, NGLA Representative

Minutes:

Minutes for August 2021, December 2021, and January 2022 were emailed out prior to this meeting. All were approved via email and sent to Bill Hallett for posting on the HOA website. The February meeting, scheduled for Valentine's Day, was cancelled.

Architectural Review Committee (ARC):

- Landscaping changes submitted for 1331 Reserve with all required signatures; reviewed and approved as submitted; Shannon will notify homeowner
- Paint request for 1206 Whitehall was submitted with all required signatures; reviewed and approved as submitted; Wade will notify homeowners
- Paint request for 1319 Reserve was submitted with all required signatures; reviewed and approved as submitted; Shannon recused herself from the vote (she submitted the request)

Reports:

1) Scott Knollenberg, BOD President:

- No news yet on NIP; we haven't heard back from the city yet; NGLA meeting on 3/17; 4 projects submitted
- City Council this year has decided they don't need to approve the NIP applications any longer; NGLA can approve and move forward; since all 4 neighborhoods that submitted this year have submitted in the past, there is no requirement for any extra training before enacting
- There was a vandalism incident in our NW park; a dark blue or black Ford F150 ran through the park and knocked over a stone bench top and ran down a tree; police report made; no further information received yet; the cost to replace the tree will be less than our insurance deductible so we'll cover the expense out of pocket; the bench was put back together by a Board member

2) Bob Reding, BOD Vice President:

- Bob made the NIP PowerPoint presentation to the NGLA on 20 January 2022; he thinks it went well and predicts we will be approved for the grant we requested (\$6K)
- The City should vote on the NGLA recommendations for the NIP grants this month
- Bob submitted 4 RFPs to landscaping companies other than RSL; no responses were received in the window we asked for, so Bob signed the renewal contract with RSL
- Final amount on the contract is \$18,612 (10% increase)
- We've already used up our snow removal budget, so any further removals will require funds be taken out of surplus (\$850 worth of snow removal to date)

3) Wade Whiteley, BOD Treasurer:

- Distributed financials to date
- All but one home has paid dues for 2022
- Still one homeowner in arrears from previous years
- One home took discount but paid in February instead of by the end of January; Wade will contact that homeowner
- Not a lot of financial conclusions can be drawn since we are still so early in the year
- We need mulch in various places
- Maybe use an NAF grant to host a work day for 17th entrance plus possibly fence tear down
- We will have about \$40K to put toward the fence
- In a perfect world, we'd do the entire remaining west fence, but we don't have the cash to do so now so we will do what we can with what we have
- The Apartments to our west reached out about a broken post; Wade couldn't fix due to the softness of the wood
- Wade is in the process of updating bank signatures with December & January minutes

4) Shannon O'Brien, BOD Secretary:

- Sent Annual Disclosure to webmaster for posting (Wade will provide info for appendices); Bill is asking it be re-sent
- Report of street light out in front of 1233 Reserve; homeowner called city; awaiting repair
- Shannon will check with Altitude law to verify the Annual DORA registration has been completed
- Sent solicitation to homeowners via email for a volunteer alternate rep (done on 18 January 2022); no one has stepped up
- Lights on 17th Ave entrance were replaced on 22 January 2022
- Emailed Secretary Address Book to all Board members (IOU from January meeting)
- Shannon will reach out to the three fencing companies to verify their bids from last fall are still good

5) Bill Hallett, HOA Webmaster & NGLA Representative:

- Bill sent in his evaluations of the NIP proposals (in accordance with NGLA rules, he did not evaluate our proposal)
- Bill emailed the Board about upcoming changes to the Google email accounts we currently use; costs will increase to ~\$350/year to keep our current set-up; Bill will research other options; decision must be made by 1 May 2022; if we elect to stick with Google, Bill would like the HOA to pay the fees directly (rather than Bill paying and getting reimbursed)
- Bill found 2 alternatives for about half the price; administrative access, google drive, email accounts, would all have to be transferred (or equivalent set up)
- Other options include stuff that we use and include web hosting
- Archiving and moving email is an option
- Paying more for hosting would also get rid of ads on our HOA website
- Biggest concerns are keeping/archiving email history; ad-free web page would be a benefit
- Bill will research and make a recommendation based on our current use patterns and needs, including transferring our domain name and being certain email history can be retained
- NGLA update:
 - LMO'S new Public Safety Chief is Zach Ardis Safety chief; he was hired out of Georgia and has been on board about 6 months; he has 10 years of experience; complimentary about NGLA and Longmont;
 - Top 4 issues: organization efficiency in his department and HR efficiency in Longmont; Homeless population and community use of public space; domestic violence; street policing & nuisance vehicles
 - Trying to build more collaboration between city government and non-profit organizations
 - Trying to have more diversity in police staff (wants greater diversity in pool of applicants but still plans to hire based on qualifications)
 - State of the city address included info on COVID and its impacts on our economy and city budget, including capital projects

- Employment: higher attrition than historically (6-10% vs 4%); not getting as many applications for job postings (10 apps vs 50-100 apps)
- We got \$12.9M in federal dollars for covid support
- More funding for affordable assisted living (senior housing)
- City acquired 9 acres for a Costco site
- Financial stability: city focused on maintaining required funding so they can deal with cost overruns, etc., in budget
- Getting a lot more revenue from big box stores
- City bonds are AA+ rated (an excellent rating)

Open Floor:

- Ordering of 2 trees for SE park and 1 for NE park: we'll shoot for end of May
- Turn April meeting into walkthrough; April 11th is next meeting date; plan to meet at SE park at 4:30PM; 25th will be back up date
- We discussed fence bids but decided not to pick a provider until we had our final dollar amount that included money from the city and from the apartments
- Wade public works contact; take photos during walkthrough and send to him; will invite them to join us for the walkthrough

Adjournment:

- 8:27 PM Shannon motioned to adjourn meeting. Wade seconded. All in favor. None opposed. Meeting adjourned.

The Reserve at Ute Creek Home Owners Association

May 2022 Meeting Minutes - APPROVED

Meeting Date: May 9, 2022
Submitted by: Shannon O'Brien, Secretary, The Reserve at Ute Creek HOA

Call to Order:

This meeting was held at the Longmont Senior Center and was called to order at 7:01 PM.

Meeting Attendance:

Scott Knollenberg, BOD President
Bob Reding, BOD Vice President
Wade Whiteley, BOD Treasurer
Shannon O'Brien, BOD Secretary/Governance
Bill Hallett, NGLA Representative
Karen Chandler, Homeowner

Minutes:

Minutes for March 2022 were emailed out prior to this meeting. Wade motioned to approve as submitted; Scott seconded. All in favor. None opposed. Minutes approved as submitted. The April meeting was replaced with our annual walk through (Wade's public works contact – mentioned in the March minutes – did not join us).

Architectural Review Committee (ARC):

- Application from 1242 Reserve Drive for concrete work (extend back patio and change flagstone path to concrete) and adding a pergola. Submission received with all necessary signatures. Application approved as submitted. Shannon will advise homeowner
- 1343 Reserve attended the meeting to discuss options for an outside storage shed; as that is expressly prohibited by our governing documents, the Board did not put it up for a vote

Reports:

1) Scott Knollenberg, BOD President:

- Still no official news from the City regarding the NIP grant; Scott will follow up with Wayne Tomac

2) Bob Reding, BOD Vice President:

- Sprinkler turn on pending; Bob will reach out to RSL again
- We discussed a strategy for scheduling sprinklers during off hours

3) Wade Whiteley, BOD Treasurer:

- Distributed financials to date
- All homeowners have paid 2022 dues; Wade is in contact with the one homeowner who paid in February but took the January discount
- Still one homeowner in arrears from previous years
- Expect a light water bill again this month; it is usually the August and September bills that are the highest
- Wade has made the application for the NAF but has yet to hear back; we plan to use the funds during a neighborhood work day (mulch/planting/tree trimming)
 - Mulch scheduled to be delivered on May 20 (eve) or early on May 21
 - Planning work day on Saturday, May 21, 2022; trees to plant in SE & NW parks, mulch to lay, other trees and bushes to trim, one homeowner donating flowers to plant in 17th Ave entrance island
 - NAF grant for refreshments; a neighborhood minor has a business spinning cotton candy, if we'd like to put some of those funds toward that and keep it 'in-house'

- Shannon will email homeowners about work day (0800-1200 on 21 May 2022) and request they bring whatever tools or equipment they might have available, such as shovels, wheelbarrows, garden carts, rakes, saws, limb-loppers, etc
- Wade is in the process of updating bank signatures with December & January minutes
 - First Bank & Independent Financial

4) Shannon O'Brien, BOD Secretary:

- Re-sent Annual Disclosure to webmaster for posting (as requested); posted on 31 March; (Wade will provide info for appendices);
- Altitude law verified our Annual DORA registration has been completed (bill not yet received but Wade will look out for it); new DORA expiration date is 4/13/2023
- Requested updated bids from the 3 fencing companies that gave us bids last year; requested 2 different scopes of work since we won't have the funds to do the entire remaining fence, including how much discount if we do tear-down and removal ourselves; will discuss numbers during open floor
- One request for abatement sent; item abated

5) Bill Hallett, HOA Webmaster & NGLA Representative:

- Bill emailed Board with options for web hosting and email services
- NGLA meeting on 4/21
- Public safety didn't report
- Through our waste services department, large item pick up \$60 (up to 2 items); 3 items for \$75
- Paper shredding; landfill drop day; other special services available throughout the year
- Zero waste resolution update; now up before council staff
- Especially focused on commercial business waste
- NAF - \$3K already approved; still have \$5K to award in round two
- Sustainable neighborhood solutions grants: no apps received; maybe we could explore the possibility of using those funds to upgrade our water sprinkler system
- Internet connectivity issue potentially solvable for upgrading our sprinkler system; with NextLight in neighborhood we could possibly be able to tap into that
- Transportation update: exploring how to improve intra-city transportation, e.g., Riverwalk, art walk, concerts, etc
- The existing RTD doesn't reach the places want to go
- Longmont Economic Development Partnership (LEDP) is a collaborative effort for economic development
- Various CCIOA bills pending – one makes it difficult to collect delinquent dues
 - Can read about at [Altitude.law/and-then-there-were-three](https://altitude.law/and-then-there-were-three)
- Bill did a bunch of research about other options for replacement of Google Workspace
- Three companies offer what we need without a lot of other stuff
- Spreadsheet comparing and contrasting the final 3 options was distributed
 - NameCheap is the least expensive but doesn't include a website
 - InMotion is next least expensive but includes 2 ad-free websites
 - Of those two companies, it seems that NameCheap's transfer process and customer service were more robust
 - Discussion ensued about options; we've tasked Bill with asking NameCheap if they offer a website option
 - Bill will ask and get back to us
 - The Board reiterated that our biggest concern is retaining email history; an ad-free web page would be a benefit (we think that upgrading to an ad-free webpage may be worth the cost, depending on cost)
 - Payment options include EFT or PayPal
 - Either can be set up to charge directly to an HOA bank account

Open Floor:

- Discussion about selecting a company to replace part of our west fence; spreadsheet comparing options was distributed; more discussion about scope of work; we decided to get as much fence replaced this year as our funds will allow (this was in line with our long-term plan for this year's scope of replacement); motion was made and seconded to award the contract to Superior Fence & Rail; no further discussion was made; motioned carried; Shannon will advise Superior Fence & Rail
- Discussed options for new email/domain providers (huge thank you to Webmaster Bill Hallett for collating the information)
- Ordering of 2 trees for SE park and 1 for NE park: we'll shoot for end of May – no delivery date yet
- Some homeowners are complaining about the apartment dog park; we have tried to communicate with the apartment complex to no avail – the Board has advised homeowners to complain directly to the City

Adjournment:

- 8:50 PM Wade motioned to adjourn meeting. Shannon seconded. All in favor. None opposed. Meeting adjourned.

The Reserve at Ute Creek Home Owners Association

October 2022 Meeting Minutes - APPROVED

Meeting Date:
Submitted by:
Reserve at Ute Creek HOA

October 10, 2022
Shannon O'Brien, Secretary, The

Call to Order:

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

Meeting Attendance:

Scott Knollenberg, BOD President
Bob Reding, BOD Vice President
Wade Whiteley, BOD Treasurer
Shannon O'Brien, BOD Secretary/Governance
Bill Hallett, NGLA Representative
Karen Chandler, Homeowner

Minutes:

Minutes for May 2022 were emailed out prior to this meeting. Wade motioned to approve as submitted; Scott seconded. All in favor. None opposed. Minutes approved as submitted. The June, July, August, and September meetings were all cancelled (schedule conflicts and/or health issues), so there are no minutes for those months.

Architectural Review Committee (ARC):

- 1325 Reserve submitted two separate ARC application, one to paint shutters and one to fence in the back yard (the type of fence required a variance, but it matches the HOA fence and has been approved as a variance before, so the variance request was approved). Submission received with all necessary signatures. Application and variance approved as submitted. Shannon will advise homeowner
- 1249 Whitehall submitted a landscaping ARC application; the plan includes removing a dead aspen, replace grass, and add plant beds. Submission received all necessary signatures. Application approved as submitted. Shannon will advise homeowner

Reports:

1) Scott Knollenberg, BOD President:

- NIP grant approved; work done on west fence; we haven't yet received payment from the city; Scott will follow up with Wayne Tomac
- Shared email about concrete grinding – since we've gotten nowhere with the city, it may be time for us to consider having it done on our own (Wade will check again with public works before we hire it done)

2) Bob Reding, BOD Vice President:

- Work day in preparation for fence installation was scheduled for and completed on Saturday 20 August
 - Existing fence torn down & vegetation cleared above and abeam work area
- August 24-25 fence work scheduled; it took a couple extra days due to materials delays
- Back flow testing completed by Ward's
- Sprinkler repair is an ongoing issue (system is 20 years old)
- Watering has been cut down to once a week
- Blowout planned for beginning of November

3) Wade Whiteley, BOD Treasurer:

- Distributed financials to date

- Apartments billed us for irrigation line damage from fence work
- Some common areas are squishy; Bob will talk to RSL about drying out
- Let's verify our zones and see if we can adjust those; Bob will ask to be included in that planning
- Our net income MUST be above \$4900 to keep our reserve fund status legal
- 66% of our overall budget is for water and landscaping
- All homeowners have paid 2022 dues; Wade is in contact with the one homeowner who paid in February but took the January discount
- Still one homeowner in arrears from previous years
- Wade submitted the NAF application; we used the funds during a neighborhood work day (mulch/planting/tree trimming)
 - We moved HOA work day (non-fence) from May 20 due to that Friday's weather showing 98-100% chance of rain, and Saturday showing an 80% chance of rain and snow, the Board has elected to reschedule our HOA work day from this Saturday, May 21, to Saturday, June 4 (since next Saturday - May 28 is a holiday weekend and we figured many of you probably have plans already).
 - We have rescheduled the mulch delivery to Friday, June 3, since no one wants to shovel heavy and soggy mulch
 - Planning work day for trees to plant in SE & NW parks, mulch to lay, other trees and bushes to trim, one homeowner donating flowers to plant in 17th Ave entrance island

4) Shannon O'Brien, BOD Secretary:

- Our Periodic Report was filed with the Colorado Secretary of State's office by Altitude Law
- Sent a reminder to homeowners about city code and trimming vegetation back; I've noticed no compliance by homeowners; I will plan a spring email prior to sending out abatement letters (spring is better for tree trimming, so we won't send out requests for abatement before then; if still no compliance, we may consider a call to code enforcement at city)
- Need another abatement letter at 1253 Whitehall re trash et al bins
- I have committed to the 1203, 1209, & 1215 Reserve that we will tell them directly when we plan to do their back fences (that is only fair since we'll need to access their fences through their yards); after our financial discussion to night, that is unlikely to happen next year
- Annual disclosure ends 10/31. Since we don't maintain a separate fiscal year, can we get that updated to 12/31? Wade will send end-of-year info to Bill to update that document
- We have rescheduled the mulch delivery to Friday, June 3, since no one wants to shovel heavy and soggy mulch
- At least one BOD member has attended the following training offered by
 - Board Basics: Good HOA Meetings & Common Mistakes
 - HOA Forum: Association Governing Documents

5) Bill Hallett, HOA Webmaster & NGLA Representative:

- Bill emailed Board receipts for conversion and transfer to NameCheap hosting
- NGLA for Jun & Aug meetings
- Council member report
- Police update – ran extra patrols for July 4 and around city parks
- Library summer programs – class and programs
- Library of things that can be borrowed
- NGLA about how new people; lots about duty services & neighborhood programs
- We should remember to notify renters if we have social events
- Neighborhoods with NGLA representatives have a 28% better sense of community
- Flyers, canopies, photocopies, signage for meetings available to members
- NGLA resumed in person meetings in august
- August:
 - No public safety update
 - Not certain about future of data
 - 3 SNSP grants approved city-wide

- Pollinator gardens
 - Feb is next application
- Making transfer from google to NameCheap
 - Domain name moved
 - Emails transferring
 - Has successfully migrated the webmaster account; may take hours or days for migrating the rest of the accounts

Open Floor:

- Nothing

Adjournment:

- 9:02 PM Shannon motioned to adjourn meeting. Wade seconded. All in favor. None opposed. Meeting adjourned.