

# **The Reserve at Ute Creek Home Owners Association**

## **July 2024 Meeting Minutes**

### **Definitions:**

BOD: Board of Directors  
HOA: Home Owners Association  
NAF: Neighborhood Activities Fund  
NGLA: Neighborhood Group Leaders Association  
NIP: Neighborhood Improvement Program  
SNSP: Sustainable Neighborhood Solutions Program

Meeting Date: July 8, 2024  
Submitted by: Steve Allen, 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  
Steve Allen, BOD Secretary  
Bill Hallett, HOA Webmaster

### **Old Business:**

- 1) Review Meeting minutes from last meeting

### **Architectural Review Committee (ARC):**

- 1216 Reserve Drive – New paint colors approved
- 1200 Whitehall Drive – New outdoor kitchen approved

### **Reports:**

- 1) Scott Knollenberg, BOD President:
  - No updates
- 2) Bob Reding, BOD Vice President
  - Review Design guidelines for swing sets to better understand requirements
  - Require Bobby Reding, HOA Vice-President and Steve Allen, HOA Secretary to become signers on our Reserve at Ute Creek checking account at Independent Financial.
  - Also, require that Wade Whiteley be removed as a signer on this account.
- 3) Steve Allen, BOD Secretary:
  - a. Fencing on West side of Reserve properties
    - i. Remove fence sections and trim limbs
  - b. Transition of Treasurer
    - i. New Homeowners – Get from Wade
  - c. Sprinkler backflow testing with Wards
- 4) Bill Hallett, HOA Webmaster
  - Provided copy of the insurance document for the annual submission
  - Domain name charge of \$16 hit Wade's credit card
  - \$98 charge will be due next month for the hosting services
    - i. Should look into a PayPal account for HOA
  - Provide copy of the insurance document for the annual submission

## **Open Floor:**

- Nothing

## **Adjournment:**

- 7:32 Steve motioned to adjourn meeting. Wade seconded. All in favor. None opposed. Meeting adjourned.

# **The Reserve at Ute Creek Home Owners Association**

## **November 2024 Meeting Minutes**

### **Definitions:**

BOD: Board of Directors  
HOA: Home Owners Association  
NAF: Neighborhood Activities Fund  
NGLA: Neighborhood Group Leaders Association  
NIP: Neighborhood Improvement Program  
SNSP: Sustainable Neighborhood Solutions Program

Meeting Date: November 11, 2024  
Submitted by: Steve Allen, 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 7:04 PM.

### **Meeting Attendance:**

Scott Knollenberg, BOD President  
Bob Reding, BOD Vice President & Interim Treasurer  
Steve Allen, BOD Secretary

### **Old Business:**

- 1) None

### **Architectural Review Committee (ARC):**

- 1212 Whitehall Drive – Request for Trex deck – Approved
- 1250 Whitehall Drive – Request for Grill Enclosure (not a formal request, but images instead)
  - a. Steve to request homeowner complete ARC Request, with neighbors signatures for review

### **Reports:**

- 1) Scott Knollenberg, BOD President:
  - No updates
- 2) Bob Reding, BOD Vice President
  - Having a third-party bookkeeper is not efficient
  - Bob would be willing to act as Treasurer if another homeowner would like to join the board
- 3) Steve Allen, BOD Secretary:
  - Annual Meeting agenda
  - Steve to send email notice of board meeting
  - Steve to print budget for review

### **Open Floor:**

- Nothing

### **Adjournment:**

- 7:55 Steve motioned to adjourn meeting. Wade seconded. All in favor. None opposed. Meeting adjourned.

# **The Reserve at Ute Creek Home Owners Association**

## **December 2024 General Membership Meeting Minutes**

### **Definitions:**

BOD: Board of Directors

HOA: Home Owners Association

NGLA: Neighborhood Group Leaders Association

NIP: Neighborhood Improvement Program

Meeting Date: December 2, 2024

Submitted by: Steve Allen, 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.

### **Verification of Quorum:**

Attendance: 12 of 70 Residences represented by attendees, plus an additional 21 proxies (33 total); Quorum achieved (minimum of 18 residences).

### **Reports by BOD and Committee Members:**

- 1) Bob Reding – BOD Vice President & Acting Treasurer
  - a. We are installing power at both ends of the neighborhood to allow us to put up holiday lights
  - b. Proposed 2025 budget
    - i. Proposing no increase to annual dues
    - ii. Water use is our biggest expense; we will monitor sprinkler times & frequencies
- 2) Steve Allen, BOD Secretary/Governance
  - a. Workday was a success
    - i. Added new mulch to both pocket parks and to the main entrance on 17<sup>th</sup> Ave
  - b. 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.
- 3) Bob Lee, 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. Bob's membership registers our neighborhood with city
  - c. Allows our neighborhood access to city grants for fencing, sprinklers, etc.

### **Budget:**

- 1) Copies of the proposed budget were available to all attendees
- 2) Not proposing any increase in HOA dues
- 3) Steve Allen motioned to approve budget as proposed; Bob Reding seconded; no discussion ensued; all in favor; none opposed; proposed budget passes as presented

**Dues Reminder:** Must be PAID IN FULL AND RECEIVED not later than 31 January 2025 to receive discount.

### **Open Floor:**

- 1) Can we leverage the city for a grant to help with the remaining fencing on Reserve?
- 2) Is the fencing along the golf course owned by the neighborhood or the homeowners?
  - a. Bob will look into this to get clarification
- 3) Why doesn't the city plow Reserve Drive when they plow the roads?

## **Election of BOD:**

- 1) All current Board members are willing to serve again
- 2) There is an open position with the departure of Wade Whitely
  - a. A 3-member board still fulfills our requirements within our bylaws
  - b. Open to any homeowner that would like to join the board
- 3) The 2024 BOD will consist of Scott Knollenberg, Bob Reding and Steve Allen

## **Election of NGLA Representatives:**

- 1) Steve Allen motioned to retain Bob Lee as NGLA representative, Bob Reding seconded; all in favor; none opposed; motion carried
- 2) Bob Lee will continue as NGLA representatives for The Reserve at Ute Creek HOA

## **Adjournment:**

At 7:54 pm Steve motioned to adjourn; Bob Redding seconded; all in favor; none opposed; meeting adjourned