

Reynolds Farm Home Owners Association
Minutes recorded for the Monthly Board of Directors meeting,
October 17th, 2011 6:30M at Sue's #949

- I. The meeting was called to order at 6:28 PM by Joe Busacca. In attendance were Sue Wintersteen, Gina Underwood, Mya Liberty, Tim Lenihan, Juliet Debban, and Francie Orvis and David ?? with Flagstaff Management.
- II. Homeowner's Comments – There were more positive comments on the road sealing and community garden. On a less positive note, teenagers are continuing to climb over the fence between Reynolds Farm and the adjacent apartment complex, particularly near units 927-931. **PLEASE** contact Francie or any board member immediately if you observe such activity. Also, if you are comfortable, please educate the offenders. This does tremendous damage to our frail fence and will result in additional repair expenses as the fence is not built to for this kind of abuse.
- III. Approval of the September, 2011 Directors Meeting minutes – No changes were needed. Sue motioned to accept the minutes as written, Joe seconded the motion, and the board carried the motion unanimously.
- IV. Acceptance-Additions/Changes to Agenda: barn timer light, #931 gutter bid, Gina motioned, Tim seconded.
- V. Barn Committee Reports: all spaces are currently rented. Joe stated that four people are on the waiting list for floor space.
- VI. NGLA (Neighborhood Group Leadership Association): next meeting October 20th.
- VII. Manager's Report: September financial statements were reviewed and discussed. Two delinquent accounts have both been turned over to the attorney for collection.
- VIII. Old Business –
 - A. Deck Staining Update – Some decks have still not been stained this year. Sue will compile a list of those decks that will need to be stained

by a contractor hired by the HOA, if not already stained by the homeowner. Homeowners will be billed accordingly. Notices will be sent to those homeowners who still need to stain their decks. No word from Missbach on deck staining. Francie had miscommunication with owner of 919 regarding deck staining responsibility. Francie will contact and advise it is the owner's responsibility.

B. Roof Work – All boot jacks, etc have been repaired. Building 10 will likely require work in the spring. Joe mentioned looking at alternatives such as a sealant. Our shingles are warranted for 50 yrs but roof is not. Board will get some options for future roof repairs and maintenance. Tim recommended having attics periodically inspected to insure no roofs are leaking. Tim motioned, Joe seconded to get bids for attic inspections. Attic inspections may also identify potential condensation issues related to inadequate insulation, blocked vents, inappropriate dryer ventilation, etc. which are homeowner responsibilities. Please check your attics to make sure you have appropriate insulation and vents and vents are clear (where applicable).

D. Street signs – repaint or replace? – Joe noted that the Reynolds Farm Street signs are faded and barely legible (making pizza delivery very difficult!) Francie provided two bids for sign replacement that were roughly \$80-90 for two double sided signs and \$70-80 for installation. Mya requested another bid from Vital Signs. Pending any significantly less expensive bids, Sue motioned to buy new Reynolds Farm Lane signs, Tim seconded. The motion passed unanimously.

E. Acropolis Builders bid – Previously approved bid from Acropolis Builders to repair two decks on Building 10, repair two sets of steps, and repair some siding was signed.

F. Snow and Lawn Annual Contract – Prior to the monthly meeting, the board met with three different lawn care and snow clearing contractors to consider our options. Once the board members have had time to thoroughly evaluate contracts and costs, the HOA Directors will submit a preference for each by October 24th. Sue motioned to set a deadline for choice by October 24th, Tim seconded. All were in favor.

G. Sprinklers have been turned off – Francie to call Jamie to get sprinklers blown out ASAP.

IX. New Business

- A. Resolution Reserve Studies – As required by HB 1359, the Board must establish a review policy, tabled to next meeting.
- B. Financial Analysis presentation by Tim – Tim provided charts showing spending over the past 10 years and strategic planning for the future.
- C. Gutter Cleaning – TRRC provided a bid for \$1500 to clean all gutters in the complex once the all the leaves have fallen. TRRC was contracted to clean gutters last year and did an excellent job. Sue motioned to accept TRRC's bid, Tim second. All were in favor.
- D. Electrical at #919 – Some wiring issues were identified at #919. The homeowner contacted Stewart Electric to correct the wiring issues. Completion is anticipated this week. Francie will follow up to confirm that the wiring has been corrected.
- E. #951 Design Review – A request to install a handrail (at the homeowners expense) along exterior steps was submitted and reviewed. The HOA Board discussed the need to attempt design consistency within the complex. Tim motioned to keep all handrails (to the extent possible considering location variation) consistent, Gina seconded. All were in favor.

- F. #931 Gutter bid – Some gutters at #931 have rusted through and are leaking. TRRC submitted a bid for \$455 that includes replacement of most gutters on the unit. The HOA Board will take another look to evaluate the needed repairs and clarification with TRRC to see if complete replacement is necessary. After evaluation and discussion with TRRC it was determined that not all gutters needed to be replaced and the cost for replacing only the leaking gutters will be \$100.

- H. Timer for barn lights – Joe has observed that the barn lights have been left on multiple times after tenants have left the premises. Joe proposed installing a timer to conserve electricity. Joe will get a bid from Stewart Electric for the cost of a timer and installation. Barn users are requested to insure that lights are turned off when leaving to conserve energy cost.

- I. Marker for barn road drop-off – Joe and Sue will add a stick with reflector

- J. Board unable to evaluate prepayment ledger – Joe and Tim will get together with Francie to possibly re-do.
- K. Irrigation system shut-off, valve boxes and array water shut-off valves - Tim and Joe will work to document the location of water shut-offs for each building.
- L. Tim requests holding meetings in Dec and Feb – Joe unable to attend. Mya suggested holding a separate meeting to discuss Reserve Study on November 15th.

Adjournment – Joe made a motion to adjourn the meeting with Sue seconding and the board unanimously approving the motion. The meeting was adjourned at 22:19 PM. The next meeting will be 6:30 PM, Monday November 21st at Tim's #951.

Note: Subsequent to the HOA board meeting the board selected Rock Solid Landscapes Inc. to provide landscaping and snow clearing services. Final contract negotiations are in progress at this time with completion anticipated the week of 11/7/2011. Individuals desiring individual homeowner driveway/walk snow clearing are requested to contact Francie for what were TurfMaster provided service.