

**Reynolds Farm Home Owners Association**  
**Minutes recorded for the Monthly Board of Directors meeting,**  
**September 16th, 2011 6:00 PM at Joe's #948**

- I. The meeting was called to order at 6:08 PM by Joe Busacca. In attendance were Sue Wintersteen, Gina Underwood, Mya Liberty, Tim Lenihan, and Juliet Debban.
- II. Homeowner's Comments – A few homeowners commented on the improved road appearance. Unit 930 reported having a bee/hornet nest. If you spot a honeybee nest, bee keepers will come out for free to collect them. If you are having trouble with wasps/hornets/ants/spiders, please contact a pest control company.  
Kids were observed climbing over the east fence near units #923-#929. They were also seen playing with small fires. A homeowner intervened. Any fire outside of a grill is strictly prohibited and climbing the fence is very destructive to our fence. Please call Francie immediately with any helpful descriptive information if you observe this kind of activity. Her phone number is 303-682-0098.
- III. Approval of the September, 2011 Board of Directors Meeting minutes – No changes were needed. Joe motioned to accept the minutes as written, Mya seconded the motion, and the board carried the motion unanimously.
- IV. Acceptance-Additions/Changes to Agenda – Mya added that we have received the \$150 check from NGLA for our Annual Meeting which will be deposited to our RFL account.
- V. Barn Committee Reports – All spaces are currently being rented. Joe stated that four people are on the waiting list for floor space.
- VI. NGLA (Neighborhood Group Leadership Association) – Mya was unable to attend the September meeting.
- VII. Manager's Report- The September financial statements were reviewed, and discussed. Ledgers for past delinquent homeowners will be reviewed once they are received. A motion to accept the financial statements was made by Gina and seconded by Sue. The board voted unanimously to approve the motion. The signature card for signing checks will need to be

updated. Sue is already on the card; Juliet and Gina will be added to the signature card.

## 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.

B. Roof Work – TRRC Roofing provided a bid of \$800 for necessary immediate roof repairs. The work is complete.

C. #977 leaky gutter issue – Francie to contact Colorado Seamless Gutters to fix the leak.

D. Colorado Asphalt Works road, concrete and grinding status – the company will be here 9/17 to complete grinding and concrete repair/replacement. The work was initially scheduled for completion 9/15 but rescheduled due to weather.

E. Reynolds Farm “Master File” – Joe is turning over information collected to date to Tim for inclusion in the HOA Handbook being assembled by Tim.

## IX. New Business

A. Board position elections – Nominations and voting for board member positions took place. Joe was re-elected as President, Tim Lenihan will be Vice President. Sue will remain as Secretary/Treasurer. Mya Liberty, Gina Underwood, and Juliet Debban are Directors.

B. Board of Directors Handbook – Tim provided a Handbook to all the board members that includes pertinent information including maps, contractors, strategic and tactical financial planning, repair histories, policies, etc. Tim presented some discoveries and other items that will need to be addressed in the future – they are as follows:

1. Last year Flagstaff Management (Francie) advised the board that a reserve study was being mandated by the state of Colorado. Based on the Reserve study results we would be required to raise the HOA dues to satisfy reserve study recommendations.

The board will review this to determine if it is a compulsory state requirement.

2. ALL roofs were replaced in 1997 following a hail storm – Tim included a ranked list of roofs in the worst condition to the best based upon a survey performed by TRRC so that we can prioritize roof replacement in the future. Tim went to the city building inspection office to inquire about materials used for re-roofing but was informed that although an inspection was done at the time of installation no report was available.
  3. On August 29<sup>th</sup> the City of Longmont cleaned and inspected our sewers – all are in good condition.
  4. Tim contacted the city to see if the remaining Russian Olives could be removed with city funding under the eradication program. Tim was informed that all funding has been exhausted and we would have to remove them at our own expense.
- C. Owner and Renter Contact List – Tim also provided a homeowner/renter list for board members for use in mailings or in case of emergency.
- D. Ongoing repair list discussion – Tim has created a work list template to keep track of ongoing repairs. This procedure enables the board to track the status of repairs.
- E. 2012 Lawn and Snow Removal contract renewals/bids – Turf Masters submitted contract for snow removal and lawn care for 2012. We will request two more additional bids for both snow removal and lawn care. The board will decide on contractors at the next meeting and re-evaluate the criteria for snow removal on sidewalks and roads. Continuation of existing agreements is anticipated..
- F. Acropolis Builders deck and stair repair bid – contract signed.
- G. Resolution Reserve Study – this document, required by law, states that we will update our reserve study every 5 years. The contract is being reviewed to determine if it compliance is mandatory.
- H. #963 gutter re-work request – the existing gutter currently drains onto patio concrete which may create icy conditions in the winter. It was determined that the unit's homeowner modified the patio area with the addition of concrete which created the situation. The homeowner is responsible for correcting the problem. Redirecting the gutter drain to a vegetated area would likely resolve the problem.
- I. Shrub trimming status – The shrubs throughout the property have become overgrown and are in need of trimming. Mya suggested having a shrub trimming party to save money. The city will pick up branches for free out on Fordham if we notify and schedule them. Juliet also offered her trucks and possibly a trailer to haul trimmed material to the city dump. Gina is seeking volunteers to help with this

project. Pizza will be provided to all who help. If you are interested, please let a board member know and we will pick a convenient date.

- J. Painting/repair status – 921 baluster, three step replacement and painting, 950 replace railing, balusters and stain, 954 replace railing, balusters, 959 trim paint, 961 flicker damage and siding repair, 965 deck steps paint, 971 deck steps paint, 973 deck step paint, barn lamp trim paint – Jeff will provide a bid for any additional costs – Joe will forward bid to all board members for review.
- K. Tree trimming status – Tim has cut down some problematic lower branches. The HOA will still need to periodically hire a company for corrective pruning; however, Tim’s work will still save us significant money. It was noted that some trees inside homeowners gated areas are rubbing on garages and building sides. Trees within fenced areas are the homeowners responsibility – please keep them trimmed back from the buildings.
- L. Roof Shingle Analysis review and actions – Francie to contact TRRC Roofing to establish time frame for completion of immediately needed roof repairs.
- M. #953 gate repair/replace – gate has rotted – the board will seek bids from John Peterson, Steve Jarrad, and Blake Shaw for replacement.
- N. Check from NGLA – Mya will deliver check to Francie for deposit into our account.
- O. The annual meeting minutes are in the process of review and will be forthcoming shortly.

Adjournment – Joe made a motion to adjourn the meeting with Sue seconding and the board unanimously approving the motion. The meeting was adjourned at 18:19 PM. The next meeting will be 6:30 PM, Monday October 17<sup>th</sup> at Sue’s #949.