

Reynolds Farm Home Owners Association
Minutes recorded for the Monthly Board of Directors meeting,
September 24 2012 6:30 PM at Krystle Brandt (931)

- I. Rita Gee called the meeting to order at 6:30 PM. In attendance were Mya Liberty, Krystle Brandt, Juliet Debban, and Allan Orendorff of Trio Property Management.
- II. Board appointment of Officers: Rita Gee **President**, Sue Wintersteen - **Vice President**, Krystle Brandt - **Treasurer**, Juliet Debban - **Secretary**, Mya Liberty - **Director**, Gina Underwood - **Director**. **Noted: the following are no longer Board members: Joe Busacca, Jeffrey Meeker.**
- III. Approval/Changes to minutes from Board of Directors Meeting Minutes August 20, 2012, **Item VI**- NGLA Report - NGLA was on break and there was no report. **Item VII** - Added - Joe Busacca submitted misc bills, he was paid. **Item X** - Unfinished business: **b.** Scanning of old RFHOA documents have been completed and returned to storage unit two months ago. No future papers to be scanned at this time. Changes to Minutes approved by all Board Members in attendance.
- IV. Acceptance of Agenda: approved by all Board Members in attendance.
- V. Barn Report: Submitted for Joe Busacca by Rita Gee. All lockers and floor spaces are occupied. Changes to barn occupancy: Locker #1 was vacated by Dave Doucette (947) effective 8/31/2012. Dave has a deposit refund of \$105.00. Locker #1 was occupied by Tracy Black (905) I prepared a contract for Tracy effective 9/01/2012 and provided TRIO with a copy of the contract and a check for \$140.00 (September payment and 3x\$35.00 deposit). Barn waiting list Jeff Meeker (938) locker, Mya (953) wants to trade her small upper locker for a larger locker. Floor Spaces are requested for Vince & Marie (942), Jeff Meeker (938 and Juliet Debban (919) Board requested update to listing: "Waiting Listing " to be by "first come".
- VI. NGLA Report:
 - a. Mya to hand out flyers to each unit: "Prevent Theft" which she received at the Sept 20 NGLA meeting. There has been an increase in car break ins and theft from un-locked cars in the Longmont area in the last months.
 - b. We have an opportunity to receive a grant for the HOA. The Board noted we need to form a committee: persons interested in the improvement of the area landscaping, plants etc. or other improvements to the grounds. We will

need to get bids in as soon as possible as information is due by Nov 2012. Rita to check with Jeff Meeker, Bob Gardinier and others to see if they would be interested.

- c. May also request a 2nd person (permanent) for backup to go to the meetings which are held at the Longmont SR Center the 3rd Thursday on the month, time: 7:00 pm - 8:45/9:00 pm. If anyone is interested in learning more they should contact Mya.

VII. Financial report:

- a. Allan, Trio Management, reported on balance sheet information.
- b. Krystle requested addition information to be included in report.
- c. Letter to sent to owner on unit 942 for past due account. Next step to involve an attorney.
- d. Allan, Trio Management, request Board to create a separate account for the Barn security deposits, etc.
- e. Mile High Banks CD for \$29490.92 still needs to be moved to another bank and/or changed as it is due to mature 9-23-2012. Rita and Krystle will take care of that this week.
- f. Need to add Rita and Krystle names to the signature cards for the current checking accounts. Great Western.
- g. **Need to remove past Board members from any Banking accounts/CD's, which have their names on them, etc. Jeffrey Meeker from Mile High.** Bank requires minutes from Board Meeting noting the names of persons currently on Board and those to be removed in order to make the changes for the HOA.

VIII. Old Business –

- A. Tree Trimming: **completed.**
- B. Painting on building 11 completed 15 painting not complete.
- C. Building 14 painting to begin this fall 2012. Repairs need to be done before Moriah, Jeff can paint the units. Bid from Blake to repair fence for the amount \$390.00 was approved by all Board members in attendance. **Allan, Trio, will verify work has been completed.**
- D. Building 12 crawl space and fan repair (965, 963, 961, 959) –Allan, Trio Management, will check with John Peterson and verify work has been completed. Allen will have check written and signed by 9-26-2012.

- E. Mulch for landscaping on Fordham – Rite to get with Sue and cancel the Mulch (\$1344.00). Board does not want to spend the money at this time, we may be able to get a grant through NGLA. Mulch has been tabled until spring.
- F. . Shrub trimming – Allan will get with LID’ to adjust the bill. They did not complete the work required and they took all summer to get around to trimming the shrubs. The Board was not satisfied with their work.
- G. Sprinkler repairs – significant repairs will be needed on the sprinkler and irrigation system. Tabled until spring Allan will get more bids. Suggestion - Coordinate efforts and over see new landscaping committee and grant proposal for spring 2013.

IX. New Business –

- A. Recording of votes/ballots from August election of new officers. All Ballots and Proxies to be kept on file with the Secretary for eleven months.
 - 1. Total number of persons signed in at August meeting: 26,
 - 2. Total number of Proxies: 5, (two had only voted for one person) (three left to the discretion of Joe Busacca,
 - 3. Total number of Ballots (completed information): 37.
 - 4. Total number of the Ballots disqualified due to (incomplete information): 2
 - 5. Total number of Ballots: 39.

Rita Gee 34
 Sue Wintersteen 22
 Bob Gardinier 20
 Krystle Brandt 29

- A. . Gutter repair- Allan, Trio Management, Rita, Board President, and Steve Tetrault, TRRC, will do a walk around and Steve Tetrault, TRRC will give the Board a bid on the work required.
- B. Fall gutter cleaning: TRRC
- C. Unit 907 Vines on fence: The owner wanted them removed by the HOA. Board finding: HOA did not plant them and have not been maintaining them therefore the vines are not the responsibility of the HOA. Allan will send letter to unit owner.
- D. Unit 961 TRRC roof fan and vent; invoice for \$300.00. Invoice was paid by homeowner, Juliet Debban. All Board Members in attendance approved to pay the owner of unit the amount of \$150.00 for the cost of the labor. Board member Juliet Debban abstains from voting. Juliet Debban had already paid the invoice from TRRC-copy of same to be given to Allan, Trio Management.

No ACC was documented or approved by the old board. The new board settled on a compromise with the homeowner and agreed to pay her half the cost of the Roof vent. Vent in roof had been covered up when the new roof was installed 1997-1998; the owner had not been notified.

- E. Unit 933 deck needs to be replaced and or repaired. Allan will send letter to owner. Have an estimate from Blake \$1000.00 to 1500.00.
- F. Web site: Allen, Trio Management will have a Web site developed for the Reynolds Farm Association. Cost: setup \$700.00, monthly cost updating: \$25.00, naming convention: \$10.00. Approved by all Board Members in attendance.
- G. Rock Solid landscaping / water usage, bid of zone #6. Tabled see old Business item #G. Changing clocks are the responsibility of the contractor, Rock Solid, members of the Board will not change the watering time, or clocks. Rite or designee will turn off the water when deemed necessary due to amount of rainfall, when, and if, we get rain in the future. Juliet was asked to return her key to Rita. All landscaping/water problem should be forwarded to Allan, Trio Management, to manage.
- H. Monthly Maintenance: work needed.
- I. Inspect boots on building 12, units 959, 961, 963, and 965. TRRC to inspect.
- J. Snow Removal Contract for winter season: Allan, Trio Management, will get two bids. We are looking at one for a 4 inch snow fall for this year. Last year we had 6 inch cut off. Rock Solid did not consider this a contract with the 6 inch cut off and they did not show up until after 4:00 PM.

X. On - Going Business

- A. Deck Staining Policy – Sue has the list of decks that need repaired. Tabled until Board has the information.
- B. Web site: Allen, Trio Management will have a Web site developed for the Reynolds Farm Association. Cost: setup \$700.00, monthly cost updating: \$25.00, naming convention: \$10.00. Web posting \$12.00 to \$20.00 a year prox. Approved by all Board Members in attendance.
- C. Owner/renter Contact List updates – Allan to update on going
- D. HOA Reserve Study. Reference for future use.

Adjournment – meeting adjourned at 9:30 pm. The next Board meeting will be 6:30 PM, Monday October 8 2012 at Rita's unit #913