

Reynolds Farm Condominium Association, Inc
Minutes recorded for the Monthly Board of Directors meeting,
September 9, 2013 at Rita's #913

Board Members:

Rita Gee - President 8/12
Sue Wintersteen - Vice President 8/12
Krystle Brandt - Treasurer 8/12
Juliet Debban - Secretary 8/11
Gina Underwood - Director 8/13
Bonnie Prushnok - Director 8/13

Trio Property Management

Allan Orrendorff - Manager 6/12

- I. Rita Gee, President Board of Directors, called the Meeting to order at 6:37 PM. Board members in attendance Juliet Debban, Secretary, Gina Underwood, Director at Large, Bonnie Prushnok, Director at Large, and Allan Orrendorff of Trio Property Management.
- II. Approval August 6, 2013 Minutes, Approved by all. Allan needed copies to May, June and July approved minutes. He will have them posted on the web site.
- III. Barn Report: Submitted by Joe Busacca, Barn Manager. All Lockers and floor spaces are occupied. Krystle Brandt is requesting to swap upper locker for lower locker.
- IV. Welcome to our new member Bonnie Prushnok and Gina Underwood returning to the board.
- V. NGLA Report: Rita, no NGLA meeting last month, there will be a meeting this month. Rita went to a meeting "How to write a grant". We are eligible for \$6000.00. Rita has looked at the suggestions, decided on 9th Ave. and Fordham landscaping, reseeding. There are three people on the committee, Rita, Gina, and Sue. The Grant request has to be in by the Sept 27. Rita agreed that before the 27th, she would send all board members an e-mail as to what will be in the Grant Request for everyone's input and approval.
- VI. Manager's Report: Allan, Trio Management.
 - A. Financial statements: Allan gave the report. The Association is at 87.6% of our budgeted expenses. Total expense Income to Expense Budget vs. Actual was 63.6%. Total assets \$215,776.75 with the operating account @ \$53,653.92. At this time, we are under budget on most items, but when all projects are completed, the numbers will equal out. We are under budget prox \$14,000.00 which is good. With the \$1400.00 saved from not watering, we may be able to complete the mulch project.

- B. Barn Security Accounts: Refund checks for floor spaces Unit #903 Jones/Baranello, #933 Tetrault. Unit # 903 still using locker #1 HOA received letter requesting extra time to remove items, and vacate locker. She no longer lives here, has to give up the use of the locker. Rough draft on documents still working on, will have completed in a couple of weeks.
- C. Insurance: Paid +50% of our bill to Acuity Insurance Company \$10,415.50.
- D. Late fee charges: statements sent to owner's #unit 915, and 919.
- E. Foreclosures status: Unit # 915 Bank has paid the transfer fees, is up to date. The New owner is schedule to move into the unit in Oct.
- F. Landscaping: Weed spraying scheduled for Sept 11, fertilizer on Sept 26, 2013.
- G. Watering schedule: Allan informed the board, due to the rain this last week all sprinklers were turned off. Rock Solid checks the area weekly and will adjusts as needed.
- H. Signing of checks:

VII. Old Business

- A. Painting for 2013: Units #2, #5. Inspection to be done.
- B. Units 907, 901 - trees letters sent
- C. Unit 971 weeds, tree, south side of window area letter sent.
- D. Unit 946 Noise complaint letter sent
- E. Units 933, 937 parking violation reminder letters sent.
- F. Fence - perimeter by barn - pending
- G. Deck staining - twenty-three letters and almost same amount of e-mails sent out. Unit #907 responded he would do his own. Prox 16 decks still need staining. Each owner/renter needs to remove furniture, etc. from decks.
- H. Unit #935 rebuild deck, have an estimate of \$853.00, HOA will pay. Board approved to have Vince repair #935. Owner will pay for staining. Unit #985 has similar issues, owner said he would have the deck repaired, stained, he will pay Vince himself.

VIII. New Business

A. Home Owners Comments

1. Homeowner requested the board consider the use of a compost; owner would take the responsibility of maintaining. Longmont Recycling center sells lidded compost bins to residences or groups at reasonable price. The compost byproduct would be used to top dress areas with poor soil content. We could save \$ as a HOA and enrich our growing area. These practices are encouraged by the Town of Longmont. Board members would give it some thought, but would not approve the use of a compost at this time.

2. There is a need to check locker #1 for water, is the floor wet? Water was backing up alongside the barn to the north due to the heavy rains (backup of the ditch/drain. There is a concern about the use of the ditch by the city. The gate was closed at Fordham, there was no irrigation water released into the ditch behind Reynolds Farm. So where is the water coming from? Concern water will undermine the foundation of the barn or parking pad.
 3. Homeowner requested minutes sent by e-mail. Sue offered to put a listing together send out the minutes. Board agreed we created the web site so there would be one place for all of Reynolds Farm Condominium Association documents, information. The HOA information is updated monthly everyone can access the information from the web site. This way there is no chance of misinformation.
 4. Unit # 935 was concerned with his drive way dropping. Allan will check.
 5. Unit # 935 would like to know if we could put HOA fees on auto bank debit or auto credit card. There are systems, but this would cost the HOA money. Most banks have bill pay; a person can set up to auto pay. It was suggested he might want to check with his bank for this feature. Several of us already use this form to pay bills; payments can be set up for auto pay.
 6. Unit # 919, gutters are full of leaves, water is over flowing the gutters and onto the deck. Front and back. We are almost into fall; we will have all the gutters cleaned in the fall.
- B. Annual meeting - recap of meeting. The board lost control of the meeting due to the noise of the roof. Next year the Board will have the annual meeting off site. Board members are checking on a suitable location, the SR Center was one of the places suggested, the Longmont Library. The last several years we have been rained out. We had to move the meeting from the yard (park) to the barn. The barn is not a suitable location due to the metal roof; the noise level is so bad no one could hear the speaker. In addition, the seating, food service would be more pleasant and comfortable. Allan and Board will continue checking for a location.
- C. Bruce made two pen sets for the board members leaving the board this last year. Rita will contact Mya and have her pickup her pen set from Bruce. Allan will pay Bruce for the pen sets.
- D. Paving work Sept 6, 2013 completed.
- E. Concrete / Curbs sides: Allan will talk to Dan replace 100 feet of curbs each year at prox \$3000.00. At the same time, replace the non-driveways/rocked areas. Straighten out the driveways so that the people do not run over the sprinklers/grass. Replacing areas that are in the worst shape first. Start this year; continue replacing sections of the curbs for the next four to five years. Replace the road after all the curbs work has been completed. Board agreed to have Allan follow up with Dan. This is our long-term plan to upgrade Reynolds Farm road and curbs.

- F. Painting Building #12 2013- 14 Bid to include the brand of paint and type. Paint unit with the same colors as currently on the units. We have the color numbers previously used. The new company gave us a price for paint from Sherwin Williams \$69.50 and \$67.75 Qual. Diamond Vogel is what we have been using. The paint, used in the past, has not held up to our expectations. Units painted last year are already peeling. We need to put a time limit with any new contract; we did not have one with the previous company.
- G. Landscaping: Sue to order mulch to complete requirements: Thank you to all that helped with the mulch and money donated for new bushes.
- H. Tree trimming - solicit bids for fall.
- I. Retention of old documents - distribution of boxes to board members. Rita gave each board member a box to check for document to retain and shred the rest. Items to retain: taxes (7 years), financial records (3 years), written communications (3 years), ballots/proxies (1 year), ACC records (forever), Prints of Reynolds Farm (forever). Keep anything related to the history of Reynolds Farm, prints, floor plans, sprinkler layouts, etc. Keep anything in question for board to review.
- J. Adjournment – meeting adjourned at 8:35 pm.