

Reynolds Farm Condominium Association  
Minutes recorded for the Monthly Board of Directors Meeting,  
**August 15, 2016** at 927 Reynolds Farm Lane

In attendance: Al Orendorff with Trio Property Management, Bonnie Prushnok-Vice President, Rick Marsh-Secretary, Jeff Schwander-Treasurer, Gina Underwood, Sue Wintersteen, Rita Gee-homeowner, and Joe Busacca-past homeowner.

- 1) **Call to Order:** The meeting was called to order by Bonnie Prushnok at 6:32 PM;
- 2) **Approval of Minutes:** Minutes for the July '16, board meeting were reviewed by all board members. Jeff made a motion to approve the minutes as written, with Rick seconding the motion, and the board unanimously approved the motion.
- 3) **Manager's Report:** Al Orendorff with Trio Property Management submitted the report-
  - a) **Receivables:** The HOA receivables are half of what they were this period last month, so we continue to improve, however, many still pay well beyond the 10-day grace period (see the aging summary). Unit # 963 now leads with the most delinquent account. Penalties will be applied at the next billing cycle.
  - b) **Financials:** We still have checks holding from 2016 Fiscal year for Asset Builders (formerly Exterior Solutions) for painting building # 8 and the west side of the barn; and for Long's Peak for \$ 3,230.37, for an invoice dated back to July.  
Painting has been completed and inspected. There are still a couple of areas where bushes were not tied back prior to the paint drying, therefore leaving leaf imprints. There will be another bill from Asset Builders for approximately \$ 2,500.00 to cover the trim and woodwork costs for Building 8.  
Total expenses at the end of July were higher than anticipated due to common area maintenance and irrigation. Common Area Maintenance was forecasted for the May 2017 time period, therefore we will be over our forecast until that time.
  - c) **Roof and Siding Issues:** Several areas were defined in the site review for repair of squirrel damage and flicker damage. Temporary repairs have been made in some areas, however, more will need to be done. Vince will investigate roof boot replacements to address the damaged roof vents on the buildings per the site review. These will be the more immediate items to address since they can allow water and snow to enter the buildings. We will also need to repair any siding that is rotted or damaged.
  - d) **Landscape:** Long's Peak continue to be slow to respond to our needs. GTL has stepped in and addressed our emergency items as well as making the major line repairs at a lower cost than quoted from Long's Peak.  
GTL replaced sections of main line by units 938 and 934/932. They completed the work in 2 days. Longs Peak left holes open for 8 days, then filled them in....  
A new clock was installed behind 934 and appears to be working well.

GTL provided a bid to replace a zone valve as well as adding a new valve for the Respite Garden watering. GTL can have this work completed either late this week or early next week.

- e) **Concrete:** I am waiting for scheduling for the approved driveway work on 933 and 935. We are also planning to look at the 987 driveway pad, however this may change if the unit owner wants to raise his patio area and fence (at his cost).
- f) **Painting:** Since Asset Builders has completed the painting of the Barn front as well as Building #8. I have requested additional paint for us to use for touch up. We have a bid for Building #1. Do we want to do this work before winter or wait until spring? It was decided that we need to inspect the garage doors (both man doors and garage doors) and notify the homeowners with enough time to take corrective action for repairs prior to painting.
- g) **Driveway Foam Jacking:** This work was completed on Friday July 15<sup>th</sup> with the exception of unit 987 where the fence and patio would become an issue to jacking the driveway pad. We are getting a price to do a new concrete pad with a slope to alleviate the issue. Since then, the owner indicated that he might be interested in increasing the height of his patio, which would eliminate the need to replace the concrete and allow us to jack up the driveway pad.
- h) **Violation Notices:** - None, however Al did speak with the homeowner at 951 and confirmed that she cannot rent out the unit to multiple renters. The unit is now listed For Sale.

#### 4) **Election of Officers by HOA Board members:**

The Board of Directors did acknowledge the resignation of John Dollar, as past board member and President of the HOA.

Officers are as follows:

Rick Marsh-President, Bonnie Prushnok-Vice President, Sue Wintersteen-Secretary, Jeff Schwander-Treasurer, Gina Underwood-Director at large filling John Dollars position. A motion to accept the election results was made by Sue with a second by Jeff, and passed unanimously. Following the meeting Sue and Jeff switched their positions with board approval....Sue is Treasurer, and Jeff is Secretary.

#### 5) **Old Business:**

##### a) **Approval of barn contract:**

The newly revised barn contract was reviewed and accepted by the board, with Jeff making a motion to accept the contract and Gina providing a second of the motion. All approved. The new contract provides for a simplified damage deposit fee, and simplifies a lot of the language. It was decided by the board that 2 copies should be mailed (or digitally retrieved) by any and all renters for new signatures. They should sign 2 copies for each storage space or floor space they occupy. This will not change existing damage deposits already paid, but take effect immediately with any new barn space rentals. **Please Note:** The board and barn committee would like to get these contracts signed and returned prior to September 30<sup>th</sup>.

- b) **Sprinkler System:** There are major issues with the details on the sprinkler system repair bills. There is very little correlation between the location (Controller or zone) of work completed and the parts that are being used and billed. Al will request a breakdown and better description of the costs applied to which location on the neighborhood grounds.

- c) **Respite Garden Update:** We have a bid for installing a drip system in the respite garden. This will require an additional valve, larger valve box, and a dedicated water supply line run from the valve box to the garden area. It will also entail removal of the sod in the area where the Neighborhood bulletin board will be housed. Jeff offered to check into the cost to rent a sod cutter and do that work, if it meant a savings on the overall bid. Al will check on the potential bid reduction cost with GTL, if Reynold's Farm removes the sod. Information will be forthcoming.
  - d) **Infrastructure Maintenance Inventory:** It was decided to put off discussion on the many infrastructure items until the September Meeting, but it will be high priority at that time.
  - e) **Bylaws update:** Need to find out from Molly where the update on the revised Bylaws stand. Jeff Schwander had reviewed some items directly with Molly, but that was the last contact. Al will follow-up with Molly.
- 6) **New Business:**
- a) **Annual Meeting discussion:** The overall assessment was that the meeting was very positive with solid, constructive discussions regarding the short-fall in the reserves, and the homeowners preferences for a dues increase or a special assessment when the time arises to repair or replace roofs, siding, etc. In conjunction, the HOA board discussed sending out a questionnaire to the homeowners to help pin down a direction they would like pursued – A special assessment, a monthly dues increase or an earmarked monthly "Reserve Fund Contribution".
  - b) **ACC Requests:** We did receive (2) ACC requests and a 3<sup>rd</sup> potential request...
    - 935- Roof exhaust fan installation;
    - 967- (2) window replacement bid;
    - 965- Potential homeowner installed railing, gate and pickets for the north (back) deck.
  - c) **Possible Violations:** None reported or listed.
  - d) **Homeowners problems/comments:** The dog at unit # 967 is tied up on the back deck, and can be quite aggressive, if anyone walks on the north side of the building. Al will send a letter addressing the issue, and that any common area cannot be used as a "private dog run".
  - e) **Other:** 1) The board discussed the re-installation of the camera system, along with some additional wireless cameras to interface with the existing controller. This would be an upgrade from the system that has been operating for 4 to 5 years or so.  
2) Apartment Complex tree encroachment. There are a number of trees on the west side of the apartment complex that are leaning over the Reynolds Farm east fence. The board requested Al contact the apartment complex, and have them trim their trees.
- 7) **Adjournment:** The meeting was adjourned at 8:31 PM. The next meeting will be Monday, the 12<sup>th</sup> of September at 6:30 PM, at Rick Marsh's home (952).