

Reynolds Farm Condominium Association  
Minutes recorded for the Monthly Board of Directors Meeting,  
**February 8, 2016** at 930 Reynolds Farm Lane

In attendance: Al Orendorff with Trio Property Management, John Dollar-President, Bonnie Prushnok-Vice President, Rick Marsh-Secretary, Jeff Schwander-Treasurer, Gina Underwood-Director, and Homeowner, Rita Gee.

- 1) **Call to Order:** The meeting was called to order by John Dollar at 6:23 PM;
- 2) **Approval of Minutes:** Minutes for the January '16, board meeting were reviewed. John made a motion to approve the minutes, with Bonnie seconding the motion, and the board unanimously approved the motion to accept the minutes as written.
- 3) **Manager's Report:** Al Orendorff with Trio Property Management submitted the report-
  - a) **Receivables:** Overall we are in good shape; there are still some exceptions, but those homeowners are catching up. The change in the CCR's requiring payments be due the first of the month, and considered late on the 10<sup>th</sup>, will possibly add to the very small list of late payers.
  - b) **Financials:** Total expenses are running at 116.9% of budget or \$12,970 *over* budget. This is an improvement over last month, however future reports will run in excess of budget throughout the year due to the lack of including an itemized list of capital items in this year's budget.
  - c) **Barn:** There has been significant movement in Barn spaces in January and February. There were four changes made in January, and two are scheduled for February. Movement between lockers and floor space creates tracking issues for security deposits, and re-billing for security deposits in the new spaces. Currently we need to transfer \$ 450 from the operating account to the Barn account to cover refund checks to Busacca, Adams, Kitts, and Shaw. The garage door electrical circuit will be scheduled for some time in March.
  - d) **Irrigation System:** We received a revised invoice for the final amount to Long's Peak. The city has sent the HOA a check for \$ 6,000.00 (NGLA Grant money) which has been deposited in the operating account.
  - e) **Violation Notices:** - A Letter was sent to 933 for a parking-on-the-street violation, and a letter sent to 905 regarding the growing of marijuana. The owner has inspected the property and instructed the plants be removed. Al is awaiting final confirmation that the plants have been removed. Also, a red GMC Jimmy has been parking in the guest parking areas, and leaving an oil spot wherever it parks.
  - f) **Other:** The mailbox by Unit 953 is broken and needs to be replaced. Vince has been notified, and the work will commence once the weather is warm enough to dig a hole for the replacement post.
- 4) **Old Business:**
  - a) **Review of Bylaws:** The HOA board decided that another month to review the bylaws would be helpful, so we can review in its' entirety during the March meeting.

- b) **Rental waiting list:** The board is to review the Rental Waiting list which outlines the method for a homeowner to get his name on the list for renting their property. Based on the revised and adopted CCR's, the HOA has a rental cap of 12 units. Once the count falls below 12 rentals, the first homeowner on the Rental waiting list with the oldest ownership seniority is allowed to rent their property. Please see the attached document.
- c) **NextLight Update:** Al will check with Anne Lutz, the City of Longmont Next light liaison, on the schedule for the High Speed internet being available in the Reynold's Farm neighborhood. We had heard early 2016, but think there may have been a slight set-back.
- d) **Landscaping contract bids:** Will probably want at least 3 bids to handle the landscaping and mowing needs for spring, summer and fall of 2016. It was decided that a "Scope of Work" needs to be provided to the bidders, so they can submit an "apples to apples" quote for the work. At this time, the preferred companies bidding would be Turf Paradise, Longs Peak, Sun & Shade and Panorama.

**5) New Business:**

- a) **NGLA Report:** There will be an NGLA Meeting on February 18<sup>th</sup>.
- b) **HOA Handbook:** Rita completed the Reynolds Farm HOA Directors Handbook. This handbook is a compendium of references, contacts, paint colors, when buildings are scheduled for painting, dates for budget discussions, etc. Thank you, Rita for the many hours you have devoted to this handbook.
- c) **Site Review:** A walk-around site review of the property was recommended to prioritize repairs needed on siding, fascia, roof jacks, concrete, fences, etc. That prioritized list of repairs would then be addressed in a systematic order, so that the HOA stays ahead of required maintenance. Each year, a large number of small items would come off the list, and the lower priority items would move up the list. This is a list that Al and Vince would do once the weather clears. A ballpark cost of \$2,000.00 to \$3,000.00 should cover the cost incurred to climb ladders, record items and build the spreadsheet. John made a motion to fund the project, with second from Bonnie. All board members voted unanimously to accept the motion.
- d) **Committee Update:** still recruiting members to help with the Landscaping, Infrastructure and Architectural committees.
- e) **ACC Requests:** None in the queue.
- f) **Homeowners comments:** We did receive some comments following the last big snow storm regarding the snow removal. Although Reynold's Farm is on the list for snow removal, the contractor just plain missed us, until a day removed from the storm. He did use de-icer and did a second pass without charging the HOA additional funds.

**6) Community Input:** There were questions from some homeowners regarding homeowners insurance and what the recommended coverage should be. Al will do a little research to find out the recommended coverage for homeowners.

**7) Adjournment:** The meeting was adjourned at 8:14 PM. The next meeting will be Monday, March 14th, at 6:30 PM at John Dollar's home (Unit # 930).