

**Reynolds Farm Lane Condominium's
Board of Directors Meeting Minutes
Monday, December 11, 2023, 6:30**

Board Members Present:

Gregg Missbach, President (2024)

Kristin Caldwell, Secretary (2024)

Karen Ramon, Vice President (2025)

Laurie Riedeman, Member at Large (2024)

Bonnie Prushnok, Treasurer (2025)

Property Manager, Al Orendorff, Trio Property Management

Homeowners Present: Ben (931), Matt (948), Moira (969), Mark (979)

6:34: Greg called the meeting to order

November Minutes:

- Minutes reviewed and approved by 4 board members. Laurie abstained due to being absent for November's meeting

Additions to the agenda: None

Board Activities subsequent to October meeting: None

Manager's Report – Al:

- Financials:
 1. \$25,717.15 is in the operating account as of December 11, 2023
 2. \$29,052.85 over budget in operating expenses
 3. \$164,267.78 is in reserves
- All our large expenses (painting bldgs. 5 & 11, fence repairs, irrigation repair) have been paid so our cash flow should be improving and we should be able to start adding more to reserves
- The sprinkler system has been shut off so we should start to see a dramatic drop in our water bill
- GTL winterized the irrigation system
- 5 delinquencies as of Nov. 30th (1 is 90+ days).
- The Bylaws were received, signed, and need to be uploaded to the website
- Greenpoint has fixed a gutter issue at #938 (flashing gutter). Greenpoint will be out to check on a gutter leak at #943 and replace it if needed.
- Northern Colorado Radon performed a radon test on building 13. EPA requires mitigation with a building average higher than 4.5pCi/L. Building 13 average was 1.5.

Nothing needs to be done. However, the HOA, years ago, did install a vent pipe under the building in the crawl space with a fan to exhaust radon. This fan has become disconnected or damaged. Options for the HOA are:

4. Do nothing since we are well below the EPA requirements
 5. Test every 1-2 years for radon
 6. Repair the vent pipe and fan system (AI noted this will may not be effective for the entire building)
 7. Install a vapor barrier as well as vent fan for approx. \$4-\$5k. Waiting on quote.
- Gutter cleaning needs to be scheduled. The board has asked for bids

Board Activities / Old Business:

- Finish Rules & Regulations – Laurie will resend the revision of noise regulation to Board members to review and approve and upload to the website. This should complete the Rules & Regulations updates
- Moira will resend a revised draft letter for the \$30/unit shortfall to be approved by the board and send to AI for him to send a blast email to the homeowners this week
- Parking update: The board agreed not to make Reynolds Farm Ln a fire lane. We will use what the fire department previously determined to be a fire lane and have Jim Schofield place his signs in these predetermined spots. He will have to let AI know how many signs are needed
- Stonebridge Fence Ownership – Stonebridge would like to do their own investigation regarding ownership. It has been 3 weeks and we are still waiting to hear back. Karen will follow-up
- 3 of 6 Rental units have their information updated with AI+. Karen will contact the other units directly for updates.
- The board unanimously approved High Grade to fix the downspout on unit 931. AI will confirm if Sore Thumb has been paid or not for the previous work done on this unit. Some of board members are concerned that Sore Thumb did not do the job they were asked to do to our satisfaction and should not be paid.

New Business:

- Karen asked if there was any objection to using one of the empty barn storage units to store HOA files. It was determined that the HOA already has files stored in unit 10B but no one knows who has the key. The board agreed that if no key was found by the January Board meeting we would have the lock cut and replaced.
- Jeff Meeker will be vacating 1 spot in the barn by January first. Karen will follow-up with him directly to finalize this transaction.
- The board has asked AI if he could get us the financials no later than the Friday before the monthly meeting. BMO is the only bank that may have late statements but that

shouldn't affect the operating accounts. Al agreed to getting us the preliminary financials by our deadline.

8:29 – Gregg motioned for the meeting to be adjourned. Kristin 2nd it. Unanimously approved.

Meeting adjourned!!

Executive meeting held directly after the monthly meeting.

Next meetings:

- Monday, January 8th at 6:30
- Monday, February 12th at 6:30
- Monday, March 11th at 6:30