

## Cottonwood Park West HOA Board Meeting: 11 November 2008

All present except Jane and Fred – Chaudry house

October minutes approved with 2 text amendments. (Approved by all.)

### Management Update: Sharon

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#### 1. Financial Report:

- Sharon reports this is a slow time for money going in and out.
- At the beginning of this fiscal year, account reports went to cash basis rather than accrual.
- Sharon requested a Quickbooks review. There are no report inaccuracies; this is a request for clarification of the software feature set.
- ACTION ITEM1: Dean to meet with Sharon to review Quickbooks features.
- Dues for 2009 will be \$84.50 a quarter; this is a 7% increase over 2008 dues of \$79.00 a quarter.

#### 2. Homeowner update: Home Sales and Dues collection

- 3 homes sold & closed. Fees were collected for each sale (Transfer fee of \$150; Reserve contribution 1/10<sup>th</sup> of 1% of home sale price). There are zero (0) houses for sale.
  - Totara home sold for ~230 (no basement)
  - Conifer home sold for ~319.5
  - West Miro sold for ~300
- Dues collection: Homeowner delinquent on HOA dues is now current and payments are coming in for outstanding balance; there are 1 ½ people who have not yet paid 3<sup>rd</sup> quarter dues.

#### 3. Homeowner Update: Feedback and comments

- No complaints from any homeowners at this time.
- Cathy R. family would like to plant a tree by the shed in South Park; Cathy approached the HOA with inquiry; HOA will provide \$50 for trees planted on common ground; Tree restriction: no tree with Surface roots; Tree farm recommended 3 tree choices that do well in this area (little maintenance or water after roots are established): Hackberry, Honey Locust, Burr Oak. Board approved request.
- Eagle scout called; Sharon provided clarification on status of tree planting conversation (currently there is no project or plan in place); Sharon has names on file of Eagle scouts that will help if there are projects around Cottonwood West that need work.

### Maintenance Update: Jeff

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#### 4. General Review/Grounds keeping:

- Jeff meeting with Ken Thursday @8:30a to review grounds for spot pruning.
- Jeff talked to Ray about getting culvert cleared (possibly Thursday/Friday)
- Hummer coming for leaf cleanup @ end of week (possibly) if weather permits. Hummer is subcontracting leaf cleanup to same company doing the mowing.

### Old Business Update: Sharon

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#### 5. Sprinkler/Water Issue:

- Sharon sent email to Burgundy Park, East Meadowdale, Cottonwood. No response yet to email.
- Jeff raised question: should we consult a water lawyer?

- Board agreed: water issue is a long term issue.
- Idea raised: consider creating a small water issue fund for dealing with the long term issue & costs associated with H2O management and issue resolution.
- Joe comment: investigate putting a cistern (or drain) in South Park or by Niwot road; this would require approval from the water board; Both ditches are now closed which is different from when community was developed.
- ACTION ITEM2: Sharon to send Carl at East Meadowdale an email about using the camera to investigate (pictures) **diminished water flow in that drain**.
- ACTION ITEM3: Sharon to investigate how much money HOA spent on a water lawyer last time one was used. Sharon to report if info is available.
- ACTION ITEM4: Jeff to investigate the concrete cover in South Park – what is it covering? Jeff to cut chain & find out!

#### **6. Weed Spraying Proposal:**

- Sharon provided an update on 2 companies that gave bids: Turf Green (Longmont) and Lawn Doctor. Service proposal and cost details available on file with HOA management.

#### **7. CoCal Proposal:**

- Sharon provided update on CoCal Maintenance Renovation company and their bid for grounds keeping. Board reviewed service and cost. **Currently HOA is spending 12,350 for maintenance that doesn't include aeration or fertilization.** CoCal estimate is for 13,300 and there would be more services included and more frequent mowing. Board determined we spend at least as much as the CoCal estimate after we contract services not currently covered. Board determined CoCal would provide the most service and value for cost. Marva initiated motion to proceed with CoCal; Joe provided second.
- Joe: is there a Performance penalty or work guarantee in CoCal contract?
- Other issues raised concerning use of dumpster & other contract type issues.
- ACTION ITEM5: Sharon to proceed **with gathering information about a** CoCal service contract. Sharon to gather questions and concerns from the board regarding the service contract.
- ACTION ITEM6: All board members to submit questions and concerns regarding CoCal maintenance contract to Sharon.
- Sharon: No penalty for getting out of Hummer contract: current contract requires 30 day cancellation notice.

#### **8. Budget for other HOA property projects:**

- Jeff and Steve met to discuss next year's budget. Jeff opened up the idea of getting a loan to fund property projects that currently have no funding in the coming budget. Only projects that are critical will be considered (e.g. danger to the community, highly visible, in need of immediate attention). Projects up for consideration: mailboxes, streets (Totaro/Miro street sealing), roof on Manila park gazebo, fence on Niwot road; playground boarder (safety issue).
- Ideas discussed: getting a loan; cash in CD; line of credit.
- Board concerns: a loan is risky especially with the water situation; Question: are we spending money that could be otherwise prioritized?
- ACTION ITEM7: Board members to brainstorm on income options for raising funds to pay for property improvement projects. Goal: pay for projects and avoid getting a loan or using a property assessment.
- ACTION ITEM8: Dean to explore the option of a loan; Dean to talk with banker.

## **New Business Update: Sharon**

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### **9. LID Issue: Local Improvement District**

- **Local Improvement District (LID)** will fund improvements along Niwot Road but cannot initiate a project. Board discussed LID idea. Funding would include hiring consultants to identify idea proposals that would be professional and appropriate for a public gathering place. Attractive & nice looking.
- Board member concerns: many issues to consider. Jeff: what happens if property is defaced – who handles the repair: HOA or **LID**?
- ACTION ITEM9: Board members to come up with questions and points to consider regarding LID for next meeting.

## **Around the Room:**

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- Jeff: Upcoming maintenance: branches, tree trimming, junk pile, and culvert.
- **Sharon: Coupon coming in next packet; Combine Newsletter & Packet.**
- ACTION ITEM 10: All to submit Newsletter ideas to Sharon by next meeting.
- No additional comments from: Dean, Steve, Marva, Joe, Trent, Taz

## **Action Items:**

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- 10 Action Items generated during this meeting.

### **ACTION ITEMS FOR INDIVIDUAL: (6)**

- ACTION ITEM1: **Dean** to meet with Sharon to review Quickbooks features.
- ACTION ITEM2: **Sharon** to send Carl at East Meadowdale an email about using the camera to investigate (pictures) **diminished water flow in that drain.**
- ACTION ITEM3: **Sharon** to investigate how much money HOA spent on a water lawyer last time one was used.
- ACTION ITEM4: **Jeff** to investigate the concrete cover in South Park – what is it covering? Jeff to cut chain & find out!
- ACTION ITEM5: **Sharon** to proceed with **gathering information about a** CoCal service contract. Sharon to gather questions and concerns from the board regarding the service contract.
- ACTION ITEM8: **Dean** to explore the option of a loan; Dean to talk with banker.

### **ACTION ITEMS FOR ALL: (4)**

- ACTION ITEM6: Submit questions and concerns regarding CoCal maintenance contract to Sharon.
- ACTION ITEM7: Board members to brainstorm on income options for raising funds to pay for property improvement projects. Goal: pay for projects and avoid getting a loan or using a property assessment.
- ACTION ITEM9: Board members to come up with questions and points to consider regarding LID for next meeting.
- ACTION ITEM 10: All to submit Newsletter ideas to Sharon by next meeting.

## **Next Meeting:**

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- December 9, 2008: 6842 Camelia - Lally home.

Meeting adjourned @ 8:30pm