

**Shadow Creek Condo Association  
Board of Directors Meeting  
February 18, 2020**

**MINUTES**

---

Board Members Present: John Martin, Kathy Wegner, Joe Zamudio, Greg Pavlich and Gary Waggoner  
Owners present: Bob Wegner, Sharon McClew & Sam Maphis  
Helen Cartwright represented Creekside Community Association Management.

The meeting was called to order at 2:04 pm. We have a quorum.

Approval of Agenda

Gary moved to approve the agenda. Joe seconded the motion, which passed unanimously.

Approval of Minutes

John moved to approve the minutes of the December 17, 2019 board meeting. Gary seconded the motion, which passed unanimously.

Approval of Financial Statements

At the end of January 2020, we have \$2,212.41 in the checking account and \$137,255.91 in reserve savings.

We are still working against the 2019 budget as the new budget for 2020 has not been approved yet.

Income is in line with the budget.

Administration is under budget as our insurance is billed quarterly. Utilities are showing slightly above budget which is normal for the season. Repairs & maintenance are over budget because of the tree removal / trimming. This also meant that we were not able to transfer funds to the reserves account in January.

Kathy moved to approve the January financial reports. Greg seconded the motion which passed unanimously.

Maintenance / Landscape Committee Reports

*2020 Grounds maintenance contract:* Gary moved to approve the 2020 grounds maintenance contract with Green Spaces. Kathy seconded the motion which passed unanimously. Increases in clean up charges are based on actual costs in 2019. We will include gutter cleaning this year, just in the spring. We also need to ensure that the scuppers on the roof are properly secured.

*Exterior Lighting Repairs:* Absolute Electric have repaired the 315 path lights. The conduit will be buried in spring by the landscapers. One of the lights was compromised and will be replaced with a taller light similar to those at 337.

The lights attached to fence have been replaced. These will remain in place until the taller light by the porch is installed.

*Tree removals & trimming:* Reinholt Tree have completed the contracted tree work.

*Wildfire Mitigation – next steps:* Green Spaces will remove the junipers that are too close to the buildings. Helen will send a notice to all owners to remove items from the

stairwells and underneath decks. These areas will be inspected after the annual meeting.

We will arrange a meeting with the Fire Marshall to inspect the garages for fire hazards. Kathy agreed to see if the Fire Marshal can provide a list of items that should not be stored in the garages. It will also be beneficial for rodent control to minimize access to nesting areas or materials.

#### *Interior Common Area Updates:*

Sharon sent out a memo to owners explaining the process she & Kathy developed for exploring making general improvements to modernize the common areas. This will begin by meeting with a color consultant.

Sharon is doing research on furniture for the 315 lobby and entryway, to be similar in style as the 337 entrance. She is also working with Joe to select some of his photographs for display. Helen will contact the Thompsons to see what they would like to do with Caroline's painting that is currently in the front hallway. The artificial trees in the lobby and by the elevator doors will be disposed of.

The building number for 315 is not easily visible from the driveway. We are looking into installing the numbers on the side of the building, or on the brick planter where the tall light will be installed to illuminate it.

#### *315 Landscaping updates:*

The landscape committee is looking at the landscaping at 315. Current committee members are Joe, Rich, Jerry, Judy and John.

Green Spaces will install the new mulch in the spring. They can also remove the junipers that are too close to the building. The committee is suggesting installing rock mulch in the bare areas around 315. They are also considering ideas for the planters by the door and the walkway, which will be presented to the membership at the Annual Meeting. When the new entryway furniture is installed, the bench currently in the lobby will be used for outdoor seating.

#### *Electric Vehicle Charging Station:*

Joe is working with a consultant on a feasibility study for installing electric vehicle charging stations at Shadow Creek. The City of Boulder has grant opportunities that might be available to the association. There could also be possibilities for charging electric bikes. This will have to take into account the limitations of the existing wiring and lighting in the garages and common areas.

#### Monthly Assessment Formula Review

According to the third amendment to the covenants, approved by the membership, dues are divided equally between the units. It was considered a fair and reasonable way to divide units' interest in the common areas. As the end units are now worth a lot more than the middle units, Kathy suggested changing the assessment to be based on square footage instead. Changing the covenants requires approval of 80% of owners.

Kathy also suggested looking into other ways to maximize revenue for the association, such as increasing the parking fee and / or the move-in fee, or instituting a pet fee.

#### 2020 Budget & Reserves Study:

Helen presented an updated 2020 Budget, with 2 options for a dues increase of either \$15 / month or \$30 / month. A dues increase of \$15 at minimum is recommended in order to cover expected operating costs and to maintain the reserve account level for both expected and unanticipated reserve expenses. Over the last 10 years, annual increases have ranged from \$5 to \$30. After discussion, John moved to approve the budget with a \$20 / month dues increase. Kathy seconded the motion, which passed unanimously.

Gary moved to increase the monthly parking fee for a second parking space by \$10 / month. Kathy seconded the motion, which passed unanimously. Kathy moved to increase the move in fee to \$500, and also to institute a move out fee of \$500. Gary seconded the motion, which passed unanimously. A dog or pet fee was also discussed, but a decision on this was tabled.

Helen will revise the budget to reflect the approved dues increase and the fee changes.

Budget / Spending & Collection Policy:

John moved to approve the collection policy, with a 10% monthly late fee, capped at \$150 / month. Kathy seconded the motion, which passed unanimously. Helen will distribute the policy to owners and add it to the Shadow Creek webpage.

Annual Meeting Date & Location:

The Annual Meeting was set for Monday March 16, 2020. Helen will work on finding an outside location to hold the meeting.

The meeting was adjourned at 4:00 pm.