

**YARMOUTH WAY CONDOMINIUM ASSOCIATION INC.**

HOA Board Meeting – Meeting Minutes

Location: Silver Sage Date & Time: Mon Dec 15, 2015 – 6:30 PM

**MEETING ATTENDEES**

HOA Board Members Present	Sabrina Neu; Cathy Badell; Jessica Holden; Anna Lindseth Via proxy: Jon Georgitis (via Cathy Badell)	25% Owner Quorum Met?	Yes
HOA Board Members Not Present	N/A	Other HOA Member Attendees	Ja'mal Gilmore; Steve Bell; Patti Rother Radha Karki; Shamvu Karki; Claire Studholme. Via proxy: Adelyn Jones (via Sabrina Neu)
Bartlett Property Mgmt Co Attendees	Helen Cartwright	Guest Attendees	N/A

**NEW/OPEN ACTION ITEMS**

Date Assigned	Owner	Description	Target Date
12/15/15	Helen	Contact Vision and ask that they come back and unblock the trestle / walkway. Ask that they be more aware of where they put snow, e.g., do not block drains. Also, plow/shovel to the concrete / asphalt.	12/18/15
12/15/15	Sabrina	Contact Kevin Bracy Knight about 16 <sup>th</sup> St Master snow shoveling on sidewalks in front of houses.	12/18/15
12/15/15	Helen	Review covenants for electrical outlet responsibility.	02/29/16
12/15/15	Helen	Obtain plat maps to determine which landscaping areas are maintained by the 16th St Master HOA, YW HOA, and YW homeowners.	02/29/16
12/15/15	Helen	Contact City of Boulder to determine whether the HOA has the right to restrict parking.	02/29/16
12/15/15	Helen	Send out a letter explaining the scope of landscaping responsibilities for GreenSpaces and homeowners.	02/29/16
12/15/15	Board	For Winter 2016/17, evaluate using the same snow removal company as the 16th St Master HOA.	Sept 2016
12/15/15	Helen	Annual Meeting: In the annual meeting, notification, ask that homeowners bring the notice / meeting materials with them to save on copies.	Nov 2016

**DISCUSSION NOTES**

- 1. Meeting Called to Order** – At 6:34 pm
- 2. Opening** - Per the Yarmouth Way (“YW”) Bylaws, quorum is the number of homeowners needed to be present to do business. Our HOA requires 25% of 25 households or 6.25, which rounds to 7 owners. With 10 homeowners represented (including proxies), we have quorum for this annual meeting. The YW governing documents are posted: <http://www.bartlettpropertymanagement.com/YarmouthWay.html>
- 3. Approval of 2014 Annual Meeting Minutes** – No annual meeting in 2014 occurred because a quorum was not present. To ensure we are in compliance, Jessica moved to approve the 2013 annual meeting minutes, Anna seconded the motion, which passed unanimously.
- 4. President’s Report** – Sabrina & other HOA board members reported on the association activities in 2015.

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- a. New Property Management Company** – On 9/29/15, we terminated our contract with Faith Property Management and hired Bartlett Property Management for several reasons.
- i. Local presence - We wanted a management company that is local to Boulder who has great relationships with service providers and can be onsite quickly / at the last minute when needed.
  - ii. More attention -- Bartlett is a smaller company with fewer HOAs to manage and we felt that they would provide more "hand-holding" to us as a new HOA that needs to "right our course" after being mismanaged by Fowler and Thistle.
  - iii. Lack of follow through - Action items would be assigned to and agreed upon by Faith's representative during the HOA meetings and too often they would not get done, would only get done with prompting, or we frequently would hear the excuse that action was taken but no response was received (without evidence of this). The service level was consistently not meeting our expectations.
  - iv. Fees -- Though not a significant factor, Bartlett was charging a lower monthly fee.
- b. 16<sup>th</sup> Street Master Association**– Since there is very little documentation to rely on, a lot of Board members' time went into figuring out how Yarmouth Way fits into the 16<sup>th</sup> Street Master Association.
- i. We determined that YW's share of the 16<sup>th</sup> Street Master dues is equitable based on association member square footage.
  - ii. We now have a clear understanding of the YW snow removal responsibilities.
  - iii. We are still working to clarify the division of landscaping responsibilities between YW, 16<sup>th</sup> Street Master, and other surrounding associations. As part of that effort, we will clarify the landscaping responsibilities of YW homeowners.
- c. Solar Panels** – Jessica Holden submitted an Architectural Improvement Request to install solar panels on the roof, which is a common element. She provided a signed and notarized statement agreeing that any future expenses incurred due to the installation of solar panels will be her responsibility to pay. The request was approved by the HOA Board. Jessica encourages any homeowner interested in installing solar panels to contact her to discuss.
- d. Sidewalk Hole** – A water leak eroded the soil underneath the sidewalk between 4617 17<sup>th</sup> & 4609 17<sup>th</sup>, creating a trip hazard. We contacted the City of Boulder and confirmed that it was an HOA (and not City) responsibility to repair it. The HOA Board approved the repair.
- e. Parking** – Unrestricted parking in the alleys potentially compromises safety, blocks services (trash, mail, snowplow, etc.) and prevents homeowner garage access. Bartlett and the YW HOA Board will research options to address the issues, such as signage, painting parking spaces, painting no parking areas, and parking permits.

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5. **2015 Treasurer's Report**– For year ending 2015 YW HOA has total assets of \$24,746.
  - a. **Insurance** - Over budget because we were underinsured and had to increase our coverage.
  - b. **Landscaping** – Over budget on grounds maintenance because we do not use any chemical weed control and hand weeding is expensive.
6. **2016 Budget**
  - a. The Board will confirm the scope of grounds maintenance contract for 2016 with 16<sup>th</sup> St Master HOA to ensure no overlap.
  - b. Homeowners decided to reduce the budgeted amount for grounds maintenance in 2016 by reducing the amount of weeding (to be capped at \$500) and not having spring or fall clean ups, then applying the savings to the reserves.
  - c. All units will have an increase in 2016 dues, with the amount calculated based on the Boulder County assessed square footage and whether the unit is attached. Expense allocations to the attached units have been revised to more equitably reflect the unit usage/benefit.
  - d. Jessica motioned to approve the 2016 budget with a reduction in the grounds maintenance budget and the balance added to the reserve savings, as discussed. Sabrina seconded the motion, which passed unanimously.
7. **2016 Projects**
  - a. **Reserves Study** -- Bartlett and the Board will work on updating the reserves study.
  - b. **Fence Staining** – Bartlett and the Board will review General Common Elements and Limited Common Elements to determine which fences will be stained by the HOA and which are homeowners' responsibilities.
  - c. **Insurance Coverage** – Bartlett will review YW insurance coverage and 16<sup>th</sup> St Master coverage to ensure there's no overlap nor excessive coverage.
  - d. **Parking Issue** – Potentially signage and/or painting and/or parking permits.
8. **Election of Directors**
  - a. Anna is resigning from the board. The YW bylaws require an odd number of Directors on the Board. Ideally we would have a mix of market rate and permanently affordable homeowners.
  - b. Jessica motioned to nominate Sabrina, Cathy, Jon, Steve, Shamvu and Ja'mal to the Board. Sabrina seconded the motion, which passed unanimously.
  - c. Steve nominated Jessica to the Board. Sabrina seconded the motion, which passed unanimously.
  - d. Jessica motioned to appoint Sabrina as President, Cathy as Vice President and Jon as Treasurer. Sabrina seconded the motion, which passed unanimously.

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**9. Homeowners' Concerns**

- a. **Landscaping Committee** - A suggestion was made to set up a Landscaping Committee to be responsible for raising issues to the Board; Ja'mal indicated interest. Send a letter to homeowners explaining the scope of landscaping and their responsibilities.
- b. **Snow Removal**- There are separate snow removal companies for Yarmouth Way and for 16<sup>th</sup> Street Master. We will confirm that they each have the correct scope of work. We need to make sure that the contractor clears the snow over the drains at the end of the woonerf. The Winter 2015/16 trigger depth for shoveling/plowing is 3" to reduce costs.
- c. **Neighborhood EcoPass**- For the first three years, EcoPasses were free for YW residents. The total cost for the neighborhood in 2016 will be about \$1600.00. The Board has decided to divide the cost among the residents who want to participate in the program. Ja'mal will handle collecting money from individuals.
- d. **Exterior electrical outlets**- Ja'mal said the builder did not install exterior outlets on some of the units, including his. He would like the YW HOA to pay for installing them. Helen will review the covenants to determine whose responsibility this is.
- e. **Raccoons**- There is a family of raccoons living inside the grates near the trestle. Homeowners will monitor for issues.
- f. **Board Meetings**- Request that Bartlett proactively notify homeowners of Board meetings.

**10. Adjournment**

- a. With no further business to discuss, the motion was made by Cathy and seconded by Jessica to adjourn the meeting at 8:39 pm. Motion passed.