

YARMOUTH WAY CONDOMINIUM ASSOCIATION INC.

HOA Annual Meeting – Meeting Minutes

Location: Silver Sage Date & Time: Thurs Nov 3, 2016 – 6:30 PM

MEETING ATTENDEES

HOA Board Members Present	<ul style="list-style-type: none">• Sabrina Neu• Cathy Badell• Jon Georgitis• Jessica Holden	25% Owner Quorum Met?	YES
HOA Board Members Not Present	Steve Bell; Shamvu Karki	Other HOA Member Attendees	<ul style="list-style-type: none">• Patrice Lynch• Greg Cooper (counted as Owner with Sabrina)• Ja'mal Gilmore & Kelly Stapleton (via proxy to Ja'mal)• Carlyn Carroll (via proxy to Ja'mal)• Chris & Jesse Huang (via proxy to Ja'mal)• Patricia Rother (via proxy to Ja'mal)
Bartlett Property Mgmt Co Attendees	Helen Cartwright	Guest Attendees	N/A

NEW/OPEN ACTION ITEMS

Date Assigned	Assigned To	Description	Target Date
11/03/16	Helen	Get a vendor to match paint.	Jan 31 2017
11/03/16	Helen	Distribute the draft parking rules for comment	Dec 31 2016
11/03/16	Cathy	Request that snow removal vendor limit use of salt on concrete to when necessary.	Nov 30 2016

DISCUSSION NOTES

- 1. Meeting Called to Order** – At 6:42 pm
- 2. Confirmation of Quorum** - 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 9 Owners 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 2015 Annual Meeting Minutes** – Sabrina moved to approve the 2015 annual meeting minutes, Ja'mal seconded the motion, which passed unanimously.
- 4. President's Report** – Sabrina & other HOA board members reported on the association activities in 2016.
 - a. 16th Street Master Association & Snow Removal**
 - i. Cathy is the current YW representative on the 16th Street Master HOA Board and holds the position of Secretary.
 - ii. Snow Removal – Action from last year's meeting was to see if we could use the same snow removal company as Master. Cathy got bids from 3 companies and performed analysis. HOA Master will bill Yarmouth Way.
 - iii. Next project is to clarify the division of landscaping responsibilities between YW, 16th Street Master, and other surrounding associations.
 - b. Tree Trimming** – This was completed.

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- c. **Parking Issues**
 - i. Painted parking lines, numbers, and put up signs.
 - ii. Drafted parking policy and distributed at annual meeting for owner review. Will distribute over email and have comment period, then finalize and make effective.
 - d. **Sidewalk Collapse** – Sidewalk collapse between 4609 17th and 4617 17th was repaired.
 - e. **Dog waste bag dispensers** – Placed on 17th and in the detention pond.
 - f. **Landscaping LCE responsibility** – Mailed information on this out to all owners, but did not include maps.
5. **2016 Treasurer’s Report**– For year ending 2016, YW HOA has checking \$2,285 and savings \$31,190.
- a. **Income** – Slightly over because of delinquencies
 - b. **Water** - Over budget because rates increased and we used more than budgeted.
 - c. **Insurance** – Under budget for the year.
 - d. **Repairs & Maintenance** – Over budget due to parking striping and dog waste bag dispensers.
 - e. **Grounds** – Will probably end up under budget.
6. **2017 Budget**
- a. **Reserves** - No increase in the reserves
 - b. **Dues** - All attached units would have an increase in 2017 dues, with the amount calculated based on the Boulder County assessed square footage due to the increased cost and use of water, unless owners vote to be billed back monthly by building and unit square footage by Bartlett .
 - c. **Water** – Proposal to bill back the monthly water costs by building to the individual units by square footage. Objective is to more equitably apply the cost and encourage water conservation. Owners voted unanimously to make this change.
 - d. **Voting** - Sabrina motioned to approve the 2017 budget. Cathy seconded the motion, which passed unanimously, including the change to water billing.
7. **2017 Projects**
- a. **Developing Rules & Regulations** – Need to draft and finalize rules and regulations around parking and building painting.

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8. Election of Directors

- a. 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.
 - i. Steve is selling his unit and resigning from the board.
 - ii. All board members are up for re-election.

- b. Ja'mal motioned to nominate Sabrina, Cathy, Jon, Steve, Shamvu to the Board. Greg seconded the motion, which passed unanimously.

9. Homeowners' Concerns

- a. **Building painting** – The exteriors of the buildings need to be painted over the next couple of years. Per the YW Declaration, this is the responsibility of the Unit owners. The Board will make and communicate rules regarding the project, such as: paint color and brand to use; deadline for completing the work; consequences for not completing the work by the deadline.

- b. **Salt use on concrete for ice mitigation** – Please limit use. Cathy will communicate to vendor.

- c. **Eco Pass Program** - \$150 per pass this year due to shortfall last year from charging only \$100.

- d. **Boulder Neighborhood Parking Pass** – Ja'mal discussed parking concerns along 16th Street and is interested in submitting an application for YW to have participate in the Boulder Neighborhood Parking Pass program. No objections from Owners.

10. Adjournment

- a. With no further business to discuss, the motion was made by Cathy and seconded by Sabrina to adjourn the meeting at 8:09 pm. Motion passed.