

YARMOUTH WAY CONDOMINIUM ASSOCIATION INC.

HOA Board Meeting – Meeting Minutes

Location: 4628 16th Street Date & Time: Mon, March 8, 2018 – 6:30 PM

MEETING ATTENDEES

HOA Board Members Present	Sabrina Neu, Steve Muller, Drake Elkins	Quorum Met?	Yes
HOA Board Members Not Present	Jessica Holden, Cathy Badell	Other HOA Member Attendees	Janice Moore, Holly & Wayne Berry
Property Mgmt Co Attendees	Helen Cartwright	Guest Attendees	N/A

NEW/OPEN ACTION ITEMS

Date Assigned	Owner	Description	Target Date
10/09/17	Cathy	Contact Solar Row about concrete replacement & asphalt repair	11/13/17
3/8/18	Cathy	Sprinkler maintenance policy	4/30/18
3/8/18	Helen	Get price from Green Spaces for rock mulch in GCE area by 4620	3/30/18
3/8/18	Helen	Get new quotes for insurance coverage	4/15/18
3/8/18	Helen	Find out about sewer line maintenance and confirm insurance coverage of sewer line breaks	6/15/18
3/8/18	Helen	Determine responsibility for balcony supports at 1633 Yarmouth	4/30/18

DISCUSSION NOTES

- 1. Meeting Called to Order** – At 6:40 pm
- 2. Approval of Minutes** - Motion by Steve to approve minutes from October 9, 2017 and seconded by Sabrina. Motion passed.
- 3. Manager’s Report** -

- 11/15/17 Adelyn Jones, 1609, emailed about a car that was blocking the view from the alley, and had a flat tire. Helen contacted the owner and they parked it better and filled the tire.
- 11/21/17 Corey Keizer, 4625, asked that a reminder is sent to owners to not put trash out until morning of trash day. If it is windy the trash gets blown around. Helen emailed owners.
- 1/18/18 Dom Nozzi, 4612, requested that the snow removal company do not apply ice melt inside their yard. Cathy contacted the contractor.
- 1/26/18 Chris Huang, 4609, emailed because the snow removal company have been piling plowed snow by his back gate. Cathy reminded the contractor to use the ‘no parking’ area at the end of the driveway.
- 1/28/18 Sabrina Neu, 4617, reported that the tenants from 4624, were blocking the sidewalk with one of their vehicles. Helen contacted the owner to let them know this is not allowed. They moved it when they were asked.
- 2/1/18 Drake Elkins, 1649, suggested installing a bin for collecting dog waste bags, in the detention area. Cathy is requesting permission from the Master Association. Drake said he would take charge of emptying the trash can.
- 3/1/18 Jessica Holden, 4626, complained about the amount of dog waste in the yard at 4624. Helen sent a request to the owner that the tenants clean this up.

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- 3/5/18 Greg Cooper, 4617, emailed because there was some damage to concrete by the snow plow. Helen forwarded this to the Master Association. Cathy said that this had been brought up before and there were problems with how the concrete was graded that made this damage more likely.

- 3/5/18 Mike Banuelos, 1641, asked about the possibility of the Association doing auto withdrawals for HOA dues. The Board can decide if they want to incur the bank charges for this service.

- 3/6/18 Kelly Stapleton & Jamal Gilmore, 4604, emailed because the snow removal company damaged their vegetable bed and their drip system. They want this to be repaired. Helen will pass this on to the Master Association.

4. Financial Statements & Delinquencies

- a. At the end of February 2018, we have total assets of \$49,885.37. All expenses are normal and we are meeting the budget. There is a total of \$705.43 in delinquent accounts, all due to owners not keeping up with either dues increases or water billing. Sabrina moved to approve the February financial statements. Sabrina seconded the motion which passed unanimously.

5. Old Business

a. Action Item Update

Date Assigned	Owner	Description	Target Date
06/20/16	Cathy	Ask HH about staining the fence - do they want to pay for other side, have it done at the same time. <i>--Completed – YW will pay for whole fence maintenance as it's on YW property. Will be completed by 10/13/17. Fence staining is done and looks good.</i>	10/13/17
10/09/17	Cathy	Contact Solar Row about concrete replacement	11/13/17
10/09/17	Helen	Follow up with the attorney about LCE sprinklers. <i>Completed – Documents are not clear on allocation of responsibility for LCE sprinklers. Attorney advised developing policy for LCE sprinkler maintenance to be communicated with all owners. Attorney can review before sending to owners.</i>	11/13/17
10/09/17	Helen	Post collections policy on website and email owners a link. <i>Completed – Creekside new website still under construction</i>	11/30/17
10/09/17	Helen	Put paint colors on the website <i>Completed – Creekside new website still under construction</i>	11/30/17
10/09/17	Helen	Newsletter <i>Completed – Newsletter mailed to all owners in November 2017</i>	11/30/17
10/09/17	Helen	Email about EcoPasses – total cost is \$1600. <i>Completed – 10 residents have signed up. We charged \$150 / each, so we have about recovered the cost to Yarmouth Way.</i>	11/13/17
07/17/17	Cathy	Get details of 16 th St Master Annual Meeting so YW can be notified <i>--Completed. The next Master board meeting will be on June 1, 2018. Helen will notify Yarmouth Way owners two weeks in advance.</i>	8/31/17

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6. New Business

- a. **Board Member Vacancies –**
 - i. Drake Elkins appointed to replace Shamvu Karki

- b. **Lot 15 Driveway –** Asphalt quote received from Front Range Asphalt Maintenance. Sent to Solar Row. Will follow up for response from Solar Row. Once the contract has been approved by all parties, Helen will ask contractor for cost to improve drainage into driveway from yard at 4632, and to repair damaged concrete by 4620.

- c. **Grounds Maintenance –** Green Spaces will include all GCE and LCE sprinklers in the flat rate for sprinkler turn on and winterization. Helen will provide contact information for all owners to Green Spaces. The contract for 2018 was approved. Owners have been given the opportunity to opt-out of pre-emergent treatment for weeds on their LCE yards.

We will begin replacing bark mulch with river rocks in the GCE area adjacent to 4620. Helen will get a price from Green Spaces. Other areas of landscaping that will need attention are on the north end of the Woonerf and on the south end of the Lot 15 driveway by the new EFAA buildings. This was not considered high priority.

- d. **Insurance Coverage –** Helen sent information to owners regarding ‘Loss Adjustment Coverage’ that owners are advised to carry on their Homeowner Policy , to cover a potentially high deductible in the case of a wind/hail damage claim. American Family Insurance gave inaccurate information to the Manager regarding providing them with information and the policy will now not renew at the end of May. The agent will work with other carriers to provide new coverage.

- e. **16th St Master Property Taxes –** The 16th Street Master Association has received bills from the Boulder County Assessor for property taxes on 4 outlot parcels. Cathy is negotiating the Yarmouth Way share of this with the Master Association board. It will be between \$750 and \$1300. This will be an annual cost to include in the budget.

- f. **Sewer Lines –**Helen obtained copies of the engineering plans for Yarmouth Way that show the location of the sewer lines under the Woonerf. Sewer lines on Yarmouth Way property are our responsibility to repair and maintain. Helen will seek advice on a suggested maintenance schedule to avoid potentially costly repairs in future, and make sure that this coverage is included in the master insurance policy.

7. Homeowner Concerns

- a. **ACC Applications**
 - 4626 artificial turf in back yard – approved by email
 - 4625 fence around north side LCE – approved by email
 - 4626 radon mitigation - Sabrina moved to approve the application. Steve seconded the motion, which passed unanimously. The piping will be painted to match the building.

- b. Holly said that their inspection at 1633 noted that the posts holding up the balcony were sinking. Helen will investigate whose responsibility this is.

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8. Upcoming Meeting(s)

- a. **Next YW HOA Board Meeting** – The next Board Meeting will be in June 2018. Exact date/time/location to be determined by email.

9. Adjournment

- a. With no further business to discuss, the meeting adjourned at 8:00 pm.