

**YARMOUTH WAY CONDOMINIUM ASSOCIATION INC.**

HOA Board Meeting – Meeting Minutes

Location: 4625 17<sup>th</sup> Street      Date & Time: Mon, April 3, 2017 – 7:15 PM

**MEETING ATTENDEES**

HOA Board Members Present	Sabrina Neu, Cathy Badell	Quorum Met?	Yes
HOA Board Members Not Present	Jessica Holden, Shamvu Karki, Jon Georgitis	Other HOA Member Attendees	N/A
Property Mgmt Co Attendees	Helen Cartwright	Guest Attendees	N/A

**NEW/OPEN ACTION ITEMS**

Date Assigned	Owner	Description	Target Date
04/03/17	Helen	Fix EcoPass accounting	04/15/17
04/03/17	Helen	Provide Sabrina with painting contact name & number	04/30/17
04/03/17	Helen	Propose dates for the June board meeting	05/15/17
04/03/17	Helen	Draft a collections policy	05/20/17
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.	04/30/17
09/19/16	Cathy	Draft communication about owner responsibility for exterior painting of buildings.	05/20/17
04/11/16	Cathy	Discuss the insurance coverage with the Master HOA. Master HOA might be over-insured, possibly can get cheaper coverage.	05/31/17
04/11/16	Landscaping Committee	Review plat maps to determine which landscaping areas are maintained by the 16th St Master HOA, YW HOA, and YW homeowners.	TBD

**DISCUSSION NOTES**

- 1. Meeting Called to Order – At 7:29 pm**
- 2. Approval of Minutes -** Motion by Sabrina to approve minutes from Sept 19, 2016 and seconded by Cathy. Motion passed.
- 3. Manager’s Report -**

- 11/14/16      Chris Huang, 4609, requested permission to install a public artwork on the arch at the entrance to the Woonerf. This would be funded by a City grant. The Board approved this over email.
- 12/5/16      Shamvu Karkee, 1649, emailed to report that the same car is parking on the no-parking area behind his garage. Helen contracted the property owner again to remind them that this is not allowed.
- 12/19/16      Renee Israel, 4622, emailed because their driveway is no longer being shoveled by the HOA. Her mother who lives there is elderly and cannot clear the driveway herself. The Board calculated the potential cost and told the owners that we could add this service to the contract but that they would have to cover the extra cost.
- 1/11/17      Dom Nozzi, 4312, inquired about the possibility of building a porch on the front of their building. The Board responded that they would consider an application that is submitted. Immediate neighbors would be consulted as part of the decision making process.

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- 1/21/17      Sabrina Neu, 4717, reported that the snow removal company had damaged the sidewalk near their driveway.
  
- 1/31/17      Erich Toll, 1617, emailed to complain about the late fees on his account. He has now paid the past due balance and the late fees have been removed.
  
- 2/10/17      Luke Eisenhauer, 4614, emailed because they were noticing their building moving in the wind and are concerned about a potential structural issue. Helen requested further information about evidence of a structural problem.
  
- 2/20/17      Jessica Holden, 4626, reported that someone had come into her yard and left her hose spigot on. There was no increase in the water cost during that period. She will investigate getting a lock for the spigot.
  
- 3/21/17      Susan Graves, 4618, emailed because there was some damage to a fixture from the sprinklers being shut off late. Mike from Green Spaces is investigating this.
  
- 3/27/17      Jon Georgitis, 4628, asked about rental restrictions at Yarmouth Way. The covenants do not have any specific requirements, however owners must meet the City of Boulder rental licensing requirements.

**4. Financial Statements & Delinquencies**

- a. Month end February 28, 2017 were emailed out. On budget overall.

**5. Old Business**

**a. Action Item Update**

<b>Date Assigned</b>	<b>Owner</b>	<b>Description</b>	<b>Target Date</b>
12/15/15	Cathy	For Winter 2016/17, evaluate using the same snow removal company as the 16th St Master HOA. <i>-Complete</i>	Sept 2016
09/19/16	Cathy	Ask Harmony Haven about staining the fence. <i>--Duplicate</i>	09/23/16
09/19/16	Cathy	Let Master HOA know about tree trimming requirements per the City of Boulder. <i>-Complete</i>	10/15/2016
09/19/16	Cathy	Draft Parking Policy for Rules & Regulations <i>-Complete</i>	11/30/16
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. <i>-Complete</i>	Sept 2016
12/15/15	Helen	Send out a letter explaining the scope of landscaping responsibilities for GreenSpaces (GCE) and homeowners (LCE). <i>-Complete</i>	09/23/16
04/11/16	Helen	Draft reminder of architectural changes letter and send to HOA board to review. After approval, send letter to homeowners that architectural changes must be approved and include copy of letter they are required to sign. Identify who has made architectural changes and send them statements to sign. <i>-Complete. Not going to send statements.</i>	07/31/16
06/20/16	Helen	4632 sprinklers need to be changed to accommodate the weather – not needed daily.	06/24/16

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		<i>-Complete.</i>	
06/20/16	Helen	Write newsletter & send it over email as an attachment. -Reminder of city code to pick up after your pets. -Landscaping responsibilities & committee -HOA insurance coverage changes – need to check on your own coverage <i>-Complete.</i>	08/15/16
06/20/16	Helen	Contact GreenSpaces to fill the hole on the side of the driveway <i>-Complete.</i>	09/20/16
06/20/16	Helen	Reserve the Silver Sage community room for annual meeting, 6:30-8:30 pm on Nov 3 <i>-Complete.</i>	09/20/16
09/19/16	Helen	Contact Mike about blowing out sprinklers and how to contact owners (email) <i>-Complete.</i>	09/30/16
09/19/16	Helen	Identify the exterior paint brands and colors used and communicate it to the Board. <i>-Complete.</i>	11/30/16
11/03/16	Helen	Get a vendor to match paint. <i>-Complete.</i>	Jan 31 2017
11/03/16	Helen	Distribute the draft parking rules for comment <i>-Complete.</i>	Dec 31 2016
11/03/16	Cathy	Request that snow removal vendor limit use of salt on concrete to when necessary. <i>-Complete.</i>	Nov 30 2016
09/19/16	Jon	Send photo of the shut off valve <i>-Complete.</i>	

**b. New Board Member** – Nobody is interested so far.

**6. New Business**

- a. Grounds Maintenance** – Board approved contract. Sprinklers will get turned on soon, Helen will coordinate communication with Mike and send email to owners.
- b. Update Declarations** - Helen does not believe it necessary to edit out the Declarant sections of the YW Declarations.
- c. Master HOA Meeting** - Meeting scheduled for April 5 2017 to discuss and pass 2017 budget. Expect YW dues to stay the same except for additional amount to cover snow removal for only YW. Will reconcile during summer for over / under payment.

**7. Upcoming Meeting(s)**

- a. Next YW HOA Board Meeting** - The date/time/location of the next Board meeting is June TBD.

**8. Adjournment**

- a.** With no further business to discuss, the motion was made by Cathy and seconded by Sabrina to adjourn the meeting at 8:26 pm. Motion passed.