

YARMOUTH WAY CONDOMINIUM ASSOCIATION INC.

HOA Board Meeting – Meeting Minutes

Location: 4628 16th Street Date & Time: Mon, April 1, 2018 – 7 PM

MEETING ATTENDEES

HOA Board Members Present	Steve Muller, Cathy Badell, Sabrina Neu, Drake Elkins	Quorum Met?	Yes
HOA Board Members Not Present		Other HOA Member Attendees	
Property Mgmt Co Attendees	Helen Cartwright	Guest Attendees	N/A

NEW/OPEN ACTION ITEMS

Date Assigned	Owner	Description	Target Date
07/17/18	Helen	Follow up with the contractor to evaluate all balcony supports on units along Yarmouth and if they pose a safety issue, fix them per Declaration Section 2.1 1.1 (b). Put Bill in touch with Drake.	04/15/19
07/17/18	Helen	Follow up with Mike for bid on rock landscaping in GCE next to 4620 16th St and on woonerf in front of 4630 and 4632 16th St.	04/15/19
07/17/18	Helen	Confirm that sewer breaks are covered by insurance.	04/15/19
04/01/19	Board	Review LCE Maintenance policy & provide feedback over email.	04/15/19
04/01/19	Helen	Contact two contractors – Asphalt Doctor & Front Range Asphalt Maintenance – for bids on concrete and asphalt and curb issue.	04/15/19
04/01/19	Helen	Contact for individual owners with honey locust trees in LCE for treatment and bill back approval.	04/15/19
04/01/19	Helen	Contact Kristin for colors used.	04/15/19
04/01/19	Helen	Helen will arrange backflow testing for YW and will contact Steve Muller about timing to arrange 16 th Street Master HOA.	04/30/19

DISCUSSION NOTES

1. **Meeting Called to Order** – At 7:06 pm
2. **Approval of Minutes** - Motion by Drake to approve minutes from Nov 5, 2018 and seconded by Sabrina. Motion passed unanimously.
3. **Manager’s Report** - Reviewed. All issues resolved except for concrete work related to drainage adjacent to 4632 property that needs to be included in the concrete / asphalt work this Spring/Summer.
4. **Financial Statements & Delinquencies**
 - a. At the end of March 2019, we have total assets of \$65,406. Income overbudget because of EcoPass payments, although dues and water are behind. All expenses are normal. There is a total of \$2,036.67 in delinquent accounts, some from water bills, some from short pays.
 - b. Cathy moved to approve the October financial statements. Sabrina seconded the motion which passed unanimously.
5. **Old Business**
 - a. **Action Item Update**

Date Assigned	Owner	Description	Target Date
11/05/18	Cathy	Send out snow removal email to Helen to distribute <i>Complete</i>	11/10/18

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11/05/18	Helen	Send out snow removal email to owners <i>Complete</i>	11/12/18
11/05/18	Helen	Send notice of annual meeting no later than Mon Nov 26 <i>Complete</i>	11/26/18
11/05/18	Cathy	Ask Native Edge not to block gate at 4609 17 th with snow <i>Complete</i>	11/10/18
11/05/18	Helen	Ask Mike where irrigation shut-off is for YW <i>Complete – At the backflow device under mesh metal cage. Turn perpendicular.</i>	11/30/18
07/17/18	Helen	Ask a contractor to evaluate all balcony supports on units along Yarmouth and if they pose a safety issue, fix them per Declaration Section 2.1 1.1 (b). <i>Open - Helen will put Bill in touch with Drake</i>	11/30/18
07/17/18	Helen	Ask Mike for bid on rock landscaping in GCE next to 4620 16th St and on woonerf in front of 4630 and 4632 16th St. <i>Open –will follow up</i>	11/30/18
07/17/18	Helen	Send out reminder about house painting deadline <i>Closed</i>	11/30/18
07/17/18	Helen	Confirm that sewer breaks are covered by insurance. <i>Open – will follow up</i>	11/30/18
07/17/18	Helen	Draft the sprinkler maintenance policy <i>Closed – Draft delivered on 04/01/19. Board will review.</i>	02/28/19

6. New Business

a. 2019 Neco Pass

- a. 2019 cost was \$1,875 and YW has sold \$2,100 so far. At the end of the year, proposal is to issue rebate / offset to delinquency for all participants in 2019 for over pay. Passed unanimously.

b. Master HOA Property Taxes

- a. Still unresolved. Patti Ketchner is working with the City of Boulder to resolve.

c. 16th Street Drainage & Fence

- a. Robert Israel will follow up with EFAA.

d. New Board Member

- a. Nobody so far has expressed interest.

e. Creekside Management

- a. Out of office July 21-Aug 6.

f. Asphalt & Concrete

- a. Helen to contact contractors for bids.

g. Grounds Maintenance

- a. 2019 landscaping contract with GreenSpaces was approved by email

h. Tree Care Proposal

- a. Many of our YW trees are planted and surrounded by concrete and need to be treated by growth inhibitor every 3 years. \$192. Approved unanimously.

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- b.** Honey locust trees are not doing well – look like they have honey locust. \$288 for 9 trees.
 - i.** GCE trees approved. Helen will contact individuals for LCE approval.

- i. ACC Applications**

- a.** 4620 Fence – Fence build approved
 - b.** House Painting 4602, 4604, 4608, 4610, 4612, 4616, 4624, 4626 – 16th St, 1649 Yarmouth – Paint brand change approved.
 - c.** 4616 Color Change – Approved

- j. Homeowner issues**

- a.** 4610 Parking Permit – Did not receive parking permits, Helen will provide for his unit.

7. Upcoming Meeting(s)

- a. Next YW HOA Board Meeting** – The next Board Meeting is TBD. Exact date/time/location to be determined by email.

8. Adjournment

- a.** With no further business to discuss, the meeting adjourned at 8:17 pm.