

YARMOUTH WAY CONDOMINIUM ASSOCIATION INC.

HOA Board Meeting – Meeting Minutes

Location: 4628 16th Street Date & Time: Mon, Nov 5, 2018 – 6:30 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	Adelyn Jones, Rob Israel
Property Mgmt Co Attendees	Helen Cartwright	Guest Attendees	N/A

NEW/OPEN ACTION ITEMS

Date Assigned	Owner	Description	Target Date
11/05/18	Cathy	Send out snow removal email to Helen to distribute	11/10/18
11/05/18	Helen	Send out snow removal email to owners	11/12/18
11/05/18	Helen	Send notice of annual meeting no later than Mon Nov 26	11/26/18
11/05/18	Cathy	Ask Native Edge not to block gate at 4609 17 th with snow	11/10/18
11/05/18	Helen	Ask Mike where irrigation shut-off is for YW	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).	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.	11/30/18
07/17/18	Helen	Send out reminder about house painting deadline	11/30/18
07/17/18	Helen	Confirm that sewer breaks are covered by insurance.	11/30/18
07/17/18	Helen	Draft the sprinkler maintenance policy	02/28/19

DISCUSSION NOTES

1. **Meeting Called to Order** – At 6:32 pm

2. **Approval of Minutes** - Motion by Cathy to approve minutes from July 17, 2018 and seconded by Sabrina. Motion passed.

3. **Manager’s Report**
 - 7/20/18 Cathy Badell, 4625, emailed about furniture left outside 4620 16th Street. Helen contacted the property manager and the furniture was moved. There is also a scooter on the street strip in front of 4602-4610 16th St. Helen emailed the owners to request the scooter is moved.

 - 7/23/18 Jessica Holden, 4626, emailed about a car with no parking permit on the Woonerf. She put a tow notice on it and the vehicle moved.

 - 10/29/18 Patti Rother, 4606, emailed because a blue bench she had put in the common area was missing. The HOA did not have it moved.

4. **Financial Statements & Delinquencies**
 - a. At the end of October 2018, we have total assets of \$56,297.94. All expenses are normal. We will have higher fire monitoring because we had to replace batteries. Sprinklers were over budget but that’s because a lot of repairs were required. There is a total of \$1,382.83 in delinquent accounts, some from water bills, some from short pays. Will need to write off the \$55.91 that was unpaid by a former owner.

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- b. Cathy moved to approve the October financial statements. Drake seconded the motion which passed unanimously.

5. Old Business

a. Action Item Update

Date Assigned	Owner	Description	Target Date
10/09/17	Cathy	Contact Solar Row about concrete replacement & asphalt repair <i>Completed. Discussed with James Rudolph, the Master HOA rep for Solar Row. Plan to do concrete in Spring 2019 & asphalt in Summer/Fall 2019. Pending updated estimates from Front Range Asphalt & Superior Aggregates, there will probably be enough in the YW Master HOA reserves to pay for half the YW share of total cost, which is ~79% (Solar Row pays ~21% of total cost). The other half would come from YW reserves.</i>	11/13/17
07/17/18	Helen	Helen will get a contractor to evaluate all balcony supports on units along Yarmouth <i>Status: No update, moved back to new</i>	07/20/18
07/17/18	Cathy	Cathy will discuss with Master HOA landscaping along path. <i>Status: Master HOA requested Green Spaces to do weeding/cleanup along path between 16th Street transitional housing and Harmony Haven east buildings. Unit on the end of Harmony Haven east was foreclosed and in poor condition. Habitat for Humanity is taking it over for the city to renovate it and then sell it. Assumption is that they will clean up the LCE landscaping as part of that effort.</i>	07/23/18
07/17/18	Helen	Take photos of the woonerf as “before” documentation in case we need repairs due to 16 th Street Housing water drainage damage. <i>Status: The owner of 4622 16th St, Rob Israel, is going to follow up with EFAA on a permanent solution.</i>	08/31/18
07/17/18	Cathy	Will follow up with Master HOA on whether they confirmed the tax liability and why we owe it. <i>Completed. Master HOA submitted a Petition for refund of 2017 taxes and will submit a Petition for abatement when/if we receive tax notices for 2018.</i>	07/23/18
07/17/18	Cathy	Contact Holiday Master HOA about property taxes <i>Completed. Holiday does not pay property taxes.</i>	07/27/18
07/17/18	Helen	Send out reminder about painting <i>Status: No update, moved back to new</i>	07/31/18
07/17/18	Helen	Confirm that sewer breaks are covered by insurance. <i>Status: No update, moved back to new</i>	07/31/18
07/17/18	Helen	Get quote for rock mulch from Mike for space next to Sean’s house <i>Status: No update, moved back to new</i>	07/31/18
07/17/18	Helen	Draft the sprinkler maintenance policy <i>Status: No update, moved back to new</i>	08/31/18

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6. New Business

a. 2019 Budget

- a. Budget with no assessment increase for 2019 approved unanimously given that there was a 2018 increase; the painting requirement is in 2019. In 2019 we need to re-evaluate our reserves study since the Lot 15 driveway is part of 16 th Street Master HOA reserves.

b. 2019 Projects – Lot 15 alley asphalt & concrete

- a. See action item update in Section 5.

c. New Board Member

- a. Nobody so far has expressed interest. Will try to recruit someone at the annual meeting and Helen will ask the new owners.

d. 2019 Neco Pass

- a. RTD is changing how they charge for it – is now based on usage and not households, but don't have clear guidance on the amounts for 2019. Cathy motions to keep it at \$150 per pass for budget purposes. All in favor.

e. 16th St Master - New Yarmouth Way representative

- a. Steve Muller is the new rep and attended the October 29 meeting.

f. ACC Applications

- a. 4609 17th for wood burning stove. Approved with conditions – roof damage/maintenance agreement (similar to solar panels) and professional annual cleaning and inspection.

g. Homeowner issues

- a. 4632 16th Steve Cox –Driveway drainage
- b. 4622 16th Rob Israel - Concrete footer on wrap-around porch has sunk
- c. 4609 17th Snow pile blocked gate
- d. Orange cable from Comcast is still out in the open running across the alley and woonerf to a junction box.

7. Annual Meeting & Upcoming Meeting(s)

- h. 2018 Annual Meeting** – Thurs Dec 6 at 6:30 pm at 4625 17th Street.

- i. 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 8:24 pm.