

YARMOUTH WAY CONDOMINIUM ASSOCIATION INC.

HOA Board Meeting – Meeting Minutes

Location: Zoom Meeting Date & Time: Thurs Oct 29, 2020 – 6:00 PM

MEETING ATTENDEES

HOA Board Members Present	Steve Muller, Cathy Badell, Sabrina Neu, Laura Price	Quorum Met?	Yes
HOA Board Members Not Present	Drake Elkins	Other HOA Member Attendees	Manoj – 4606 16 th St.
Property Mgmt Co Attendees	Helen Cartwright	Guest Attendees	N/A

NEW/OPEN ACTION ITEMS

Date Assigned	Owner	Description	Target Date
10/29/20	Helen	Send out annual meeting notice.	11/9/20
10/29/20	Helen	Email Announcements: <ul style="list-style-type: none">▪ Toilets – Owners should consider replacing original build toilets.▪ Bears & bear-proof cans – Bear sighting in the alley. Reminder of Boulder rules about having bear-proof trash cans if cans are left out at night: https://bouldercolorado.gov/wildlife . Not having a bear proof container runs risks of attracting more bears to the neighborhood; bear injury; property destruction; fines.▪ Snow Removal Damage – Notify Helen immediately if you see damage to LCE or GCE areas. Has to be reported to vendor within 48 hours of the storm.▪ Thefts – Several thefts in the past 6 months from garages, cars, and driveways. Please be aware.▪ ACH Payments - Monthly HOA assessments can now be paid electronically through ACH	11/13/20
10/29/20	Helen	Ask GreenSpaces if they confirmed whether the trees in the woonerf (were) getting water.	11/13/20
10/29/20	Helen	Draft solar roof responsibility statement & send to board to review.	11/20/20
10/02/19	Cathy	Review Collections Policy and adapt to Rules & Regulations format.	12/4/20

DISCUSSION NOTES

1. **Meeting Called to Order** – At 6:07 p.m.

2. **Approval of Minutes** - Motion by Cathy to approve minutes from July 9, 2020 and seconded by Sabrina. Motion passed unanimously.

3. **Manager’s Report**
 - a. Leaking sprinkler – Green Spaces repaired.
 - b. Gutters – Homeowner responsibility.
 - c. Thefts – Lock stuff up.

4. **Financial Statements & Delinquencies**
 - a. At the end of Sept 2020, we have total assets of \$67,054. There is a total of \$6,034 in delinquent accounts, some from water bills, some from short pays, some from outstanding payments. 1641 sent a check in October to clear delinquency.

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- b. Cathy moved to approve the September financial statements. Steve seconded the motion which passed unanimously.
- c. Cathy will review the Collections Policy and adapt to Rules & Regulations format so there is a single document for reference.

5. Old Business

a. Action Item Update

Date Assigned	Owner	Description	Target Date
07/08/19	Helen	<i>07/09/20 Update: Contact structural engineer ASAP to evaluate the balcony supports. 10/02/19 Update: Helen meeting with contractor week of 10/07. Get second bid to evaluate balcony support repairs. Repair completed.</i>	07/10/20
10/02/19	Cathy	Review Collections Policy and adapt to Rules & Regulations format. <i>In progress.</i>	10/31/19
07/09/20	Helen	Notify Mark Flett that we accept his bid to paint the two houses. <i>Completed.</i>	07/10/20
07/09/20	Helen	Notify owners of the houses to be painted of the cost to be billed to them. <i>Completed.</i>	07/17/20
07/09/20	Helen	Ask GreenSpaces to explore whether woonef trees have irrigation source unrelated to “main” pipe, perhaps from homes on the east side or from EFAA/ 16 th St property. <i>In progress.</i>	07/10/20
07/09/20	Helen	Ask Sean to dispose of the broken chairs to the east of his garage – were left there by his former tenants. <i>Completed.</i>	07/17/20
07/09/20	Cathy	Contact Native Edge about retaining wall and meeting onsite with Cathy & Steve to discuss recommendations for repair. <i>Native Edge agrees that the pillars should help mitigate this from happening again. Their contract is clear about their limited liability and their notice period, so they will not pay for the repair. Repair was completed by GreenSpaces.</i>	07/17/20

6. New Business

- a. **16th St Master Updates** – 2021 budget was approved. Bear spotted in the alley. Boulder requirements for bear-proof trash cans needs to be communicated to owners: <https://bouldercolorado.gov/wildlife>
- b. **2021 Budget** – Increases in budget are related to increased costs for insurance and snow removal but primarily snow removal (included in the Master HOA assessment). 2021 Master HOA assessment went up because they had to borrow from reserves to pay for 2019/2020 for significant amounts of snow

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removal, and they also increased the budget line item for snow removal for 2021. Increase is to pay back reserves (think of it as a special assessment spread out over the 2021 year) and for increase in snow removal budget. YW share of that "special assessment" amount is the result of a snow removal reconciliation calculation completed after every snow season.

However, given that we are in the middle of an unprecedented global pandemic and economic downturn, the HOA board has decided to not increase owner assessments for calendar year 2021. The consequence of this decision is that YW will only be able to fund our reserves at approximately 25% of the target. In addition, it is highly likely that monthly assessments for calendar year 2022 will be increased. Owners should plan for a possible 10%-20% increase in monthly assessments during 2022.

c. 2021 Projects – No major projects planned.

d. Architectural Committee Approval Requests

a. **4618 16th**

- i. Solar roof – Need to get agreement drafted by Helen, reviewed by board, and signed.
- ii. Trim paint color – Pick one of the two approved colors.
- iii. Front & back steps – Approved stamped concrete.
- iv. Other items approved by email.

7. Homeowners' Concerns - None

8. Upcoming Meeting(s) - The next Board Meeting is the Annual Meeting Thursday, November 19, 2020 at 6 pm.

9. Adjournment - With no further business to discuss, the meeting adjourned at 7:33 pm.