

**YARMOUTH WAY CONDOMINIUM ASSOCIATION INC.**

HOA Board Meeting – Meeting Minutes

Location: Zoom Meeting      Date & Time: Thurs July 9, 2020 – 6:30 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	N/A
Property Mgmt Co Attendees	Helen Cartwright	Guest Attendees	N/A

**NEW/OPEN ACTION ITEMS**

Date Assigned	Owner	Description	Target Date
07/08/19	Helen	<i>07/09/20 Update: Contact structural engineer ASAP to evaluate the balcony supports.</i> <i>10/02/19 Update: Helen meeting with contractor week of 10/07.</i> Get second bid to evaluate balcony support repairs.	07/10/20
10/02/19	Cathy	Review Collections Policy and adapt to Rules & Regulations format.	10/31/19
07/09/20	Helen	Notify Mark Flett that we accept his bid to paint the two houses.	07/10/20
07/09/20	Helen	Notify owners of the houses to be painted of the cost to be billed to them.	07/17/20
07/09/20	Helen	Ask GreenSpaces to explore whether woonerf trees have irrigation source unrelated to “main” pipe, perhaps from homes on the east side or from EFAA/ 16 <sup>th</sup> St property.	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.	07/17/20
07/09/20	Cathy	Contact Native Edge about retaining wall and meeting onsite with Cathy & Steve to discuss recommendations for repair.	07/17/20

**DISCUSSION NOTES**

1. **Meeting Called to Order** – At 6:40 pm
2. **Approval of Minutes** - Motion by Steve to approve minutes from October 2, 2019 and seconded by Sabrina. Motion passed unanimously.
3. **Manager’s Report**
  - a. Owner asked about HOA restrictions on pets – No HOA restrictions, but FYI on City of Boulder restrictions.
  - b. Provided HOA info for home sales -- 4602 16<sup>th</sup>, 4604 16<sup>th</sup>, 4606 16<sup>th</sup>, 4618 16<sup>th</sup>
  - c. Complaint from 4602 16<sup>th</sup> about cars blocking garage and/or woonerf – owner resolved with plastic no parking sign.
  - d. Ice removal questions – Reminded of snow melt buckets at mailboxes.
4. **Financial Statements & Delinquencies**

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- a. At the end of June 2020, we have total assets of \$68,777.19. There is a total of \$4,489.52 in delinquent accounts, some from water bills, some from short pays, some from outstanding payments.
- b. Cathy moved to approve the June 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**

<b>Date Assigned</b>	<b>Owner</b>	<b>Description</b>	<b>Target Date</b>
10/02/19	Helen	Notify owners of unpainted units that they have until end of business Fri Oct 4 to provide proof of a contract for painting to take place or HOA will arrange and bill back. <i>Completed</i>	10/03/19
10/02/19	Helen	Call Ackerman for bids on 3 units not painted. They chose not to bid, Mark Flett bid. <i>Completed</i>	10/03/19
10/02/19	Helen	Send FRAM invoice to Steve so he can provide to Master HOA bookkeeper to pay. <i>Completed</i>	10/03/19
10/02/19	Steve	Tell Helen amount that YW owes to Master HOA for asphalt & concrete after reserves are applied, tell Solar Row amount that they owe after reserves are applied, and forward invoice to Master HOA bookkeeper for payment. <i>Completed</i>	10/03/19
10/02/19	Helen	Issue check to Master HOA from Reserves for asphalt & concrete balance <i>Completed</i>	10/04/19
10/02/19	Cathy	Introduce Mike from GreenSpaces to Steve so he can meet on Oct 21 when Mike is here for blow outs. <i>Completed</i>	10/04/19
10/02/19	Helen	Update 2020 budget for a 9% increase and distribute to Board. <i>Completed</i>	10/04/19
10/02/19	Helen	Contact FRAM about painting 'SLOW' in advance of the woonerf in each direction in lieu of painting the parking space numbers. We decided to paint the numbers after all, so will be billed for the SLOW. <i>Completed</i>	10/04/19
10/02/19	Helen	Contact FRAM and GreenSpaces to meet about the sprinkler break. <i>Ongoing.</i>	10/04/19
07/08/19	Helen	Ask LCE owners along woonerf to trim or arrange trimming of LCE trees or HOA can arrange trimming and bill back. <i>Completed</i>	10/04/19

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10/02/19	Helen	Email updated Rules & Regs to owners and post to the website. <i>Completed</i>	10/21/19
10/02/19	Helen	Mail notice to owners for annual meeting on or before Mon Oct 21 and include the updated Rules & Regs. Annual meeting set for Mon Nov 4 from 6:30-7:30 pm at 4628 16th St. <i>Completed</i>	10/21/19
10/02/19	Cathy	Review Collections Policy and adapt to Rules & Regulations format. <i>Open</i>	10/31/19
07/08/19	Helen	Look into auto-draft for HOA fees to offer as an option to owners. <i>Not available. Completed.</i>	10/31/19
07/08/19	Helen	Get second bid to evaluate balcony support repairs. <i>10/02/19 Update: Helen meeting with contractor week of 10/07. Still open.</i>	10/31/19

**6. Old Business**

- a. **EFAA Drainage** - No update, but is not an issue this summer so far.
- b. **Tree Care** - From the tree evaluation last year, 4628 16th St and 4632 16th St decided to keep their LCE trees and treat them, 4630 16th St decided to remove their tree in the fall.
- c. **Racoons/cats** - Sabrina set up motion sensing lights and it hasn't noticed issues lately. The cat(s) may no longer be in the neighborhood (several owners have moved in the past 3 months).
- d. **Sprinkler Leak** - FRAM will be willing to share cost if we dig up the alley. Met with Mike and Scott from Green Spaces. Need more information about the line directions before we make a decision. GreenSpaces will let us know when they can do the excavation around the valve boxes, will need to have no vehicle traffic on woonerf for several hours. Also need to explore woonerf tree watering.

**7. New Business**

- a. **Drainage Easement Retaining Wall Damage** - Steve notified the Master HOA of the damage as FYI, and told them that YW will repair. Cathy will reach out to Native Edge to coordinate a meeting with NE, Steve, and Cathy about the repair recommendation.
- b. **Architectural Committee Approval Requests**
  - a. 4625 17<sup>th</sup> -- Planter box AC approved by email.
  - b. 4618 16<sup>th</sup> – External smart home devices (doorbell, lock, cameras) AC approved by email.
  - c. 4616 16<sup>th</sup> – Flagstone AC approved by email.

**8. Upcoming Meeting(s)** - The next Board Meeting is TBD in October 2020. Will discuss 2021 budget.

**9. Adjournment** - With no further business to discuss, the meeting adjourned at 7:47 pm.