

## **Park East Square Homeowners' Association Meeting, January 21, 2020**

Call to order 6:36 pm

### **In attendance**

#### **Board:**

Lois Bennett

Tim Johnson

Mark Liebendorfer

Dave Longenecker

Bonnie Skilton

Jon Ray Gardner

Karen Fassler

#### **Visitors:**

Christiane Audi 1131 D

Renee Ford 4202 A

The December minutes were not read because they are the minutes for the annual meeting and will be read at the 2020 annual meeting. The November minutes were not read because a copy was not available.

### **Vox Populi**

- Renee: Tree, stump, deck sidewalk fence issue. A large tree caused damage to the sidewalk, deck and fence. The tree was cut down, the HOA will grind the stump. The HOA will get an estimate for the fence repairs. Deck repairs are the owner's responsibility.
- 4289 C: Owners would like to install two windows. The ACC will study the issue and come up with guidelines. There have been several modifications done like this in the past.
- 1156 D: Owner wants to paint stair gray. HOA approves. Also, the engineer sent the owner a bill for his opinion on the floor buckling episode. Owner asks HOA to consider paying the bill. Motion: HOA rejects paying the bill. Passed unanimously.
- 1131 D: The carport post between the A and B carports was hit by a motorist. The culprit was identified, his insurance will pay for repairs which have been completed by Jon Ray. However, Christiane reports that the insurance company

wants to inspect the post and what's above. HOA agrees that the insurance is welcome to come out to take a look. However the HOA is not interested in the insurance company tearing the building apart as part of its inspection.

## Maintenance

- Jon Ray presented a sheet with prospective repairs for 2020:

<b>PESHA Repair Priorities - 2020</b>	
General Repair and Paint	4150, 1170
General Repairs, Gutters and Paint	1160, 1169, 1179
Spot Repair and Paint (HOA)	4300
Gutters Only	1121, 4165, 4300
Spot Repair (DCS)	4300 C north wall siding, 1111 A and D meter walls, 1121 D meter wall
Unit A Storage Doors	1101, 1120, 1141, 1150, 1186, 4269 (HOA); 1160, 1169, 1179 (DCS)
Concrete Work	1170 A and C stoops, 1176 A stoop, 4100 A stoop, 4165 C stoop, 4227 C stoop, 4330-40 sidewalk, a few more trip hazards
Plumbing	1129 hose bib, 4274 PRV, 1149 PRV, 4140 PRV, 4165 PRV, 1121 PRV*
* Subject to change based on testing PSI at hose bibs	

- Jon Ray recommends David O'Day for 2020 building painting.
- 4300 - 4350 cul-de-sac repaving project. HOA would like a drawing showing the location of the "Y" - shaped drain pan. Also, the HOA would like to see the plan for the 6" thick and 4" thick sections. The 4" sections are where the parking spots are located, 6" section is the traffic lanes. The Fire Department might have to be consulted about the location of the parking spots. Also, the HOA would like to consider not repaving the driveway out to the back gate since this part is not in bad shape and it isn't used for automobile traffic.
- Jon Ray requests cash to buy a new trailer. Cash in hand makes bargaining easier. Motion: Amount of cash not to exceed \$2000.00. Approved unanimously.

## Other Business

- Parking on Monroe Drive: it's kinda congested and there's nothing we can do about it
- Review of documents
  - Rules and Regulations - minor changes, motion to approve passed unanimously.
  - ACC - minor changes, motion to approve passed unanimously.
  - Welcome Letter - no changes

### **Miscellaneous**

- All the insurance bills are paid
- \$415,000 in reserves as of December 19, 2019.

Adjourn at 8:50 pm.

## **Park East Square Homeowners' Association Meeting**

**March 10, 2020**

Call to order 6:39 pm

### **In attendance**

#### **Board:**

Lois Bennett

Tim Johnson

Mark Liebendorfer

Dave Longenecker

Bonnie Skilton

Jon Ray Gardner

Dave read the February minutes. They were approved as read with one minor change.

### **Vox Populi**

- 4150 B: Lois collected all available documents relating to the improper storage of junk at the carport, hallway and patio. The law firm has sent a letter to the owners demanding a cleanup and a cessation of these acts which are contrary to the HOA's rules. Motion: Release current lien on the property and if the situation is not remedied by Friday, file a new lien. Approved unanimously.
- 1130 C: AC condenser placement approved.
- 1170 A: Lois will buy 6 timbers from the HOA to re-do and slightly expand her garden.
- 1131 D: Pictures submitted showing water damaged. Jon Ray will inspect window installation (it's a replacement) to see if it was put in correctly and flashed properly. Further action depends on results of Jon Ray's mission of discovery.
- 4300 - 4350 cul-de-sac: Parking continues to be a problem. There appear to be up to 20 cars which park in the lot that belong to residents. This is in addition to all those in the carports. So there are around 44 cars for the 24 townhouses. Lois has volunteered to re-draw the parking layout to scale.

### **Maintenance**

- 4300 - 50: Paving, we're hoping for a late June, early July start of the project. Important that contractor understand WHY it needs to be done before August 1, which is the annual move-in period for CU students, and others.
- Drain cleaning: Motion: scope all buildings in 4300 - 50 cul-de-sac. Based on what's found, we'll make plans to rectify problems before the paving.
- Striping and sealing newly-paved lots: ~ every two years - begin budgeting for 2021.
- Tree Trimming: Jon Ray will contact 303 Tree to address issues raised by the insurance company about trees overhanging buildings.

## **Financials**

- Discussed the pros and cons of removing the financials from the web site. More cons than pros. Financials back on the web site.

## **Old Business**

- Enforcement Policy Revisions: The law firm suggested additional changes of adding provisions for daily fines and on-the-spot fines. However, we don't feel the need for these, which would make the policy more complicated, and counter to our efforts to simplify it. The Board rejects these changes and decides to keep the streamlined version of the policy, effective 3.10.2020.
- Property Management: We have a couple of responses. Board will continue to study.

## **New Business**

- Newsletter ready to go with a few edits.
- B/C privacy fence situation: Tabled pending development of a design.
- Future projects: D unit stairs light fixture upgrade, retaining wall east of 4227, search for horticultural company to perform pruning and irrigation maintenance, and strategy for future gutter cleaning.

Adjourn at 8:45 pm.

## **Park East Square Homeowners' Association Meeting, April 14, 2020**

Call to order 2:05 pm

### **In attendance**

#### **Board:**

Lois Bennett

Tim Johnson

Evan Lam

Mark Liebendorfer

Dave Longenecker

Bonnie Skilton

Jon Ray Gardner

Karen Fassler

#### **Visitors:**

Holly Winton 4145 D

Christiane Audi 1131 D

This meeting was conducted over the Internet using the Zoom application due to the social distancing requirements placed on the citizens of Colorado by the governor. In order to expedite things, the March minutes were reviewed on-line prior to the meeting and approved.

### **Old Business**

- Motion: To begin legal actions against the owner of 4150 B due to the on-going problem of junk stored on the patio, carport, lawn, etc. Approved unanimously.
- Other patio and carports with improperly stored items are for the most part corrected.
- Animal and bird feeders. There are about 20 of these on the premises. The HOA does not allow these because they attract unwanted vermin. Informal notifications have been given. Further notifications will be issued and our formal policy on violations will be followed.

### **Maintenance**

- DSC Construction: Dustin (the owner) is not working now, laying low during due to the COVID-19 situation.

- Wayne, from Alpine Gutters, will come Friday to work on gutters.
- David O'Day: the building painter, awaits a signal from the HOA. Repairing the buildings precedes painting.
- Asphalt: 4300-50, on schedule for July with finishing by August 1.
- CoCal: Will begin soon. We don't know which day of the week they will cut the grass.
- Erin: 303-Tree, currently busy with paper work and he is trying to hire a crew for the summer season.
- 4237-4269 retaining wall, Jon Ray will get some quotes.
- Drain cleaning: This will be discussed at the May meeting. The drains in the 4300 - 4350 cul-de-sac will be scoped, and cleaned if necessary, before the lot is paved.
- Horticulturist: We're searching for one. Would like to find someone who could be available year after year.

### **Vox Populi**

- Christiane asked about downspouts and gutters. Jon Ray explained that if gutters are bad, they are replaced when the buildings are repaired. Jon Ray can replace downspouts if the back seam has burst.
- Holly asked if a review of the permit parking on Monroe is scheduled. No formal review is scheduled. The issue could be raised with the parking authority.

### **Financial Issues**

- Pay \$20 per year for more storage on Google? Approved.
- Owner's inability to pay monthly HOA dues due to work stoppages caused by the COVID-19 shutdown, will be dealt with on a case by case basis.
- Normal enforcement policies will remain in place.

### **Miscellaneous**

- 2020 architectural survey: Will be looking for non-approved, outside changes to exteriors. Door colors and light fixtures will also be noted.
- Research on property management companies: Nothing new.
- Print Experts can make 18 inch by 48 inch vinyl banners for \$30 each - a total of approx. \$1700, below the budget. The banners are intended to highlight the key issues we have - like breaking down & flattening boxes, etc. Board wants to see final wording before approval.

Adjourn at 3:23 pm.

## **Park East Square Homeowners' Association Meeting, May 12, 2020**

Call to order 2:33 pm

### **In attendance**

#### **Board:**

Lois Bennett

Tim Johnson

Evan Lam

Mark Liebendorfer

Dave Longenecker

Bonnie Skilton

Jon Ray Gardner

#### **Visitors:**

Mark Shaney and Jennifer 4299 B

Christiane Audi 1131 D

Karen Fassler 4212 A

Terese Spears 1156 C

This meeting was conducted over the Internet using the Zoom application due to the social distancing requirements placed on the citizens of Colorado by the governor. In order to expedite things, the April minutes were reviewed on-line prior to the meeting and approved.

### **Vox Populi**

- Jake at 4299 B installed a sump pump which discharges to a low point outside of the building. The water pooled into an area about 10 feet square and is about 2 inches deep. Draining this area will be difficult due to high ground. Board suggests monitoring the situation to determine if it is temporary or long-term. The standing water is out of the crawl space and he'd like to install at least one vent and possibly two vents to get air into the crawl space to dry it out. One suggestion was to put one vent in the carport. There might be objections to that. Board approves putting one vent on the front door side of the townhouse. Also, a question was asked as to whether the dryer could be vented into the carport. The HOA had been informed, years ago, that this was not allowed because the



vent would be below a inhabited space, namely, the D unit. Jon Ray will look into possible carport venting.

- Christiane requests permission to cut into the carport ceiling if she decides to add a bathroom. Board approves, John Ray will supply paint in the event she goes ahead with this project.
- 4264 C: Wasps have gotten into the outer wall. What to do? Motion: Owner to get an exterminator to determine what needs to be done and pay for the inspection. Motion passes, four in favor, Dave dissents.

### **Old Business**

- 4150 B: Some improvement in the patio storage situation, but it's still bad.
- There are a number of carport violations. This includes packages found there. There are some patio problems too. These might be related to the current stay-at-home orders, people doing more projects around the house. There are also a number of bird feeders which are not allowed.
- The court case is stalled because the courts are closed.

### **Maintenance**

- Jon Ray is waiting for estimates from the landscapers to re-do the retaining wall on the curved pathway between 4227 and 4269.
- 4300: Work has begun on this building prepping it for paint. Two pet doors are to be paneled over, gutters repaired, etc.
- PRV (pressure reducing valves): Maintenance on these is suspended. We're not going to ask residents to allow a plumber to go into their units while the virus situation rages on.
- Trash contract: Republic contract expires in August. Jon Ray will contact Western to get a formal bid.

### **Financials**

- One delinquent owner paid up. For another one, Bonnie filed an intent to lein. Over all, there has not been a noticeable decrease in the number of members not paying their dues.

### **Miscellaneous**

- Trash room banner: Wording is not finished yet. When it is, Board will review and discuss via email.
- The final decision on the paint scheme is pending a vote via email.

- Architectural Committee: Discussion about method for providing the annual architectural survey results to owners. Motion: Send letters to all owners with their results, and include a separate document to those with "failure to maintain" issues. Unanimously approved.

Adjourn at 3:40 pm.

## **Park East Square Homeowners' Association Meeting, June 9, 2020**

Call to order 2:35 pm

### **In attendance**

#### **Board:**

Lois Bennett

Evan Lam

Mark Liebendorfer

Dave Longenecker

Bonnie Skilton

Jon Ray Gardner

#### **Visitors:**

Karen Fassler 4212 A

Terese Spears 1156 C

Holly Winton

Christiane Audi 1139 D

This meeting was conducted over the Internet using the Zoom application due to the social distancing requirements placed on the citizens of Colorado by the governor. In order to expedite things, the May minutes were reviewed on-line prior to the meeting and approved.

### **Vox Populi**

- 4299 B: The residents would like a French drain possible draining to the west. However this is not likely. There is a low spot in their patio. Jon Ray wants to get the sump pump outflow and the downspouts away from the building. Question: What would it cost to run a drain to the east to the cottonwood tree? There is one sidewalk that would have to be crossed. Would the cost of this be split with the HOA as it had been done in the past? Motion: Develop estimates of cost and research precedents. Passed unanimously.
- 1176 D: This unit has a sloping floor in the vicinity of the utility room. John Malcom, the engineer, believes the problem is in the utility chase, recommends reframing around the chase. This might cause drywall cracking which the owner would be responsible for repair. Motion: Get estimates. Passes unanimously.

- 1131: The hallway light globe is broken and there is a problem with the trash room door. Jon Ray will investigate.
- Violations: 4150 B. Jon Ray posted a couple of warnings. There have been no new bird feeders found.

## **Old Business**

- 2020 Architectural Survey: Letters to be sent to owners. There are about 20 not properly maintained storm doors. ACG: Minor changes for more clarity. Motion: To approve the changes to the ACG and Rules and Regulations. Approved unanimously.
- The white trim color should be brighter? Lois to look into this.

## **Financials**

- Two liens filed. The outstanding amounts: \$3300 and \$1000.

## **Maintenance**

- Pool: The HOA is not prepared to meet most of the state's guidelines for pool operations during the pandemic. Hourly cleaning, reservations, monitoring are among the things we are not currently capable of doing. Lois will draw a policy which will allow the pool to be opened. It will be distributed via email to the Board.
- Ash trees: There are six ash trees which are dying. Jon Ray suggests we cut them down sometime this year. They will probably be removed in the late Summer or early Fall.
- Retaining wall replacement: estimates: \$7,600 or \$6,900 for wood; and \$10,000 for concrete. Due to the fact that the wall is not in danger of imminent collapse, replacement can be delayed.
- Sewer pipes in 4300 - 4350 cul-de-sac: There are three methods to repair the pipes.
  1. Coat the inside of the existing pipes
  2. Burst pipe method
  3. Replace bad section
- The first two methods are rather expensive, the third will cost approximately \$12,000. The Board decides to do third method.
- Building Repair: 1169 done, 1179 started, 1160 and 1170 next.
- Wayne (gutters and spouts) and O'Day (painting) to follow.

## **Miscellaneous**

- Jon Ray is searching for another class 3 contractor to possibly do work on stairs and railings.
- The trash contract with Republic expires at the end of July. Thereafter it goes to a month-by-month contract. We need to send a letter to Republic with 60 days notice to end the contract. Lois to take the lead on this.
- Jon Ray is looking for another concrete contractor.

Adjourn at 4:15 pm.

## **Park East Square Homeowners' Association Meeting, July 14, 2020.**

Conducted over the Internet using Zoom.

Call to order 2:30 pm

### **In attendance**

#### **Board:**

Lois Bennett

Tim Johnson

Evan Lam

Mark Liebendorfer

Bonnie Skilton

Jon Ray Gardner (JR)

Karen Fassler

### **Member Issues**

- 4299B: Drainage issue  
Jennifer and JR summarized issues regarding water flow issues on porch and remaining issues. Reviewed other units with similar situations. Motion for HOA to contribute up to \$1500 for equipment, materials and staff labor with owners agreeing to put in significant "sweat equity". Approved votes 4-0. Also approved A/C installation application 4-0.
- 4279B: Fence height and patio lighting  
Lights are clearly not compliant with ACC rules. Fencing rules will go under review. Remedy TBD. Trying to find a balance between rules, owner interests and light waves broadcasted to other units.
- 1101D: Application for screen "door"  
Motion to approve unique screen door. Vote 3-1 approved.
- 4150A: Letter about swing on patio  
replace with glider and umbrella with up to \$250 contribution by HOA.  
Approved 4-0
- 1110B: Weeds (photo)  
This is deemed a rule violation. JR to contact owners.
- Marijuana smoke smell on patios  
Deemed a gray area for HOA participation. HOA and staff can not insert

themselves in neighbor conflicts. JR has recommended the requestor speak with their neighbor directly. Requestor may try that.

- 4150 B - Legal counsel discussion. Owners legal counsel asked HOA lawyers if they would excuse the existing fines and charges. Board vote is No 4-0. Other topic: PESHHA residents concerned about criminal activity at the unit, should call 911 or Boulder police directly.

## **Maintenance & Projects**

- 1176D: Two estimates for engineer's recommendations - Bidders DCS \$780 and Timberline \$1900. Motion to approve DCS bid approved 4-0.
- D-unit Stairs and Handrails: Estimates for 4145D repairs from Timberline \$5645 and Giese \$4450 received. DCS interested in bidding as well. JR to host bid from DCS and compare all three. Giese bid promising to build a relationship with an additional service provider.
- Building repair status - any issues? - boards for siding projects now unavailable at Boulder Lumber. Need to quickly investigate other sources and secure resources to continue. JR to lead.
- 4300 cul-de-sac re-paving status  
Project in flight. No issues to date. Parking difficult for residents but this is a huge project that is running smoothly so far. Budget allocation running tight. Sometimes it is important to have petty cash approval for JR for rush order project change orders. Motion to allow JR to extend up to \$10k approved if required. 4-0
- Any pool issues?  
Plan for the pool when Jon Ray is gone on August 10th and 11th? Event where people exceeded the 10 person max rule and 13 people in pool area. Event where trespassers moved over to trash can to jump fence and use pool after hours, leaving behind sandals, garbage, and rocks in the pool. Motion to increase people limit to 15 as there is enough square footage to support 15. Approved 4-0. Signage to be changed. Request to increase pool hours to 8pm discussed. Legal advice is for HOA's to not use volunteers for oversight. No change in hours approved. Vacation schedule for August 10-11 coverage TBD. JR to see if Jason may be able to do overtime to support this.
- 4299D: Status of apparent structural issues found by D unit owner.  
JR to get engineer to investigate
- 4340: Gas leak  
Major issue for owners. Xcel shut down the whole building. Permit process also needed to restart service. No role for HOA. JR has supported residents through this difficult time. HOA to help paint new lines and bring ACC topics back into specification.

- 4100: Carport repair after water heater leak, asbestos abatement All issues under homeowners insurance coverage. Nothing for HOA to do.
- Multiple ash tree removals - are there any that are located away from a building, and in good enough shape to treat and save? 6 trees need to be removed. 5 are close to buildings. JR to coordinate for the fall.
- What to do about dead arbor vitae trees? (ie. 4289-C, 4217-A, maybe others) HOA to remove these trees.
- 1131 D owner requested cleanup of gravel on sidewalk near her rental unit. HOA to look into edging to be added to thwart the spillover in the future.

## **Financials**

- Budget status?  
We are approximately on budget. Some concern about water usage so far this year. Owners/Residents requested to look in their crawl spaces for possible slow leaks that could add up.

## **Old Business**

- Logistical plan for change out of trash & recycling totes at the end of August. Republic company non responsive to communication and planning requests by staff. Western Disposal ready to commence services in end of August. Dates for starting and garbage pick up dates TBD.
- Review trash room banner wording and signage budget - Open TBD
- Status of 2020 Architectural Survey - responses - 13 total responses. Nothing critical to respond to at this time.
- Building paint color change - new proposal for white trim on shop window - Will stick with existing carport paint color.

## **New Business**

- Rules - Discussion about patio rules, stuff above fence height, lights, stuff on D unit railings. ACC to review rules for possible changes. TBD
- Rules enforcement about furniture on HOA common areas - ACC to review rules for possible changes. TBD
- Design solutions for privacy separation between B & C unit patios (photos) - Not discussed
- Future projects - changing D unit stairwell fixtures, painting wood carport doors - TBD

Decisions made outside of the monthly meeting:



1. The board voted via email to allow \$500 to be spent over budget on gutter repairs to get new gutters on 4232. Jon Ray sent the initial motion out on 6/29/20, 3 board members (Tim, Lois, Mark) voted yes, and 2 board members (Dave, Evan) did not respond (abstained). The only discussion was about recording of votes taken without a meeting.

2. The board voted via email to approve an application to install a new AC unit at 1111B. The application was dated 6/22/20, Jon Ray sent an email to the board on the same day, 4 board members (Tim, Lois, Mark, Dave) voted yes, and 1 (Evan) did not respond (abstained). Mark noted that there is really no option about where to put AC condensers at B units. Lois mentioned her preference for physical signatures on forms.

Adjourn at 5:00 pm.

## **Park East Square Homeowners' Association Meeting, August 4, 2020**

Conducted over the Internet using Zoom.

Call to order 2:31

### **In attendance**

#### **Board:**

Lois Bennett

Tim Johnson

Mark Liebendorfer

Dave Longenecker

Bonnie Skilton

Jon Ray Gardner

Karen Fassler

Therese Spears

#### **Visitors:**

Caroline Conzelman

The July minutes were posted on the Internet and approved.

### **Member Issues**

- 1111 D: New owner reports the B unit moved out and left some trash. Leads to a question: Should we get a dumpster for the Fall move in/move out period? Since we currently have a dumpster on site for construction waste, Jon Ray will quietly let people know that they can use it.
- 1130 C: There is an excess of cardboard in the recycling totes. We will put a blurb in the newsletter with directions on three places to re-cycle excess cardboard.
- 4232 C: Chair in stones area. It's OK if it can be removed by one person. Chairs shouldn't become permanent residents of these areas. Board was informed that these neighbors had put out their 2 wood chairs (since removed).
- 1169 B: Dan Tate inquired about sealing the concrete. Jon Ray to investigate.
- 1131 B: New owners. They would like to remove the juniper and extend the patio using either wood, Trex or concrete. Also, they'd like to extend the fence from the A side to the C side. Another project would be to add an exterior AC unit, a mini split.
- 4300 cul-de-sac: Parking lot striping needs to be re-done because folks are having trouble getting in and out of the carports. Currently there are 21 spaces which is 5 more than before. The new configuration will have 18 or 19 spaces.
- Building repair: 1169 is done and 1179 almost done. 1170 is almost done too. LP no longer is making the exact fiber board that we use. JR has contacted 7 suppliers, no luck. He did order a similar 8' sheet that might work. We normally have used 9' sheets. The

question is whether the grooves on the test sheet will not match in either location or width.

- Pool: Some neighborhood kids have been jumping the fence to use the pool. Evan followed them to Morgan Drive. JR will draft a letter to the parents.
- Light fixtures: Motion to buy 10 to have "in stock": The vote was 4 in favor.
- While JR is on vacation, Mark will take the lead on calls to the HOA.

### **Finance**

- Nothing too out of ordinary.

### **Old Business**

- Summertime rules: Discussion of what to enforce - with the "patio height" rule under review. Motion to put out tags about violations (clotheslines, carport violations, D unit flower pots on railings). Vote was 3 in favor, Lois abstains
- New Western totes to be delivered on August 31st. Republic will be picking up its cans afterwards.
- Architectural Survey "Failure to Maintain" letters follow-up will be done August 17 - 20.

### **New Business**

- Newsletter: Lois will develop a draft based on last year's August newsletter, send comments to Lois.
- Annual meeting: To be held the second Tuesday in December again. It was agreed to try to have both an in-person and a Zoom meeting. Voting gets complicated with a Zoom meeting.

### **Miscellaneous**

- 4150: Not much has changed. Cleanup to be finished by August 8. If not, lawyer to get a judgement. Then with 5 days notice, a sheriff and 1-800-GOT-JUNK the HOA can remove improperly stored items.

Adjourn at 4:22 pm.

## **Park East Square Homeowners' Association Meeting, September 8, 2020**

Conducted over the Internet using Zoom.

Call to order 2:31 pm

### **In attendance**

#### **Board:**

Lois Bennett

Tim Johnson

Evan Lam

Mark Liebendorfer

Dave Longenecker

Bonnie Skilton

Jon Ray Gardner

Karen Fassler

The August minutes were approved with additions and corrections submitted by Lois and Karen.

### **Member Issues**

- 1176 D: John Malcolm send a letter about the situation. JR measured the sag in the floor, checked the column connection and notified the owner. John Malcom will recommend a fix which will probably require a change to the column.
- 1169 A: Air conditioner noise. Lois checked it, seems normal.
- 4310 D, 4150 D: Both residents will look into reconfiguring their railing pots next year. Both understand the situation regarding pots over the doorways. 4150 is in line for stair and railing replacement in 2021.
- 1131 B: Owners started fence installation before approval, however it appears that it will be OK. They also are considering a mini-split system which may involve exterior piping. The HOA wants to see the plan before approving the installation.
- 4150 B: Judgement has been served regarding the removal of junk from the patio area and the carport. Motion: Board approves taking next steps, 4 in favor, Evan abstains. Next steps are coordinating with junk removal company and sheriff. JR to make phone calls, plan to do this on Sept 21.
- 4150 A: Tall, covered swing chair, Lois makes motion to do an exception due to the owner's medical justification. Tabled until Board members can inspect.
- 4135 D: Clothes line. JR sent a note to John Bergman about retracting his clothesline when not in use. John Bergman send a lengthy note to Board with his concerns that JR is wasting valuable time policing such issues when he needs to be doing other more important HOA tasks. (Lois to talk the John Bergman to explain the HOA's position.)

### **Maintenance**

- 4165: Repaired and painted.
- 1160: 15 sheets of 8' siding were located and will be used to finish this building. Normally we used 9' panels, but they are no longer available.
- Other pending maintenance projects:
  - 1176 & 4100 carports - drywall repairs in progress
  - 4299 B - sump discharge modification
  - 4202 A - sidewalk concrete replacement
  - Ash and maple tree removals at 4269A, 4274B, 1110B, 1130B, 1186B, 4140A
  - HOA fences
  - Spot repairs on meter walls
  - 4145 stairs
  - Pressure reducing valves
  - Doors - installing last of storage doors, painting carport & front doors on the six buildings that were repaired & painted this year (4300, 1169, 1179, 1160, 1170, 4165)
- Lower priority items
  - Work on gravel areas
  - More HOA fences
  - 4100 A deck repair
  - 1130 C and 1141 A dead bushes
  - Stumps
  - D unit glass in stairways
  - 1156 fire door
  - Broken shop window
  - Pool mechanical room
  - Two trash doors
  - Drywall in carport ceilings
  - Sprinkler blowout
  - Gutter & downspouts
- Pool closing: Motion: Keep open thru September 15 - 4 yes, Lois - abstains.

## Financials

- Water: Over \$15k year-to-date
- Due to the light purchase, the HOA gets a 10% discount from McGuckins
- Insurance: Can the annual start date be moved to January to co-inside with the receipt of the many full-year payments that we receive? That's all but impossible according to the insurance agent. The policy expires in early November.

## Old business

- Annual meeting in December
  - Zoom? In person at the school? Or both?
  - If there is a vote, how to do that in a Zoom meeting?
  - The lawyers might be of some help here.
  - Dave will check with the school district about renting a room.
- Enforcement letters - Storm doors, lights, and fences: Long discussion without conclusion
- Proposed changes to Bldg Maintenance Policy, Exterior Mod Policy/Arch Guidelines, and Rules and Regulations.

- Due to time constraints and the difficulty of discussing via Zoom, the Board decided to have an in-person meeting on the above subjects on Tuesday, September 22 from 10:30 AM to 12:30 PM.

### **New business**

- Budget items/ideas
  - Experiment with "Leaf Guard"?
  - Sewer lines - separate line item?
  - Send budget item ideas for October meeting, vote on budget at November meeting to present to members at the December meeting.
- JR's home inspection business. Board sees no problem since it involves interior inspection. The HOA does no work on the townhouse interiors. JR will do these inspections on his own time.

Adjourn at 4:58 pm.

Notes from subsequent meeting on Monday, Sept 21st, starting at 10:30

Attendance. Board members: Lois Bennett, Dave Longenecker, Mark Liebendorger, Tim Johnson, and Evan (partial). Karen Fassler (ACC), Therese Spears (ACC), and Manager Jon Ray Gardner (partial).

The meeting was a continuation of the September 8 in order to consider proposed changes to the Architectural Control Committee (ACC) Charter and three policy documents, as well as finalize enforcement process. The Board made revisions to the language in the enforcement letter so notices will begin. In an effort to relieve Jon Ray of increased contacts due to the letters, it was decided that he will set up an email, board@parkeastsquare.org, so other Board and ACC members can assist.

Karen presented the ACC's proposed changes to the charter and policy documents, which was followed by discussion.

1. ACC Charter. Two changes were proposed to clarify the ACC's decision-making authority and the managing agent's membership. Approved unanimously.
2. Building and Grounds policy, specifically the Maintenance Matrix. The major change was to the "Pests, Exterior" section to recognize there are other pests besides squirrels and birds (e.g., racoons, rats, mice), that food attracting pests can include pet food, to add objects that attract pests (e.g., tubes), and clarify owner responsibility for control and damage costs. Approved unanimously.
3. Exterior Modifications and ACGs policy. A statement on the purpose was added to clarify why the policy exists. Storm doors were expanded and clarified and applications for painting decks was clarified. Fence post

extensions are not permitted due to the covenants. String lights were clarified and ornamental fixtures were added to be more in line with City ordinance. Stovepipes, wall and dryer vents were added. The Board asked for further research to verify that dryer vents cannot be installed in carports. Approved unanimously. LOIS - NOT SURE IF EVAN LEFT SO IF HE VOTED.

4. Rules and Regulations. Statements on the purpose were added based on the language of the governing documents to clarify why rules exist. The following is a summary of the major changes. Approved unanimously. LOIS - NOT SURE IF EVAN LEFT SO IF HE VOTED.

- . "Patio Areas" proposals provided greater clarity of and conformance with the covenants' intent and requirements. The issue of items of above fence height was expanded to include standards and specified items in the covenants. A section for hazardous objects and materials was added that also addresses grills based on City fire code, and the section on pets control matches the Maintenance Matrix.

- . Portable canopy shades and small child's inflatable pools were added to the "Common Area" section.

- . A "Signage" section was added to address changes in law regarding political signs and the parameters.

- . The change to the "Swimming Pool" section was made to comply with state and city law on smoking/vaping. Jon Ray will take care the required signage (25' from entrance to pool).

- . The "Procedure for Complaints" provision has a new statement encouraging neighbors to work with each other to resolve issues as expeditiously and at the lowest level possible.

Adjourned a 12:15.

## **Park East Square Homeowners' Association Meeting, October 13, 2020.**

Call to order 2:30 pm, via Zoom

### **In attendance**

#### **Board:**

Lois Bennett

Tim Johnson

Evan Lam

Mark Liebendorfer

Bonnie Skilton

Jon Ray Gardner

Karen Fassler

Terese Spears

#### **Visitors:**

Christiane Audi

Reading of the September minutes tabled to November meeting.

### **Resident Issues**

- 1176D - Structural engineer John Malcolm recommends to lift beam in car port, however, this may cause interior damage to the D unit. Who would be responsible for interior repairs? Before we address this question, the board wants an estimate on the carport beam lifting. Jon Ray to obtain estimate from DCS.
- 4150A - Request for exception on swing due to medical needs. Vote 3 in favor, 1 abstention
- 4150B - Need to hire an off duty sheriff or policeman to be present for removal of junk
- 1156A - Requested a hearing on her storm/screen door, but has since decided to proceed to replace front screen door.
- 4155C - Owner sent an email communicating that he feels his storm door is in good repair. Did not actually request a hearing. Jon Ray recommends a board member contact him - Lois to do so.
- 4300B - Request to vent dryer into carport. Question of whether city code allows this still unanswered. Lois suggested further investigation of length of duct and need for elbows/bends using her own crawl space and the neighbor's at 1170B. Request denied until further investigation 4 yes/0 no. Email came from the city during the meeting: Code does NOT allow venting into a carport with 3 walls - the carport is considered to be similar to a garage.
- 4135B - Evan disagrees that his carport storm door is damaged and wants a hearing.

### **Maintenance**

- Almost done with siding and painting
- Will dig trench for 4299B for drainage on Thurs/Fri Oct 15th & 16th



- Sprinkler blowouts Thurs/Fri Oct 22nd & 23rd
- Schedule 4202A fence/deck/stump, sidewalk and noted could take until next year.
- Schedule meter wall repairs on 3 buildings with Dustin.
- 2 storage doors left to do
- Looked at ash and maple trees to be removed
- Car port & gutter/downspout cleaning
- Fences in progress, 1130B right now
- 4155A drain unit back up appears to only be in A unit so owner's responsibility

## **Financials/Budget**

- Discussion of landscaping quote from Tree Farm \$3400 for 4 trees 5 bushes planted. Board decided to hold off planting this fall.
- 2021 Budget discussions covered the following:
  - Legal can be reduced to \$2400 for attorney consultations since litigation expenses are usually recovered
  - Drain line maintenance \$5000.00 and limited to mostly scoping, not jetting which is much more expensive, and do half of the buildings each year so a 2-year cycle.
  - Weed control - Organo Lawns is too expensive and not effective. Get quotes from CoCal and possibly other companies and think about how to do it differently
  - Trees - leave in landscaping
  - Mowing - 3 year contract \$25,900/year up \$900/year
  - Insurance - assuming a 10 percent increase to \$117,252
  - Payroll - wages for part-time help reduced and a line item added for contract labor
  - Cul-de-sac paving - set asides into reserves should be enough to do 2 standard cul-de-sacs in 2021. Jon Ray is already thinking about which ones.
  - Roofing - warranty is over, need budget item for repairs. When paving is done, then those funds will be set aside for new roofs (approximately 5 years hence, and about 10 years prior to the need).
  - Parking lot sealing and striping - No budget for 2021, but needed in 2022. (3 years after the 1110-1140 cul-de-sac was done.) Getting quotes.
  - Retaining wall is in budget
  - Pool conversion to "salt" water technology - need more investigation - Lois to ask City what they did at Scott Carpenter pool renovation.
  - Pool bathroom repairs - delay for later years
  - D unit balcony and stairs - going slow, used only one half of budget - contractor MIA - may use DCS.
  - Concrete - leave at \$10K - enough to do one carport and some sidewalks/stoops
  - Gutter guards experiment - budget \$1750
  - A \$10 per month dues increase looks like it will cover most escalation/inflation for operating expenses. Reserve balance expected to hold steady.

## **Old Business**

- Sept 21st continuation of Sept 8th regular meeting - Need notes to add to meeting minutes to document decisions and votes on policies and rules.

- December 8th annual meeting preparation. Jon Ray wants to run a Zoom experiment with a couple of people on how to take attendance at the annual meeting. Lois reviewed the timeline of when the annual meeting announcement and proxy needs to be mailed - before the monthly meeting on November 10th.
- Enforcement letters continue to go out - most lights and storm doors have been sent on or around Oct 1st. Fences to be sent NLT Oct 15th. Progress is being made with many owners making improvements.

#### **New Business**

- Budget vote at November meeting. Newsletter to be mailed just before Thanksgiving. Coupon books in December.

Adjourn at approximately 4:45 pm.

## **Park East Square Homeowners' Association Meeting, November 10, 2020**

Call to order 2:33 pm, another in a series of Zoom meetings

### **In attendance**

#### **Board:**

Lois Bennett

Tim Johnson

Mark Liebendorfer

Dave Longenecker

Bonnie Skilton

Jon Ray Gardner

Karen Fassler

The September and October minutes were approved.

### **Member Issues**

- 1176 D: The floor in this townhouse has sunken due to the subsidence of the support beam. The engineering report states that the situation remains stable. A recommended solution for the is provided. DCS has provided an estimate for the repairs. The HOA is concerned about possible damages to the interior if the repairs are untaken, as well as the loss of carport spaces during the winter. Jon Ray will draft a letter which will be sent to the owner describing the situation and options.
- 4150 B: Concern about what can be removed from the patio and carport. We will use the June letter and rules as guidance.
- 4135 B: Hearing requested regarding the carport storm door. An independent individual has been designated as the arbitrator.
- 1131 B: The Mini Split. Approval for this installation was given for one wall penetration. Since then, a second request was received which requests a second penetration above the second story window. This will not be approved. Additionally, the HOA does not approve of the "conduit" which houses the lines running up the side of the building. Jon Ray to communicate with owner.
- 4155 A: Sewer line issue. There is a question/difference of opinion as to who pays the bill for the repairs. Since the line in question serves only one townhouse, the owner of that townhouse is required, by our documents, to pay. A letter will be sent.

## **Maintenance**

Brief list of projects, lots omitted.

- Six building were painted in 2020.
- A trench was dug for the drainage problem at 4299.
- Leaf cleanup, snow removal, carport cleaning, gutter clearing, etc.
- The tree proposal was trimmed (get it?) to not remove a couple of lower priority ash trees. The HOA might consider emerald ash borer treatment on one of the trees next Spring.

## **Financials**

- The CoCal proposal was approved unanimously.
- Insurance
  - The new policy, beginning November 5, is about \$11,000 more than the previous year's policy. This policy has a \$10,000 deductible.
  - A policy with a \$25,000 deductible would be about \$11,000 cheaper, but it's hard to determine the risk.
  - Another thing to consider would be to cut back on what is covered. Currently the policy covers thing such as carpet, kitchen cabinets, appliances, etc. Just covering to the inside walls would save money. This option will be explored in the coming year.
  - When the insurance bill comes due, the HOA doesn't have all the funds available to pay it. We've had to finance a portion of the bill. We will set aside funds during the year to have enough cash on hand to pay the entire amount in November next year.
- Budget
  - Three budgets were reviewed, one with a \$10 monthly dues increase, another with a \$5 increase and a third with no increase.
  - Motions for both a \$10 and a \$5 monthly dues increase received no seconds.
  - The no monthly dues increase budget motion was seconded and approved by a 3 to 1 vote.

## **Annual Meeting**

- Jon Ray will give a brief overview of 2020 projects and what to expect in 2021. It won't be too detailed because he will be the meeting host (it's a Zoom meeting) and have to deal with the technical side of conducting the meeting.
- Karen will be the co-host and available to answer Zoom-related questions.

## **Old Business**

- Enforcement letter - a second round of letters which would impose the \$50 fine is due to go out to those who haven't responded. Board decided to send a softer email message first.

Adjourn at 5:17 pm.