

Park East Square Homeowners' Association Meeting, January 12, 2021

Call to order 7:05p.m., via Zoom

In Attendance

Board:

Mark Liebendorfer

Evan Lam

Tim Johnson

Steve Haymes

Staff:

Bonnie Skilton - Bookkeeper

Jon Ray Gardner – HOA Manager

Karen Fassler – Architectural Control Committee (ACC)

Therese Spears – Architectural Control Committee

Owners/Other:

Arika Virapongse (stated willing to volunteer), Kevin Bush, Christiane Audi-Sammoury, Dave Longencker, Bjorn Bergman, Ardele Anderson (stated willing to volunteer), Holly Winton, Marilyn and Art Vice, Janet Kowall, James Bailey, Andrew Neff

Board election results and election of officers

Steve Haymes was elected to the board by secret mail-in ballots. Thank you, Steve, for volunteering and welcome. Election of officers deferred since Lois was not able to attend. Dave Longenecker is no longer on the board after his term expired and he chose not to run again.

Appointment to Architectural Committee

Topic deferred. Christiane Audi-Sammoury volunteered to join.

Member Issues

- 1160-D Repeat leakage problems.
 - Leak from D unit tub overflow into carport ceiling drywall (owner's responsibility). Problem resolved. Important for all D unit owners to recognize bath tub overflow connections and gaskets can be old and brittle so a source of

leak. More aggressive is a water heater leak in a D unit. Owners are cautioned to check for water heater leakages as could be an expensive item for them.

- 4150-B Status.
 - Topic deferred for executive session at end of meeting
- 4279-B Request for exception on the light/recommendation from ACC.
 - Jon Ray has done 5-6 of the trim notch preparatory jobs for people at no cost and is happy to do so here. Photographs unavailable to use to discuss the topic at this time. Topic deferred.
- Other Member Issues Solicited.
 - A member raised security concerns in the 4140-4170 cul-de-sac, including disturbances involving 4150-B. Various neighbors around the cul-de-sac expressed similar concerns. It was noted this is an ongoing issue. The Board is aware of the issues and is taking action to the extent possible under rules and policy. Owners are advised that complaints with disturbances or other activity need to be filed with the police every time they are observed. The Neighborhood Watch program was raised as an option, which was used in the past. It was noted that there are limits and an attendee verified that the program has been eliminated. A member presented actions being taken by his HOA and members in Florida to address problems with the homeless: (1) his HOA purchased two old police cars that are parked on the street; (2) homeowners who bought Rings can connect to a general feed that's posted on the HOA website; (3) the HOA set up a video camera at the complex entrance to capture time, date, and auto information of entrants, particularly after hours; (4) the watch group hands out food coupons donated by fast-food restaurants.

Maintenance

- Winter projects: repair shop window, snow removal, carport cleaning, fence replacement, exterior lights, replace broken building windows in D unit stairwells, beginning to set up 2021 contracts, replacing pressure regulators, repairing 4145 soffit, sidewalk/fencing project at 4202-A (cable line was cut but Comcast repaired).
- Spring projects: getting doors painted, 4145-D railing, tree pruning and planting, repairing meter walls, working with Resource Central on water conservation, drywall patches.
- Parking lots to repave in 2021: Parking lots for repaving still planned to be 4269-4299 (major drainage problem) and 4140-4170 (water pools at entrance). These lots have major water drainage issues but are not adjacent in order to ease parking issues during work. Jon Ray wants to have the lots scoped in February and with a work period of

mid-June to August, which avoids the move-out period of April-May and the move-in period of August.

- Building repairs for 2021: DCS should be able to get 6 buildings done this year and then they will be painted. They have been with us for four years and are very experienced with us now. Green boxes in the following table indicate repairs scheduled for 2021.

	General Repair	Paint	Gutters	D-unit Stairs & Railings	Meter Walls	PRV	D-unit Glass	Hose Bib
4150								
4217								
4299								
4330								
1111					A & D			
1121					D			
1101								
4170								
4269					A			
TBD								
TBD								
4140								
4100								
4145								
4202								
4320								
1129								
1156								

Other Business

- Parking: Proposed language change in Rules about boat and trailer storage in cul-de-sacs.
- After discussing the current rule on trailers, the issue was referred to the ACC to review and consider any changes.
- Related to the paving projects, Steve H asked if there is an agreement between the HOA and City on resident parking during the paving work. Jon Ray noted that the City controls the parking program and he has tried before with no success (e.g., need to be a contractor to park a dumpster on the street). However, he will talk with the City again.
- Strategic planning for Arch Guidelines and Rules Revisions and annual survey.
- Topic deferred. Karen F, ACC chair, noted that the committee will also be working on this topic and will bring recommendations to the board.
- Documentation of Board responsibilities and activities: Develop a timeline.
- Topic deferred, could be discussed via email if needed before next meeting
- Board goals for the year and appointment of committees: Insurance changes? Landscaping improvements and watering/fertilizing? Other?

- Topic deferred. Insurance policy price increases were summarized and it was noted current coverage and deductible criteria may need to be revised in the future. Recognition that it is difficult to obtain insurance given our percentage of rentals vs. owner-occupied units.
- Community garden topic was raised. Jon Ray reported that a member (Curtis Riggs) coordinates the existing group.
- New volunteer group discussed. Arika V, Kevin B, and Steve H volunteered to work in a new group focused on communications and community, especially electronic web-based communication (e.g., online processing like PayPal, web design, newsletters, email group to go paperless). Jon Ray mentioned he has a City contact who might have information on funding for community activities. He also mentioned reviving the Welcome packet project to identify online opportunities. The group will identify what the HOA has now, and ideas and what is needed to move to the next step and the requirements, e.g., paid and open-source or free software options.

Meeting adjourned at 9:04 p.m.

Park East Square Homeowner's Association Meeting, February 9, 2021

Call to order 7:03p.m., via Zoom

Attendance

Board:

Lois Bennett
Tim Johnson

Mark Liebendorfer
Steve Haymes

Evan Lam

Staff and Committee Members:

Bonnie Skilton – Bookkeeper

Jon Ray Gardner – HOA Manager

Karen Fassler – Architectural Control Committee (ACC)

Therese Spears – ACC

Dan Tate – ACC

Owners:

Art Vice, Kevin Kudrna, Pat Jeske, Holly Winton, Christiane Audi-Sammoury,

Lois noted that increased participation is welcome but adjustments to the agenda are needed to better manage time. Detailed items, such as approved routine applications, do not need discussion. Items involving privacy (e.g., personal, enforcement and legal matters) should be handled in executive session. Lois moved to table the Election of Officers item until later. Seconded by Mark and passed unanimously.

Motion to waive reading of January minutes approved via email

The motion by Lois was seconded by Mark and passed unanimously.

Election of officers

Tabled as noted above.

Actions taken without a meeting since last month to be included in meeting minutes

Air conditioning applications for 4300-A and 4350-A were approved via email on January 19th by a vote of 4 in favor, 1 no response. Window application for 4207-B was approved via email on January 29th by a vote of 3 in favor, 2 no response. The Board appointed Dan Tate to the Architectural Control Committee by a vote of 4:1.

Member Issues

- 4289-D air conditioning application. It was suggested the Board may want to wait because the ACC is working on draft language for refrigerant lines from ground-level units, which might be helpful, even if the Board does not adopt the draft. Lois moved to table the application decision for one week and then handle the action via email. Seconded by Tim and passed unanimously.
- 4279-B request for exception on light/recommendation from ACC. Lois moved not to grant the exception, have the owner install the light (has the fixture), and the HOA will notch the trim as it was done for other units. Seconded by Tim and the vote was: 4 in favor and 1 abstention. Jon Ray will notify the owner.

Maintenance

- DCS (building repair) and O'Day (painting) contracts. DCS is raising its hourly rate by \$5/hour. He noted that the current rates are reasonable and the company has become more efficient as it

works with our buildings over the years. There is no change to the O'Day contract. The Board authorized Jon Ray to proceed so he will send the contracts for the contractor's signature and bring them back for Board signatures.

- Retaining wall contract with Wild Earth Gardens. There is consensus that more detail is needed. Jon Ray will go back to the contractor and ask for an increase in the warranty to 2 years, verification of pressure treated wood, specifics on drainage, and revise the 2nd payment to be due upon completion. The Board authorized Jon Ray to proceed so the contract can be signed and work start in early March.
- Parking lot bids from Superior. There are two bids (asphalt and concrete) for the paving of 4140-70 and 4269-99. There was discussion about the complications with the concrete drainage pans and paving in narrow lanes and that the bid is \$27,000 over the budgeted amount. The amount will hit the reserves. Bonnie said the reserve should be okay. She noted we are putting in less because dues were not increased this year. Tim moved to do both cul-de-sacs with \$27,000 coming out of reserves and raise dues if needed next year. Lois seconded the motion and it passed unanimously.

Financials

- HOA pay for Altitude webinars for Board members? Lois asked if the Board should cover the incidental cost of Altitude webinars for directors to encourage learning, e.g., under \$50. Evan suggested setting a budget and Board approval of requests. Following discussion, Lois moved to budget a maximum of \$200 this year and requests for reimbursement are subject to Board approval. Evan seconded and it passed unanimously.
- Bonnie review bank signature needs. This topic was tabled until officers are elected. In response to a question, Bonnie listed the accounts and said the president and treasurer can sign the CD.

Architectural Control Committee (ACC)

Karen reported that the ACC has begun its preparatory work for the year. Officers were elected. The ACC is drafting language for the Architectural Control Guidelines and Rules & Regulations to propose to the Board. Topics cover items that need clarification (e.g., dry vents using City code), are new (e.g., mini-split systems), and address issues that have arisen (e.g., boats and trailers referred to the ACC by the Board at the January meeting). The ACC is also working to close out the few items left from the 2020 survey. It is starting the process improvement process and planning for the 2021 survey cycle that will begin soon. Karen reminded attendees that the ACC is not a decision-making body; all recommendations or proposals must be decided by the Board.

Steve said the solar panel guidelines and agreement may need to be strengthened. Jon Ray noted they were developed with the attorney and said the one attempt was rejected by Xcel. Holly Winton is getting a bid and will keep Jon Ray in the loop on Xcel's action. Steve will take another look and come back with any recommendations.

Old Business

- Communications working group summary. Jon Ray reported that the group had great ideas and he was looking at mass-mailing platforms (e.g., Mailchimp, Survey Monkey). After discussing different ways to keep in touch, it was decided no action or subscription for opt in/opt out is needed at this point. Steve asked if we could use a Google account to send the newsletter instead of hardcopy. Jon Ray said it could be handled now like the meeting announcement and isn't complicated.

- Insurance coverage. The project involves researching options and coverage adjustments. Jon Ray and Tim will work on the project and Lois will provide her progress to date.
- Trash room banner signage and cost. Jon Ray asked if there was money for the large, color vinyl banners. Cost is driven by size so 55 18"x48" banners cost \$1783. The intent is to draw attention to the two major issues with recycling, failure to flatten boxes and trash in the bins (e.g., plastic bagging, food). It was decided to go with a smaller size and one item – breaking down boxes – and stay under \$200. Jon Ray and Lois will do a proposal and send it to the Board.

New Business

- Documentation of Board responsibilities and activities: Develop a timeline (historic documentation of important events in last 5-10 years plus looking forward to tasks & events in a typical year). Lois prepared two "strawman" drafts. "A Year in the Life of the PESHA Board" is a tool for prospective and new Board members to describe what happens throughout the year. "Recent PESHA History" is also a tool for tracking major events impacting the HOA and is for anyone who is interested. Her plan is to eventually put them on the website. Ideas included merging the insurance history (already on the website) and including when buildings were painted or repaired. Feedback on categories, format, items, etc., from Board members is due to Lois by 2/28.
- Board goals for the year: New committees? Landscaping improvements and watering/fertilizing? Other? Lois asked if there are goals for this year or beyond. For example, a legal review of all governing documents should probably be done at some point since they are 45 years old. Steve raised the issue of security and had found Boulder's nuisance ordinance. Karen noted that she did some research when the topic came up earlier and Lois said she will resend the email to everyone.
- Monthly meeting: should we change agenda format due to increased participation via Zoom? (Member issues later? Mute and allow discussion similar to annual meeting format?) The Board is talking about this, as noted earlier, and it will evolve over time.
- Meeting minutes: when should comments be due from Board on monthly minutes? This detail will be handled by email.
- New emergency contact information on website? Dave was removed so currently just Lois. Who wants board@pareastsquare.org? This detail will be handled by email.

Executive Session

For the purpose of discussing a collection and enforcement matter, and a personal matter with the Board of Directors. Mark Leibendorfer resigned and the Board filled the vacancy with Karen Fassler for the remainder of his term and then chose officers: Lois is president, Tim is vice president, Steve is secretary, and Karen is treasurer. All board members become signers on the checking account, and the president and treasurer hold the two Bank of the West credit cards. The president and the manager hold the two Home Depot credit cards.

Adjourned at 9:24 p.m.

Park East Square Homeowner's Association Meeting, March 9, 2021

Call to order 7:04p.m., via Zoom

Attendance and Introductions

Board:

Lois Bennett Tim Johnson Evan Lam Karen Fassler Steve Haymes

Staff and Committee Members:

Bonnie Skilton – Bookkeeper Jon Ray Gardner – HOA Manager Therese Spears – ACC

Owners:

Art Vice, Kevin Bush, Holly Winton, Mark Liebendorfer, James Massey, Dave Longenecker, Christiane Audi-Sammoury, Ardele Anderson, Andy Neff, Antje Sliger, Bjorn Bergmann, Greg Burnett

Actions taken without a meeting for inclusion in meeting minutes

- February 9th meeting minutes were approved via email on February 17th – 4 approved, 1 no response.
- Air conditioning application for 4289-D was approved via email on February 22nd by a vote of 4 in favor, 1 abstention.

Maintenance Review

- Jon Ray reported that the 4202-A stump is ground out and the rebuild of the fence and deck is in progress. The retaining wall between 4237/4227 and 4269 is complete. Two small issues involving 4140-4170 sewer repairs (in preparation for paving this summer) were resolved. Other projects (as time permits) include: work on HOA fences, replacement of glass in D townhome a stairwell, tree pruning, and planning for replacement of the shop window.
- Lois noted that seven D townhomes had frozen pipes during the last storm and suggested putting something in the Spring Newsletter or sending an email blast to D townhome owners. Jon Ray reported that he already sent the email to D townhome owners when the issue came up. Kevin suggested giving detailed instructions on checking heat tape and Holly agreed it would be helpful. Jon Ray said there was a link in the email but it could be included in the newsletter.
- Christiane asked if the buildings for summer repair have been identified. Jon Ray reported the buildings are 1111, 1121, 4150, 4217, 4299, and 4330.

Financial Report

Bonnie reported that everything is going as expected for this time of year. She transferred \$250,000 from operating to the money market account. She is working on finishing getting the Treasurer's contact information added to the Capital One account. Lois is working on getting the Treasurer's name added to the Bank of the West CD account.

Member Issues and Questions

Christiane asked about the trim color idea from the ACC. Karen reported that the ACC decided to drop an idea involving trim color as it isn't the right topic to test electronic polling.

Old and New Business

- Proposed changes to the ACC Charter and Rules & Regulations. Karen presented the proposed changes to the ACC Charter to clarify the conflict-of-interest clause, the election of officers on an ongoing basis, and the process to appoint members. The proposed changes were approved. Proposed changes to the Rules & Regulations were discussed and included such items as vehicles in carports, parking trailers in the cul-de-

sacs, decorative items in garden areas, and removal of items from the common area. The proposed changes were approved by a vote of 4 in favor and 1 abstention.

- Lois raised the need to plan for the Spring Newsletter. We need to have a final draft by the April meeting so it can be printed and mailed. The board members agreed that it needs to be mailed as we are not ready for emailing yet. Steve asked about how the newsletter is assembled and Lois explained: the Word file is converted to pdf and emailed to the printer; address labels are printed and stamps purchased; and one or more board members (split up copies) prepare the mailing (tenants also get a copy). A couple of potential topics were mentioned: Pool opening based on COVID guidelines, dumpster for move-outs. Ideas for the newsletter are due to Lois no later than March 31.
- Insurance coverage. Tim gave a summary of the meeting he and Jon Ray had with Ella Washington, our insurance broker, on February 24. Our covenants do not obligate us to cover the interior repairs in our current insurance policy. Lois said the HOA chose the current level of coverage and provided historical context for the decision. The December 2018 insurance letter on the website talks about complying with Article XII, Sections 1 through 7; in the Declaration; however, actual language does not require the level of current coverage. Ella noted that the language is confusing to potential bidders and may restrict the number of potential bidders.

There are three options for clarifying the language. (1) Amend the Declaration, which requires a vote of the owners. This can be a complicated and lengthy process and the Board wants to address the cost of premiums before the current policy expires. (2) Adopt a Resolution, which the Board can do to define or interpret covenants (can't conflict with current language). (3) Create a policy (similar to the maintenance matrix), which is adopted by the Board but does not resolve the issue with the language in the Declaration.

There are three types of coverage plans for us to consider. (1) "Shell Only" policy that covers structural items like studs, insulation, drywall, plumbing, electrical wiring, windows and doors (not sure about interior doors). (2) "Betterment" policy, which is our current type of policy ("shell" plus interior items at their original value, e.g., cabinets, flooring, lights and plumbing fixtures). (3) "All Interior" policy where "shell" plus all primary infrastructure is insured at current replacement value.

Karen asked if and when the HOA has ever had an insurance audit where an attorney who specializes in HOA insurance reviews an HOA's full insurance policies, endorsements, and all relevant governing documents and delivers a report of findings and advice. Lois clarified that we have not have had an insurance audit. Tim suggested that we limit any audit or review to the insurance declarations only and ensure that our specific questions are answered. While leaning toward a "Shell Only" policy, the board decision for direction of future coverage will be answered after the legal review and legal advice.

Executive Session

For the purpose of discussing collection and enforcement matters.

Adjourned at 8:58 p.m.

Park East Square Homeowner's Association Meeting, April 13, 2021

Call to order 7:01p.m., via Zoom

Attendance and Introductions

Board:

Lois Bennett Tim Johnson Evan Lam Karen Fassler

Staff and Committee Members:

Bonnie Skilton – Bookkeeper Jon Ray Gardner – HOA Manager Therese Spears – ACC

Owners:

Dave Longenecker, Connor Sims, Mark Liebendorfer, Christiane Audi-Sammoury, Ardele Anderson, Bjorn Bergmann

Actions taken without a meeting for inclusion in meeting minutes

- 4165-D Application to install A/C condenser unit approved.
- 4170-B Application to change fence location approved.
- 4212-C Application to install A/C condenser unit approved.
- Board approved expenditure of \$1,125 for legal review of insurance (written opinion and resolution).
- Board approved expenditure of \$1,860 to replace mailbox for 4244-74 cul-de-sac (back door stuck and parts no longer available).
- March 9th meeting minutes were approved via email on April 9th – 4 approved, 1 no response.

Maintenance Review

- **Potholes:** There is no list or map yet. Jon Ray can do cold patching and will do an estimate of his time and materials. Superior can do hot patching, which lasts longer. Jon Ray will get a quote from Superior and ask them about timing so the board can consider the cost/benefit of a separate project or waiting for the re-paving project in July or August.
- **Tree planting status:** Four trees have been purchased from the Tree Farm. They are good sized so will have a better start and will be watered frequently. Of the approximate \$4,000 budget, \$3,000 was spent so there are funds left to replace some shrubs that were planted last year but did not survive.
- **Pool opening plans:** The board wants to open on Memorial Day weekend as stated in the draft Spring Newsletter; however, Jon Ray pointed out a potential impact on staffing (he is the only employee at this time and he will be off).
- **CoCal spraying/mowing/spring cleanup:** Jon Ray has not been given the mowing day at this point. The spraying program is new and by request so that is yet to be determined. Landscaping companies are just beginning the season and he will talk with CoCal on details.
- **Suggestion from owner to add “no outlet” sign at entrance to the 4300 cul-de-sac (there used to be one – what happened to it?).** Several attendees confirmed that there used to be a city sign. Jon Ray tried putting up a fence but someone drove through it and another just drove over the grass. The board agreed we need a sign and asked Jon Ray to proceed and send us the price. Jon Ray said he will also contact the city.
- **Results of 1170 sewer scope** (broken line and \$2900 to fix) and review overall Sewer Repair document. We have begun tracking what is happening with the sewers. Four townhomes that are part of the repaving project have lines separated at the city tap. 4289 and 4279 involved the manhole (used to be tree roots) so Jon Ray contacted the City. They did something so he is trying to find out what was done. 1170 was initiated by the owner and Jon Ray believes it is worse than 4289 and 4279. The repairs exceed the budget but Tim said the repairs must be done and we should prioritize the sewer in the futures. Jon Ray will push up the drain cleaning schedule, clarify the cost for 4289/4279, and get the problems fixed.

- **Review concrete scope & estimates/budget for 2021:** One carport pad needs repair (approximately \$7,000) and we have cracked stoops and trip hazards on sidewalks. All of these repairs exceed the remaining budget. The board decided to take a 2-prong approach and repair the small problems now that are safety issues. The larger carport repair will be delayed until September when we will have a better picture of the budget for the remainder of the year.
- **Application for new 2nd story window 4170-C:** The owner agreed the window will be centered in room's wall. Lois moved to approve the application; Tim seconded and it passed unanimously.
- **Application for garden changes outside 1176-A:** Lois applied to remove the juniper and replace it with a different bush and work with Jon Ray on rock. Tim moved to approve the application; Karen seconded and it passed unanimously (Lois recused herself).
- **Shop windows – security:** Jon Ray gave a summary of the broken windows - one last year by a skateboard and another by a sling shot and then BBs. He boarded up all three windows, reported the incident to the Boulder PD, and installed a security light (Dark Sky compliant). Karen knows a security expert who looked at the area. He said Jon Ray has done the right things and the only other thing he would recommend at this level is to install a camera for a few months and then assess the situation. He is willing to loan us a camera and the board accepted his offer. Jon Ray has access to another camera and will purchase an "under surveillance" sign. Lois will look into security window film.

Financial Report

Bonnie noted that snow removal has gone over the budgeted amount for the year.

Member Issues and Questions

None

Old and New Business

- **Review of April Newsletter:** Karen, Tim, and Steve replied by email that the draft Spring Newsletter looked good. Jon Ray pointed out that stating the pool will open on Memorial Day could present a staffing issue for the holiday depending on public health COVID guidelines. Karen and Jon Ray are attending a webinar this week on the topic. The board will reconvene to decide how to open. Jon Ray will start planning pool preparation based on the assumption we can open on Memorial Day. Karen suggested changing the language in the newsletter to reflect our intent to open on Memorial Day subject to public health guidelines. Tim clarified for the record that we cannot use volunteers to staff the pool, which was confirmed by our attorney. The Spring Newsletter will be sent to the printer after the revision.
- **Proposed changes to the ACGs and Rules & Regulations:** Karen gave a summary of the proposed changes ACGs. Some of the changes are clarifications, such as the need for approval of any penetration of the wall. Additions included centering an additional window in a C townhome, changes to the HVAC section (e.g., mini-splits and AC units in D townhomes), and the section dealing with satellites. Lois made a motion to approve the changes, Karen seconded and it passed unanimously.

A change to the Rules and Regulations was proposed to address the issue of parking/storing a trailer in a carport and then parking the car in one or more spaces in the parking lot. Parking lots only have enough spaces for a half space per townhome so we need to be sensitive to the need to share space. Jon Ray has attempted to contact the owners with the current issue. Several alternatives were discussed and the board decided that trailers shall not be parked in carports except for 48 hours to load, unload, etc. Karen made a motion to approve the change, Lois seconded and it passed unanimously.

- **Proposed welcome packet:** Jon Ray shared the proposed package of information to welcome new owners. Several edits were discussed and Jon Ray is going to remove weblinks from the list. The contact form will be a fillable pdf (can also be printed and filled out). It will also be placed on the website so contact

information can be updated on an ongoing basis. It can be announced by an email blast. Lois made a motion to start using the welcome package, Tim seconded, and it passed unanimously.

- **Design ideas for ugly parkway strips & ACC recommendation for 2021:** Lois presented information on current parkway strips, design ideas, and the ACC's recommendation. If any funds are available for this year, the ACC recommends we focus on a couple of particularly bad areas at the entrance to the complex and not involve planting or irrigation. Christiane stated her preference for larger rocks.

Executive Session

For the purpose of discussing a legal opinion regarding insurance, collection and enforcement matters, and a damage settlement.

Adjourned at 9:30 p.m.

**Park East Square Homeowner's Association
Special Board Meeting, April 28, 2021**

Call to order 3:03p.m., via Zoom

Attendance

Board: Lois Bennett Tim Johnson Karen Fassler Steve Haymes

Staff: Jon Ray Gardner – HOA Manager

A special meeting of the Board of Directors was called to discuss opening the pool for 2021. It is assumed that Boulder County will move to Level Clear before the pool opens. However, the dial will be monitored at least weekly and the board is prepared to reassess the policy/rules should the level change. State and local public health orders, as well as CDC guidance, applies.

Date of Opening: The pool will open on the Saturday of Memorial Day weekend, subject to weather and staffing.

Pool Hours. Several staffing options were discussed. Jon Ray will post a maintenance tech job again to include weekend hours. Lois will draft a pool attendant announcement to see if anyone in the community is interested in a temporary part-time job (or knows of someone). This announcement will be posted on all mailboxes and sent in an email blast. Jon Ray is checking with Mr. Pool on pool maintenance when he is not available. Tim made a motion to pay a pool attendant \$13/hour not to exceed \$2700 from the contract labor line item. It was seconded and approved unanimously. Depending on the results of these searches, several pool hour plans were developed.

1st - 10:00 a.m. to 4:00 p.m. Monday through Friday is the baseline or minimum.

2nd - 10:00 a.m. to 6:00 p.m. Monday through Friday if there is a board member to chain the gate at 6:00.

3rd - 10:00 a.m. to 4:00 p.m. Monday through Thursday, and 10:00 a.m. to 6:00 p.m. Friday through Sunday if an employee is available. The exact hours will be determined once staffing is known (e.g., extending closing times, moving opening on weekend back).

Guests are not allowed.

Sign-in and out is required. A sheet with a liability waiver at the top will be by the gate (like last year).

Lois is getting the standard template from the attorney and Karen will work on our wording.

Cleaning and Sanitation. In addition to cleaning, sanitation is required, along with the documentation. The frequency will be the same as last year (approximately every 2 hours).

- Bathrooms will be open and sanitized at the same time as other frequently touched surfaces.
- Furniture will not be put out.

Masks. Required in accordance with guidance and public health orders.

Signage. Will be posted like last year. Last year's signs will be reviewed and adjusted as needed, as well as a "temporarily closed" sign in case the dial level changes or no staffing.

The Spring Newsletter alerted owners of the intent to open. Aside from the pool attendant email, communication of the specifics will wait until later when the details are determined.

Adjourned at 4:05 p.m.

Park East Square Homeowner's Association Meeting Minutes, May 12, 2021

Call to order 7:04p.m., via Zoom

Attendance and Introductions

Board:

Lois Bennett Tim Johnson Evan Lam Karen Fassler

Staff and Committee Members:

Bonnie Skilton – Bookkeeper Jon Ray Gardner – HOA Manager Therese Spears – ACC

Owners:

Gil Campbell, Mark Liebendorfer, Ardele Anderson, Art Vice, Bjorn Bergmann, JoAnn Barham, Christiane Audi- Sammoury, Greg McDuffie

Actions taken without a meeting for inclusion in meeting minutes

- Minutes of board meeting on April 13 approved on May 4 via email.
- Minutes of special board meeting on April 28 approved May 3 via email.
- 4217-D application to replace windows disapproved.

Maintenance Review

- **Irrigation and tree planting status.** The Tree Farm planted the four new trees. The irrigation system is ready.
- **Discussion of dumpster usage.** Jon Ray reported that inappropriate items were being dumped that Western will not take, e.g., appliances, TVs, hazardous materials, tires, items from remodeling, etc. The original intent was to prevent things being left on the curb. However, it may not be worth it anymore. The board will reexamine whether to continue this service during the budget discussion in October.
- **Potholes.** Jon Ray contacted Superior and we need an estimated 8 tons (one truck) to patch the ones not involved in the paying project. He anticipates a quote soon.
- **Pool opening plans.** Jon Ray recommends contracting with Peak One for pool maintenance on Saturdays and when he is gone. Lois moved to proceed, Tim seconded, and it passed unanimously. The board reviewed the waiver of liability and release on the sign-in sheet. Indemnification means we are not responsible for the user's actions/mistakes but does not stop claims; that's the release. Karen recommended a few changes to the sign-in section. Lois moved to approved, Tim seconded, and it passed unanimously. Karen reported that Boulder County Public Health said the Order still requires sanitizing surfaces, which affects pool hours. The board agreed to the hours of 10:00 to 6:00, Monday through Friday when Lois volunteered to chain the gate at 6:00 (other board members will cover when she is unavailable). Weekend hours are yet to be determined based on staffing. Jon Ray and Lois will meet on signage details.
- **Sewer work to date.** The sewer work in preparation for paving is \$3125 over budget. The shared line at 1170 will cost \$2900 and the cul-de-sac is not one of the next ones for repaving. There is still \$2400 in the budget for drain cleaning with nine buildings done to date. Tim moved to use the reserve to do repairs now and spend the rest of the drain cleaning budget, Karen seconded, and it passed three in favor and one abstention.
- **Fiesta herbicide:** Spraying has been delayed due to the rain so it is scheduled for next Tuesday. Lois asked that notices be posted on the mail boxes and a mass email be sent next Monday.
- **Signature on the online application.** There was a question about accepting the typed name as a signature on the fillable pdf form. It can be done and e-signatures are also acceptable but we will not purchase the software. It can be done with an adjustment to the acknowledgment paragraph.
- **Window replacement guidelines.** We require new construction installation in order to protect the buildings; however, Jon Ray said there may also be an acceptable option for retrofit windows. He will work on a draft with the Architectural Control Committee.

Financial Report

Bonnie said the charge for extra trash is \$252 so far in 2021. She added a line item so we can track it and discuss in October. Karen asked if our budget is sufficient for pool chlorine given the reported shortage. Jon Ray purchased more when he heard about the shortage so we should be okay for this season.

Member Issues and Questions

- 1129-C brush “fort”. Jon Ray reported that it is resolved.
- Gil Campbell asked for additional guidance on his window replacement project since his application was denied. Jon Ray, Karen, and Lois will meet with him.
- Mary Magee asked about the excise tax by the City of Boulder. Other members clarified it is an annual tax added to rental license fees paid by landlords.

Old and New Business

- **Insurance discussion.** Lois explained that owners pay the full premium, part through monthly dues for the HOA policy and part through individual HO-6 policies. She presented a chart listing the current items covered by the Master Policy. The board is considering going to “shell” coverage and shifting other items to owners’ policies. It was noted that most owners have remodeled since 1974 so they have updated items like appliances, cabinets, and floor coverings and those would fall under owner policies anyway. Items were clarified, e.g., add “framing” to the chart so interior stairs, landings and handrails are covered. Lois will revise and annotate the list and send it to the agent for pricing. She will also ask the agent to price “loss to undamaged portion of building” and “demolition cost coverage” (Fannie Mae and Freddie Mac lenders ask). Attendees were reminded that the board is simply pricing insurance as this point to see if we can reduce premiums.
- **Long-term solution for obsolete siding.** Jon Ray has had difficulty finding our siding because it is an obsolete pattern and texture. However, the problem is resolved as he found it and bought enough (a bunk) for this summer.
- **Summary of security survey by Boulder PD.** Karen, Jon Ray, and Lois met with Officer Mitch Trujillo. He recommended a couple of actions for the board: A camera for the pool; increasing the wattage in the hallway and carports bulbs; recommending residents not store anything under D unit stairs; trimming bushes that cover windows; and educating residents. He provided snippets we can use for communications (e.g., newsletters, mass emails, bulletin boards). Officer Trujillo he offered to attend a meeting with residents if there is interest and perhaps bring one or more of the three community services officers assigned to our area. He also encouraged residents to report all suspicious activity. Some people are hesitant to report the homeless but he said Dispatch actually sends homeless advocates. There was a question about whether owners should install cameras. He recommends cameras – high resolution, infrared, motion activated, wide field of view, and connected so you get real time notifications. It was also mentioned that owners need to be aware of privacy – Colorado has a law.
- **Status of Architectural Survey – review new letter template.** Karen explained that the goal is to get the template approved so it can be used in the future. It will be adjusted for the specific year’s survey, e.g., year, ACG sites, but as long as there are no substantive changes, there is no need to continually come back for approval of minor revisions. To save time, the board will review the template at a later time via Zoom.

Executive Session

For the purpose of discussing enforcement matters and staffing.

Adjourned at 9:37 p.m.

Park East Square Homeowners Association Meeting Minutes, June 8, 2021

Call to order 7:02p.m., via Zoom

Attendance and Introductions

Board:

Lois Bennett Tim Johnson Evan Lam Karen Fassler Arika Virapongse

Staff and Committee Members:

Jon Ray Gardner, HOA Manager Bonnie Skilton, Bookkeeper Therese Spears, ACC Dan Tate, ACC

Owners:

Bjorn Bergmann, Marina Bogard, Joe Ramsey, Christiane Audi- Sammoury

Actions taken without a meeting for inclusion in meeting minutes

- Minutes of the May board meeting approved on May 31 via email.
- 4217-D application to replace windows approved, including an exception, via email on May 28.
- Appointed Arika Virapongse to fill the board vacancy left by Steve Haymes' resignation via email on June 1 (3 in favor, 1 abstention/no response).

Maintenance Review

- **1170 sewer repaired – waiting for asphalt repairs.** The contractor came unannounced so the work could not be done since Jon Ray didn't have a chance to notify residents have a chance to notify residents and there were cars parked in the way. There has been no contact yet from the contractor.
- **Summary of projects.** Jon Ray provides a weekly detailed report to the board so this is a summary of major projects. Building repairs: 4299 is finishing up, 1111 is next and then 1121. Gutter replacements are going well with 4170 being worked on now. Jon Ray has been in touch with Superior and paving will probably start late June/early July. He reviewed how paving works and the general timeline. Once he gets information from Superior, he will notify the residents. Jon Ray is also working on the list of items, such as repairing 1111's meter wall, grounds cleanup, and more pressure regulating valves.

Financial Report

Bonnie reported that all is as expected. She noted that the wet spring put us ahead of water costs for now.

Member Issues and Questions

- **Confirm official approval of the AC application for 4212-B (away from the building in the corner of the fence shared with the C townhome).** Karen moved to approve Lois seconded, and it passed with a vote of 4 in favor and 1 abstention.
- **4350-D application to reset windows.** As part of the building repairs in 2016, the owner was told to reset windows. Jon Ray is waiting for more information so approval is tabled for now.
- **1111-D application for AC and some landscaping.** The board discussed several options for location of the unit and decided on a preference of placing it in the corner with the lines running up the corner of the wing wall into the attic. The owner agreed. The board and owner also talked about the landscaping (e.g., no mulch, owner will need to water depending on plant selection, do not place plants on C townhome area). It was decided that the owner will work with Jon Ray to develop a plan within the scope of the HOA's usual landscaping standards. Lois moved to approve the application with the notes of the discussion, Tim seconded, and it passed unanimously.
- **4145-C application for AC.** Karen moved to approve, Tim seconded, and it passed unanimously.
- **Owner forum.** Christiane asked on the status of her request for edging to hold the rocks in by the trash room at 1131-D. There was discussion about locations where there are too many rocks, the trip hazard of installing barriers (e.g., anything over ¼" change of level on a sidewalk is a trip hazard and shaved), and

unsuitable plastic barriers. Lois proposed that we take the next month to look at other locations with excess rocks to see what the options might be and report back at the next meeting.

Old and New Business

- **Proposed rules on pool hours.** The board reviewed the proposed language that says the pool hours it sets will be posted and gives the board the flexibility to temporarily vary pool rules in the case of emergencies (e.g., COVID). Lois moved to adopt the language, Karen seconded, and it passed unanimously.
- **Insurance status.** Lois reported that our agent was here to take pictures and measurements. She explained that community insurance is different from insuring single family homes. Our policy is based on approximately \$500,000 per building for a total of \$31 million and includes 10% to bring it up to code as well as a “blanket” policy. For example, if it costs more than \$500,000 to replace a building, the “blanket” policy allows the remainder to be taken from other buildings (within the \$31 million). She cautioned all attendees that while we are trying to save money by going to a shell policy and shifting interior coverage to owners, there is a possibility that we may not save money if we are actually currently underinsured. She will verify that “loss to undamaged portion of building” and “demolition cost coverage” (required by Fannie Mae and Freddie Mac) are included in the pricing.
- **Status of Architectural Survey.** Karen reported that the inspections are done and letters are being produced so it is time to do proofing, arrange printing, get envelopes, labels, and stamps. An ACC meeting will be scheduled within the next two weeks on the details.
- **Discussion of current window installation guidelines and potential changes.** Jon Ray was going to draft a proposal on this question; however, he has a letter from one application that can be used as the basis of discussion. The topic was referred to the ACC for discussion and to see if it has any recommendations for the architectural control guidelines.
- **Pool deck and bathroom cleaning during Jon Ray’s time off (if no Maintenance Tech).** Jon Ray wanted to alert the board that no tech has been hired yet so there are some tasks related to the pool and bathrooms (also used by contractors) that are not covered yet. He will list the dates he will be gone and list the tasks. Recruiting has been difficult but he has an interested person. It was suggested that he also post the job on Nextdoor and on the bulletin boards.
- **“Standard” meeting time – keep virtual at 7:00 p.m.?** Our regular meetings are the second Tuesday and at 7:00 since COVID (6:30 pre-COVID). After discussing board member needs, it was decided to set the standard meeting time at 6:00 p.m. Zoom allows more participation (see next item).
- **Designate one month (July, August, or September) for an in-person meeting on the lawn.** While Zoom allows more participation, the board would like to meet in-person at least once per year. Jon Ray noted the difficulties of trying to manage Zoom at the same time as a live meeting. Lois moved that the July 13th meeting be at 6:00 p.m. in person only, Tim seconded, and it passed unanimously.

Executive Session

For the purpose of discussing enforcement matters.

Adjourned at 9:20 p.m.

Park East Square Homeowners Association Meeting Minutes, July 13, 2021

Call to order 6:02 p.m., in-person

Attendance and Introductions

Board:

Lois Bennett

Evan Lam

Karen Fassler

Arika Virapongse

Staff and Committee Members:

Jon Ray Gardner, HOA Manager

Therese Spears, ACC

Owners:

Cat Fritz, Christiane Audi- Sammoury

Actions taken without a meeting for inclusion in meeting minutes

- Minutes of the June board meeting approved on June 20 via email.
- An adjustment to increase the painting contract was approved via email on June 22, 2021.

Maintenance Review

- **4140-4170 cul-de-sac repaving status.** Paving was delayed due to asphalt shortage but will begin Wednesday the 14th and is estimated to be completed by mid-Sunday.
- **4269-4299 cul-de-sac repaving status.** This one is scheduled for Monday through Friday and the concrete to be done during the second week.
- **Miscellaneous.** DCS is finishing 1121 and will move to 4330. O'Day is painting the first building (4289) and will move to 1111. Concrete work will begin next week for stoops and sidewalks. The gutter at 1111 was cleaned out. Jon Ray is waiting for the estimate on tree work. Jon Ray is draining and refilling the pool. Lois asked how Western Disposal is doing with trash removal and Jon Ray said there are no complaints.
- **4237 D application for AC.** The AC would be installed on the deck. Jon Ray was asked to confirm the owner is aware condensers can be installed on the ground. He will also make a note that the lines need to run into the attic and need a line set cover. The application can then be processed and approved via email.

Financial Report

Tabled until next meeting.

Member Issues and Questions

- **Traffic in 4300-4350 cul-de-sac.** Cat asked about posting a "No Outlet" sign because drivers are still entering the cul-de-sac expecting to be able to get to the city street, sometimes driving too fast. Jon Ray gave a brief explanation of what he has done about signage, including talking to the City. Although there was no success with the City, he can buy and post a sign if the board approves. Options for placement were discussed. Evan made a motion, and Arika seconded, to install one sign on the right side of the entrance to the cul-de-sac. The motion passed (4 yes, 1 absent).

Old and New Business

- **Insurance project status.** The draft resolution and insurance chart were received for review this afternoon. Lois provided background on the type of coverage being considered ("shell") in addition to our current coverage, the factors impacting insurers (especially our size and percentage of rentals), and that there may not be a difference in cost. We will not know the cost until our insurance agent goes out to bid on or after August 5. The board discussed the timeline for finalizing drafts with the goal of voting at the next meeting. In the meantime, Lois made a motion, and Karen seconded, that it is the board's intention to bid a "shell" policy. The motion passed (4 yes, 1 absent).
- **Architectural Survey Results Update.** Karen reported that the letters were sent on June 29 and we have heard from 27 to 28 owners so far (seek explanations, report repair plans or errors). Karen said the ACC

will wait until mid-August to do a follow-up inspection so owners have a chance to address any issues before the board discusses enforcement.

- **Question on Requiring an Application for “Repairs” as well as “Modification”.** Lois described a situation where the repair was more extensive than anticipated and an opportunity to correct an issue was missed. She suggested requiring an application for both repairs and modifications. The result of the discussion was to not require an application for repairs but instead to require that Jon Ray be notified of repairs (included in the next topic). For the sake of simplicity, it was decided the notice could be via email or phone with an acknowledging follow-up email.
- **Draft Changes to Architectural Control Guidelines (ACGs).** Karen walked through the background on the proposed changes. The ACC was asked if it would recommend an alternative to the “new construction” standard for window/door replacements. It recommended keeping the current standard based on the priority to protect the buildings. However, it had a broader recommendation to add a caution on door-to-door solicitors, and obtain a written guarantee from any contractor agreeing to meet our guidelines and getting board approval before signing a contract and paying a deposit. The approval procedure was updated so the request to speak is no longer mandatory. Another proposal was to add the requirement to report all repairs of any item covered by the ACGs to the HOA manager. In terms of windows/doors, the City of Boulder’s requirement needed to be changed from code to a building permit when adding windows. A statement was also added to the section to clearly state any screens must be maintained. Lois made a motion, and Arika seconded, to adopt the revisions as written. It passed (4 yes, 1 absent).
- **Draft Changes to Rules and Regulations.** Karen presented the background on two proposed changes. The section on external signage needed to be updated to comply with Colorado’s new Freedom of Speech Act (HB21-1310) signed on July 2. The second change was to add a prohibition on solicitations, which seems to be increasing. If adopted, we would have Jon Ray get a sign for the entrance (e.g., add to the entry sign). Evan recommended making sure we include solicitation by flyers/handbills placed on property and offered to provide the terminology. Thus, this change was postponed until the next meeting. Lois made a motion, and Karen seconded, to adopt the revisions on signs and flags as written. It passed (4 yes, 1 absent).
- **Owner’s Suggestion for “No Trespassing” Signs on Open Area.** Lois presented a suggestion from a neighbor to add signs to the large open area, perhaps just for the summer, due to large groups of cyclists who use it (leave trash, etc.). It is possible the groups do not know it is private and think it is an extension of the park. It was decided that no signs would be posed and residents should notify the police about any disturbance.

Executive Session

For the purpose of discussing enforcement and staffing matters.

Adjourned at 8:22 p.m.

Park East Square Homeowners Association Meeting Minutes, August 10, 2021

Call to order 6:03 p.m., via Zoom

Attendance and Introductions

Board:

Lois Bennett

Tim Johnson

Karen Fassler

Arika Virapongse

Staff and Committee Members:

Jon Ray Gardner, HOA Manager

Owners:

Kevin Bush, Ivette Visbal, Christiane Audi- Sammoury

Actions taken without a meeting for inclusion in meeting minutes

- Minutes of the July board meeting approved via email on August 5, 2021.
- Approval of A/C condenser unit location for 4237D via email on 7/19/2021
- Approval of increases to asphalt paving contract on 7/16/2021
- Approval of radon installation at 1180B via email on 8/2/2021
- Fence replacement at 4212B was originally approved by email on 8/5/2021 but the owner requested changes to the design during the meeting so the application was amended and approved (3 in favor, 1 abstention).

Maintenance Review (order on agenda changed)

- **Building repair, painting, gutters, concrete, trees, irrigation, pool.** Jon Ray gave an update on building repairs (on 4th building), painting (2nd building), gutters, concrete work, and irrigation leak repairs. The 303 Tree contract is signed and work will begin. The paving project is at the drain pan stage and Jon Ray is waiting for dates before notifying residents. Mr. Pool will cover the pool while Jon Ray is gone and the new maintenance technician, Clay, has started his 3-day work schedule.
- **Mailbox issue at 4300-50.** The USPS carrier let Jon Ray know the box is breaking and we know from recent experience parts are no longer available. Jon Ray will look and report back to the board.

Financial Report

Tabled until next meeting.

Member Issues and Questions

- **Concrete slab under 1131D's stairs.** Christiane raised the topic and Jon Ray will look at it.
- **Approval & documentation of 1186D window installation.** Replacement was done without board approval and there were some issues. The board decided to document everything in a letter to the owner that will be attached to the application.
- **4165C A/C application.** The application for AC on the right side of the door was approved unanimously.
- **Pool temperature question.** There was a complaint that the temperature (80°) is too cool. Jon Ray noted some complain it is too warm. The temperature is within the recommended range and a warmer temperature will increase gas consumption. The board decided to leave the temperature as is.
- **4150C mini-split application.** The board unanimously approved the application subject to conditions: remove the window shelf, no lines running up the wall, positioned as low and close to the fence as possible.
- **Update on 1140C fence.** Work began without an approved application. The work is to stop and an application is coming.
- **1189D window resets.** Two windows were installed poorly and are being reset. Approved unanimously.
- **4299B bike rack in the carport.** The board does not want the plumbing chase blocked so Jon Ray will talk with the owner about possible solutions.

Old and New Business

- **Insurance Resolution & Chart.** The board finalized several items on the draft Maintenance and Insurance Chart (Chart), which is Exhibit A of the Resolution, including responsibility for maintaining (repairing) D unit decking. Karen noted for the record that legal counsel at Altitude Community Law prepared the draft insurance Resolution, which was also submitted to our insurance agent for review and comment. All proposed changes were reviewed with legal counsel prior to finalizing the Resolution before the board tonight. Legal counsel consulted on the initial insurance allocations and consulted on the Chart under consideration tonight. Karen moved and Tim seconded a motion to adopt the resolution and Exhibit A, which reflects the decisions made to the Chart. It passed unanimously. Karen will send the signed Resolution to the insurance agent. A letter will be sent to owners and an item placed in the upcoming newsletter in addition to the usual notice methods.
- **Building & Maintenance Policy.** The policy was updated to delete the Maintenance Matrix as a result of adopting the Maintenance and Insurance Chart. Karen moved and Lois seconded the motion to adopt the proposed revisions to the policy to reflect the newly adopted Resolution. It passed unanimously.
- **Insurance Umbrella Policy.** Karen reviewed the quotes from our insurance agent on both increasing the limits on our basic liability policy and purchasing umbrella coverage, which provides a layer of protection to cover unexpected losses above the basic liability insurance limits. Keeping the current basic liability limits and spending less on an umbrella policy with more coverage was recommended and our agent agreed. Lois moved and Tim seconded a motion to purchase an umbrella policy now from the carrier quoting \$5461.90 per year and keep the current \$1 million/\$2 million basic limits. It passed unanimously.
- **Rules changes.** Two changes were proposed. One banning various types of soliciting was postponed to get the correct terminology (Thank you, Evan). The other was to clean up two items in the section on signs and flags that were missed last month. Karen moved and Lois seconded the motion to adopt the proposed revisions regarding soliciting and compliance with HB21-1310. It passed unanimously. Jon Ray will look at signage for the entrance. Enforcement will begin when the sign is posted.
- **Records Inspection Policy.** CCIOA was amended by HB12-1229 so the policy needed to be updated in terms of the available records and production costs, as well as one correction to match the statute. Lois moved and Karen seconded a motion to adopt the proposed revisions to the policy. It passed unanimously.
- **Elect a secretary.** Arika was elected (3 in favor, 1 abstention).
- **Newsletter.** Send ideas to Lois by Friday. Review and comments on the new draft are due before the 23rd. It will be sent to the printer (allow 1 week) so the newsletter will probably be distributed the week of the 30th.
- **Summer enforcement issues.** Weeds/junk in patio areas are unique to summer so enforcement needs to begin. Jon Ray has done carports and will send a list he started for weeds that can be checked. Courtesy letters will need to be mailed and emailed. Karen will create the template notice. Lois, Karen, and Tim will do an inspection.
- **ACC and Exterior Mod Applications.** Jon Ray would like to see the ACC more involved in the application process, which is allowed by the Charter. This topic was referred to the ACC to work on the process.
- **Cameras on buildings.** One unit installed large security cameras in two locations that penetrate the siding and the trim. It was done without an application. Jon Ray will ask the owner to submit an application. Lois will include a reminder in the newsletter to submit an application for any holes in the exterior. The board asked the ACC to consider and recommend any guidelines that may be needed.

Executive Session

For the purpose of discussing enforcement and staffing matters.

Adjourned at 8:32 p.m.

Park East Square Homeowners' Association Meeting, Sep 14, 2021

Call to order 6:02 p.m. On the Lawn at PESHA

In Attendance

Board:

Lois Bennett Tim Johnson Karen Fassler Arika Virapongse ~~Evan Lam (absent)~~

Staff and Committees:

Jon Ray Gardner, HOA Manager Bonnie Skilton, Bookkeeper ~~Dan Tate, ACC (absent)~~

Owners/Other:

Jake Schaney - 4299B

Kelly Brownlee - 4330C

Greg Butt - 1169C

Dave Longenecker - 4264B

Mark Liebendorfer - 1110C

Antje Sliger - 1189D

Christiane Audi-Sammoury - 1131D

Carol Konzelman - 1129C

Mary McGee 4340C

Actions taken without a meeting

- Minutes of monthly meeting on 8/10/2021 approved via email on 9/7/2021
- Rather than “approve” an after-the-fact application for fence modifications at 1140C, the board voted on 8/18/21 to handle it in similar fashion to an after-the-fact application for 1186D windows, i.e. to send a letter to the owner (and filed with the application) documenting all events and physical evidence of the installation which is not compliant with the ACG’s. The letter puts the owner on notice that they are responsible for any future “fall-out” from the installation.
- Approval of 4135 A/C condenser unit location via email on 8/27/2021
- Approval of 4299B bike rack via email on 9/3/2021
- Approval of 4135C fence changes and disapproval of deck changes via email on 9/3/2021
- Agreement via email on 8/22/2021 to implement the recommended increased dollar coverage per square foot (\$109 to \$111) with the next property casualty insurance renewal in early November.
- Approval of 1189D window re-installation via email on 8/23/2021

- Approval of 4217C window installation via email on 9/7/2021
- Approval of hiring RTC reconstruction company via email on 9/3/2021
- Approval of 4217D storm door via email on 9/10/2021

Maintenance Review

- Mud jacking estimate of \$2,520.
 - Fix six D unit hallway/stairwells approved.
- Status of building repairs/painting/asphalt
 - Dustin is finishing 5th building repairs, will move to 4150 next week.
 - Painting has speeded up, finishing 3rd building.
 - Asphalt: Access to cul-de-sacs open at the end of the week.
 - Trees: To be done in mid-late Sept, finding a new stump grinder.
 - Pool: To be closed on Sep 20th.
 - Pressure Reducing Valves (PRV's): Resume repairs in the fall.

Financial Report – Monthly and Annual Reports

- Annual Fiscal Report
 - Bonnie described the purpose of this document.
 - Karen to ask a specific question to Bonnie via email.

Member Issues and Questions

(Please indicate *when signing in* if you wish to speak and on what subject, 3 min limit)

- Note: For this meeting, questions and issues related to the 4232 fire will NOT be addressed during the status briefing below. We are planning a separate Zoom meeting in another week or two to address the fire and insurance issues.
 - Board will take questions ahead of time and select questions to address at the meeting.
 - Status update: Board has contracted with RTC. Consensus of investigation is that the fire started in the trash room. Asbestos found in the drywall mud compound. Discovery and scoping of the incident and reconstruction will take approximately 2-3 months.
- Christiane: Would like to submit a comment/question on the insurance resolution.
 - Board decision: Should submit the question in writing.
- Kelly 4330C Window application
 - Board is being asked to grant an exemption.

- Resident needs a letter stating that we disapprove.
- Jon Ray will provide language to update window guidelines with some very technical requirements.
- Board decision: Disapprove. (4 not in favor, 1 absent)
- Jake 4299B Application for concrete patio & moving the gate
 - Seeks to work with Norris concrete.
 - Fence will stay as is, except the gate will be moved.
 - Board decision: Approve (4 favor, 1 absent)
- Jake 4299B Application for new sidewalk
 - Board concern: HOA liability to have concrete on HOA property potentially covering utility lines. Suggestion: Gravel instead?
 - Board concern: Who would maintain it? Who will clear snow?
 - Board decision: Disapprove (3 not in favor, 1 absent)
- 4274D Application for AC unit
 - Board decision: Move this to email so the board can investigate further.
- 1101A Agreement with B Unit to allow satellite dish on B's wall
 - Board decision: Move this to email so the board can review.
- 4202A Camera
 - Board decision: Delay this because of fire investigation.
- 4135C Remove section of the deck.
 - Board decision: Move this to email
- 4274A Change landscaping on east side of unit
 - Board decision: Move this to email

Old and New Business:

- Insurance – Should the 2018 letter remain on the website as “historical” info? (Ensure it’s clearly marked as such - new insurance letter is on the website, and was mailed with Resolution & Chart on 9/10/21.)
 - Decision: Move to a History section on the website & add a banner to each page of the document noting that it is a historical document.
- **Brief** status of 4232 fire investigation, hiring of reconstruction/remediation company, initial time frames.
 - Done. See above.
- Suggestions for email blasts: Parking enforcement both on Monroe Drive & in cul-de-sacs, new insurance letter.
 - Board has reached out to the City Parking Enforcement to ask for more parking enforcement (2-3 times per day Mon-Thurs) in September.

- Should we do an email blast about this?
 - Board decision: No. (no vote)
- Owner would like a reimbursement for the tenant's parking ticket.
 - Board decision: No. (no vote)
- **Preliminary budget discussion – Jon Ray's list, ACC wish list, board member items**
 - A temporary placeholder of a \$20 increase was put in the budget for an increase in the monthly dues - it may turn out to be more.
 - At the moment, the budget shows \$325K being transferred to reserves, and spending \$395K from reserves.
 - Board goal is to add money to the reserves, because we have been spending more from the reserves each year.
 - Expected changes for 2022 budget: 10% increase on insurance
 - Expected water bill for 2022 budget: lower than expected in 2021 (it was expected to be higher than 2020). City raises the price of water ~10% per year.
 - Expected grounds increase for 2022 budget: 2.5% increase based on CoCal's policy.
 - Expected asphalt for 2022 budget: Board plans to do less asphalt work in 2022. (One standard cul-de-sac and possibly do 4100-4110 in addition.) Cost for this goes up each year. Need to clarify which cul-de-sac.
 - Potential projects under consideration for 2022 (and budget estimates):
 - Legal review of docs: \$10k
 - Painting one extra building: 7 buildings=\$66K
 - Fire related improvements for buildings
 - Replace stairwell light fixtures with dark sky: \$5K
 - Concrete work (mudjacking or carport)
 - Siding replacement (getting harder to find)
 - Changes to the pool (to make it easier to maintain): \$3k
 - Replace 2 failing mailboxes: \$4800
 - Improve parkway strips along Monroe Drive (mulch blows away)
 - Leaf gutter guards
 - Increase tree budget to address dying ash trees along the bike path and elsewhere on the property.
 - Top priority, however, would be costs from the 4232 fire that may fall on the HOA.
 - We need to vote on the budget in Nov and present the budget to the membership at the Dec annual meeting.
- Usage of Board@parkeastsquare.org
 - Karen will work with Jon Ray on a specific proposal for this alias email.

- Number of pool keys
 - Is there a limit on how many keys we should give owners?
 - Suggestion: Make a rule about pool keys.
- Rules:
 - Lime scooter pilot program has been launched by the City of Boulder.
 - Concern: Scooters are being left everywhere and are a trip hazard.
 - Proposal 1: No Lime scooters on the sidewalks, fire lanes, or the Common Area, etc.
 - Number of vehicles in the cul-de-sac & carport:
 - Proposal 2: No more than 2 vehicles per household (including visitors) allowed on PESHA premises (carport & cul-de-sac). Any others must be parked on the street.
 - Resident suggestion: Re-mark the fire lanes? Maybe do this when the fire department works on the burned building.
 - Proposal 3: No more than 2 motorcycle/motorized scooters (gas or electric) should be allowed in a carport.
 - Proposals 1-3: Approve (3 favor, 1 abstention)
 - D unit stairwell storage:
 - Proposal: Nothing should be stored in the D stairwell.
 - Board decision: Wait on this until we have more information from the Fire Department.
- Jon Ray proposes to revise the guidelines for the window replacement.
 - Board decision: Jon Ray will move forward and then seek approval from the Board in a meeting (not in executive session), because this is a change in policy.

Executive Session

For the purpose of discussing - enforcement, staffing, legal advice

Adjourn at 8:13 p.m.

MONTHLY BOARD MEETING Minutes: OCTOBER 12, 2021

Call to order 6:05 p.m. via ZOOM

In Attendance

Board:

Lois Bennett Tim Johnson Karen Fassler Arika Virapongse

Staff and Committees:

Jon Ray Gardner, HOA Manager Bonnie Skilton, Bookkeeper Therese Spears, ACC
Committee Member

Owners/Other: [Zoom names]

Bjorn Bergmann Mark Liebendorfer Christiane Audi-Sammoury Mary Magee
Jeanette Millar Antje Sliger

Actions taken without a meeting

- Minutes for September 14 meeting were approved 9/17 via email
- 4274A application to modify the landscape outside the unit was approved on 9/25
- 4274D application for AC condenser replacement was approved 9/25
- 4135C application to replace front and carport screen doors was approved 9/25
- 4135C application for deck modifications approved 9/25
- 4170C application for AC was approved 9/29

Maintenance Review

- Mud jacking for 6 D unit townhomes was completed yesterday.
- Trees - 303 Tree to remove the elm at 4232 and cottonwood by 4350 soon, Davey Tree to remove cottonwood by 4155 later in the year when ground is harder/frozen.
- Status of building repairs/painting/asphalt - DCS finishing 4150 this week or next, painting to begin immediately after. Asphalt and drain pans are complete. PRV and hose bib work being done by Bernie's plumbing in the next week or so. Meter wall at 4269 will be repaired next week and the gutters (1126)/downspout (4330) being done. Sprinkler system drained and being blown out on Oct 14/15.

Member Issues and Questions

- 1110B: Application for new windows.
 - Summary of status: The windows are custom-made and ready to be installed; the application came in after this. This contractor uses coil (not flashing), but goes up and over the top of the window. Windows are sealed with foam and caulk.

Discussion about flashing above the window trim - Jon Ray says it's not needed in this case. However this order was made in June before the policy about windows was tightened up on July 13.

- Suggestion: Make an exception. Send a letter to the owner that they are responsible for any damages that the owner signs. Additional documentation like pictures that will capture the installation.
- Decision: Motion to allow this exception (Lois). Tim (second). Karen & Arika in favor
- 4237C: Application for new windows
 - Jon Ray should have a conversation with the contractor and the owner about conduit lines on the exterior of the building. Also discuss any other issues from their architectural survey letter when delivering the approved application.
 - Decision: Motion to approve (Karen), Tim (second). Arika in favor. (Lois abstains)
- 4202D: Application for new window
 - Damage due to the fire. DCS is the contractor.
 - Lois would like to talk to Dan Cole about this replacement to get more answers about how (or if) the insurance applies in this case.
 - Jon Ray will talk to owner to ask if the owner would like to delay this window replacement.
 - Decision: Motion to approve (Tim). Lois (second). Arika & Karen in favor.
- Question about how the gas lines are addressed in the insurance chart - some run through the carport, some run in the interstitial space between the carport ceiling and the D unit subfloor (Christiane):
 - Resolution: Board will follow up on this question with clarification.
- Leaves and concrete bits under her stairs left from the mudjacking (Christiane)
 - Resolution: Jon Ray will sweep under her stairs.

Old and New Business

- Rules and Architectural Guidelines issues
 - Pool key replacement: clarifying the language - one per townhome.
 - Changes to Exterior Modification language:
 - Owners need to provide a proposed timeline. This information is already on the application, so the language should match. We will use "shall" as the terminology.
 - Add language about the enforceability of consequences from not seeking board approval. We will use "will" in the terminology.
 - Guidelines for the installation of exterior security cameras

- Decision on making the change on all of this language: Motion to approve (Karen), second (Lois), in favor (Tim and Arika)
- Usage of Board@parkeastsquare.org: This is being forwarded to Lois and Karen. Set up a board address for Karen (Karen@parkeastsquare.org). Jon Ray can do the same for others who do not want to use their personal email.

Financial

- Budget discussion
 - Board reviewed the proposed 2022 budget line-by-line, discussing goals for reserve balances, priorities for wish list items, unknown costs from 4232 fire, didn't want to do less asphalt work in 2022, various levels of increased monthly dues.

Adjourn at 9:00 PM

Park East Square Homeowners' Association Meeting Minutes: November 9, 2021

Call to order: 6:03 p.m., via Zoom

In Attendance and Introductions

Board:

Lois Bennett Tim Johnson Karen Fassler Arika Virapongse Evan Lam

Staff and Committees:

Jon Ray Gardner, HOA Manager Bonnie Skilton, Bookkeeper Therese Spears, ACC

Owners/Other:

Bjorn Bergmann, Kevin Bush, Christiane Sammoury-Audi, Mary Magee

Actions taken without a meeting for inclusion in meeting minutes

- Minutes of monthly meeting on 10/12/2021 approved via email on 11/6/2021 (3 yes, 2 absent)
- 1130C window application approved via email on 10/20/2021 (3 yes, 2 absent)
- 4300B fence application approved 10/29/2021 (3 yes, 2 abstain).

Maintenance Review

- Parking on Monroe Drive - the bottleneck at the canal bridge. Patricia Jeske worked with the city and brought Lois into the discussion. The City is going to remove 3 parking spaces on the west side of the street at the entrance of PESHHA, new signage will be installed, and there will be targeted enforcement for a while.
- Maintenance report.
 - Finished up the last of the summer work: painting, repairs, gutters, PRVs and hose bibs, irrigation blow out.
 - CoCal is not doing our fall clean up in November, so we are having to find other alternatives for leaf mulching. Jon Ray found a trailer to borrow a mower for spot cleanup for now. Lawns of Boulder will do a cleanup of the complex next week.
 - Clay has been working on improving the trash room doors to make sure that they close properly and install new handles, and checking the fire doors into the carports to make sure they close and latch. There is a plan to install spring hinges on the trash room doors during the winter.
- 1156C modification 3 applications:
 - Replacing fence with cedar. Her son and neighbor's deck company will do the fence. Tim moved to approve, Karen seconded, approved unanimously.
 - Deck: Board requires that the deck is not connected to the building; drainage must also move away from the building; and the downspout must be on top of the deck. Tim moved to approve with oversight from Jon Ray, Lois seconded, approved unanimously.

- Windows: Dustin (DCS) is doing it. Lois moved to approve, Karen seconded, approved unanimously.

Member Issues and Questions

- Christiane Sammoury-Audi: When Jon Ray replaced the A unit storage door, were termites found? She has seen flying insects. Jon Ray said not to his knowledge. It was recommended she contact a pest control company and share the results with Jon Ray.
- Mary McGee: Asked for the phone number of DCS to do windows. Jon Ray provided along with the number of another contractor who installed windows according to the ACGs.

Financial – 2022 Budget Discussion

- Specific lines were reviewed and discussed, such as a reserve study, new contract for mowing and fertilizing contract, trees, insurance, water, pool. The board was looking for savings, estimating costs, anticipating and prioritizing needs, and building back the reserves.
 - The governing documents need to be reviewed and amended (e.g., the Declaration and Articles are 46 years old and laws have changed). The estimated legal fee will be spread over two years. Lois received a schedule for legal services and fees from Altitude Community Law. She moved that Karen (Treasurer) and Bonnie figure out if we should do one of the 3 levels of a retainer or continue on a fee-for-service basis. It was approved unanimously.
 - Jon Ray has bids from two lawn care companies and is waiting to hear from two more.
 - After much discussion, Lois moved to approve the budget with a \$40/month dues increase (\$360/month), Karen seconded, approved unanimously.

Annual Meeting Planning

- Final review of the announcement and proxy was done so it can go to the printer by November 12 and be mailed.
- Nominating Committee and progress/next steps for the candidate search.
 - Lois moved to approve the committee consisting of Lois (chair), Tim, Arika, and Karen. Tim seconded, approved unanimously.
 - The “job description” is done. An email blast will go out right away with the job description as an attachment, and an announcement will be in the newsletter asking those interested to contact the committee by November 30.

Newsletter Draft

The newsletter must go to the printer by the 16th and be mailed by the 23rd. Last year’s newsletter was provided as a sample and we are to get our ideas and comments to Lois ASAP but no later than Wednesday.

Executive Session – discussion of legal, enforcement, & staffing issues

Adjourned at 8:26 p.m.

Park East Square Homeowners' Association Special Meeting Minutes: December 8, 2021

Call to order: 3:00 p.m., via Zoom

In Attendance

Board: Lois Bennett Tim Johnson Karen Fassler Evan Lam

Staff: Jon Ray Gardner, HOA Manager Bonnie Skilton, Bookkeeper

4145B: Enforcement issue regarding box in carport. No exception was ever granted.

4202D: Window damaged in the fire – owner decided to have DCS replace the window before winter. Lois moved, Karen seconded, and the board unanimously voted to send reimbursement to owner.

4232: State of Colorado abatement permit needs an extra review due to the removal of the roof trusses/more scope of work than anticipated which will result in a slight cost increase and time delay. B and C units still have not signed work authorizations for similar but different reasons. Consulting attorneys and RTC to resolve issues.

Discussion of DCS potential move out of state and ability to continue working for us. Action plan includes two directions: Jon Ray to research new companies and cost comparisons. Board to reach out to DCS and initiate discussion of what it would take to keep them working for us.

Superior Asphalt and Concrete Proposals are a total of \$2,600 over budget. We will need to do some shifting and re-prioritizing of work and budget numbers.

Enforcement of the 2-car limit in parking lots/carport – staffing and a method for more uniform enforcement was raised and needs more discussion. In the meantime, the board believes we must continue to enforce the rule to the best of our ability so we must deal with specific complaints when they arise. Lois will put the question to our attorney. Jon Ray was instructed to address the complaint about the 4207-4237 cul-de-sac.

Annual meeting preparation – there was a discussion about the slides that Jon Ray will assemble, to include the collapsed budgets from 2020, 2021 YTD, and 2022. Lois indicated that there will be a slide or two from the nominating committee with the two vetted candidates to fill the two empty board positions (Tim & Evan's terms are expiring). Lois to meet with Jon Ray on Friday to review last year's slides and this year's agenda. Evan suggested a link or attachment of a pdf of materials (similar to hard copy hand-outs of previous in-person meetings) that could be attached to the email zoom meeting invite.

4135A: Skylight application – the board reviewed the requirements of the Exterior Modification Policy and the ACG's. Karen moved, Lois seconded, and the board unanimously voted to disapprove the application due to lack of detailed information. Jon Ray will send the written notification to the homeowner.

Adjourned at 4:00 p.m.