Park East Square
Homeowners Association, Inc

Board of Directors Meeting
January 10, 2023

I. **CALL TO ORDER & MEETING INSTRUCTIONS-** The meeting was called to order at 7:05 PM. Present were Board Members Lois Bennett, President; Mark Liebendorfer, Vice President; Karen Fassler, Secretary/Treasurer; Therese Spears, Board Member; Kevin Bush, Board Member. Bonnie Skilton, Bookkeeper; Jon Ray Gardner, Facilities Manager; and Dani Esch, Admin Agent with Goodwin & Company were also present.

Homeowners present were Dave Longenecker, Christiane Sammoury, Steve Haymes, Bjorn Bergmann, Mary Jane Ransom, and Janet Kowall.

II. **AGENDA CHANGES-** There were no agenda changes.

III. **HOMEOWNER OPEN FORUM-** Steve Haymes asked where the payment coupons were. Dani noted that they had been mailed on January 3rd.

IV. **RATIFICATION OF OUT-OF-MEETING DECISIONS-** ***Karen Fassler motioned to acknowledge the out of meeting decisions for the approval of the:***

- ***November meeting minutes.***
- ***Opening of a new bank account for insurance claim funds.***
- ***Denial of reimbursement for scratched window replacement.***
- ***Temporary exception for an on-going parking violation***

Lois Bennett seconded the motion, there was a question regarding the parking violation. T***here was no further discussion, all were in favor.***

V. **FACILITIES REPORT**

a. **Completed items-** Drywall in shop, snow removal; 4232 shingles installed by RTC.
b. **Ongoing Items-** Window replacements at D unit stairwell at 4170 and 4227, clean and repair carports.
c. **Upcoming Items-** Obtain and review contract proposals for building siding repairs, building painting, and tree removal/tree care..

VI. **ADMIN. REPORT**

a. **Financial Statement Review-** It is too early in the month to have the December financials. Bonnie will send the financials for Board review as soon as they are available. Bonnie noted that the insurance bill was paid.
b. **Completed Items-** The transition to Goodwin began January 1, homeowners were emailed and mailed new contact and payment information
c. **Violations-** Once SmartWebs is up, a monthly report of violations and architectural applications will be provided.
d. **Calendar of Events-** The Board reviewed January and February calendar of events.

VII. **NEW BUSINESS**

a. **2022 Taxes and Audit-** Dani is working on proposals for 2022 taxes and audit- the CPA will work with Bonnie.

b. **On-site Phone Options-** Dani mentioned a separate line from Goodwin free of charge to the HOA, Jon Ray gave details to add a cellphone to the current phone carrier. ***Lois Bennett motioned for Jon Ray to decide which option would be best, Karen Fassler seconded the motion,*** there was a request that Jon Ray check in with the Board before the final decision was made***, there was no further discussion, all were in favor.***

c. **Building & Grounds Maintenance Policy-** ***Lois Bennett motioned to adopt the policy with the amendments made, Kevin Bush seconded the motion.*** There was a homeowner question/comment regarding previous contractor issues and Lois clarified that this policy was for incidental damages. Karen pointed out the "Deviations" language in the policy allows the Board to make an exception and we can help facilitate. ***There was no further discussion, all were in favor.***

d. **Election of Officers- Lois Bennett motioned that the officers remain the same as last year, Kevin Bush seconded, there was no further discussion, all were in favor.** A homeowner commented that the Treasurer should be the signer on the accounts.

The offices are as follows: President, Lois Bennett; Vice President, Mark Liebendorfer; Treasurer/Secretary, Karen Fassler; Director, Kevin Bush, Director Therese Spears.

VIII. OLD BUSINESS

a. **Transition to Goodwin & Co., Colorado (Formerly Cherry Creek HOA Professionals)-**. A letter with payment coupons was mailed to homeowners on Jan. 3rd and should be arriving in the next week or so. The 2 payment options without a $1.50 convenience fee are a mailed check from the homeowner, or a bill pay mailed from the homeowner's bank. The $100 discount still applies for those homeowners who have paid the entire year in full by January 31st. A homeowner commented that the email said where to mail the checks but not who to make them out to. Checks should be written to Park East Square HOA and Dani said she can do an email blast to clarify. Homeowners are encouraged to sign up for TownSQ even if they decide to pay via check. Dani is checking on why a few homeowners did not receive the e-blast from TownSQ regarding the meeting, however; even if a homeowner is not set up for TownSQ, they should still receive the e-blasts. If a homeowner does not have an email address on file, newsletters and statements can be mailed via USPS upon Board request.

IX. OTHER AGENDA ITEMS- There were no other items to discuss.

X. ADJOURNMENT TO EXECUTIVE SESSION- The meeting was adjourned at 8:08 PM to executive session to discuss specific enforcement and collection, personnel and legal matters.

Park East Square Homeowners Association, Inc

Board of Directors Meeting
February 14, 2023

Minutes

I. **CALL TO ORDER & MEETING INSTRUCTIONS-** The meeting was called to order at 7:05 PM. Present were Board Members Lois Bennett, President; Mark Liebendorfer, Vice President; Karen Fassler, Secretary/Treasurer; and Therese Spears. Jon Ray Gardner, Facilities Manager; and Dani Esch, Community Association Manager with Goodwin & Company were also present.

Homeowners David Longenecker, Christian Audi and Pat Jeske were also present.

Jon Ray gave short instructions on homeowner conduct and raising hands before speaking.

II. **HOMEOWNER OPEN FORUM-** A homeowner requested that the Board reconsider their decision regarding a window that may have been scratched by a vendor. The Board will discuss and get back to them.

III. **RATIFICATION OF OUT-OF-MEETING DECISIONS-** ***Karen motioned to acknowledge the e-votes for:***

- ***Extending the pay-in-full discount to February 28th,2023.***
- ***Approval of the RMI agreement with additions of start and completion dates;***
- ***A homeowner payment plan;***
- ***Approval of a front door, fence replacement, and screen door applications;***
- ***The denial of a window replacement application.***
- ***Approval of the January minutes.***

Lois seconded the motion. There was no further discussion. All were in favor.

IV. **ONSITE MANAGER REPORT**

a. **Announcement of Jon Ray's Resignation-** Jon Ray's last day is Friday, he is setting up as much as he can before he leaves the open items to the Board and Clay.
b. **Completed Items-** The focus of the last few weeks has been the transition and passing items to Clay to finish.
c. **Ongoing Items-** Clay is breaking up ice, securing the stair rails and treads throughout the property, securing exterior trash room latches, and raking the gravel and sticks out of the grass. The PRV at 4279 is being replaced Monday, Clay will test all the buildings for building pressure with a new gauge.
d. **Upcoming Items-** Outdoor lighting; stairwell window glass at 4170 and 4227, flicker boxes, snow removal and cleaning up grass of rocks and sticks, and the fence and tree stump at 1110A.
e. **Proposals-**
    i. **Asphalt Project-** Jon Ray will request updated "apples-to-apples" proposals.
    ii. **Snow Removal-** Jon Ray spoke with snow removal companies to assist with shoveling for the rest of the season. ***Lois motioned to hire Great Outdoors, Therese seconded the motion, there was no further discussion, all were in favor.***

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Board of Directors Meeting
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Minutes

iii. **Gutters-** contract with Alpine Gutters (Wayne) has been signed.
iv. **Building Repairs-**Contract with RMI has been signed.
v. **Irrigation-** Jon Ray has obtained proposals from Native Edge and CoCal. A proposal will be requested from Great Outdoors.
vi. **Trees-** Jon Ray reviewed proposals from Arborlogical and Bartlett Tree Care. ***Lois motioned to hire Arborlogical for removal of dead aspens near 4320 and 1176, removal and stump grind of a Russian Olive near 4227 and 2 cottonwood trees near 1129 and to hire Bartlett to remove 2 Ash and an Elm near the community gardens. Mark seconded, there was no further discussion, all were in favor.***
vii. **Building Painting-** Jon Ray has obtained the proposal from Paramount Painting.

V. **ADMIN. REPORT**

a. **Completed Items-** Owner balances from Bonnie were updated to Goodwin. 101 homeowners signed up for the portal.
b. **Calendar of Events-** The Board reviewed the calendar of events for February and March. The Board suggested the mail slot at 1075 be closed and an email blast sent to owners so that payments go directly to Goodwin. Newsletters need two weeks lead time for printing and mailing.

VI. **Business**

a. **Collection Policy Edits-** Karen explained the changes made by counsel to clean-up the policy. There was an adjustment made of the due date for all other charges (fines, late fees, etc.) and the number of warning notices was changed from 3 to 1.
Karen motioned to approve the collection policy with the revisions, Therese seconded the motion, a homeowner had a question about the due date and late fees***. All were in favor.***

VII. **OTHER AGENDA ITEMS-** There were no other agenda items.

VIII. **ADJOURNMENT TO EXECUTIVE SESSION-** discussion of specific enforcement and collections actions, personnel matters, and legal issues. No executive session was held. The meeting was adjourned at 8:27 PM.

Park East Square Homeowners Association, Inc

Board of Directors Meeting
March 14, 2023
Zoom

MINUTES

I. **CALL TO ORDER & MEETING INSTRUCTIONS -** The meeting was called to order at 7:03 p.m. Present were Board Members Lois Bennett, President; Mark Liebendorfer, Vice President; Kevin Bush and Therese Spears, Directors. Dani Esch, Community Association Manager with Goodwin & Company was also present.

Homeowners present were David Longenecker, Rita Mitton, Pat Jeske, Christiane Sammoury, and Janet Kowall

II. **APPROVAL OF PREVIOUS BOARD MINUTES -** Karen motioned and Kevin seconded to approve the minutes as revised. After discussion, approved unanimously.

III. **HOMEOWNER OPEN FORUM**

a. Janet had questions regarding the amendment and due date/interest on assessment payments. *Payments are due the 1st of the month, interest and late fees are charged after 30 days.*
b. It was requested that statements regarding "late" dues be sent out later in the month than the 2nd, perhaps the 10th or 15th.
c. Christiane had a question on account statements
d. There was a question on how to get access to the community garden, Curtis Riggs at 4227 manages the sign-ups.
e. There was a question regarding the compost bins. The City requires compost, most compost is yard waste and table scraps not put in bags. New rules by Western Disposal will be posted. The totes are cleaned once per summer. If there are sticky bins, management should be notified. Kevin asked if we could have fewer or larger bins. It was requested that Dani research options for larger bear-proof bins for outside the rooms away from the buildings.

IV. **RATIFICATION OF OUT-OF-MEETING DECISIONS -** ***Therese Spears motioned to acknowledge the out-of-meeting decisions for***

a. Approval of Superior contract for the paving and concrete work in the 4202-32 parking lot with the proviso that additional quotes be obtained for pothole work in the older cul-de-sacs to see them through until they get done.
b. Approval of Native Edge contract for start-up, maintenance, and shut down of the irrigation system.
c. Approval of Paramount contract for painting 6 buildings.
d. Approval of Bartlett Tree Care to remove 3 dying/dead trees.
e. Approval of Arborlogical tree care/removals.

Park East Square Homeowners Association, Inc

Board of Directors Meeting
March 14, 2023
Zoom

MINUTES

f. Approval of CoCal contract for lawn maintenance and weed management.
g. Reconsideration of decision on reimbursement for window damage.
h. Referral of a violation to legal for enforcement action.
i. Referral of an unpaid fine balance to legal for collection.
j. Discussion of personnel matters.
k. Approval of applications to replace windows and a patio door, and to install an electric vehicle charging system.
l. Approval of February minutes.

Kevin Bush seconded the motion. There was no further discussion, all were in favor.

V. ONSITE MANAGER REPORT

a. Completed Items-
   i. Bartlett performed tree work.
   ii. Quotes for gutters and downspout cleaning obtained.

b. Ongoing Items
   i. Alpine Services will tentatively start on gutter and downspout replacement next week.
   ii. Quotes in process for potholes, roof inspections, etc.
   iii. Bids to open/close and monthly maintenance of the pool.
   iv. Clay has been sweeping trash rooms and carports

c. Upcoming Items
   i. Meeting with Native Edge to begin sprinklers/irrigation, and get quotes for possible pruning, a retaining wall repair, tree recommendations, etc.
   ii. Concrete budget review – carport, new sidewalk in two locations, sidewalk shaving.
   iii. Arborlogical tree work scheduled for 3/28 and 3/29.

VI. ADMIN. REPORT

a. **Completed Items**
   i. Paychex is up and running using PESHA controlled checking account, which will be changed as soon as feasible to the Goodwin controlled checking account. Lois working with Ciara at Goodwin.

b. **Financial Report-**The financials are being combined and reconciled.

c. **Calendar of Events-** Dani is putting together a calendar for the Board of yearly recurring items.

Park East Square Homeowners Association, Inc

Board of Directors Meeting
March 14, 2023
Zoom

MINUTES

VII. Business

a. **Transition to Goodwin -** The homeowners' ledgers have been updated and the $100 credit for the pay-in-fulls has been issued. The team is working on the financials. Statements were sent out after the balances were transferred.

b. **Taxes/Audit -** An extension has been put on the taxes. CPAs are booked out on audits. Dani will get proposals for taxes and see if the audit can be done later in the year.

c. **EV Charging Stations -** There is a concern for blocking the exit with the station. ***Lois motioned to defer this to the ACC to review and submit recommendations to the Board. Kevin seconded the motion. There was no further discussion, all were in favor.***

VIII. OTHER AGENDA ITEMS-

a. **Dumpster for Move-outs:** The Board discussed the pros and cons of a dumpster for move-outs. ***Lois motioned to have a dumpster placed late April/early May until it is full, for one load only. Three members voted in-favor, 1 member was not in-favor due to parking and outside dumping.***

b. **Insurance -** Contrary to what we thought, the HOA was not dropped due to the roofing claim in 2015, but rather because AmFam wanted to discontinue our poorly-written policy. There is no evidence that the HOA will be dropped by National Fire and Marine due to the fire claim in 2021. The HOA's request for additional insurance coverage due to inflation has not been acted upon by NFM because re-insurers (who insure "retail" insurance companies) do not want to take on risks over $25 million, and the current PESHA policy is already over $31 million. Our insurance agent, Ella Washington, is working with legislature and legal regarding under or un-insurability statewide. Homeowners are encouraged to increase their own HO-6 policies with extra insurance to cover the potential gap of the HOA being under-insured. Homeowners should also speak with their insurance company about Loss Assessment Coverage. The Board will update the History of Insurance document on the website.

IX. **ADJOURNMENT TO EXECUTIVE SESSION –** The meeting was adjourned to executive session at 8:20 PM to discuss specific enforcement and collections actions, personnel matters, and legal issues.

Park East Square Homeowners Association, Inc

Board of Directors Meeting
April 11, 2023
Zoom

MINUTES

I. **CALL TO ORDER & MEETING INSTRUCTIONS -** The meeting was called to order at 7:04 p.m. Present were Board Members Lois Bennett, President; Mark Liebendorfer, Vice President; Karen Fassler, Secretary/Treasurer; and Kevin Bush Director. Dani Esch, Community Association Manager with Goodwin & Company was also present.

Homeowners present were David Longenecker and Tony Mehok.

II. **APPROVAL OF PREVIOUS BOARD MINUTES -** Karen motioned and Lois seconded to approve the minutes as revised. Dani said she will try to draft the minutes earlier so the Board can review before the meeting and then simply vote to save meeting time. The minutes were approved unanimously.

III. **HOMEOWNER OPEN FORUM**

a. Karen motioned and Lois seconded to disapprove an application (incomplete) and to approve a later one for a patio door. Passed unanimously.
b. Tony asked about installing an overhang over his patio. After discussion, he will consider his options.

IV. ***-Karen motioned to acknowledge the out-of-meeting decisions for:***

a. Approval of Mr. Pool contract pool maintenance this summer;
b. Approval of Superior contract to fill potholes;
c. Disapproval of an application to replace a patio door (did not meet ACGs).

Lois seconded the motion. There was no further discussion, all were in favor.

V. ONSITE MANAGER REPORT

a. Snow removal and branch pickup ongoing.
b. Golf cart tire issues – all fixed and we have a spare.
c. Turf aeration to begin soon.
d. Tree removals accomplished.
e. Clay has mapped out all the stumps that need to be removed.
f. Split rail fencing – new sections installed by 4254 and 4212, old section by 1121 re-done.
g. Native Edge testing backflow preventers for the irrigation system – some repairs expected.
h. Gutter/downspout replacement – Alpine Gutters has started.
i. Gutter/downspout cleaning – Lois is negotiating a proposal from Alpine Gutters.
j. Roof inspections for this year? Next year? Proposal from Formula Roofing (current roofs date from the fall of 2015). The expense is not in the budget this year. Dani will provide the

contact to get a free roof inspection this year with the understanding there is no guarantee of future contracts in exchange for a free inspection.

k. Status of 1156D carport. Lois provided an update on getting another contractor to read the report and provide an estimate.

VI. ADMIN. REPORT

a. **Financial Report.** It was reported that we are $69K underbudget for the month but this is incorrect. Part of the issue is the cash accounting method used. It was noted that expenses will increase as the year progresses (e.g., pool, lawncare, water). There are still questions and issues to resolve (e.g., transfer 3 months of reserves, set asides for insurance).
b. **FDIC Coverage.** We need to be aware of the $250K limit on total business accounts (checking, savings, money market, and CDs).
c. **Payroll.** The April 15th paycheck will be coming from the Goodwin bank account.
d. **Calendar of Events.** Dani will send a Word version with her edits to the Board for review.

VII. BUSINESS

a. **Taxes/Audit.** The contacted CPAs do not do audits so still looking. Karen motioned and Lois seconded approval of the Dale Weidner & Company, LLC, proposal to prepare the 2022 taxes. Three approved and one abstained.
b. **Parking.** Following discussion, Dani will prepare a report with permitting options and their costs. A new towing company needs to be found that is more responsive to our location. Lois will add Dani and Clay to the current company's list of those authorized to request towing.
c. **Insurance gap briefing and strategy**. When asking our insurance company for additional coverage, it was discovered that the reinsurance industry does not want to cover policies over $25 million and our buildings are already covered at $31 million (roughly 55 X $563K each). However, according to an estimate prepared by RTC, in today's market, it could cost $900K to rebuild a single building from the ground up. There was discussion on who is responsible for the gap. Ella suggested a legal opinion, but Lois will contact Ella to clarify why a legal opinion was suggested.
d. **Enforcement**. Karen has compared the Goodwin templates with PESHA's and will set a meeting with Dani. Lois would like to be included if time permits.
e. **Discuss newsletter draft.** It is more costly and will take too long to have Goodwin produce the newsletter. Dani will provide an Excel file of addresses and unit numbers, Bonnie will provide labels, Lois will compare the two.
f. **Status of hiring effort.** Tabled.

Park East Square Homeowners Association, Inc

Board of Directors Meeting
April 11, 2023
Zoom

MINUTES

VIII. **ADJOURNMENT TO EXECUTIVE SESSION.** Karen motioned and Kevin seconded to adjourn to executive session at 8:56 p.m. to discuss specific enforcement and collections actions, personnel matters, and legal issues.

Park East Square Homeowners Association, Inc

Board of Directors Meeting
May 9, 2023
Zoom

MINUTES

I. **CALL TO ORDER & MEETING INSTRUCTIONS -** The meeting was called to order at 7:04 p.m. Present were Board Members Lois Bennett, President; Mark Liebendorfer, Vice President; Karen Fassler, Secretary/Treasurer; Therese Spears, Director; and Kevin Bush, Director. Jennifer Kinkead, was introduced as our new Community Association Manager with Goodwin & Company.

Homeowners present were David Longenecker, Rita Mitton, Pat Jeske, Caroline Conzelman, and Christiane Sammoury-Audi.

II. **APPROVAL OF PREVIOUS BOARD MINUTES.** Karen motioned and Lois seconded to approve the minutes as revised. There was no further discussion, all were in favor.

III. **RATIFICATION OF OUT-OF-MEETING DECISIONS.** ***Karen motioned to acknowledge the out-of-meeting decisions for***

a. Approval of revisions to Mr. Pool contract.
b. Approval of contract with Alpine Services to clean gutters and downspouts.
c. Approval of air conditioning and hose bib Exterior Modification Applications.

Lois seconded the motion. There was no further discussion, all were in favor.

IV. **HOMEOWNER OPEN FORUM.** Caroline had questions about securing bikes to carports. An application is required and she was referred to page 14 of the ACGs. She also had a question on replacement of trees by her unit, which was addressed later under new business.

V. MAINTENANCE REPORT

a. Turf aeration finished.
b. Native Edge irrigation work on-going. Pruning scope of work – have a quote from Native Edge.
c. Gutter/downspout replacement – 3 buildings done, 2 left. Gutter/downspout cleaning expected to occur during May.
d. Pool preparation beginning May 10 to open on Saturday, May 27.
e. PRV replacements – Bernie's scheduled to do the work on Thurs, May 11 and Monday, May 15. Hope to do four with the remaining budget. But there are more that are failing, we may need to exceed budget this year, TBD.
f. Drain cleaning – obtaining quotes.
g. Stairs, railings, & balcony railings – scope has been defined, have two quotes so far, hoping for a third.

Park East Square Homeowners Association, Inc

Board of Directors Meeting
May 9, 2023
Zoom

MINUTES

h. Building repairs – RMI to start third week of May on 1120 and 1140. Letters to owners have gone out. Appointments being scheduled.
i. Scope of concrete work being evaluated against the budget and quotes obtained. (Sidewalk shaving for trip hazards and new sidewalks/repairs). Not enough budget to replace any carport slabs.
j. Coverage of routine maintenance during vacancies: Mark and Lois alternating servicing dog stations and putting trash out. Maura (1101A) has also volunteered to help with trash.

VI. ADMIN. REPORT

a. **Status of free roof inspection.** Jennifer will send the contact to Lois. It was reiterated that the contractor must understand there shall be no expectation or guarantee of future work.
b. **Parking permits report.** It was explained that the HOA cannot experiment with one cul-de-sac, all must be treated the same. Directors are to review the options and costs in the report and provide comments by next Tuesday. Lois motioned to table the topic, Karen seconded, and it was approved unanimously.
c. **Status of reserves transfer and insurance set-aside for March, April, & May.** Jennifer will investigate and get it resolved.

VII. BUSINESS

a. **1110D application to move AC condenser.** Upon discussion of the application, the owner wants to wait for further information. The Board needs to decide in order to close out the application. Karen motioned to disapprove the application because it is incomplete. Therese seconded. There was no further discussion and the motion was approved unanimously.
a. **Rules revision for string lights**. The proposal clarifies the color and placement of string lights. Karen motioned to adopt the proposed changes and Therese seconded. There was no further discussion and it was approved unanimously.
b. **Enforcement Policy revision**. The proposal changes the title of Warning Notice to Courtesy Notice to reflect the intent of this discretionary notice. Karen motioned to adopt the proposed change and Mark seconded. There was no further discussion and it was approved unanimously.
c. **ACC report**. Karen reported that the Committee selected officers, the annual survey will begin next week, and they looked at the Board's question on EVC system placement, primarily for D units. The ACC noted that tripping hazards are an issue for any unit and is already a consideration in the ACGs and Agreement. They recommend placement be decided on a case-by-case basis as applications are received.

Park East Square Homeowners Association, Inc

Board of Directors Meeting
May 9, 2023
Zoom

MINUTES

d. **Replacement of trees by 1129**. Caroline asked about a plan to replace three lost trees near her building. Lois said the plan is to plant four trees per year based on an assessment of the facilities manager and arborist, as well as budget. Two trees are proposed for the area around 1129. Caroline volunteered to so Lois will contact her when it is time to decide selection and placement.
e. **Transfer current money market funds to new accounts with higher interest rate**. Lois informed the Board that interest rates are higher now than when accounts were established. She is finishing gathering information and will come back for the required vote.
f. **Pool hours discussion**. Pool hours were 10:00 a.m. to 8:00 p.m. last year. Lois motioned to keep the same hours this year and Karen seconded. After considering several factors, the Board approved the motion unanimously. It was also noted that Mr. Pool will check the chemistry twice a week.
g. **Status of enforcement notice templates**. Karen and Jennifer will touch base next week to see where things stand.
h. **Status of hiring efforts**. The Board has several resumes for both openings. In the meantime, a temporary maintenance technician has been hired to help.
i. **Transfer of ownership**. Kevin had a question on status letters. Jennifer will contact Goodwin's resale department and provide contact information to us. Karen asked whether a welcome packet/letter is sent. Jennifer said there is one. Karen will send our welcome letter so they can be compared to make sure everything is covered.
j. **Lawn damage from dog urine**. Lois asked how we can address the damage and it was suggested a friendly reminder be sent. Lois will draft it.
k. **Posting minutes.** When asked when the minutes for March and April will be posted, Jennifer reported that her goal is to post minutes within 48 hours. She also tries to have a draft ready for Board review within 14 days of the meeting.

VIII. **ADJOURNMENT TO EXECUTIVE SESSION.** Karen motioned to adjourn and move into executive session. Kevin seconded and it was approved unanimously. The meeting adjourned at 8:18 p.m. and the Board met in executive session to discuss specific enforcement and collections actions, personnel matters, and legal issues.

Park East Square Homeowners Association, Inc

Board of Directors Meeting
June 13, 2023, via Zoom

MINUTES

I. **CALL TO ORDER & MEETING INSTRUCTIONS -** The meeting was called to order at 7:05 p.m. Present were Board Members Mark Liebendorfer, Vice President; Karen Fassler, Secretary/Treasurer; Therese Spears, Director; and Kevin Bush, Director. Jeremy Anderson, Facilities Manager, and Jennifer Kinkead, Community Association Manager, were also present.

Homeowners present were Brian Coventry, Pat Jeske, and Christiane Sammoury-Audi.

II. **RATIFICATION OF OUT-OF-MEETING DECISIONS.** ***Karen motioned to acknowledge the out-of-meeting decisions for***

a. Approval of an application for windows and patio door replacement;
b. Approval of an application for fence and patio replacement;
c. Denial of an application for planting a tree;
d. Approval of the Native Edge proposal for pruning;
e. Denial of a request to waive a fine;
f. Approval of a request for variance on a fence ACG;
g. Approval of May meeting minutes.

Kevin seconded the motion. There was no further discussion, all were in favor.

III. **HOMEOWNER OPEN FORUM.**

a. Christiane asked about repairing the railing of her unit. Jeremy's inspection found there are three to five balusters that need to be screwed down and the replacement of the wood deck with a synthetic one resulted in a 4" gap that does not meet code. He recommended further inspection to assess the integrity of the roofing membrane as the protective stringers and decking under the synthetic deck appear to have been removed or modified. It was noted that modifications are not required simply to meet new code. Lois will need to be involved since she is coordinating the project to identify needed repairs and costs that will determine the priority of work. Jeremy will add tightening the balusters to his maintenance list. Jeremy and Christiane will arrange a time to look at other decks along with Lois. The Board will then decide what to do about the deck and let Christiane know.
b. Brian asked about the possibility of adding a window to a D unit. While this has not been done before, an application can be submitted to the Board. It was noted that an engineering report and building permit will be required since it is a load-bearing wall.
c. Ingrid Mielke-Maday sent an email during the meeting asking about getting on the mailing list and the status of her patio application. The application was not familiar so Karen will check into it and respond to Ingrid.

Park East Square Homeowners Association, Inc

Board of Directors Meeting
June 13, 2023, via Zoom

MINUTES

IV. MAINTENANCE REPORT

a. Grounds – CoCal mowing day is Thursday. Important that residents remove lawn furniture. CoCal has also done some hand-pulling of weeds, and will begin to spray gravel areas and broadleaf weeds in the turf when conditions are correct. Coordination with Native Edge irrigation work on-going, and Native Edge will also be doing some pruning.
b. Gutter/downspout cleaning complete.
c. PRV replacements – four are done, two more are urgent.
d. Drain cleaning – obtaining quotes. This involves the lot to be paved this summer and others.
e. Stairs, railings, & balcony railings – contract awarded to DCS, and work has begun – 1140 is complete. Working on 1120.
f. Building repairs – RMI has completed 1120 and has started on 1140. Letters to owners for 1131 and 1141 will go out soon. RMI doing a few roofing repairs for us. Jeremy noted that the letters were sent and he has met with several owners.
g. Sidewalk shaving survey starting. Need to get additional concrete proposals for sidewalks & carports. Jeremy reported that Precision Concrete will have a bid in two to three weeks and then the list will be prioritized and budgeted.
h. Sewer back-up in pool house resolved. Transformer repairs for leaking oil scheduled. The transformer has not been repaired yet because Xcel reports they are backed up.

V. ADMIN. REPORT

a. **Status of reserves transfer and insurance set-aside for March, April, May, and June.** A process had to be created because we maintain outside bank accounts. Jennifer is trying to build a consolidated report between Goodwin and PESHA accounts for January through June and estimates it is about 90% complete. This is not the same as a reserve study, which was briefly discussed (e.g., the range of percentages to transfer to reserves). A monthly transfer check will automatically be sent to the bank. The transfer for March through June is done on the Goodwin side. Lois needs to verify it shows in our account and let Jennifer know.
b. **Proper crediting of payments from an owner with multiple units**. Mark asked the status of resolving this problem. Jennifer said a single check is credited to the primary account (1st one listed) per state law. Separate checks need to be sent. She has informed the owners of the need for separate checks, that all past fees have been removed, and if there is any outstanding balance.
c. **Status of free roof inspection.** Jennifer clarified that we will receive a detailed report to keep, even if we do not contract with the company. Jennifer works with two companies and had us added to their lists to conduct the inspection. Both are currently busy with

repairs due to hail storms so no date is scheduled. Jeremy will be added as a contact and he will accompany them during the inspections. Jennifer will update Lois on the plan.

VI. BUSINESS

a. **Status of ACC survey and letters**. The survey finished on Sunday and letters are now being produced. They will be mailed in July. As a reminder, these are informational letters, not enforcement notices, which is a separate process.

b. **Status of enforcement notice templates**. The customized Courtesy Notice template is uploaded. Goodwin's templates for the other three notices can be used since Jennifer can edit them to fit our policy. The next step is access and training on the system. Board members have received a request to set up access, which is important so training can be scheduled and we can begin using the automated system.

c. **Authorization of the President and the Secretary/Treasurer to open and close accounts at current and other banks**. Karen and Lois are requesting more flexibility to open and close accounts without a formal vote on each specific transaction when higher interest rates are available or to reduce FDIC risk. Karen motioned that any two Board officers be authorized to open new savings and money market accounts and CDs, transfer funds, and close existing accounts whenever deemed necessary to take advantage of higher interest rates, as well as use multiple banking institutions to reduce FDIC risk, until revoked by a majority vote of the Board. Therese seconded and it was approved unanimously.

d. **Catalytic converter anti-theft information.** With the rise in theft of catalytic converters, the Colorado Auto Theft Prevention Authority has a program that gives free etching kits. Officer Mitch Trujillo asked that we inform owners and residents of the program. An appointment to get the kit is made by going to lockdownyourcar.org, finding the event, and then clicking on the date to schedule a pickup time. Ideas to communicate include the next newsletter, a mass email, an announcement through TownSq, and a link on our website.

e. **Communication via email**. There was discussion about more regular communication via email on specific, individual topics. Kevin motioned to authorize Goodwin to grant Jeremy Anderson, Facilities Manager, administrator access in TownSq in order to communicate updates and urgent issues. Karen seconded and it was approved unanimously.

VII. **ADJOURNMENT.** Karen motioned to adjourn, Kevin seconded, and it was approved unanimously. The meeting adjourned at 8:10 p.m.

PARK EAST SQUARE HOMEOWNERS' ASSOCIATION
MONTHLY BOARD MEETING MINUTES: July 11, 2023
7:00 p.m. via Zoom

1. **Call to Order.** The monthly Board meeting was called to order at 7:03 p.m. Quorum of the Board was present: Therese Spears, Lois Bennett, Mark Leibendorfer, and Karen Fassler. Also present were Facilities Manager, Jeremy Anderson, and Community Association Manager, Jennifer Kinkead.

   Homeowners present: Pat Jeske, and Christiane Sammoury-Audi, and Rita Mitton.

2. **Ratification of Out-of-Meeting Decisions.** On a motion made by Karen, seconded by Lois, and unanimously carried, the Board approved the items listed below:
   - Approval of June meeting minutes;
   - Approval of an application for doorbells;
   - Disapproval of an application for a mini split.

3. **Member Issues & Questions.** Two owners raised the following issues.
   - Overgrown Weeds (Thistles) and parking strips. CoCal and Jesse are pulling but it's hard to keep up due to the rain and cannot spray until dry for a week. Suggestion is to look at "pre-emergent herbicides" that are applied twice/year. There is a design for a pilot parking strip but need to meet with a contractor and the budgeted amount may require it be done over fiscal years.
   - Request for railing replacement. The Board clarified its decision regarding the rail replacement. As buildings are repaired, the Board identifies and prioritizes the need for stairs and railing replacements, i.e., 3 sets of stairs and 1 balcony railing will be replaced in the 2023 cycle. The owner's railing is not on the list at this time. However, if the owner does not want to wait, they could voluntarily fund the replacement of the railing if so desired. Should the owner choose the option, funds must be paid in full before the work begins and reimbursement is not guaranteed. The Board will then select, schedule, and supervise the vendor for this HOA project.

4. **Maintenance Report.** Jeremy provided an update on the items listed below.
   - Fire hydrant at 1129-89 was hit by a contractor. Jeremy worked with the city and it is repaired, but a bollard needs to be repaired/replaced.
   - Stump grinding. Walking with the contractor tomorrow to identify needs and obtain an estimate.
   - PRV replacements. 1141 needs more pressure readings to determine PSI and PRV replacement is dependent on the A unit crawl space drying out.
   - Drain cleaning – quotes being sought.
   - Stairs, railings, & balcony railings – 3 stairs and 1 railing are being done with the building repairs this year.
   - Building repairs update. 1120 painting is almost complete, 1140 is next. 1131 repairs are underway, 1141 is next and 4244 will follow. 4340 is last.
   - Concrete proposals for sidewalk shaving and installing 1111A. Need to get proposals.
   - Weeding and bushes clean up begin this week.
   - 1156D repairs status.
   - Transformer repairs by pool completed.
   - Mr. Pool is coming to look at the system.

5. **Administrative & Financial Report.**
   - Status of reserves transfer and insurance set aside. Jennifer was advised the reserve transfer was $10,000.00 short because the insurance set aside was not included in the deposited amount. The Board was also not aware there would be a $15 wire transfer fee. Lois will provide more details to Jennifer.
   - Status of detailed statement from Goodwin. A detailed invoice of all Goodwin charges has been requested. Jennifer reported that it is pending because of issues with the reserves transfers and all other accounts. It is her first priory and she hopes to have it this week.

6. **Old and New Business-**
   - Application for a deck modification. Unanimously denied as incomplete. The owner reports a new application is forthcoming.
   - Status of review of parking permit options - Tabled. Jeremy and Jennifer will further research and Therese can provide more information on her experience. Karen will send the May report to Jennifer and Jeremy.

7. **Adjournment.** With no further business to discuss, there was a motion made by Karen, seconded by Lois, and unanimously carried to adjourn at 8:05 p.m.

8. **Session Executive.** The Board discussed matters related to current enforcement litigation, a fine fee, an assessment delinquency, and staffing. The Board unanimously approved proceeding to the next step in litigation of an enforcement matter.

Park East Square Homeowners Association

MONTHLY BOARD MEETING MINUTES

August 8, 2023 via ZOOM

1. **Call to Order.** The monthly Board meeting was called to order at 7:03 p.m. Quorum of the Board was present: Therese Spears, Lois Bennett, Mark Leibendorfer, Kevin Bush, and Karen Fassler. Also present at the meeting was Community Association Manager, Jennifer Kinkead.

   Homeowners present: Steve Haymes and Christiane Sammoury-Audi.

2. **Approval of Previous Board Meeting Minutes**. On a motion made by Karen, seconded by Mark, and unanimously carried, the Board approved the minutes from the July 11, 2023, Board meeting.

3. **Ratification of Out-of-Meeting Decisions.** On a motion made by Karen, seconded by Lois and unanimously carried, the Board approved the items listed below:
   - Approval of two applications for window replacement;
   - Approval of an application for an EVC system;
   - Approval of an application for a mini-split HVAC installation;
   - Approval of an application for a radon exhaust system;
   - Disapproval of an application for patio door and a window.

4. **Member Issues & Questions**. Two owners raised the following issues or questions.
   - The Board thanked an owner for reporting there have been bear sighting(s) around the bike path. An alert will be placed in the upcoming newsletter.
   - An owner with an original light fixture asked if it is possible for the HOA to buy the fixtures so noncompliant lights can be brought into compliance. The HOA does not have the budget, plus all owners must be treated equally (many have already replaced their fixtures). It was noted that the fixture is in good repair and can stay until the owner replaces it.
   - An owner withdrew their offer to fund the replacement of the D unit railing. The owner also expressed disappointment with the repair work on their building, especially the carport posts. The concerns are noted. However, the Board's advisors have said the posts are sound. Priorities for 2023 deck and stairwells have been set.

5. **Maintenance Report.** Board President, Lois, provided an update on the items listed below.
   - Paving project at 4202-4232 finished 8/4.
   - 1141 and 1131 repairs complete and 4244 has started. 1120 and 1140 painting are complete and 1131 has started.
   - Pruning by Native Edge is complete. Irrigation repairs are complete and mid-July sprinkler problems corrected.
   - Four new trees were purchased and will be planted on 8/25. Dan Tate was thanked for purchasing one of the trees. Jeremy has made appointments to interview arborists and the list of trees for removal in 2024 is being developed.
   - Mid-July pool water issues corrected by Mr. Pool. Mr. Pool noted that PESHA is not alone in having issues, which are the result of the weather we have been experiencing. It was suggested that we may want to consider automation.
   - Repairs to Building 1166 porch beam are complete. This building is a candidate for general repairs in 2024.

- Stump removal estimate. On a motion made by Lois, seconded by Kevin, and unanimously carried, the Board approved using up to $2,342.00 to remove 6 of 7 proposed stumps.

6. **Administrator's Report**
   - Higher interest earning accounts. Lois and Karen have changed the three Bank of the West MM accounts over to higher-interest-earning accounts. They are also in the process of opening a new, higher earning account with Capital One and on closing the brokerage account.
   - Monthly Reserve Transfers. The HOA received the reserve transfer funds for March through June from Goodwin. Two checks for the funds for July and August (to include the insurance shortage) will be mailed to the HOA.
   - Goodwin invoice for services Jan-July. Jennifer provided all the invoices that have been billed to the HOA from Goodwin & Co. It was requested that all the separate invoices be put in spreadsheet. Lois, Karen, and Jennifer will work on getting this completed.
   - Status of auditor for 2022 financial audit/review. Jennifer was advised PESHA still needs a 2022 audit/financial review. She will get proposals from auditor(s) so this can be completed.
   - Status of filings with Secretary of State and Division of Real Estate. Goodwin & Co make sure all Associations are filed according with the Division of Real Estate. Karen found the filings and we are in good standing.
   - Status of "free" roof inspection. Jennifer reported there is nothing new to report. We are on the lists for Heritage and AGS – they do these as time permits. She confirmed that we will receive reports and pictures after the inspection.

7. **Old and New Business**
   - Architectural Survey Letters and Failure to Maintain (FTM) Courtesy Notices. These have been mailed to all owners.
   - Dogs without leashes. This is still a problem, especially in the large lawn by the bike path. It was suggested that we revisit the idea of posting signs (Private Property -Dogs Must Be Leashed). It was decided to try a couple of temporary signs to see if it helps. Lois made a motion to purchase up to six signs the size of a real estate sign, not to exceed $250.00. Kevin seconded and it unanimously approved.
   - August newsletter. Lois will draft the newsletter. It will be emailed to owners with email addresses to reduce printing and postage. Printed copies will still be mailed to tenants and the few owners without email.
   - Options for HOA phone to improve responses. One of Jeremy's priorities is to stop forwarding calls into the PESHA phone number to Goodwin due to complaints from owners. Jennifer advised of the recent changes that have been made to the Customer Service Line, specifically their hold time is not to exceed five (5) minutes.
   - Notice requirement for HB-23-1105 HOA Task Force. Goodwin has already sent it through TownSq. It will be included in the upcoming newsletter and placed on the website.
   - Project: Update vendor list and ensure we have current COI's and W-9s.
   - Status of Projects. Lois will get updates from Jeremy.
     - Status of towing company agreement, as well as sign compliance (HB22-1314). Proposals for a new towing company are needed.
     - Snow Removal. The Board wants to get proposals for an integrated full-year program which would combine the spring/summer/fall grounds care with winter snow removal.
     - Parking permit options.
     - Close out the 4232 fire insurance claim.

- Status of sidewalk shaving project. Jeremy to follow-up with Precision Concrete Cutting to get an estimate to shave sidewalk trip hazards.

8. **Adjourn into Executive Session.** With no further business to discuss, there was a motion made by Karen, seconded by Mark, and unanimously carried to adjourn the meeting at 8:20 p.m.

9. **Executive Session**. The Board discussed staffing matters, a billing disagreement, and an enforcement matter. The Board unanimously voted to refer an unresolved parking rule violation for further legal enforcement.

Park East Square Homeowners Association

MONTHLY BOARD MEETING MINUTES

September 12, 2023 via ZOOM

Call to Order. The monthly Board meeting was called to order at 7:04 p.m. Quorum of the Board was present: Lois Bennett, Mark Leibendorfer, Kevin Bush, and Karen Fassler. Also present at the meeting was Brent Chapman, the new Facilities Manager, and Jennifer Kinkead, Community Association Manager.

Homeowners present: Pat Jeske and Christiane Sammoury-Audi.

Approval of Previous Board Meeting Minutes. On a motion made by Karen and seconded by Lois, the Board unanimously approved the minutes from the August 8, 2023, Board meeting.

Ratification of Out-of-Meeting Decisions. On a motion made by Karen, seconded by Kevin, the Board unanimously approved the items listed below:

- Approval of a fence application;
- Disapproval of an application for patio door and a window.

Member Issues & Questions. Two owners raised the following issues or questions.

- An owner asked if staff could spray the remaining thistles. Lois noted that CoCal did a broadleaf application a couple of weeks ago with an organic product but she will check with staff.
- An owner asked if a gate at the top of the stairs on a D unit needs an application. The temporary child gate does not require an application.

Maintenance Report. Board President, Lois, provided an update on the items listed below.

- 4340 building repairs in progress, 4244 repairs complete, 1141 painting beginning.
- Native Edge continues to tweak the irrigation system and make repairs.
- Stump grinding complete.
- Expecting quotes on Friday from two arborists, Arborlogical and Blue River, for essential fall tree work (e.g., treat sick trees and trim off roofs). Lois will also get one from Bartlett, who we have used before.
- Jesse has disposed of the last pile of tree and bush trimmings.
- DCS completed 1141D balcony railing and will replace 4274D stairs by 9/15, which may be delayed because of issue with the unique landing.

Administrator's Report

- Working to fund new higher-interest Capital One account. Bank of the West is now BMO and there are issues with the electronic transfer from our business checking account so Lois will write a check and take it to Capital One.
- Goodwin reserve transfers for July and August have not happened. Jennifer said reserves through August have been wired and a check will be mailed to PESHA going forward. In terms of status of shortage for insurance set aside, the $10K check for the insurance set aside was mailed but not received so Jennifer is checking. It was clarified that the amount is monthly so need June through September (~$40K - $44K).
- Status of detailed Goodwin invoice for services Jan-July. The spreadsheet consolidating all the invoices has not been done yet.

- Status of auditor/CPA for 2022 financial audit/review. Jennifer suggested using the same firm used for taxes for the financial review and knows of another, but it could cost more as they will not have history. She will forward contact information for both to Lois.

Old and New Business

- Pool closing. The board looked at the weather forecast and costs and agreed to close the pool. Brent will post a sign and chain the gate tomorrow. Jennifer will send an announcement through TownSq.
- Application to replace exterior light fixture. Karen moved, Kevin seconded, and the Board unanimously approved the application.
- Review draft budget. The initial review of figures for the 2024 budget began.
- Pest policy. Owners are responsible for pest control but a Board director asked if the HOA should create a policy to assist. The question was focused on wasp problem on D units this year and if the HOA should spray once or twice. It was noted that pests include more than wasps and the line would have to be clearly defined in a policy. Kevin moved, Mark seconded, and the Board unanimously decided to refer the project to the ACC for a recommendation.
- Review HOA phone & options to improve response time. Brent will call Comcast to figure out how to remove forwarding. He will also investigate the idea of Google Voice.
- Project: Update vendor list and ensure we have current COI's. This carried over from last month. Jennifer noted that they will not pay an invoice without this information so it should be current for now.

Adjourn into Executive Session. With no further business to discuss, there was a motion made by Kevin, seconded by Karen, and unanimously carried to adjourn the meeting at 8:20 p.m.

Park East Square Homeowners Association

MONTHLY BOARD MEETING MINUTES

October 24, 2023 via ZOOM

Call to Order. The monthly Board meeting was called to order at 7:03 p.m. Quorum of the Board was present: Lois Bennett, Mark Leibendorfer, Kevin Bush, Therese Spears, and Karen Fassler. Also present at the meeting was Brent Chapman, PESHA Facilities Manager, and Ron Koch, Goodwin Community Association Representative.

Homeowners present: Pat Jeske, Bjorn Bergmann, Antje Slinger, Ivette Visbal, and Christiane Sammoury-Audi.

Approval of Previous Board Meeting Minutes. Lois requested a reading of the minutes. On a motion made by Karen and seconded by Mark, the Board unanimously approved the minutes from the September 12, 2023, monthly meeting.

Ratification of Out-of-Meeting Decisions. On a motion made by Karen, seconded by Kevin, the Board unanimously approved the items listed below:

- Approval of a patio door and window application;
- Approval of a fence application;
- Denial of two fence applications, and,
- Disapproval of an application for patio door and a window.

Member Issues & Questions. Two owners raised the following issues or questions.

- An owner noted that thistles were sprayed with two products, one of which was effective. She asked if that product would be used on the remaining thistles or is it too late now. Brent will check with CoCal and report back.
- An owner asked about the status of a report on the repair of carport posts in her building. Lois reported that it was started and will cover building repairs in general. It was delayed due to other higher priorities. She thanked the owner for the reminder and work will resume.

Maintenance Report. Brent provided an update on the items listed below.

- 4340 building repairs are complete and painting in progress.
- Pool closed, winterized, and covered. Further winterization of bathrooms/furniture/storage area in progress.
- Irrigation systems blown out and winterized.
- Fall/winter arborist work awarded to Arborlogical. They will start trimming on 11/2/23.
- Turf aeration complete.
- DCS completed 4274D stairs.
- Staff has been trimming trees away from buildings and roofs, which filled the trailer again.
- Gutters and downspouts will be cleared once leaves are done falling in a couple of weeks.
- In preparing for snow removal, Brent was able to repair the blade assembly so it does not have to be replaced.

Administrator's Report

- Higher-interest Capital One reserves account is now funded and currently earning 4.5%.
- BMO money market accounts are earning 3%.

- Received from Goodwin reserve set-asides for March through June. Received from Goodwin insurance set-asides for March through May. What is the status of transfers since then? What is the status of closing the Goodwin reserve account and forwarding funds to PESHA? Ron reported that they are in the process of closing and transferring accounts, as well as reconciling some deposits. He will contact Lois in the next day or so.

Old and New Business

- New contract for annual consolidated grounds maintenance vs individual contracts for snow, mowing, irrigation, etc. Lois and Brent received two partial and one full response which is way over budget. To keep costs under control, the HOA will continue to have separate contracts at least for 2024 for snow removal, mowing, and hopefully irrigation and pruning can be combined into one contract.
- New contract for administrative management company. A contract with a new company should be final within the next few days. It will be effective on January 1st so there will be transition activity in December.
- Review draft budget. Figures for the 2024 budget were discussed based on current expenditures, the current approved budget, and projected needs. The most significant item impacting costs is insurance. Based on our experience with the 4232 fire, what has happened in Boulder County, and trends in the industry, we learned that we are underinsured by approximately half. We have tried to increase our coverage but our needs exceed what the reinsurance market will cover. Our insurance agent found a potential offer for full replacement coverage but it may not materialize before our expiration date, so we would renew our current coverage. Other adjustments were made to operating and reserve items. Two sets of figures for 2024 were reviewed: (1) inflation and current insurance; and (2) inflation and full replacement cost new insurance. The potential assessment increases for both sets of figures are under the cap of $516/month. The Board will approve the 2024 budget during the regular Board meeting on November 14th.
    - In response to a question about carport pads needing repair/replacement, Brent will do a survey this winter. Kevin noted that spalling can be repaired with a kit, which is much cheaper than pouring a new pad.
    - An explanation of the insurance situation will be prepared for owners, including things to owners may want to discuss with their own agents to ensure they have adequate coverage.
- Status of HOA facilities management phone situation. Brent worked with Xfinity to remove the call forwarding so messages are taken into the voicemail system directly to our number. He also set up a Google Voice number that can be used if needed in the future.

Adjourn into Executive Session. With no further business to discuss, there was a motion made by Kevin, seconded by Mark, and unanimously carried to adjourn the meeting at 8:17 p.m.

Park East Square Homeowners Association

MONTHLY BOARD MEETING MINUTES

November 14, 2023 via ZOOM

Call to Order. The monthly Board meeting was called to order at 7:01 p.m. Quorum of the Board was present: Lois Bennett, Mark Leibendorfer, Kevin Bush, and Therese Spears. Also present at the meeting was Brent Chapman, HOA Facilities Manager, and Shane Lussier, Goodwin Community Association meeting host.

Homeowners present: Erin Reivich, Wayne Schroeder, Jill Bryant, Steve Haymes, Pat Jeske, Janet Kowall, Dave Longenecker, Mary Magee, Christiane Sammoury-Audi, Rene Sotola.

Approval of Previous Board Meeting Minutes. On a motion made by Lois and seconded by Therese, the Board unanimously approved the minutes from the October 24, 2023, monthly meeting.

Ratification of Out-of-Meeting Decisions. On a motion made by Lois, seconded by Kevin, the Board unanimously ratified the items listed below:

- Approval of final contract with Trio Property Management for administrative management in 2024;
- Decision to upgrade property casualty insurance and renew policies for general liability, umbrella, D&O-Crime;
- Approval of an application for window replacement.

Member Issues & Questions. The following issues were raised by the attending homeowners.

- An owner discussed a recent problem with the homeless loitering in a stairwell. The responding police officer said the complex needs signage stating that the property is private and for the use of residents only. Other owners joined the discussion mentioning past encounters with the homeless, such as threatening residents & breaking into storage units.
- An owner asked for the date and time of the upcoming annual homeowners meeting.
- An owner has noticed a lot of students parking in the lots and suggested that a parking permit program is needed. The HOA is tagging violators and residents need to provide photos and license plates of any suspected vehicles to the HOA Facilities Manager.

Maintenance Report. Brent provided an update on the items listed below.

- All planned 2023 building repairs and painting are now complete.
- 4232 RP (backflow preventer) repairs. Parts are received and will be fixed by Native Edge soon.
- Tree trimming away from buildings completed by Arborlogical and in-house labor.
- Gutter and downspout cleaning nearly complete.
- CoCal fall clean-up scheduled for next week.

Administrator's Report

- Reserve and excess operating funds received from Goodwin via FedEx on 11/15/23.
- Have hired the HOA's former bookkeeper, Bonnie Skilton, to assist in the transition from Goodwin to Trio. Waiting on response from Goodwin regarding several items.

Old and New Business

- Review insurance decisions, final budget, and dues increase. The HOA has been unable to get full replacement "shell coverage" property insurance in the past two years, leaving the complex significantly underinsured. The HOA was able to obtain full coverage this year with a layered approach

using multiple insurance companies, but the premium cost doubled from $130,000 per year to $267,000. To meet the requirements in the Declaration, the Board agreed to this new coverage, but now must address the budget shortfall caused by the increase.

- An owner suggested requiring all owners to regularly clean dryer venting might help with HOA insurance costs. Lois said this would require a rewriting of the covenants.
- Note that homeowners will be responsible for a significant portion of the repairs in the event of a loss and should purchase insurance, e.g., an HO-6 policy. They are encouraged to review the "Maintenance and Insurance Chart" available at www.parkeastsquare.org under the "Insurance" tab with their home insurance carriers to ensure sufficient coverage and to purchase a Loss Assessment rider.
- Budget. Lois presented the proposed 2024 budget and a proposed $60 monthly dues increase to cover the additional expense of the improved insurance coverage, and anticipated ongoing major repairs. One homeowner works closely with other Boulder HOAs and stated that most are in the same situation and are using special assessments to cover the shortfalls. Another homeowner stated that these increases are very difficult for resident owners to manage and asked for a five-year plan that would allow owners to plan for future increases.
  - A motion was made by Kevin, seconded by Therese, and unanimously approved to adopt the proposed 2024 budget and approve an increase of monthly dues of $60 per unit ($5760 annual, $480/month) to fund it.

- An owner reported she has not received the $100 credit from Goodwin for prepaying the full year dues and is not getting a response on when it will be applied. Bonnie Skilton is reviewing the books now and will assist.
- An owner asked for more information on Trio, the new HOA management company. Lois provided more information and said they will be formally introduced at the December homeowners meeting. Owners will receive more information from Trio in December on payment and contact numbers.

Adjourn into Executive Session. With no further business to discuss, there was a motion made by Kevin, seconded by Mark, and unanimously carried to adjourn the meeting at 8:13 p.m.

Park East Square Homeowners Association Annual Owners Meeting, December 12, 2023

Call to order 7:10 p.m. via Zoom

Attendance

Board

Lois Bennett, President Karen Fassler, Secretary/Treasurer Therese Spears, Director
Mark Liebendorfer, Vice President Kevin Bush, Director

Staff and Administrative Agent

Brent Chapman, HOA Facilities Manager Shane Lussier, Goodwin & Company, meeting host

Guests

Ella Washington, Ella Washington Insurance Agency Al Orendorff, Trio Properties Management

Owners

David Longenecker Rene Sotola Sandy Lowery Bryan Shank Bill Gibson
Pat Jeske Safia Rubai Mary Magee Janet Kowall Greg Butt
Colin Stymes Steven Haymes Diane Ewasko Jane Kryska Brian Coventry
Wayne Schroeder Carol Conzelman Martin Walter Ardele Anderson
Megan Louthold Christiane Audi Krister Shalm & Heather Ballew Bob Johnson
Patrick & Yelzavela Stifter Tim & Glory Gesell

18 proxies were also received. Quorum was established and the meeting began.

Reading of the Annual Owner Meeting Minutes. Karen read the 2022 minutes. Lois moved to approve the minutes and Therese seconded. The minutes were approved.

Owner Education: Insurance. Ella Washington, PESHA's HOA insurance broker, congratulated us on being able to find adequate coverage and presented information industry changes and trends that impact the ability to obtain insurance and affect premiums. Increases are due to inflation in construction and labor costs, supply shortages, and the number and type of claims in Colorado (wildfire, hail, wind, and flood). For example, Colorado averages 40 hail storms/year but had 166 in 2023. A FEMA study of Colorado's wildfire history now puts Boulder County in a high-risk zone. As a result, it is more difficult for HOA insurance carriers to make a profit in Colorado so they are leaving the state or restricting coverage. It is expected that 2024 will see some of the largest increases as the industry continues to change.

PESHA is impacted by several restrictions, which limits potential carriers. We are large, older, and have a high rental percentage. Most carriers will not offer coverage if the HOA needs over $25 million. Many will not offer coverage if more than 10 years old due to the high cost to bring a building to code. Most carriers will not insure an HOA with more than 20% in total rentals.

Our Declaration requires full replacement coverage for what PESHA maintains. Despite the change to "shell" coverage in August 2021, PESHA has been underinsured by half because full replacement coverage was not available last year. A layered approach enabled us to contract for full replacement coverage this year, but the increase in coverage also resulted in a higher premium.

Owners still need their own policies to cover interior build-out, asbestos testing and abatement, and loss assessment coverage. They need to be sure they have adequate coverage. The amount of recommended loss assessment coverage has increased from $10,000 to at least $13,000. Carriers may offer more (e.g., $50,000) so consider buying the maximum amount as the cost is inexpensive. If a current carrier does not offer the loss assessment endorsement or has restrictions, consider finding a different carrier. Ella's agency also offers loss assessment coverage. A new educational letter will be emailed and posted to the website that includes questions to ask. Ella's contact information is on the "Insurance" page of our website.

Q&A on Insurance.

- Questions on the amount of the increase and coverage. Our increase was 13% last year but we had $30 million in coverage so we were underinsured. We could not keep up with inflation as our carrier would not allow an inflation guard. The coverage increased to $65 million so the premium essentially doubled. It is not any one factor, coverage in Colorado is tricky. Ella explained the calculation of the wind/hail deductible that an owner would need to pay ($12,631).
- Questions on rate of rentals. We have between 50% to 60%. When asked if family members could make a difference, Ella said it would be worth trying to determine the breakout to see.

Maintenance and Major Project Report. The following were completed in 2023.

- Paved one parking lot, adding a drain pan, and repaired potholes in five others.
  - To date, seven parking lots serving 28 buildings are completed and five parking lots serving 27 buildings are left.
- To address trip hazards, we shaved sidewalk upheavals of ½" or more.
- Six building exteriors were repaired and painted, including rebuilding two balcony railings and four sets of D unit stairs.
  - 39 buildings are repaired since 2016 and 16 to go in the next two to three years before painting cycle starts over.
- Gutters and downspouts replaced on three buildings.
- Main sewer line clean outs are completed on a 3-year cycle.
- 24 sewer lines cleaned in 2023, including four buildings that were done as part of the pre-cul-de-sac paving project.
- The Pressure Reducing Valves (PRVs, one per building) continue to be replaced as necessary to keep proper pressure of 60-80 psi.
- Seven PRV valves replaced in 2023 - a total of 31 valves over the years.
- Replaced three main gate valves with ¼ turn ball valves.
- Recently we had a major water meter leak between the 4299 and 4300 buildings which turned out to be on the City's side of the meter. Had this leak been on our side, it would have been our responsibility and cost to have it repaired.
- Five large trees removed this year.
- Four new trees planted – one donated by an owner.
- Due to wet spring/early summer, all our bushes and trees went crazy! Difficult second-story tree trimming was contracted out in the fall. In-house labor dealt with shorter, single-story trimming. Bush pruning done mid-summer by contract labor.
- Weeds were addressed, aeration completed for spring and fall.
- Iron injections done on six mature maples in ill-health.
- Split rail and HOA patio fences replaced.

Administrative Project Report. The following where completed in 2023.

- Transitioned administrative services to Goodwin early in the year.
- Established contract with Paychex (payroll services company).
- Hired new Facilities Manager (twice) and new Maintenance Technician.
- Conducted annual architectural survey and issued annual survey letters.
- Coordination of 4232 fire reconstruction 98% finished.
- Found, researched, and contracted with new administrative services company.
- Opened and funded high-interest-earning reserves accounts.

Planning for 2024 and Beyond.

- Research new snow plow and other grounds maintenance services.
- More PRVs, main water valves and sewer repairs as needed.
- Repair and paint another six buildings including more D unit stairs and railings.
- Paving and drain pan in another parking lot.
- Building structural issues from age and ground heaving as needed, especially addressing the sinking floors in the pool bath house. The budget is for preliminary investigation with the actual repair cost to be determined but it could be large.
- Install "no trespassing" signage.
- Rebuild more HOA fences.
- Tree removals, structural pruning, bush pruning, tree health as needed.
- Parkstrip improvement along Monroe Drive – postponed since 2020. There is a proposed design.
- Asphalt sealing and re-striping to ensure new asphalt longevity.
- Amend governing documents.
- Conduct reserve study.
- Transition administrative services to new management company.

Q&A on Reports

- How know if a PRV is bad? We monitor by regularly measuring the pressure and if it is over 100 psi, it is put on the list to replace. It is important because it can damage appliances if the pressure coming into the building is too high. Owners may notice a toilet continuously runs even though the tank components are okay.
- What is a gate valve? It controls the water to the building and is usually under the A or C unit. Each unit will have its own valve to control water in the unit.
- Reserves. Money market accounts at BMO are now earning 3%. A new account at Capital One now earns 4.5%. An owner asked about CDs, which can be found at 5%. Funds were invested in CDs in the past but with the repair and improvement program of the last several years, the HOA needs more flexibility/liquidity than CDs permitted. It was noted that the Board has a responsibility to be fiscally conservative so investments must be low risk. However, CDs may be considered again. It was noted that the better the reserves, the less likely the need for special assessments. An owner commented that some HOAs are doing special assessments right and left for large dollar amounts and complimented the Board for not having done them.
- Status of the "no trespass" signs. Signs are not required by state law but are by city ordinance. The signs have been purchased and will be posted in locations verified with our Community Services Officer. Once posted owners can call police and they ticket trespassers.

Introduction of New Administrative Agent. Lois introduced Al Orendorff from our new community management company, Trio Property Management.

- Small - only 16 HOAs (including us), a variety of condo, townhome, and single-family home HOAs.
- Local - located in Niwot. They do business in Longmont, Boulder, Lafayette, Louisville, and Niwot. Only 10 to 15 minutes away.
- We keep our own checking and reserve accounts - Trio only makes deposits to our checking account.
- Trio will cut checks twice per month for our signatures.
- We keep our own website - Trio can offer maintenance services through their contractor if needed.
- Exterior modification application and rule enforcement assistance.
- Four ways to pay monthly dues (online, ACH, credit/debit card, or individual or bank check). Paying through the port has $2.49 fee. It was noted that owners can do checks without a fee on their own. Goodwin will close their portal on 12/31/2023 and if checks come in, they will forward them to Trio. The coupons are out and they are collecting contact information as well that will verify Goodwin's information as well as collect tenant information that would be used for emergencies. A mass email will be sent the first week of January with more information.

Q&A on New Administrative Agent.

- Is information being shared on the hiccups with the last transition so they are not repeated? Lessons learned are being shared and the former bookkeeper has been hired to help reconstruct accounts and resolve snafus. Checks sent to Goodwin for January dues will not be cashed until January 15th so the year starts with a clean set of accounts. Al confirmed that an owner can pay the whole year in January.
- As for the convenience fee charged for payments, an owner commented that this drives people away from ACH payments. When asked if Trio would be interested in absorbing the fee, Al replied that they cannot afford to. When asked what percentage of payments are ACH, Al said they do not know because they do not have access.
- In terms of the portal, an owner asked if AppFolio uses the global PCI data security standards for credit card payments. Al said he will have to ask.
- Related to rule enforcement, an owner has an old light fixture. The annual survey conducted by the Architectural Control Committee will report it in the results but it is not an enforcement matter.

Budget Review and Discussion. Lois did a review of the approved 2024 budget compared to the 2023 year-to-date, noting several line items. Grounds had a large increase because we had to contract irrigation, but it may be possible to bring some work back in-house once the facilities staff learns more. The Pool line increased for next year so staff can go to pool school. Payroll was lower than expected due to vacancies but the labor market has shifted so the line was increased. Trash/utilities do not have actuals yet so numbers may change. The building repair/painting line includes inflation as well as the cost for some stairs and balcony railings. Insurance was the biggest change due to premium increases caused by the increase in coverage. The amount of the dues increase is by and large due to insurance.

Q&A on Budget Review. An owner expressed appreciation for the Board doing its fiduciary duty for the owners.

Board Election. One vacancy was open for a 3-year term beginning January 1st. The process was explained. The current director volunteered to serve another term. No other candidates were identified so Mark filled the vacancy by affirmation.

General Q&A

- Zoom meetings. An owner commented that after a few years, this meeting was well organized and well done. One noted that they would like to return to in-person meetings, but others appreciate virtual meetings so they can attend without having to be there.
- An owner is concerned about policies being modified/redone saying it is hard to keep track as they did not register on the portal so did not get notices. Policies are modified as needed, such as changes in law. The owner does not believe the Board is following laws and is attacking, not helping, owners – just protecting the Board.
- Another owner did not register on the portal and wondered how to get minutes, notices, or newsletters, noting that there were mass emails before the portal. They are available on our website and newsletters are emailed.
- Did we shop around for best interest rate, why Capital One? We did some shopping, but due to limited time, ended up just changing our existing account at Capital One to a higher-earning one. Opening/closing/changing accounts is extremely time consuming even when working with existing banks.
- An owner asked about asbestos. It is not in all units and is not necessarily the popcorn ceilings. It was in the dry wall mud in one and the linoleum in another. The only way to know for sure it to have the unit tested.
- An owner asked about money sent to accounts at Trio. We will keep our accounts and Trio will only deposit money.

Adjourned at 9:20 p.m.