

Park East Square Homeowners Association Annual Owners Meeting, December 10, 2024

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 Ruli Warner-Rosen, Director

Staff and Administrative Agent

Brent Chapman, HOA Facilities Manager Al Orendorff, Trio Property Management

Owners

David Longenecker	Rene Sotola	Sandy Lowery	Bryan Shank	Martin Walter
Pat Jeske	Safia Rubaii	Janet Kowall	Greg Butt	Andrew Neff
Steven Haymes	Diane Ewasko	Wayne Schroeder	Patrick Stifter	Carol Conzelman
Jennifer Bircher	Tim Johnson	Christiane Audi	Peter Lowell	Holly Winton
Suzanne Segalowitz				

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

Reading of the Annual Owner Meeting Minutes. Karen read the 2023 minutes. She moved to approve the minutes and Mark seconded. The minutes were approved.

Maintenance and Major Project Report. The following were completed in 2024.

- Paved two parking lots and added two drain pans, did repairs in one parking lot, and sealcoated and restriped one parking lot.
 - To date, nine parking lots serving 36 buildings have been completed and three parking lots serving 19 buildings remain to be done.
- Six Building exteriors were repaired and painted, including rebuilding two D Unit balcony railings and stairs.
- Gutters and downspouts were replaced on three buildings.
- One sidewalk was installed.
- Ten patio, pool, and split-rail fences were redone.
- Main sewer line cleanouts are completed on a 3-year cycle, with 14 sewer lines cleaned in 2024.
- Five main sewer lines needed to be repaired. Three were found during the pre-paving scope and two during regular cleaning.
- Seven building PRV valves were replaced in 2024, with a total of 38 valves over the years.
- Replaced eight main gate valves with ¼ turn ball valves.
- One major sprinkler leak occurred between 4244 and 4232. With the rising cost of water, the bills are monitored for reports of unusual water usage, the meter pits are checked, and owners are asked to check for leaks.
- Four large trees were removed this year.
- Two new trees were planted, one near 4100 being donated by the Board, the other east of 4350.
- Phase 1 of the park strip project was completed between 1140 and 1150.
- Injections were done on three mature maples in ill-health.

Plans for 2025.

- Repave 2/3 of 1150-1186 parking lot. This lot serves eight buildings, but can only afford to do 2/3 in 2025. This will be a major inconvenience for owners so warnings or notices will begin soon.
- More PRVs, main water valves, and sewer repairs as needed. Our plumbing is 50-years old so we continue to find issues.
- Repair and paint three buildings including a few more D Unit stairs and railings.
- Budget placeholders for the sinking floors in the pool bath house and replacing mailboxes, gutters, and downspouts as needed.
- Next phase of park strip project.
- Tree removals, structural pruning, bush pruning, and tree health as needed.
- Finish the governing documents project.
- Conduct a reserve study. The last study was done in 2016 for Fiscal Year 2017. We are evaluating two proposals now.
- Initiate a master landscape plan project. It will be just the beginning, such as identifying a scope of work and possible providers.

Governing Documents Project Status Karen provided an update on the project to amend and rewrite the Declaration, Articles of Incorporation, and Bylaws, which are 50 years old. The Board and Working Group have just provided feedback on the drafts to the attorney who is writing the documents. We are hoping to have drafts that are ready to share with owners by mid-January. A redline version is not possible or practical for the half-century old documents so attorney's notes will be in the drafts as a reference and a summary of the major provisions will be prepared to go with the drafts. The next step will be a comment period and information meeting. The drafts and summary will be emailed and placed on the website. The purpose of this step is so the Board can hear from owners and make informed decisions about any revisions. The last step is the formal approval process that will take place with every owner being mailed the final proposed documents and voting instructions.

Q&A on Project

- An owner noted that the drafts need to accommodate "old school" owners as well as those familiar with pdf documents on the website. The pdfs on the website should be searchable and selectable (cut and paste function). The Board agreed.
 - The owner also asked about the length of the comment period and believes it should be a minimum of 90 days given the documents are 50 years old. The Board will consult with our attorney who specializes in HOA law and has extensive experience with this type of project.
- An owner commented that the process needs to follow the regulations in the Declaration and asked about the voting process. We will follow the requirements. There are several voting methods so the Board will follow the advice of the attorney on what is best for us.
 - The owner also asked why we are doing this project. These old documents need to be updated to reflect the extensive changes in law, to fill in gaps, reflect our current community, and clear up ambiguities (e.g., complaints of insurance carriers).

Owner Education

- Exterior Modification Applications. We have noted a couple of common issues with applications so we have some tips to help smooth the process.
 - Owners must have an approved application **before** the work begins. If an owner is not sure whether an application is needed, check the Exterior Modification policy or ask. Do not do an unapproved modification.

- Be sure the application package is complete before it is submitted. It is more than the form so check the policy on requirements. It saves time if we do not have to do the back-and-forth trying to collect all the pieces.
- The Board has 30 days to decide once a complete application is received but we try to do it more quickly. The key is a **complete** package. The review process cannot start without so wait to submit it until the package is ready. Also, be sure to build in review time into the project plan.
- Sump pumps and crawl spaces. It is important for owners or their tenants to check crawl spaces to identify water or leaks as soon as possible.
- D Unit chases and soffits. Be sure the heat tape is working and there are no large gaps in the access doors.
- 50-year-old plumbing and sewer lines. The plumbing serving individual units is the owner's responsibility.
- Report on the "Building Repair Report" on PESHA's website. The report gets updated annually as new items are identified and we learn more. For example, the adequacy of building repairs was an issue so photos were shared. One illustrates water staining and "checks", which the engineer says does not impact building integrity, and the other illustrates a rotten beam that was repaired.
- Water usage. The cost is rising so usage is monitored closely. Again, if unusual, the meter pits are checked to verify if there is a possible leak and if so, owners are asked to check for inside leaks. Have a plan to regularly check all toilets (e.g., hear running water) and sinks. Be sure owners and tenants know how to access the shutoff valve to the unit.
- Wildfire mitigation. The Boulder Fire Department came out and identified some things we can do to mitigate fire risk. One is to remove the junipers and the big bushes that are next to buildings (i.e., within 5'), and limb up trees so we can clean out dead materials underneath. These are known as "wicks". We will start to address this gradually as it is a lot of work.

Q&A on Owner Education.

- Do all units have sump pumps? No. This is an owner responsibility and it is not a bad idea. Remember an application is required because it requires penetrating the exterior.
- Can something be put in a newsletter explaining where the unit shutoff is? It varies by unit and is an owner responsibility. An owner suggested there is value to having something on the website that is a bit educational and volunteered to help.
- Wildfire mitigation. An owner said there may be existing law on junipers. There has been legislation in the last few years. The Board will review it, including as part of the landscape design plan.
- Sewer line for D Units? For all units, the individual line is the owner's until it connects to the common line. The D Unit line usually drops down about 4' and runs under the B Unit until it connects to the common line for the building.
- Landscape. One owner stated our large green lawns are nice and would like to keep grass instead of planting trees everywhere. Another owner wants more trees. It was noted that limbing up can cause trees to uproot in high winds if cut too high.

Budget Review and Discussion. Lois did a review of the 2025 budget, which was approved in November based on \$520 dues/month, compared to the 2024 budget (not actuals). Aside from increases for inflation, several line items with larger increases were noted. Routine building maintenance was increased due to significant unexpected increases. However, building repairs for 2025 that come out of the reserve were decreased to allow more reserve funds for other purposes. Grounds and Sewers was under estimated in 2024 due to unforeseen sewer breaks so it was increased for next

year in anticipation of problems continuing to occur in our old plumbing. The Pool line increased for 2025 so furniture that is in bad condition can be replaced. The Utilities increase reflects the large increases in water rates. However, we were fortunate to have minimal increases for insurance this year.

Q&A on Budget

Pool. An owner would like to extend the period the pool is open (earlier in spring and later in the fall). Another owner would like to have hours extended to 10:00 p.m. Lois explained that it is more than a weather issue, but also involves budget and staff availability. Pool maintenance takes a significant amount of time and there are other maintenance needs.

Board Election. Two vacancies exist for 3-year terms beginning January 1st (through 2027). The process and a potential new requirement for Board Directors under the federal Corporate Transparency Act (CTA) were explained. An appeal was filed last week but there may not be a stay so we will comply with the CTA by the 12/31/2024 deadline. Ruli was appointed in September to complete the term held by Kevin Bush and is seeking a full term. Greg Butt has volunteered to serve. Their statements were shared. No other candidates were identified so they were elected by verbal affirmation. Our thanks to Therese Spears and Kevin Bush for their service.

General Q&A

- Reminder that requests for paper coupons are due by Noon tomorrow. An owner who has not signed up on the portal asked how to pay the total at the beginning of the year. Another asked for the address to mail checks. We asked Trio to send a mass email with the deadline to request coupons and include payment methods and the address.
- Rentals. An owner asked how we know if a unit is a rental and can we charge more if we know rentals are costing us more (e.g., impacting insurance rates)? We can tell a unit is a rental if the owner's address is not on Monroe Drive. Any action would require a change to the Declaration. Charging a higher assessment is probably not allowed but many HOAs use rental caps. For example, FHA and VA loans are not available because of our rental rate. However, adopting a rental cap in the Declaration may not be possible, even with grandfathering, given the number of landlords. It was suggested that owners could think about it and raise it at the information meeting if they want to pursue it.
- 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.
- Grandfathering with the Architectural Control Guidelines (ACGs). An owner said that when there are issues with a change that was made by a previous owner or before the ACGs, it should be grandfathered. It was clarified that it is already the practice. An item that is not compliant with the ACGs appears in the survey letter but that is for information only. It remains advisory unless it needs to be repaired.
- Recycling. An owner said we need more recycling bins because they fill up too fast and using another in the cul-de-sac is not a solution. It was suggested to have three bins per building or have a pickup every week. We will look into it. It was also noted that a common problem is people are not breaking down boxes and putting trash in the recycling bins.
 - Another owner said the large composting bin in the parking lot is unsightly and unappealing and requests that it be removed from the parking lot.

Adjournment. On a motion made by Lois, seconded by Karen, and unanimously carried, the meeting adjourned at 8:45 p.m.

Submitted by *Karen Fassler*, Secretary/Treasurer

DRAFT