

Park East Square Homeowners Association

MONTHLY BOARD MEETING MINUTES

January 9, 2024 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, Therese Spears, and Karen Fassler. Also, present were Brent Chapman, HOA Facilities Manager, and Allan Orendorff, Trio Community Association Manager.

Homeowners present: Pat Jeske, Antje Slinger, Christiane Sammoury-Audi, Steve Haymes, Sheila Malcolm, Ania Lato, Wayne Schroeder, Bill Gibson, Andy Neff, Mary Magee, Martin and Joy Walter, Roxanne Royce.

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

- Approval of the November board meeting minutes;
- Approval of the legal services fee proposal for the Amending the Governing Documents project; and,
- Approval of two applications for door bells.

Member Issues & Questions. Owners raised the following issues, questions, comments.

- Some owners are receiving notices from Goodwin to pay amounts that are not due and customer service does not respond, e.g., did not credit the \$100 discount for pre-paid dues, bill for this month. Accounts are transferring to Trio so there is no need to contact Goodwin. Instead, email Lois or the board and attach a copy of the notice, cancelled checks, and any other documentation.
- An owner agreed with the placement of the “No Trespassing signs.
- An owner asked about the governing documents project. Although budgeted for several years, the project will be done this year. It involves a review with legal counsel of PESHAs 49-year-old governing documents (Declaration, Articles, and Bylaws). It is recommended these documents be reviewed every 10 years so it is long overdue, e.g., laws have changed. It will require approval of the owners. More information will be coming as the project progresses.

Maintenance Report. Brent provided an update on the following.

- Trash rooms and D unit stairwells were cleaned.
- No trespassing signs were mounted.
- Carport damages caused by a tenant were repaired partly by staff and partly via contractor and the owner invoiced for the work.
- 4170 stairwell glass was replaced.
- Met with Native Edge on parkstrip project and other items. The budget has a nominal amount to redo a small section of the parkstrip along Monroe so a quote has been requested. Native Edge has also provided a proposal for dormant shrub pruning that is about 2/3 of the budget line item.
- Problems with 1149 common sewer line – getting quotes. The line is sagging that results in water standing in the pipe that serves the entire building, which is the HOA’s responsibility and it will be expensive. One quote has come in so far. Owners/tenants will be contacted with the date(s) and instructions. At the suggestion of an owner, a mass email will be sent to all owners with information on how to protect the sewer lines in general.
- Beginning to establish contracts for 2024 – irrigation, winter tree removals, developing performance specs for buildings repairs, inspecting buildings, etc.

Administrator’s Report. Lois and Al provided an update on the following.

- Financial Report. Current financial data is coming in and being reviewed. Lois moved money from checking to the three interest bearing accounts to increase funds as much as possible until the drawdown begins this summer. Dues payment issues were discussed above. A contract was signed for the 2023 tax preparation and the CPA will be asked if he can do the 2022 review.
- Transition to Trio

- Determine dates for signing checks twice a month (e.g., 12th and 27th coincides with the payroll dates) so contractors can be notified of new process and deadlines to submit invoices.
- Transfer of all PESH records from Goodwin to Trio (e.g., letters, emails, contact logs, photos). Al has not had contact with Goodwin yet so there is no date. Need balances and detail to create financials. Karen will look at the agreement to confirm the date.
- Status on use of portal and completion of contact forms. Al said approximately 1/3 have signed in to the portal, not necessarily to pay dues.
- Customer service process and contact information (emails and phone calls). Karen, Kevin, and Al will work on this. Kevin noted that it will likely be at least March before we have a new website. He also asked for any changes in design the board may want.

Old and New Business

- Election of officers. Tabled until February.
- Roxanne Royce asked about recording a maintenance agreement. Karen said she will find out and let her know tomorrow.
- Continuation of our Zoom subscription (@ \$17.44 per month/\$210 per year) or other platform to allow meetings over 40 minutes. The board agreed that a platform is needed for meetings that do not require Trio. Kevin reported some alternatives and the board agreed to drop Zoom and upgrade the Google account. It is cheaper than Zoom and even cheaper if paid annually; provides 1 TB of storage, which helps with space concerns; and, has no time limit on meetings.
- Consider adjusting the HOA's hourly billing rate (\$45 per hour) for work done by Brent & Jesse (e.g., repair carport posts damaged by owners/tenants). Kevin moved, Therese seconded, and the board unanimously approved an increase in the billing rate to \$65/hour. It was also noted that this is not project work for owners, which would be a conflict of interest. It is done as part of the HOA's responsibility for maintenance of building exterior to ensure it meets standards. It is not common and is subject to staff capabilities and availability. An owner commented that when an owner's insurance is paying, a contractor should be used as opposed to staff. The point is understood but it was clarified that the board would select the contractor due to the HOA's responsibility.
- Consider changing the date or time of the monthly meetings. The date and time will remain the same.
- Tracking water and electrical usage. Lois is working with Brent on this administrative detail.

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.

Park East Square Homeowners Association

MONTHLY BOARD MEETING MINUTES

February 13, 2024 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, Therese Spears, and Karen Fassler. Also, present was Allan Orendorff, Trio Community Association Manager.

Homeowners present: Wayne Schroeder, David Longenecker, and Christiane Audi.

Approval of Previous Board Meeting Minutes. On a motion made by Karen and seconded by Lois, the Board unanimously approved the January minutes.

Member Issues & Questions. An owner reported that two carport light bulbs are needed. Karen noted that one is also needed at 4212.

Maintenance Report. Lois reviewed the following.

- Trash rooms, carports, & D unit stairwells continue to be cleaned.
- Winter tree removal done (1 Aspen at 4320A, a Russian Olive and a Cottonwood along SE fence line). A quote was obtained to repair the sidewalk damage by 4264. Lois will talk with Arborlogical about the cost. There is another sidewalk that is a higher priority so when the repair will be made is to be determined.
- Met with Native Edge on pruning project and parkstrip project. We are not happy with the pruning work and met with them. The parkstrip quote has not been received yet.
- 1149 common sewer line repaired.
- Beginning to establish contracts for 2024 – irrigation, pool, painting, gutters/downspouts. The irrigation contract is signed.
- Gutters/downspouts done on 4310 & 4320 (delayed from 2023).
- Gutters/downspouts for 2024: 1166, 4274, plus one more TBD.
- Developing performance specs for buildings repairs, 3 buildings each to RMI and DCS. Their quotes are due by February 26.
- Buildings selected for repair & painting in 2024: 1166, 4269, 4274, 4310, 4320, & either 4170 or 1110.
- Buildings to be repaired & painted in 2025: 4207, 4222, either 4170 or 1110 plus three more to be determined.
- Stairs, stair railings, balcony railings for 2024 are being determined.
- Brent in Pool School late February, Jesse in mid-March, etc.
- Most of last week was spent on snow and ice removal.

Administrator's Report. Al provided an update on the following.

- Financial Report. Review current financial data, any general dues payment issues. All the accounts receivables have been transferred from Goodwin and reconciled, and we have \$193,000 in prepaid assessments. Everything balances: \$199,745 in checking, \$33,877 in one BMO money market, and \$167,492 in another, and \$10,083 in the fire insurance account. There is \$191,965 in the Capital One reserves account. There is an issue with the way credit cards are recorded as expenses but that should be resolved soon. Lois noted that in early February, we moved funds around so that there is approximately \$70,000 in checking, and all other funds are in interest-earning accounts. BMO accounts earn 3% and the Capital One account earns 4.5%.
- Transition to Trio Status Report
 - PESHAs records from Goodwin to Trio is going slowly (e.g., enforcement letters, emails, contact logs, & photos; and, accounting of all Goodwin charges for 2023). Getting our enforcement records will happen next.
 - Funds owed to PESHAs by Goodwin – reimbursement check or Paychex costs has been mailed but not received, so Lois will follow up.

Old and New Business

- Status of website and storage. Kevin reported that the website has been edited and updated. A new one is being created in WordPress, which will be much easier to use. Storage is a Google matter and he needs access. He and Lois will meet to switch access.
- Elect officers. On a motion made by Kevin and seconded by Karen, the officers remain the same.
- Proposed notification to owners of new “charge” related to enforcement. The board agreed we need to alert owners to the \$75 fee (as per the contract with Trio) to cover mailing and administration of the formal violation notices needed after the Courtesy Notice. There are several other items that need to be sent to owners so this could be added. In our effort to go as paperless as possible, the information will be sent via mass emails and regular mail to the few owners without email. Trio will send the information since they keep the address of record. The goal is to send the information by the end of next week.
- Update on governing documents amendment project. Karen described the project to review and amend our Declaration, Articles of Incorporation, and Bylaws. It is recommended these documents be reviewed every five years (10 at most). Our documents are 49 years old and some provisions are outdated, impractical, no longer appropriate, which has a practical impact on the board’s work. There are three stages: drafting the documents and the initial review; presenting and discussing the final drafts with owners; and, approval. We are just starting the drafting stage. It is a legal process and we estimate it will take six months. Our attorney is very involved, from drafting the documents to managing the process. All owners will be involved. There will be an owners meeting(s), mailings, and the Declaration must be approved by the owners (67% by law). The Articles are filed with the Secretary of State and the Bylaws are approved by the board.

Executive Session. The board went into executive session at 7:44 p.m. to discuss several individual enforcement actions and returned at 8:19 p.m.

Adjournment. On a motion made by Karen, seconded by Mark, and unanimously carried, the meeting adjourned at 8:19 p.m.

Park East Square Homeowners Association

MONTHLY BOARD MEETING MINUTES

March 12, 2024 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, and Therese Spears. Also, present was Brent Chapman, HOA Facilities Manager, and Allan Orendorff, Trio Community Association Manager.

Homeowners present: Martin Walter, Ardele Anderson, Bryan Shank, Robert Naumann, Christiane Audi, Greg Butt, Bjorn Bergman, Antje Sliger, and Angelica and Wayne Schroeder.

Approval of Previous Board Meeting Minutes. On a motion made by Lois and seconded by Therese, the Board unanimously approved the February minutes.

Ratification of Out-of-Meeting Decisions. On a motion made by Lois and seconded by Mark, the Board unanimously approved the charter creating the temporary Governing Documents Project Working Group.

Member Issues & Questions. None.

Facilities Manager's Maintenance Report. Brent reviewed the following.

- Brent and Jesse doing an Altitude webinar tomorrow on how to handle "nuisance" complaints (e.g., noise, odors, etc.).
- Two more incidents of tenants/owners/property managers not knowing where water shut-offs are. Will do an email blast and put it in the April newsletter.
- Contracts established for 2024 – irrigation, pool, building repairs, mowing, paving.
- Gutters/downspout & painting contracts for 2024 in progress.
- Paving repair scope: Repairs in 1129-1189 and 4100-4110 cul-de-sacs, crack seal/sealcoat/restripe in 1110-1140 cul-de-sac.
- Paving scope for 4135-4165 and 4207-4237 cul-de-sacs - complete new drain pans and asphalt paving in June and July.
- Brent in Pool School March 18-19 – pool opening maintenance scheduled for May 10.
- 4289 water main shut-off needs repair – Bernie's coming on March 21.
- Jesse continuing to perform winter dormant pruning – deadline by end March.
- Water bills – issues in two to three cul-de-sacs. Have continuous use warnings for some meters. The source is unknown (e.g., once cul-de-sac has five buildings on the meter. All owners were emailed.
- Sinking bath house floors – proceeding with soil analysis, which will guide possible solutions.
- 1156D sloping floors – structural cause still undetermined. Next steps – asbestos testing was negative, empty storage closets so much more drywall can be removed, went into C unit crawlspace and sent pictures.
- Map presented showing buildings to be repaired and painted. Two contractors are doing repairs on three buildings each.

Christiane asked about the governing documents project. Working group selection is still in progress. The timeline is not final yet but the attorney is working on the initial draft.

Association Manager's Report. Al provided an update on the following.

- Financial Report: Review current financial data, any general dues payment issues. Al reviewed the income and expenses statement. He is getting close to resolving some issues with recording non-operating (reserve) accounts. Lois noted that the HOA has earned \$2,000+ in interest in the first two months using the higher-interest accounts.
 - In response to Martin's questions on insurance, Al noted that fire insurance appears under general administrative expenses on the statement. Lois reported that the premium doubled because we were able to get sufficient insurance (doubled coverage) and insurance is almost 25% of the annual budget.

- Transition of Goodwin to Trio Status Report. Al reported that most of the records have been transferred except for enforcement records. Karen is working with Goodwin to get the records.

Old and New Business

- Google Voice emergency number – eliminating layers. We have free Google Voice for facilities that forwards to Brent’s cellphone, but it must be used monthly. Changes to the website for non-business hours emergencies are being considered. We can upgrade for \$10/month.
- Pruning proposal. We are not happy with Native Edge’s pruning this year so we are looking for other vendors and Jesse is doing dormant pruning now until April 1st.
- Parkstrip project proposal. We have a proposal for the first phase and are going to solicit two more. Want to accomplish this project this year.
- Update on governing documents amendment project – working group selection in progress. Lois thanked everyone who volunteered.

Bryan commented on low meeting attendance compared to earlier meetings. Lois noted that the attendance pattern is high for the annual owners meeting in December and often January, but drops off the rest of the year. Mark noted that tonight’s attendance was good.

In response to a question from Antje about paving 1189’s lot, Lois said it will be repaired and the lines repainted, but will probably be a couple of years to redo the lot. Mark and Lois said it will take at least three more years to do the remaining lots depending on the cost of oil (e.g., \$223,000 for two small lots, quote for a large lot is \$350,00).

Christiane asked about the project to fix 1156D’s sloping floor. Drywall in the storage closet areas is being removed so the structural engineer can find the cause. She asked why it is not being done like her building 1131. It is a completely different problem. An adjustment to the post two years ago did not help. All three crawlspaces have been checked for water and all have sump pumps. 1131 was a simpler problem because we knew the post was being pushed up.

Executive Session. The board went into executive session at 7:46 p.m. to discuss a specific legal issue and returned at 7:58 p.m.

Adjournment. On a motion made by Lois, seconded by Mark, and unanimously carried, the meeting adjourned at 8:00 p.m.

Park East Square Homeowners Association

MONTHLY BOARD MEETING MINUTES

April 9, 2024 via Zoom

Call to Order. The monthly Board meeting was called to order at 7:02 p.m. Quorum of the Board was present: Lois Bennett, Karen Fassler, and Therese Spears. Also, present was Brent Chapman, HOA Facilities Manager, and Allan Orendorff, Trio Community Association Manager.

Homeowners present: Martin Walter, David Longenecker, Christiane Audi, Bjorn Bergman, Wayne Schroeder, and Bill Hackman.

Approval of Previous Board Meeting Minutes. On a motion made by Karen and seconded by Therese, the Board unanimously approved the March minutes.

Ratification of Out-of-Meeting Decisions. On a motion made by Karen and seconded by Lois, the Board unanimously approved the decisions to approve five fence applications.

Member Issues & Questions.

- David Hauser asked about his application for a sliding glass patio door. Al located it and will send it to the board.
- David Longenecker reported two light bulbs are out in the 4264 carport.
- Christiane asked the board reconsider redoing her deck railing at 1131D, even though it had minor repairs last year. Lois said the D unit railings and stairs are being prioritized for this year. She also said more balconies and stairs will be repaired as the building repair cycle begins to ease off in the next couple of years. Christiane asked about the status of our response to her belief that the carport headers are rotten underneath the trim at 1131, which she reported last year and sent pictures. She asserts that when she pointed it out to the contractor, they did not repair it properly and covered up their poor work. Lois said the work was inspected and there is no rot. Lois will set up a meeting with Christiane.

Facilities Manager's Maintenance Report. Brent reviewed the following.

- Gutters/downspout replacement work begun. 1166 complete and gutters at 1110 are next.
- Spring gutter cleanout has begun.
- Painting contract and pre-paving sewer contract are not yet complete, but painting is close.
- Lots of groundskeeping in the last month, e.g., snow, branches down, winter dormant pruning, and many trips to Western Disposal.
- Sinking bath house floors. Proceeding with soil analysis, which will guide possible solutions. Have contacted one contractor and reaching out to more.
- 4289 water main shut-off needs repair. Cannot schedule Bernie's until the crawlspace dries out, which Brent is monitoring.
- Miscellaneous issues with specific units.
- 1166 and 1110 building repairs should begin soon.

Association Manager's Report. Al provided an update on the following.

- Financial Report: Review current financial data, any general dues payment issues. Al reviewed the financials. Late fees and interest have not been assessed on delinquent accounts yet but will begin this month. There are 17 owners (five have paid nothing this year) and notices will be sent to them.
 - Kevin noted some owners received unpaid charges messages in error and have not heard back. Al explained it was an issue of timing, reported that the accounts have been corrected, and apologized for not replying.

Old and New Business

- The Spring 2024 Newsletter is being printed and should be mailed by April 15. It can be emailed and will be posted on the website before then.

- Parkstrip project outside 1186. Received a quote today that will allow for a larger section (1150-1140) to be done within budget so hope to start work in the next week or so.
- Update on governing documents amendment project – working group and approximate timeline. Karen announced that Greg Butt, Kat Fritz, David Longenecker, Sandy Lowry, and Holly Winton were the owners selected for the working group. The estimated schedule is:
 - receive drafts from the attorney at the end of April;
 - board and working group review drafts and have a working session with the attorney by late May;
 - final drafts received in early June for a last review;
 - drafts and informational materials sent to owners with a 2-week comment period in June;
 - conduct the informational meeting for owners in July; and,
 - voting, hopefully in July.
- Report on Architectural Control Committee – 2024 survey to begin in May, small “refining” changes to Rules and Architectural Guidelines tentatively set for review and approval at May meeting. Karen reported that the survey is scheduled to begin on May 22nd. In regards to rule or policy, we review them annually for revisions. The changes clarify policy and a couple of examples were given, e.g., PODS in parking lots, hanging baskets over building entrances, and firepits.
- Lois mentioned that the irrigation workers will be here next week to prepare for the spring/summer season. CoCal will start with the spring cleanup soon.
- Karen reminded everyone that an application package is needed for any exterior modification. The key to expediting the review is to make sure the application is complete, no bits and pieces, when it is submitted so the review can begin.

Adjournment. On a motion made by Karen, seconded by Kevin, and unanimously carried, the meeting adjourned at 7:35 p.m.

Park East Square Homeowners Association

MONTHLY BOARD MEETING MINUTES

May 14, 2024 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, Kevin Bush, Karen Fassler, Mark Liebendorfer, and Therese Spears. Also, present was Brent Chapman, HOA Facilities Manager, and Allan Orendorff, Trio Community Association Manager.

Homeowners present: David Longenecker, Ivette Visbal, Sandy & Norm Lowery, Antje Sliger, Christiane Audi, Wayne Schroeder, Roxanne Royce, and Bjorn Bergman.

Approval of Previous Board Meeting Minutes. On a motion made by Karen and seconded by Therese, the Board unanimously approved the April minutes.

Ratification of Out-of-Meeting Decisions. On a motion made by Karen and seconded by Kevin, the Board unanimously ratified the decisions to approve three applications: one for a patio door; one for windows and a patio door; and one for windows, a patio door, and a front storm door.

Member Issues & Questions.

- Ivette Visbal's carport door was painted but the tenants did not have it in an open position so asked if Brent could paint around the edges. He agreed to help. It was also confirmed that an application is required to replace a storm door.

Facilities Manager's Maintenance Report. Brent reviewed the following.

- Gutters/downspout replacement work is complete along with the spring gutter cleanout.
- Intensive groundskeeping continues with the wind, one downed tree, millions of branches, stump grinding.
- Sinking bath house floors – still trying to obtain soil analysis to guide possible solutions.
- Measuring water pressure building by building to determine which PRVs to replace. More gauges were purchased so about half the PRVs have been measured. Lois noted that we have used over half of our PRV budget and have at least five more buildings that are too high. PRV replacement costs \$1900. It may be more efficient to replace the main gate valve at the same time, which brings the cost to \$2600. That is quite a bit over budget. It was agreed that we should proceed with replacements and use the reserve if necessary. Lois estimates a third have been replaced since 2018. The measurements should be done in a couple of weeks and it is likely more than five will need to be done this year. It was suggested that we wait for an updated number of PRVs that need to be replaced this year. Another suggestion is to investigate the possibility of one PRV per cul-de-sac. Lois and Brent provide more information for the Board in a week or week and a half.
- 4289's PRV and both the curb and main gate valves were replaced and 1170's PRV and main gate valve were replaced.
- Asphalt patching completed in 1129-1189 and 4100-4110 cul-de-sacs.
- Pool start-up is in progress. It was confirmed that pool hours will continue to be 10:00 a.m. to 8:00 p.m.
- Claim into Xcel for damage done near 4212 and 4222. Xcel used our property to access a transformer on the property of a house on the other side of the fence. The sidewalk was broken and 4222's garden area and building trim are damaged. The garden area has been repaired. Brent is waiting for a response on the other items.
- Brent and Jesse have begun painting doors to "catch up" with building painting cycle.
- Materials are being ordered for building repairs and working on logistics with contractors.
- Park strip project outside 1140-50 is almost complete – rock is in and the three gray rocks will be relocated and replaced with correct buff-colored rocks.
- Working on a plan to address some serious sewer work that needs to be done in 4135-4165 and 4207-4237 before paving. Lois also noted that electric vehicle owners need to be aware they will not have access to their chargers during actual paving.

Association Manager's Report. AI provided an update on the following.

- Financial Report: Review current financial data, any general dues payment issues. AI reviewed the financials and reported there are no issues. We are a little ahead in terms of income and a little over on spending but that can be due to several factors, including timing.

Old and New Business

- Architectural Survey: "Training session" held on May 9th to prepare for 2024 survey and process updates. Karen reported that the ACC members who conduct the survey along with Brent and AI attended the training so everyone is familiar with the process. Surveying started a little earlier than the planned May 22nd start date and the goal is to be done in early June to produce the results letter for mailing in July. The ACC had two ideas to help reduce costs and go paperless. Attendees were asked for their input to help reach consensus. The consensus was to continue the current practice of mailing the letters to all owners.
- Proposed changes to Rules and Exterior Modification policy (includes Architectural Control Guidelines). Karen reported that the proposed changes are the result of the annual review of the rules and policy. It was noted that more revisions may be needed later depending on changes to law from this year's legislative session. On a motion made by Karen and seconded by Kevin, the changes were summarized and open for discussion. Most changes clarify current provisions, ensure consistent terms, simplify wording, and commit current practice to writing. On an amended motion by Karen and seconded by Lois, the Board unanimously approved the changes to be effective June 1st.
 - What constitutes an exterior modification application is clarified (the package is the form and all supporting documents). A complete application package should be submitted. Board review cannot begin until the full complete application package is received so submitting in pieces only delays the process.
 - Specifies the requirement that window and patio door replacements must be done by professional installers instead of relying on the standards in the general section of the policy.
 - New ACGs include flashing above the trim on patio door replacements, no mesh screens as replacements for structure storm or patio screen doors, standards for mini-splits (i.e., exterior line set cover and drainage), filing solar and EVC system Agreements for recording with the Boulder County Records, process to remove nonfunctional stovepipes from the exterior roof, fences cannot be attached to decks, lattices and hanging baskets on D balconies, and cable wires.
 - New rules include PODs or dumpsters added to the Parking rules, and multiple violations of the same rule within 6 months are not considered resolved and are subject to enforcement action based on the date of first occurrence.
 - Changes related to safety, maintenance, and other related issues include clarifying hazardous objects and grills rules, prohibiting all objects on the top of balcony railings (deck is okay), prohibiting attachments to gas lines, clarifying that nothing shall block access to irrigation and other utilities in the stairwell or stairway or extend into the hallway, adding motorized airplanes and drones to airborne object rules, and clarifying that feeding animals outside of the townhome includes food scraps as well as feeders and outdoors includes decks and patios.
 - Clarifies that it is an expectation that residents will work with each other first to resolve complaints.

Adjournment. On a motion made by Kevin, seconded by Mark, and unanimously carried, the meeting adjourned at 8:40 p.m.

Park East Square Homeowners Association

MONTHLY BOARD MEETING MINUTES

June 11, 2024 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, Kevin Bush, Karen Fassler, Mark Liebendorfer, and Therese Spears. Also, present was Allan Orendorff, Trio Community Association Manager.

Homeowners present: David Longenecker.

Approval of Previous Board Meeting Minutes. On a motion made by Karen and seconded by Mark, the Board unanimously approved the May minutes.

Ratification of Out-of-Meeting Decisions. On a motion made by Karen and seconded by Lois, the Board unanimously ratified the decisions to approve five applications: one Electric Vehicle Charging System, one fence, one front door, and two front storm doors.

Member Issues & Questions. No issues or questions were raised.

Facilities Manager's Maintenance Report. Lois gave the report.

- PRV replacements scheduled at 4155 and 4222 on 6/12, and 4207 and 4279 on 6/13.
- Sewer repairs in two cul-de-sacs (4135-4165 & 4207-4237) to begin in June – notification to go out as soon as we know specific dates. These are the ones that will be repaved this summer. After getting a fairly high quote from our usual sewer company, the paving company recommended a different company, which we will use. We are just waiting for the dates.
- Building repairs started at 1110 and 1166.
- Leak detection for pool area – pool losing water too fast. Is it linked to sinking bath house floors? Retaining expert leak detection company.
- Native Edge fine-tuning irrigation.
- Keeping up with all groundskeeping work is still an issue. Should we hire additional help? Karen asked if we have the budget. Lois will talk with Brent and Jesse about the idea of part-time help and will check the budget.
- Tags being issued for rule violations noted during architectural survey.

Association Manager's Report. Al provided an update on the following.

- Financial Report: Review current financial data, any general dues payment issues. The budget is a little under the projected YTD operating but that will change with the start of the major projects over the summer. We will need to start transferring funds from the reserve to the checking account for these bills. Water and maintenance are over budget so Lois, Al, and Brent will look for the cause of overages.
- Location or status of financial reviews for 2021, 2022, and 2023. The 2021 review has been located. We decided to skip 2023 due to issues with the records and resume with 2024. Al will ask his CPA for an estimate to do 2022 so we can decide if it is worth the expense.

Old and New Business

- Issue with Wellman Creek residents walking through our grounds and the dog waste. Kevin reported that parking in our parking lot is also an issue. One step is to contact their board so Lois will ask a friend for the president's contact information. Another step is to see if adding another No Trespassing sign might help. Mark will get the Plat to determine the property line.
- Architectural Survey is complete and producing letters is starting.
- Status of replacing the 4202A unit storage door damaged in the fire at 4232. It is on the list for a future time.
- In response to an owner's question, 1129 – 1189 parking lot will be restriped by staff this summer.

Executive Session. Adjourned into executive session at 7:35 p.m. to discuss specific enforcement actions and the status of a legal case. Returned from executive session at 8:09 p.m.

Adjournment. On a motion made by Karen, seconded by Kevin, and unanimously carried, the meeting adjourned at 8:09 p.m.

Park East Square Homeowners Association

MONTHLY BOARD MEETING MINUTES

July 9, 2024 via Zoom

Call to Order. The monthly Board meeting was called to order at 7:05 p.m. Quorum of the Board was present: Lois Bennett, Kevin Bush, Karen Fassler, Mark Liebendorfer, and Therese Spears. Also, present were Brent Chapman, HOA Facilities Manager, and Allan Orendorff, Trio Community Association Manager.

Homeowners present: Martin Walter, Joy Wu, Wayne and Angelika Schroeder, Bjorn Bergmann.

Approval of Previous Board Meeting Minutes. On a motion made by Karen and seconded by Therese, the Board unanimously approved the June minutes.

Ratification of Out-of-Meeting Decisions. On a motion made by Karen and seconded by Kevin, the Board unanimously ratified the decisions to approve three applications: two windows and one fence and patio.

Member Issues & Questions.

Martin asked about the status of the governing documents rewrite. Karen reported that we are working with the attorney on drafts of the Declaration, Articles of Incorporation, and Bylaws. We are running a little behind. In response to a question about an outside deadline, she said there is not, it is more a matter to trying to keep it moving. Martin asked if it will be presented in a way to easily see changes. The documents are too old for “redlined” version but there will be charts or crosswalks showing changes.

Facilities Manager’s Maintenance Report. Brent gave the report.

- Emergency sewer repair and restoration work at 4170. Garvins cleaned the roots and a restoration company did the mitigation of backup sewage in crawlspaces.
- Building repairs almost complete at 1110 and 1166. They are complete and painting of 1110 will begin later this week.
- Building repairs at 4269 and 4310 to begin the week of July 8. 4310 may be next week.
- Pre-paving sewer repairs in two cul-de-sacs (4135-4165 & 4207-4237) to be complete by mid-July. They were completed today.
- Paving for two cul-de-sacs (4135-4165 & 4207-4237) will begin mid-July and continue for approximately 6 weeks. All 32 units will have to park in other parking lots, on Monroe, Aurora, or Mohawk for some or all of that period. It was noted that the school parking lot may also be a possibility. A blast email will be sent to all residents asking that they be considerate of others by moving cars often and understanding that parking will be at a premium. We recommend obtaining a permit to park on Monroe.
- Irrigation status. One problematic clock needs to be replaced. Brent is working with Native Edge.
- Fence repairs. 4202A was done today and there are three to four more to do.
- Two buildings (4100 and 4299) need repair of roof shingles. Formula One Roofing will do the work on Thursday and it is covered by the shingles warranty.
- We budgeted \$14,000 for plumbing/PRVs and have spent \$18,000 with four buildings to go. Main gate and curb stop valves sometimes need replacement, which adds to the cost. There were so many old main gate valves that they are not being done at the same time as a preventative measure.
- Status of budget for hiring some temporary help. The Board authorized Brent to spend up to \$3,000 to hire a laborer to help out for the rest of summer.

Association Manager’s Report. Al provided the financial report. We are overspent in some lines, such as water and building maintenance/plumbing. The reserve is okay at this point but the big expenses for building repair, painting, and paving will start to come in.

Old and New Business

- Request for “Slow” sign at NE corner of 4310. Brent will investigate a couple of options, e.g., temporary speed bump and concrete dip, in addition to a sign.
- Karen asked about the status of the Wellman Creek project. There is no update.

Executive Session. Adjourned into executive session at 7:55 p.m. to discuss specific enforcement actions. Returned from executive session at 8:30 p.m.

Adjournment. On a motion made by Kevin, seconded by Therese, and unanimously carried, the meeting adjourned at 8:31 p.m.

Park East Square Homeowners Association

MONTHLY BOARD MEETING MINUTES

August 13, 2024 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, Kevin Bush, Karen Fassler, Mark Liebendorfer, and Therese Spears. Also, present were Brent Chapman, HOA Facilities Manager, and Allan Orendorff, Trio Community Association Manager.

Homeowners present: Cindy Hoese, Reuel Warner-Rosen, Wayne Schroeder, Martin Walter, Bjorn Bergmann, Sean Walsh, Christiane Audi.

Approval of Previous Board Meeting Minutes. On a motion made by Karen and seconded by Therese, the Board unanimously approved the July minutes.

Ratification of Out-of-Meeting Decisions. On a motion made by Karen and seconded by Kevin, the Board unanimously ratified the decisions to approve four applications: an exterior light, window replacement, EVC system, and windows and patio door replacement.

Member Issues & Questions.

Cindy requested that composting be discontinued. She has tried to deal with the problem, but it continues and she finds it unsafe and disgusting. People continue to discard meat and other items so there are maggots and odors, which is a major issue in the summer. She has posted compost guidelines and shoveled out the bin multiple times. There is nowhere to clean out the bins. Brent confirmed it is a major problem. Switching out the bins does not solve the problem and staff find it difficult to deal with. The issue is composting is mandatory in the City of Boulder. Several ideas were discussed, such as compostable liners for big bins (around \$800/year), one large bin away from housing, or a letter writing campaign. Brent noted liners may not help because flies lay eggs overnight and it requires staff time to reline the dumpsters. Therese knows of Boulder HOAs who do not compost. Karen asked if there are exceptions. It was decided more research is needed. Brent will check with the city on a possible exception. Therese will contact the HOA presidents. Lois will draft verbiage and find out where to send complaint letters.

Christiane agreed with the comments on the problems with composting. She sent an email to Board about the stairs to her unit and is waiting to hear back. Karen said there will be a reply within a couple of weeks.

Facilities Manager's Maintenance Report. Brent gave the report.

- Painting is almost complete at 1110 and 1166. 4310 is next.
- Building repairs at 4310 are complete, and painting is about to start.
- Building repairs at 4269 are in progress, 4320 will start to start in a couple of days.
- Paving for parking lot 4135-4165 is complete.
- Paving for parking lot 4207-4237 is complete but needs to be kept closed until next week to allow time to cure. A drain pan is still needed (see below).
- Sealcoat and striping for parking lot 1110-1140 will start tomorrow at 8:00 a.m.
- Irrigation status / Water usage issues. We are using quite a bit more due to the drought. We are now adjusting for rain and seasonal changes and can cut back on days and run times. We also inspected all the meter pits and found no leaks. We will keep monitoring and look to see if the changes show in the next bill.
- Fence repairs – 1110C is complete and 1169A is next.
- Another sewer break. The pipe break in the D unit chase was repaired and the concrete patched where it was cut. The owners A and B units are working on cleaning up the waste in their units.

Administrator's Report. Al provided the financial report. As of the end of July, expenses are running under the budgeted amount but large invoices for paving and others will be coming. Water is \$13,000 over. There are three delinquencies but within the initial 30-day window.

Old and New Business

- Application for AC. On a motion made by Karen and seconded by Kevin, the Board approved the application with four votes in favor and one abstention.
- Updates to Collections policy. Karen summarized the proposed changes needed to comply with the new law (HB24-1233) that was effective August 7th regarding delivery methods of the collections notice. On a motion made by Karen and seconded by Lois, the Board unanimously approved the changes to be effective immediately.
- Request for “Slow” sign at the northeast corner of 4310. Brent to present a couple of options, e.g., temporary speed bump and concrete dip, in addition to a sign. Brent reported that a temporary speed bump needs to have anchors drilled into the asphalt and snow plows are likely to pull them out resulting in damage to the asphalt. A concrete dip will create new drainage and ice problems. Signs will likely be ineffective but we can try them. On a motion by Lois and seconded by Therese, the Board unanimously approved the purchase of two signs for the entrance (as enter and as exit).
- Drain pan for parking lot 4207-4237 needs funding approval. Brent reported that while paving it was discovered the old piping that connects to the one in the lawn was crushed and blocked with roots and dirt. It was temporarily cleared but it will fill again. The drain pan needs to extend out to the one in the open space. It would be like the one between 4310 and 4350 and includes going under the sidewalk. The estimated cost is \$7,000 to \$8,000. This is outside the budget but it must be done before winter. A motion to approve \$8,000 was made by Lois and seconded by Therese. A sketch was requested before voting. The motion was withdrawn and Lois will provide the sketch.
- Annual Architectural Survey Results Letters will be mailed approximately August 16 so owners should be on the lookout.
- Website backup. Kevin decided not to use an automated backup due to cost and will continue to do it manually for now.

Lois opened it up again to members. Christiane said a stop sign is needed at the at the bike path crossing on Monroe. This is outside the HOAs control because it is a city street. There are yield signs but one gets hidden behind the tree branches. Lowering the signs might help. A stop sign can present issues with winter ice because of the steep hill. Christiane can contact the city’s transportation department to let them know her thoughts.

Executive Session. Adjourned into executive session at 7:55 p.m. to discuss specific enforcement actions and a personnel matter. Returned from executive session at 8:20 p.m.

Adjournment. On a motion made by Lois, seconded by Karen, and unanimously carried, the meeting adjourned at 8:30 p.m.

Submitted by *Karen Fassler*, Secretary/Treasurer

Park East Square Homeowners Association

MONTHLY BOARD MEETING MINUTES

September 10, 2024 via Zoom

Call to Order. The monthly Board meeting was called to order at 7:02 p.m. Quorum of the Board was present: Lois Bennett, Karen Fassler, Mark Liebendorfer, and Therese Spears. Also, present were Brent Chapman, HOA Facilities Manager, and Allan Orendorff, Trio Community Association Manager.

Homeowners present: Cindy Hoese, David Longenecker, Antje Sliger, Rita Mitton, Reuel Warner-Rosen, Brian Coventry, Aisling Pigott, Mary Magee, Christiane Audi, Bjorn Bergmann.

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

Ratification of Out-of-Meeting Decisions. It was noted the proposal for the new drain pans includes installing a sidewalk. On a motion made by Karen and seconded by Lois, the Board unanimously ratified the decision.

Announcement. Kevin Bush resigned in August leaving a vacancy. The Board can fill it by appointment. Karen moved to appoint Reuel Warner-Rosen to fill the vacancy for the remainder of the term through December 31st. Reuel (Ruli) was introduced and spoke to his interest in serving. The Board unanimously approved the appointment.

Member Issues & Questions.

- Christiane asked about the cable running along the ground near 1131 & 1141. Brent reported he has met with Xfinity and is monitoring the situation. They are working on required permits and put a rush on the job.
- Brian asked about a tag for items under the stairs at his unit. Karen suggested meeting with him to look and talk about the space. In general, it was noted that D units have storage closets like the other units for their items, there is a concern with fire safety, and safety concerns such as bike handles on stairs that present tripping hazards. The myth that the 4232 fire was started by a lithium battery was dispelled. At the mention of inviting the Fire Chief since there are no building codes on storage, Karen reported the Fire Marshall and staff have already been here to assess both fire code and defensible space. All their information was just received and will be reviewed.
- Cindy asked about composting, which is later on the agenda so discussion was deferred.

Facilities Manager's Maintenance Report. Brent gave the report.

- Painting is starting at 4269 and complete at 4310.
- Building repairs are almost complete at 4320 and starting at 4274, the last building.
- Stairs and balcony railing are almost complete at 4269.
- Pool closed on the morning of September 9th.
- Irrigation. There was a big repair performed between 4232 and 4244 last week.
- Xcel repaired a gas line leak/meter at 4227. It was under the turf and needs clean up so a ticket was submitted to finish the job (remove the dirt and repair the turf).
- Fence at 1169A is complete and 1189B started today.
- Sewer repairs are needed at 1150. There is a large offset in the pipe going to the building. The estimated cost is \$7500. On a motion by Lois and a second from Therese, the Board unanimously approved the funding and repair of the pipe.
- Obtaining quotes for annual routine sewer clean-outs and camera work. One was received today. It was noted that approximately 1/3 of the buildings are done each year.
- Obtaining quotes for remainder of tree work for 2024 with a focus on tree health & pruning. There are a couple of proposals.
- Compost cans were picked up the week before last. Brent got an exemption based on a detailed submission. However, someone objected to the city so the City staff person did a more thorough review and discovered that the basis of our exemption was not valid, so it was revoked. Further discussion below.

Administrator's Report. Al provided the financial report. As of the end of August, there is a \$140,000 deficit but it is a matter of timing on the transfer of funds and there is \$500,000 in the reserve. It was noted the current total operating is \$26,000 under the budgeted amount. Building maintenance is \$27,000 over due to unexpected sewer repairs. Water is \$21,000 over budget.

Old and New Business

- Pool user complaint and suggestion regarding buying new pool furniture at an end-of-season sale. The furniture is not in good shape. It has been an ongoing topic but funds have not been available. Commercial grade furniture is needed. Lois has contacted the City of Boulder Aquatics for the brand name of furniture at Scott Carpenter pool. All agree funds are not available right now, but perhaps earlier next year. Ruli volunteered to take on the project of looking for furniture.
- Composting needs and options. The exemption was revoked for not being one of the approved reasons. Karen pointed out that the revocation also said enforcement has been paused indefinitely so we do not need to comply right away. Cindy has additional ordinances regarding health and well-being and will provide a list of cites to Karen. Lois reported that several gardeners have asked about yard waste from their fall cleanup. A suggestion is to get two dumpsters for yard waste and put them in a couple of identified potential locations, which can change to find the best spots. The former 55 compost bins cost approximately \$4,000/year, but the two dumpsters would be \$1700/year and emptied monthly. In addition, nine trash cans that can be labeled "yard waste only" can be placed in a designated building, one per cul-de-sac. A question was if residents could walk their compost to the community garden area but that is not feasible because of the type of composting. Another question was what did residents do before composting and could they take their yard waste to the drop off center. It was put in the trash before and is probably not convenient enough to haul to the center. It was agreed to try the plan for two months.
- Towing issues, especially in cul-de-sac 1129-1189 where non-residents are observed parking to attend classes across the street. Towing is complicated and extremely difficult with all the changes in law over the past few years, except parking in a fire lane or carport parking stall. One idea was to enlist the help of residents who can tell the person they cannot park here. Ruli noted that some may not want to confront the person so it was suggested they could take a photo and send it to Brent. He has tagged vehicles and noticed that it seems to be helping. Another idea is to boot a car, but Karen noted that needs research on laws around booting on private property. Ruli volunteered to look into the problem.
- Building Ordinance and Law insurance coverage is not available. Lois said one or two potential buyers or their agents reported they cannot get financing because we do not have this coverage. Karen explained this insurance covers the cost to bring a building up to code after an event and we cannot get it because of the age of our buildings.
- Sewer repair at 1150 funding approved (see above).
- Preliminary budget discussion. Al and Lois are putting together a preliminary budget. She provided some of her initial thoughts. One is to reduce the number of buildings repaired and painted to four or five. Of the three parking lots left to pave, 1129-1189 was recently repaired so we could delay paving until the last. Brent and Jesse will do some re-striping. The HOA will work on getting a plan and new estimate for 1150-1186 prior to final budget discussions.

Mary asked for help on repairing her fence. It was recommended that she contact Brent for advice and information. She also asked if the lack of Building Ordinance and Law insurance impacts the ability to sell a unit. We are not aware of a problem with selling units. Al noted that the buyer usually finds a different lender.

Adjournment. On a motion made by Lois, seconded by Karen, and unanimously carried, the meeting adjourned at 8:17 p.m.

Submitted by *Karen Fassler*, Secretary/Treasurer

Park East Square Homeowners Association

MONTHLY BOARD MEETING MINUTES

October 8, 2024 via Zoom

Call to Order. The monthly Board meeting was called to order at 7:02 p.m. Quorum of the Board was present: Lois Bennett, Karen Fassler, Mark Liebendorfer, Therese Spears, and Ruli Warner-Rosen. Also, present were Brent Chapman, HOA Facilities Manager, and Allan Orendorff, Trio Community Association Manager.

Homeowners present: David Longnecker, Wayne Schroeder, Greg Butt, Bjorn Bergmann, Bryan Shank, Antje Sliger, and Christiane Audi.

Approval of Previous Board Meeting Minutes. On a motion made by Lois and seconded by Karen, the Board unanimously approved the September minutes.

Ratification of Out-of-Meeting Decisions. On a motion made by Karen and seconded by Lois, the Board unanimously ratified the decisions to approve three applications: a carport door, a carport storm door, and a fence.

Member Issues & Questions.

None were raised.

Facilities Manager's Maintenance Report. Brent gave the report.

- Painting complete at 4269, 4310, and 4320.
- Building repairs in progress at 4274.
- Routine sewer cleanouts and camera work to be done by Garvin's started on October 7th and Brent is starting to get reports.
- Sewer repairs at 1150 are scheduled for next Wednesday, the 16th.
- New drain pan installs and sidewalk by 1111A. Superior still waiting for steel plates for sidewalks.
- Tree work was divided up between Bartlett, who already completed their part of the tree pruning work, and N & D Tree, who will do certain maple injections later in October, and do their portion of pruning/removal in December.
- CoCal clean-ups will most likely happen near the end of October & early November.
- Irrigation blow-outs will be done by Native Edge on the 24th and 25th.
- Some pool chaises and chairs on clearance were bought to replace damaged items from this summer. Ruli has done some research on commercial grade furniture that will need to go into the 2025 budget.
- Status of compost bins. The two compost dumpsters were delivered and the yard waste cans were labeled and put in trash rooms. An email blast was sent out to owners with details. Christiane objects to placing one of the dumpsters in her townhome's parking lot. Locations for the 2-month trial were explained.
- The parking lot at 1129 to 1189 was striped today.

Administrator's Report. Al provided the financial report. Income is \$33,000 higher than was anticipated but administrative expenses are \$49,000 over budget, mostly due to increases for building repairs and water.

Old and New Business

- 2025 lawn maintenance contract. Two quotes were received with one being significantly higher for one year than our current contractor who is offering a two-year contract. On a motion made by Lois and seconded by Therese, the Board unanimously approved keeping CoCal. Therese also noted that we can look at using day labor next year for weeding.
- Rule and Policy changes (enforcement, collections, ACGs, and rules). Karen presented the proposed changes followed by discussion. Highlights and Board decisions are below.
 - *Collections* and *Enforcement* policies. Updates were needed to comply with changes in the law (HB24-1233). The fee for notices is limited to certified mailing cost, which applies to both policies. The change in required delivery methods in addition to certified mail removed regular mail and added phones to emails and texts. This presents a compliance issue if an owner has not provided a cell phone number or email address. Registration language was

added in consultation with the attorney. Additional prohibitions against certain parties purchasing foreclosed units and a correction to the 18-month repayment plan were needed to align with the law. Finally, the attorney recommended adjusting language to clear up confusion so the past due date coincides with the end of the grace period. On a motion made by Lois and seconded by Therese, the Board unanimously adopted changes to the two policies.

- *Rules and Regulations.* The more substantive changes include updating the definition of inoperable vehicle, adding the types of vehicles that are not allowed in parking lots and a definition of “commercial vehicle”. The Trash, Recycling, and Composting section was revised to reflect the new composting process. Patios/Decks added hydroponic gardens and water features, some revisions to open-flame provisions based on recommendations from the Boulder Fire Marshall’s fire code inspection, and revising language on awnings. The Signage section clarifies that threatening, obscene, or discriminatory language and graphics is prohibited. The Miscellaneous section no longer has language regarding occupancy limits and some requirements were added for home-based businesses (SB24-134). There was some discussion around clarity of prohibiting use of grills on D townhome balconies until Bryan said it is clear to him as an owner of a D townhome. On a motion made by Karen and seconded by Lois, the Board unanimously adopted changes to the rules.
- ACGs in the *Exterior Modifications* policy. Fence posts were changed to western red cedar based on information that they are more durable than pressure-treated (that are prone to warping quickly). The pipes from the HVAC unit to the building that cannot be in a line set cover need to be covered by a foam/rubber pipe insulation tube. The process for filing agreements with the Boulder County Recorder changed back to the more efficient and convenient process where the HOA files it and the filing fee is charged to the owner’s account. The approved location and dimensions of an EVC system for each carport wall are specified. New ACGs were added for energy efficient awnings, which are allowed by law (SB21-246) subject to standards set by HOAs. A limited number of small decorative items are allowed on stairwell walls. Christiane stated her objection to allowing EVC systems in carports. Installation of EVC systems must be permitted per law. The Board has considered other potential sites outside carports but they are inadequate. On an amended motion made by Karen and seconded by Lois, the Board unanimously adopted changes to the policy.
- Budget discussion. Lois and Al presented preliminary figures and proposed adjustments for the 2025 budget. These figures were based on a \$40 increase in assessments, which is lower than the \$60 in the past two years and is still under the assessment increase cap. The projections and recommendations were adjusted based on discussion. Christiane expressed her opinion again that the building repairs for her building and others are not adequate from when she served on the Board. She was reminded that she has received information addressing her concerns several times. The buildings are safe and repairs are adequate so the matter is closed.

Executive Session. Adjourned into executive session at 9:01 p.m. to discuss a specific enforcement issue. Returned from executive session at 9:13 p.m.

Adjournment. On a motion made by Karen, seconded by Mark, and unanimously carried, the meeting adjourned at 9:13 p.m.

Submitted by *Karen Fassler*, Secretary/Treasurer

Park East Square Homeowners Association

MONTHLY BOARD MEETING MINUTES

November 12, 2024 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, Karen Fassler, Mark Liebendorfer, and Therese Spears. Also present were Brent Chapman, HOA Facilities Manager, and Allan Orendorff, Trio Community Association Manager.

Homeowners present: David Longnecker, Patrick Stifter, Bjorn Bergmann, Karen and Aisling Pigott, Bryan Shank, and Christiane Audi.

Approval of Previous Board Meeting Minutes. On a motion made by Karen and seconded by Therese, the Board unanimously approved the September minutes.

Ratification of Out-of-Meeting Decisions. On a motion made by Karen and seconded by Therese, the Board unanimously ratified the decisions to approve a fence application and disapprove a heat pump location application.

Member Issues & Questions.

None were raised.

Facilities Manager's Maintenance Report. Brent gave the report.

- Painting is complete at 4274 and touch up at 4232.
- 1160 sewer repair is waiting for contractor to schedule.
- Two new drain pans and one sidewalk are complete.
- Injections for three maple trees are set for 11/21.
- Two sections of pool fence (one large & one small) were completely rebuilt by staff.
- Pool house was winterized.
- Focus on gutters once roofs are dry.
- CoCal clean up. They know it needs to be done so hope it will be soon (perhaps this week).
- Cobwebs and light checks are ongoing.
- Lawn aeration was completed by staff.

Administrator's Report. Al provided the financial report. Our total cash at the end of October was \$482k. Capital expenses were higher than anticipated due to unexpected expenses such as sewer and plumbing problems, water usage, building maintenance that resulted in being \$143k over. However, the invoices for the big projects are wrapping up and water usage will drop so this will improve with income coming in the next months.

Old and New Business

- Discuss and approve 2025 budget, including the assessment amount. Lois and Al presented four versions of a proposed 2025 budget with the differences being the (1) assessment amount, and (2) full or partial paving of the largest parking lot. Partial paving of 1150-1186 involves 2/3 in 2025 and 1/3 in 2026. The number of buildings to be repaired and painted will be reduced to the three remaining in the 10-year cycle. Two versions set dues at \$520/month (\$40/month increase) and other two are \$530/month (\$50/month increase). The two versions that have partial paving result in a positive net income while the two with full paving result in negative net income. An owner asked if xeriscaping has been considered reduce water costs, which it has and will continue to be. Another suggested hiring more staff for grounds work (e.g., lawn care and snow removal). Another asked what effort is made to reduce cost of contractors and it was explained that contracts are periodically sent out for competitive bids. The Board's consensus was to avoid any projected deficit and to keep the dues increase as low as possible. It was explained that if the assessment amount is below the cap set in the Declaration, which it is, the Board adopts the budget. Lois moved to approve the version that increases the dues to \$520/month and partially paves the parking lot. Therese seconded and the 2025 budget was unanimously adopted.

- Garden cutbacks and a garden survey. A few letters will be sent to those who need to cut back their gardens that are eyesores. A survey will be done to determine how many areas are owner or HOA responsibilities.

Adjournment. On a motion made by Karen, seconded by Mark, and unanimously carried, the meeting adjourned at 8:16 p.m.

Submitted by *Karen Fassler*, Secretary/Treasurer

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 it 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 PESHAs 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*