

MEADOW CONDOMINIUMS ASSOCIATION
Board of Directors Meeting
7:00 p.m., July 6, 2006 – Estes Park, Colorado, Fire Station

BOARD MEMBERS PRESENT: Bob Addleman, Bob Butler, Chuck Coffey, Marcia Logan, Bob Nagle, Marlan Nelson, Gordon Slack, and Eric Waples.
ABSENT: Suzy Blackhurst.

For Association Management of Estes Valley: Susan Albern and Gene Whannel.

WORK SESSION:

A work session was held from 6:00 to 7:00 p.m. when the President Gordon Slack conducted a discussion on matters for the agenda for the Annual Meeting scheduled for Saturday, July 8, 2006, at the Rodeway Inn in Estes Park.

As a part of the Owner Education Program mandated by Senate Bill 100 passed by the Colorado Legislature in 2005, representatives from the insurance agency that carries the Association policy will summarize the coverage provided by the Association policy and answer questions that may arise.

Susan Albern, CEO of Association Management of Estes Valley, will give a presentation on the Association's Reserve account, what it covers, how the projections are arrived at, etc., and she will also answer owners' questions on the topic.

MAINTENANCE POLICY DISCUSSION:

The Board of Directors has been going through an "in-depth study" of Maintenance issues for the Ranch Meadow Condominiums Association during the past year. After receiving legal opinions from its attorney as to what areas of maintenance were assigned by the Declaration to the Association and what areas were assigned to individual owners, the Board in the final stages of scheduling open discussions on maintenance responsibilities at which time owners who desire will have opportunity to discuss the proposed policies. The formal discussion in the process of moving to adoption of specific policies will occur during the next few months. A notice of policies being proposed by the Board will appear in an issue of *The Bugler* as well as being posted on the Association website.

REGULAR MEETING:

The meeting was called to order by the President at 7 p.m..

OPEN FORUM:

During the Open Forum, John Gribben, 1500-A Raven Circle, requested that the Board approve his plans for adding a gate to the deck of his unit. He said he would follow the basic design developed by a local construction company. Chuck Coffey made a motion that the Board approve

the request; it was seconded by Marcia Logan, and received a unanimous vote from the Board.

Jana Britton, 1455-F Raven Circle, appeared before the Board and asked the Board to consider installing a flag pole at some place in the community for the display of the U.S. flag on patriotic holidays. She said she was not suggesting that Association funds be used for the project, but thought that there may be an individual or group that would donate the flag pole to the Association. After discussion, the President suggested that a member of the Board work with Ms. Britton to explore the project. Marlan Nelson said he would be happy to work with her. Bob Nagle then made a motion that Ms. Britton and Nelson check on the costs of such a project as well as potential donors; this was seconded by Bob Addleman and subsequently approved by the Board unanimously.

PRESENTATION OF THE MINUTES OF THE BOARD MEETING, MAY 25, 2006: The secretary noted that the minutes had been distributed to all Board members as well as having been posted on the Association website, and that Board members had the opportunity to check the document for accuracy. Bob Nagle made a motion that the Board approve the minutes as presented, and it was seconded by Bob Addleman and approved by the Board.

TREASURER'S REPORT: Bob Addleman, treasurer, asked Susan Albern of the Management Company to present a summary of the financial reports for the past month. She reviewed the balance sheet indicating that the Association is "on target" with expenditures listed in the budget for 2006. She called the Board's attention to the fact that expenses for the second half of the year will exceed the first half because most of the operating costs are geared to summer-time activities such as mowing, irrigation, etc. The year-to-date cost for water was listed at \$9,590. The report listed the budgeted income at \$139,530.81, with the expenses for the first six months of 2006 at \$61,973.73.

Ms. Albern will send a copy of the financial report without the Balance Sheet to Bob Nagle each month and he will upload it to the Association website.

In response to a question from the Treasurer as to whether the reserves as now established are sufficient to cover long-term anticipated expenses in painting, roof repairs, siding repairs/replacement, etc., Ms. Albern indicated that she was "comfortable" with all of the projections except for the asphalt category. A representative from Connell Resources, Inc. of Fort Collins, has completed a survey of the asphalt areas in the community and submitted a cost estimate for repairs; however, it was pointed out that the Connell representative may have missed a few areas, and until she receives the updates, she would "reserve judgment" on this item.

A motion was made by Bob Butler to approve the Treasurer's report; it was seconded by Bob Addleman and approved by the Board.

REQUESTS FOR REIMBURSEMENT were presented to the Board as follows: Bob Nagle, \$66.57 for supplies related to general irrigation and landscape trimming;. \$18.95 by Gordon Slack for reflective paint and copying done at Kinko's; \$57.34 by Marlan Nelson for covers to sewer clean-out pipes, garbage bags for shrub and tree trimmings, 4 keys for the padlock for the storage shed,; \$127.20 by Bob Addleman for landfill charges in disposing of shrub and tree trimming debris; and \$59.18 by Eric Waples for landscape projects.

A motion was made by Chuck Coffey, seconded by Bob Butler for approval of the reimbursements, and the Board voted approval. After a short discussion on handling of reimbursements when it was pointed out that bringing such requests to the Board for approval caused delays in payments being made because of the infrequency of meetings, a motion was made by Marlan Nelson that the Board establish a policy that requests for reimbursement, along with receipts be submitted to Susan Albern for payment. She would then bring a report to the Board summarizing the payments that had been made. The motion was seconded by Bob Butler and approved by the Board.

It was noted that Board members should make certain that their requests for reimbursement are in the hands of Ms. Albern by the 15th of the month to meet the check processing deadline.

PRESIDENT'S UPDATE: The President told the Board that he has been working since the last Board meeting on the Maintenance Policy proposal and the Annual Meeting plans. Marcia Logan, vice president, worked with Gordon Slack in "fine-tuning" a Maintenance Matrix that will eventually be the basis for new policies on the subject.

MANAGER'S REPORT: Susan Albern reported that there were no "serious" delinquencies to report, that she has been working to further "tune" the Reserve Analysis (she is awaiting data from Connell Resources to complete her analysis). She reported that the Maintenance Bulletin Board is working well with a number of owners having used it.

Painting for the year is in progress, she reported; 1555 and 1535 multiplexes have been completed, and the painters still have 1360 to paint, as well as some of the duplexes.

LANDSCAPE REPORT: Eric Waples, chair of the Landscape Committee, reported that a "tremendous" amount of trimming of shrubs and trees has been done by a corps of volunteers. He said there are still a few dead trees to be removed. The committee chair said that if the Association does trimming

on a regular basis, owners will see great progress in the overall appearance of the community. He indicated that it is the committee's policy to contact owners who have planted their own trees to ask them if they wish the volunteer group to do the trimming or if they wish to handle it themselves.

He told the Board that there are some large ponderosa pines that are going to have to be removed. These are trees that were planted too close to the buildings and they pose a problem of damage to the buildings, the asphalt areas, and they also pose a fire hazard.

The drip system is working much better this year, Waples said, but we still have a few problems in that area that need to be taken care of.

A number of dead shrubs in the "entrance" areas have been removed and the Committee is in the process of getting bids for replacing them. Waples said the plans are to plant 20 deciduous shrubs and 20 evergreens. A 4-inch redwood mulch will be used around the plantings.

The Landscape chair told the Board that with the irrigation and drip systems working so much better this year, the cost of water will increase. He pointed out, however, that some owners are "watering excessively" with their own garden sprinklers with the result that much water is being wasted. Waples said that he had calls from some owners who asked why the sprinklers were running during the times when rain fell here the past week. He said the Association sprinkler system is simply not sophisticated enough to automatically turn off when rainfall reaches a certain point, and that it would be cost prohibitive to have the irrigation supervisor come in to change the sprinkler schedules.

RODENTS: The Landscape Chair said he has received a number of "complaints" about rodents in the community. While he doesn't feel that rodents come under the purview of the Landscape Committee, he did investigate Estes Park Town policies on rodent control and learned that "only certified pest control personnel can poison the animals, and that it is impossible to shoot them because a town ordinance prohibits the firing of a gun within the city limits."

STORAGE SHED: A storage shed has been purchased for storing Landscape and other tools and materials. Bob Nagle arranged for the purchase from an individual living in Big Thompson Canyon. It has been placed near the Association property line just behind 1511 Raven Circle. Owners of 1511 and 1600 (owners nearest the building site) were contacted before the shed was placed, and they had no objections to the placement.

Eric Waples said that the Landscape Committee is in the process of removing fencing from around some of the larger trees in the community, and that if individuals need fencing for landscape purposes they should contact him.

Medium-sized rocks have been placed around the circle on Raven Court. The rocks were purchased by Waples at a garage sale at a bargain

price of \$15 and are being used as decorative material (and they, too, discourage vehicle parking on the grass there).

OLD BUSINESS:

Susan Albern presented a quotation on asphalt work based on a report from Connell Resources, Inc., Fort Collins, after the company's representative surveyed the community. Ms. Albern recommends that the Board proceed with asphalt repair work for Units 1437-B, C, D, and E; 1361 and 1519 unit driveways. The company estimates that the cost will be \$8,914.29 for using 4-inch asphalt patching (remove and replace).

It was pointed out that there are other areas that were missed in the survey and that the representative will be asked to come back to the community to check further. Ms. Albern recommends that the work be done this year.

Bob Nagle made a motion that the Board approve making the asphalt patching as noted in the report from Susan Albern with the addition of other areas if the Connell representative, after a re-visit, recommends it. The motion authorizes the work to be contracted with the proviso that other areas be added at a cost not to exceed 110% of the bid price. This was seconded by Eric Waples. After discussion, a provision that if the "added" work amounted to more than \$900 that discussion on the project be discussed via e-mails before the work contract is signed. This was approved by the Board.

MAINTENANCE WORK: The president reported to the Board that all work on the decks at 1555 had been completed. He raised a question about why the larger stakes located throughout the neighborhood had not been removed, and Bob Nagle reported that the taller stakes cannot be removed because they are water and sewer markers needed when the utility sites are covered by snow. All of the other stakes (except one) have been removed and that one will be removed in the near future.

DOOR REPAIR AT 1437-I: At an earlier meeting, the Board authorized Bob Obele to work on the front door at 1437-I to see what was necessary (and the cost) for repairing the cracked and warped moldings around the door glass. Somehow this project has slipped "into the cracks." Bob Nagle said he was meeting with Bob Obele on Friday, July 7, and that he would remind Bob and get the project underway.

1515-A Raven Court: Eric Waples told the Board of a drainage problem at this unit. He said the drip system was never covered and that fill dirt that was approved by the Board several years ago was never brought in. He said one load of fill dirt is needed there – at a cost of \$50 – and that he has arranged volunteers to handle the work once the dirt is there. The Board authorized him to go ahead to complete the project.

WELCOMING COMMITTEE: The Welcoming Committee's Guidebooks for the Community have been printed and bound and are being distributed to new owners and new tenants. The book is now on the Ranch Meadow website and can be downloaded and printed. Members of the committee who have worked on the project and in welcoming new residents are Marcia Logan, chair; Maureen Gribben, Bob Addleman, Linda Nagle, and Marlan Nelson.

PARKING REGULATIONS: An opinion form the Association attorney received during the last month suggests that Rule 31.2006 that was adopted by the Board on March 30, 2006, is in conflict with provisions in the Ranch Meadow Declaration.

Marlan Nelson made a motion that the Board approve changes to Rule 31.2006 to bring the rule into agreement with the Declaration. Rule 31.2006 limits the number of vehicles that can be parked on a unit driveway to one. Nelson's motion recommends the following change:

R31.2006: Vehicle Parking on Unit Driveways (Frequently Asked Questions, 2002/Rev. 2004).

Governance Standards, Policies, and Rules of the Association specify that a Unit Owner or Renter is limited as to the number of automobiles that may be parked at any Unit. If the Unit is a two-car garage Unit, the limit is a total of three vehicles; if the Unit is a one-car garage Unit, the limit is a total of two vehicles. In all cases, *no more than one vehicle* may be parked on an individual Unit driveway. Garages must be maintained with space for at least one automobile to be parked inside.

The motion changes Rule 31.2006 to read as follows:

Governance Standards, Policies, and Rules of the Association specify that a Unit Owner or Renter is limited as to the number of VEHICLES (replaces the word automobiles) that may be parked at any Unit. If the Unit is a two-car garage Unit, the limit is a total of three vehicles; if the Unit is a one-car garage Unit, the limit is a total of two vehicles. In all cases NO MORE THAN TWO VEHICLES ARE PERMITTED TO BE PARKED ON THE DRIVEWAY IN FRONT OF THE GARAGE AT CONDOMINIUMS WITH A TWO-CAR GARAGE, AND NO MORE THAN ONE VEHICLE IS PERMITTED TO BE PARKED ON THE DRIVEWAY IN FRONT OF THE GARAGE AT CONDOMINIUMS WITH A ONE-CAR GARAGE (words in caps replaces the words *NO MORE THAN ONE VEHICLE*). Garages must be maintained with space for at least one automobile to be parked inside.

The motion was seconded by Bob Butler, and after discussion was approved by the Board.

Nelson also presented a discussion on **Rule 30.2006** – Vehicle Parking in Ranch Meadow – which limits residents from parking in the turn-around areas leading up to individual units.

This Rule is already in effect, but it was brought back to the table, with the request that the Board change its earlier policy saying that enforcement would be used only if an owner filed a complaint with the management company. The request in this motion is that enforcement be based not only on owner complaints, but also on “drive-through” sightings by a representative from the Management Company.

Nelson’s made a motion that the enforcement change be approved. It was seconded by Bob Butler. There was much discussion on the matter, especially how to accommodate owners and their guests. Nelson suggested that a system be instituted whereby a Unit owner would place a card in the window of a guest’s automobile with a contact telephone number in case of an emergency, with the understanding that the card is to be used for temporary parking only. The turn-around areas are not to be treated as supplemental parking for unit owners.

The motion was approved by the Board.

MAINTENANCE POLICY PLANS:

Slack returned to a short discussion of the Maintenance Policy Plans discussed earlier in the meeting. He indicated that the Maintenance Matrix presented earlier would be used a “first pass” on the way to development of policies for the Association. The discussion will continue at future meetings, and when the Board is ready to act on the new policies, a complete report will be presented in *The Bugler*, posted on the website and in the Notice Box on Raven Avenue, so that owners will have opportunity to present their ideas on the topic.

Expense Allocation: The Board noted that water usage continues to be a major expense for the Association, and that this topic needs to be taken up for in-depth study.

Susan Albern reported that the Town of Estes Park had canceled the added costs on a previous water bill caused by a toilet running continuously over a period of time in one unit.

NEW BUSINESS:

Gordon Slack reported that he had received a request (as had Association Management of Estes Valley at an earlier time) from Deb Luchsinger, 1487 Raven Circle, for permission to increase the size of the deck at that unit. Association Management personnel told the owner when the first request was received that the Board was on record as disapproving all requests for deck extensions. Slack told the Board that he sent an e-mail to the owner on Friday stating that the request was denied because the Declaration forbids

the Board changing General Common Element space to Limited Common Space.

The same owner also asked that she be given approval to add a series of flagstones in the area to the north of the unit's deck. After considerable discussion, the Board had a motion from Marcia Logan that the request for adding flagstone on the north side of the Unit be denied; it was seconded by Marlan Nelson, and the Board approved the motion.

ARCHITECTURAL REVIEW COMMITTEE: Slack told the Board that the time has come for setting up an Architectural Review Committee, to review owners' requests for maintenance items such as outside lighting (and other items to be established), if the proposed Maintenance Policy is adopted by the Board. Two Board members, Bob Nagle and Bob Butler, indicated an interest in serving on the Committee, but neither wished to chair it. At that point, Slack asked that the item be tabled for a future meeting.

LANDSCAPE POLICY DISCUSSION:

Two items were presented by the President for Board discussion with the idea that the measures are of great significance and will require much more discussion before any policy can be adopted. The President raised the question of how much watering should be done in the community. The discussion ranged from "no watering in the General Common Elements" to "shutting down the sprinkler system." Several Board members noted that a number of owners were watering excessive and thus wasting this valuable resource, and that if some "control" policy was not instituted, all owners were going to be penalized with a higher monthly maintenance fee.

Slack said he would "test the waters" (no pun intended) at the Annual Meeting on Saturday by broaching the issue.

The second problem that was raised for discussion was how to handle owners who plant trees and shrubs without first submitting an application asking that the Landscape Committee review the request. This will come for further discussion at future meetings.

RODENT CONTROL: Chuck Coffey, 1437-I told the Board that he has a serious problem with rodents at his unit. The rodents are tunneling under the driveway with potential for great damage, and that they are beginning to chew on the siding of the building.

Susan Albern was instructed to contact a professional pest control agent to investigate the problem, since the animals were causing property damage. Ms. Albern and Gene Whannel will work on the problem immediately.

REQUEST FOR ADDING AIR CONDITIONING: George Weaklim, 1555-G requested that the Board approve his adding air conditioning at his unit. He had secured signatures from owners on each side of his unit which

indicated they had no objection to the placement of the condensing unit outside his condo. Chuck Coffey presented a motion to approve the request, and it was seconded by Bob Nagle. The Board approved the request.

PAINTING OF STEPS AT 1555 RAVEN CIRCLE: Owners learned on Thursday that the painting contractors said they would not paint the steps and landing leading up to the entrances of the units. The Board president asked Susan Albern to contact the painters and ask them why they were excluding the painting of the steps.

DATE FOR THE NEXT BOARD MEETING: The next Board meeting will be 7 p.m. on Thursday, September 14, 2006, at a place to be determined. A Board work session will be scheduled immediately before the regular meeting.

ADJOURNMENT: Bob Butler submitted a motion at 9:50 p.m. that the meeting be adjourned; it was seconded by Nelson, and all Board members approved.

Respectfully submitted,

Marlan Nelson, Secretary