

Center Green Heights Park Association
Board Meeting
October 26, 2017
Minutes

CALL TO ORDER: The meeting was called to order at 6:34 pm. Attending was Audrey Nelson, Noble Park 2 rep, Kendra Tempest, Apple Green rep, Jonathan Schneider, Noble Park Commons rep, Tom Eldridge, Noble Park 2 President, Anne Young, Apple Green President and Amy Scott, Association Manager with RDPM, Inc.

ByLaws: Audrey found the Center Green Heights Park Bylaws and provided them to Amy for posting on the Center Green Website. Previously, no copies of the Bylaws were in the files. The recorded Declaration of Covenants is already on the website with the other HOA documents.

MINUTES: June 2017 minutes, previously e-mailed, approved as presented.

FINANCIAL UPDATE:

Operating Account balance is \$77.03. Center Green needs \$3226.24 to finish out 2017. The initial 2017 assessment did not cover the remaining bills from 2016. Amy had provided history and detail on all expenses. After some discussion, the Center Green board voted unanimously to approve the second assessment for 2017 to meet this requirement. Noble Park 2 = \$1558.86, Apple Green \$330.67, Noble Park Commons \$1259.68. Amy's office will send out assessment invoices immediately.

UPDATE / PENDING BUSINESS

- 1) Ash Trees treated for Emerald Ash Borer by 303 Trees in June (\$530)
- 2) Kendra Tempest appointed as CG rep for Center Green
- 3) DeeDee distributed Summer Newsletter for CG in July
- 4) Sod installed on Medians 2 and 3 in August, per approved bid (\$4205)
- 5) Hawthorn Tree planted on Median 4 in August, donated by Noble Park 2 (free)
- 6) Trimming & removal -volunteer work done by members of Noble Park 2 (free)
- 7) September water bill reduced by \$598, per negotiation by Amy for new sod establishment
- 8) Notice of Withdrawal – received by CG from Noble Park Commons attorney, effective 1/1/2018. Amy recused from specific discussions on matter.

NEW BUSINESS

1) Projects for 2018

- a) Sod installation at Median 4. The board revised their previous approval of sod installation on Median 4 for 2018, postponing one of the two projects. Approved: 675 square feet of sod with prep work for \$1924. Noble Park 2 committed to paying \$300 towards this project, reducing it to \$1624.
- b) Select Tree Maintenance – the bid submitted from Mountain Tree Care was approved, for select trimming in 2018, less the juniper removal. Total approved was \$1100.

- c) Dead spots in park turf – request from Apple Green residents to improve bare areas where trees had been removed. As there is no money in budget for additional sod, the board agreed to have Ward's do some overseeding in the spring of 2018, and let the seed gradually fill in.
- d) The CG board is not considering any picnic tables in 2018, due to the financial state of Center Green.

2) **2018 Budget** –the group discussed the proposed 2018 budget and made changes, based on decisions from this evening's meeting. The budget provides a \$1500 Reserve. **The 2018 total is \$21,393 or \$158.46 per unit.**

Breakdown as follows:

Noble Park 2 – 54 units = \$8557

Apple Green – 32 units = \$5071

Noble Park Commons – 49 units = \$7765

If Noble Park Commons is withdrawn from Center Green the unit count changes to 86 and the cost per unit would be \$248.75.

Breakdown as follows:

Noble Park 2 – 54 units = \$13,433

Apple Green – 32 units = \$7960

The Center Green board approved this budget. Jon Schneider, rep for Noble Park Commons, recused himself from budget voting and decisions for 2018 upon advice of counsel.

Amy will update 2018 budget per approvals, then e-mail to Center Green team.

3) **Snow Removal** – Amy reported that the contract with Boulder Snow for Center Green park sidewalks was renewed for the 2017-2018 season.

4) **Storm Damage from 10/22/17:** Cracked willow branch encroaching on bike path. Bids to clear branch ranged from \$680-\$840. Tom Eldridge and Jon Schneider volunteered to saw off encroaching branch and cut into logs. Kendra will pick up logs for her fire place.

NEXT MEETING: The next Center Green Board meeting date will be determined via e-mail.

ADJOURN: With no further business, the Center Green meeting was adjourned at 8:12 pm.

Center Green Heights Park Association
Board Meeting
June 28, 2017
AGENDA

Representatives:

Noble Park 2:	Audrey 'DeeDee' Nelson - President
Apple Green:	Carmela Gabriele
Noble Park Commons:	Jonathan Schneider
Manager – RDPM, Inc.	Amy Scott

MINUTES: March 2017 minutes, reviewed by e-mail, attached here

FINANCIAL UPDATE:

Operating Account balance is \$11,315.72. All 2017 assessments have been paid by member HOAs. Net Operating Income is \$9454.72 vs. a budgeted income of \$10,686.94 as of June. Routine Landscape Maintenance is over budget due to 2016 contract being paid up in 2017.

UPDATE / PENDING BUSINESS:

- 1) **Landscape Maintenance** – Ward's Lawn providing service, summary of 2017 charges attached, invoices also included;
- 2) **Spring Clean Up** - Coordinated by DeeDee on April 15, successful in cleaning up medians and park, saved CG hundreds of dollars in landscape labor
- 3) **Update** – Fertilizing Park and Medians (volunteer effort)
- 4) **Website** – RDPM created website for Center Green. Current documents available now, Amy is getting previous meeting minutes from former CG members. Website access to be provided to member HOA's as owner resource
- 5) **Trees** – Mountain Tree Care completed removal of leaning ash and large fallen willow in late April (see detail attached)
- 6) **Irrigation Water** – under budget at \$572.54 YTD, due to May rains and DeeDee's monitoring of system.
- 7) **Insurance Policy**- renewed with American Family Ins. for Center Green

NEW BUSINESS:

- 1) **Tree Care & Priorities**
 - Tree work donated to Center Green by NP2
 - EAB – treatment approved and scheduled for median ash trees
 - Report from DeeDee on Meeting with White Rock Ditch representative
 - Report/Follow up on spring meeting with City of Boulder forester, Tom Read
 - Discuss managing ash tree population
 - Discuss/Determine plan for regular tree maintenance & safety
 - Tree Replacement on Kings Ridge where Ash tree was removed
- 2) **Bids for Sod Replacement on Medians** – DeeDee gathered bids
- 3) **Bids for Removal of Junipers at Kings Ridge sign**
- 4) **Watering Concerns** – Apple Green system was tampered with recently. CG has lock on clocks, discuss any further security needed for valves/irrigation system
- 5) **Management Contract** – what can CG expect on a monthly basis?
- 6) **Other New Business**

SET NEXT MEETING DATE
ADJOURN

Center Green Heights

Meeting Minutes

March 20, 2017

Attendance:

Amy Scott Manager, RDMP, Inc
Jonathan Schneider Noble Park Commons
Carmela Gabriele Apple Green
Audrey "Deedee" Nelson Noble Park 2

(First 10 minutes were an introduction to Tom Eldridge, President, NP2 and Anne Young, President AG).

Financial Update was reviewed:

Operating Account balance is \$1791.93. Apple Green paid 2016 assessment earlier this month. 2017 Statements mailed out last week, per approved 2017 budget:

- Apple Green \$2040.77
- Noble Park 2 \$9620.86
- Noble Park Commons \$7761.31
- **Landscape Maintenance – Ward's Lawn Care selected from 5 bids**
Amy and DeeDee walked grounds briefly with supervisor Nick Hoag on 3/13/17.
- **Snow Removal** – Contract signed with Boulder Snow Removal for park sidewalks and perimeter walks along Kings Ridge & 47th Street.
- **Bookkeeping / Management** - RDPM, Inc. assumed bookkeeping tasks as suggested by board members.
- **2017 Budget** approved via e-mail after January 10, 2017 CG meeting.
- **RDPM provided 12 months of accounting detail to Apple Green** - bank statements, cancelled checks, budget, financial statements, expense registers and W-9. Apple Green (as noted above) paid their assessment for 2016.
- **New Center Green reps** appointed for Noble Park Commons: Jonathan Schneider and Apple Green: Carmela Gabriele.
- **Website** – Deedee followed up with Jim Dimmick, to discuss the process for updates and the target date is set for April/May launch. Amy and Deedee are able to provide information electronically.

NEW BUSINESS: (Audrey's list – previously e-mailed)

Minutes continued on next page (2 pages total).

1) Review and approved punch list for Ward's:

Stump grind Medium 3 bush (tagged in Yellow Flag)
 Remove rusted edging Medium 2 (tagged Yellow Flag)
 Replace 2 irrigation heads Medium 2 (tagged in Yellow Flag)
 Trim off growths on trunks of 2 Blue Spruce Medium 2

- 2) Approved** of tree bid (Deedee secured 3 bids) with Mountain Tree for removal of large fallen Willow (across from 4732 Kings Ridge) \$2050 and Willow 10" reduce limb over lawn back to edge of lawn \$75. There was a discussion of this tree work in addition to the tree injections by 303Tree for Ash Borer \$530 exceeding CG annual tree budget. Board members discussed that CG has not had snow and the snow removal budget can be used. Board members also requested a confirmation of 303Tree as licensed/insured arborists. Deedee said she would send confirmation.
- 3) Spring Clean Up** dates will be coordinated by Deedee and announced before end of March.
- 4) New lock** for irrigation box will be purchased/installed by Deedee.
- 5) Dr. Earth Natural Fertilizer –Approved** for 8 bags @ \$34.95 = \$279.60 + tax from Home Depot. Deedee will fertilize turf areas rather than have Ward's do work.
- 6) Ward's contract:** The board made a quick review of services.
- 7) Criteria for making decisions** – Audrey suggested using City of Boulder recommendations for arborists and tree species.
- 8)** There will be no walk through grounds with independent arborist Steve Day. He has retired. Amy will try to find other arborists for an independent assessment. Deedee suggested calling CSU and getting either a faculty member or graduate student.
- 9)** Deedee suggested we set the **2018 Budget** after projects have been identified. She would like to have the budget in place by Nov/Dec 2017.
- 10) RDPM – management fee increased from \$350/quarter to \$450/quarter** (\$1800 annually) to include bookkeeping tasks. Board members signed the RDMP contract at meeting.

Meeting adjourned 8:30 pm

January 10, 2017 Meeting minutes

Attendants

Ed Stayer -Apple Green
NPC - Shane Julias
NPC2 - Audrey Nelson
CG Treasurer - Jim Hoerlein
Manager- RDPM - Amy Scott

Financial update

End of year budget is 1861\$ not 4000\$ noted on Agenda

Accounts payable- Amy is currently contesting the bill from Longs Peak. They have charged CG for hand weeding after our request to not apply fertilizer. This service was not requested by CG.

Apple Green 2016 payment- In august AG switched property management company. The new company Advance HOA management has requested W-9 and financial reports which RDPM has provided. CG will allow AG until February 9th 2017 to pay the outstanding balance. After which the issue will be turned over for collection action.

Pending Business

Landscape Bids- Out of the three vendors only one had responded to the RFQ at the time of the meeting. Longs Peaks bid was 9,885.00, this does not include spring and fall clean ups. Ward's and Sun & Shade bids are due by the end of the week.

Sod replacement- This project has been cancelled. The board is exploring options for the medians that would be less maintenance and require less watering. The board will ask their members for input and the final ideas will be folded into a master plan that we can present for final approval.

Water bill- Amy has contested the water cost with the city. The city has rejected that request.

Audrey's work list-

Large dead tree – Ed will call B&M to request they complete the project. B&M has not yet requested payment.

Dead bush removal- Approved, to be done in house

Median 4 bush trimming – Approved, to be done in house

2 Irrigation heads median two. Approved, will need costs for new company first. Ed has also volunteered to do this if the cost is too high.

Spring Clean up – This topic was briefly discussed and a final work list will be agreed on post spring walk thru. No date has been set for the walk thru.

Irrigation who is responsible to turn off in rain? There is no one currently responsible for this action. Due to vandalism the box currently has a lock on it.

Why did irrigation run twice a day? We experienced a wave of vandalism this year. Where either the valve was shut off or the clock was turned off, the watering was to save the grass.

Most expensive water bill in CG history – See above

Conduct a walk through in spring – topic not reviewed no date has been set

Median 4 Pine tree – will be done in house before the annual clean up

Tree maintenance – Steve Day will consult with us on actions needed.

Sod Replacement – See above

Rusted metal edging to be removed – this is approved and will be done in house.

Website – Jim D has volunteered to build the website at no cost. There will be an 80\$ annual fee for the site. This has been approved.

New business – CG will sign a contract for snow removal along 47th and Kings Ridge. Boulder Snow removal will preform the removal. Amy will clarify if the 53\$ per storm rate includes the 47th street area.

Financial Reports – discussion of consolidation of invoices and payments under RDPM has carried out. Amy will provide an adjusted fee that would include the additional requests.

Jim Hoerlein has resigned from the treasure position

Financial Review – Options on the method of carrying out a review were discussed. The leading option is for a member of each HOA to review the financials together. No decision has been made.

Property Boundary – The strip along 47th street is part of CG. CG will from this point on take ownership of it. Audrey will explore the option of inviting Kings Ridge Condo into CG. Amy will inform their manager of our ownership and that will be taking over the maintenance of it.

NPC request to be removed from CG – This request was not approved

2017 budget- The budget was review but not approved. There are still three outstanding costs that are needed. Those are RDPM, Landscaping cost and the updated snow removal cost.