

**Center Green
July 25, 2016**

Board Meeting, July 25, 2016

Representatives:

Apple Green:	Ed Stayer
Noble Park Commons:	Shane Julias
Noble Park 2 :	Jim Hoerlein
Robert Drew Property Mgmt, Inc.	Amy Scott

Center Green – Projects and Maintenance Tasks:

- **Fertilize Park and Median** (CG still has spreader, Amy has purchased organic fertilizer, will have done by Al Sanchez (\$15/hour) when irrigation issues are fully resolved.
- **Grass in medians:** Irrigation issues delayed progress on installation of sod
- **Log in Park** – Taddiken Tree is willing to drop off log. Would like to coordinate location with Ed Stayer, can be done in next week-10 days.
- **Fallen Tree** – address or clean up?
- **Planting New Trees** – Autumn Blaze Maple – discussed via e-mail. Taddiken notes that these trees provide nice fall color, but are problematic in Colorado's climate, due to soil and vulnerability to storm damage. They recommends Ohio Buckeye, which is more suited to our climate (details on both trees attached.)
- **Tree Farm** (trees warranted when purchased, delivered and planted by their company)
 - Ohio Buckeye: Tree / Delivery / Planting: \$900 - \$1000
 - Autumn Blaze Maple: Tree / Delivery / Planting: \$800 - \$900

Checks written for Center Green by RDPM, Inc.

#1241 American Family Insurance	\$790	4/28/2016
#1242 St Vrain Plant Health	\$180	7/12/2016

Center Green Annual Budget Meeting Notes

The Center Green Heights Park (CG) Board had the annual CG Budget meeting on Thursday, March 3, 2016. In attendance were the three HOA representative: Ed Stayer III, Shane Julias, and Jim Dimmick. Also in attendance were Jim Hoerlein, CG Treasurer, and Amy Scott, the newly hired CG property manager. The meeting was hosted by Shane (with excellent chocolate brownies).

These are the meeting notes:

- Audrey's CG notebook of emails, bids, contacts, etc. was given to Amy.
- The information on CG's American Family liability insurance was given to Amy. Amy needs to let the American Family agent that she should also be included in the insurance policy.
- The Board reviewed the proposed contract between Center Green Heights Park Association and Robert Drew Property Management, which is owned by Amy Scott. The Board approved of the contract and it was signed by all parties.
- It was agreed that CG is not an HOA (homeowners are not members of CG) and therefore does not need to respond with CG documentation to requests from closing companies related to house sales.
- Emergency turn-off of the irrigation system was discussed. Shane, Ed and Amy all have keys to the irrigation system control box. Shane will ask Audrey for instructions on how to shut off the emergency valves for the median and the park.
- It was agreed that Jim D. will create a basic CG web site. It will have a public section with a map of the park, description of the purpose of CG, and the CG covenants. And it will have a password protected Board section with the Board meeting minutes, CG budget history, property management contract, etc. The cost for two years of a domain with privacy and hosting will be about \$150.
- It was agreed that we would continue spraying the 3 pines and 2 spruce trees on the median to protect from beetle attacks. Last year St. Vrain did the spraying twice for \$180 each time. Amy will choose a vendor to do that.
- It was also agreed that Jim D. would continue to purchase BeetleBlock, which cost about \$226, and personally apply it twice each summer to the 3 pines and 2 spruce trees on the median.
- It was agreed that the 3 ash trees in the park will be treated to protect them against the Emerald Ash Borer. Amy will choose a vendor to do that.
- There was a discussion of discretionary work to be done. It is assumed that Ed will be able to get a replacement log from Taddiken for free or for a nominal cost. It is also assumed that the City will provide a tree (Turkish Filbert) on the West end of median #2. Given those two assumptions then the top two discretionary priorities are: planting sod in the bare areas of the median and putting 1 or 2 replacement trees in the park. There was a previous estimate that putting sod in the bare spots on medians #2, #3, and #4 would cost \$3700, which seemed too expensive to the Board. Amy will try to find a less expensive viable solution. There was a previous estimate that 2 replacement trees in the park would cost \$2200. Ed thought if the replacement tree was a shade tree, then maybe a single tree would be sufficient. It was agreed

that Ed would have the final say on the choice of the tree(s) and the placement of it. Amy will get bids for that work.

- The final discretionary issue was the fixing of the master shut-off value in the median so we don't have to rely on the City's value to turn on/off the median water each season. Ed and Shane were going to examine the value and try to understand why the previous estimate to fix it was so expensive. If necessary Amy may need to get a new bid. It was agreed that replacement of the value will be deferred. If we have enough money left in the budget in the fall then the Board may decide to do the repair on the broken value.
- The budget was discussed line item by line item. The water budget for the park (\$800) and median (\$1500) was left at about the same level as 2015. The mowing service (which should also include leave collection, aeration, and fertilizing) was set at \$6400, about the level spent in 2014. Amy will get bids from other vendors for this work. Median pruning was set at \$500 although it does not appear that any pruning was needed this year. Irrigation repairs were set at \$2000, but it is recognized that this can vary widely depending on what breaks in the system. The Discretionary budget was set at \$5000. This will hopefully be enough to at least cover the median sod and the park tree(s). Electricity stayed at \$150 and insurance stayed at \$800. New additions were the management service (\$1400) and adding the web site cost to the bank fees and postage (\$100). It was agreed to leave the reserve at \$5000.
- The total expense budget came to \$18,650, which is about \$500 more than we spent in 2015 but is about \$600 less than the 2015 budget. The objective was to have a lower 2016 expense budget than the 2015 expense budget even with the addition of management services. And that objective was achieved.
- Jim H. has updated his CG budget spreadsheet and sent it out as the final 2016 CG budget. This will allow Jim H. to send the CG 2016 billing to each of the 3 HOAs.
- Jim D has a \$50 Scott's fertilizer spreader that Audrey had bought for CG. What should be done with it?

2/4/2016

Center Green Board Feb. 2, 2016 Meeting Notes

After some incidents this fall, Shane suggested the Center Green (CG) Board should explore the possibility of hiring a property manager. There was a desire to have a property manager who would reliably follow the decisions made by the Board. Shane suggested we meet with Amy Scott, owner of Robert Drew Property Management, to discuss this possibility.

A CG Board meeting was held on Feb. 2, 2016. Shane, Jim, Ed and Amy were present. The Board provided Amy with background information about CG - map of the park, budget, 2015 list of tasks associated with park and median maintenance, covenants, etc. - so she could assess the magnitude of the task. Amy provide the Board with a summary of her experience in property management and the kind of properties she is currently managing. Amy is a licensed property manager. There is a new 2015 Colorado State law (HB 1227) that requires all paid property managers of community associations to be licensed by the state. Amy has completed that process.

Amy was willing to quote an hourly rate and track her hours. But the Board had a preference for a flat rate for the year so the budget could be locked down. Amy offered to do the work this year for \$1800 assuming she would also be responsible for all the financials and checks. If Jim H. Is willing to continue to be CG Treasurer, then the flat rate would be modestly reduced. This rate equates to about \$13.33 per household.

There was Board agreement that adding this expense would not cause the CG budget to be increased beyond the 2015 budget level (\$19,029). Due to Audrey's hard work over the last 3 years to catch up on overdue maintenance, the park and median are now in much better shape and future improvements can be done at a slower pace. Since CG now has good reserve built up (\$5000) and since the 2015 expenses are under-running the 2015 budget, it is expected that the 2016 CG budget will be lower than the 2015 budget even with the additional expense of a paid property manager.

The proposal to proceed with the hiring of Amy as the CG property manager was passed by the CG Board with two yes votes.

In the near future, the CG Board President (Ed) will convene a Board meeting to determine the 2016 budget. It is recognized that there are some outstanding commitments from 2015 (a log in the park, grass in the median bare spots, and replacement trees in the park, etc.) that must be considered before new improvements are taken on. Jim is willing to create a website for CG if the small cost (~ \$100/year) can be included in the budget.