

week after complaints of too much water getting on sidewalk and streets. There were some proposals reviewed for maintenance around the clubhouse - Replace the dead sod on the east side of the clubhouse for \$450. Proposal #2 - trim dead out of tree \$75, 1 hour labor + 1 yard of debris. Proposal #3 - Clean gutters in front of building \$100, 2 hours labor. Marie made a motion to approval the proposals. Michele seconded the the proposals were approved.

- Spring Walk Through - A spring walk through was done on May 7th with Sembrar. The Board received proposals for items discussed during the walk through. This item is on hold and will be discussed as part of the 2020 budget review.
- Tree Pruning – Tree pruning for 2019 was completed. Phase II will begin in 2020.
- Tree Removal Proposal - Taddiken recommended removing an Ash tree and a Silver Maple tree on the median on Northpark Ave that are in poor health for \$1,930. Dave made a motion to approve the proposal. Collin seconded and the motion was approved unanimously.
- EAB Treatments – EAB treatments were deferred this year. The Board will reevaluate their need next year.

NEWSLETTER

- Fall Newsletter – Topics for a fall newsletter were discussed.

RECREATION/TENNIS

- Tennis Court Project - The tennis court project is underway. The initial phase has been completed and Ground Engineering reports have all come back positive. Per Ground, any discrepancies were fixed onsite. Renner anticipates having the fence put back up this week and the surfacing is scheduled for the week of August 19th.
- Concrete Proposals – There was damage done to the sidewalk leading from the parking lot to the new ADA entrance of the tennis court. The Board reviewed 4 proposals for replacement. Dave made a motion to use Renner to replace the concrete. Lori seconded and the motion was approved.
- Basketball Courts - The Board reviewed a request for proposal for the basketball courts. The Board would like to meet with a basketball court specialists to discuss options other than post tensioned concrete to replace the basketball court surfaces.

POOL

- Pool Plaster Proposals - The Board has met with Havana Pools on redoing the pool surface and reviewed several other proposals. The Board had received a revised proposals from Moore Pools that had more details and was the same scope as Havana Pool's proposal. The Board requested Rachel follow up with Moore Pools to reach out to their references before making a decision.
- Pool Rules 2020 - The pools rules were updated to add the following line: Any damage to the pool, pool furniture, equipment, facility or contamination including biohazardous waste by member-owners or their guests will be paid for by the member-owner.

CLUBHOUSE

- Food Trucks for Summer – There is one food truck left for the summer.
- Maintenance – There are 3 bulbs out in the clubhouse the Board will be replacing. The refrigerator is making a very loud noise. The Board will look into options on replacing it. The exit sign in the basement needs replaced. Rachel will order one to Dave who will replace it.

7. OLD BUSINESS

- Monument Electrical - Lori has purchased and installed 2 solar lights for the monument at 104th and Hooker.

8. INTERIM BUSINESS

- Update Design Guidelines – The Board is still in discussion to update the design guidelines to reflect new xeriscape Colorado legislature. This item was tabled to discuss in the winter.


9. NEW BUSINESS

- Caliber Portal – Rachel informed the Board that Vista Management has new software that will enable Board members to view and approve or deny invoices online.
- Rental Policy - The current rental policy was briefly discussed.

10. NEXT BOARD MEETING

- Next Meeting Board of Directors Meeting, Monday, October 14, 2019, 6:00 PM at the Clubhouse.

11. ADJOURNMENT – The meeting was adjourned at 8:20 pm.

By: 

Board Member

NORTHPARK BOARD OF DIRECTORS WORKING SESSION
July 8, 2019
6:00 P.M.

MEETING NOTES

Roll Call

The following board members were present except as indicated absent:

Lori Goldstein	Michelle Fleites
Marie Struckman	Dave Daggy - absent
Matt Labrum - absent	Collin Eidsness
Liz Fiddes	

1. Swimming Pool Update

Edwardo Battle with Havana Construction met with the board and reviewed his bid to repair the pool. We currently have \$53,000 in our reserve study, but the cost proposed by Havana is \$95,000.

Collin and Marie will evaluate the reserve study and make a recommendation on how to make the finances work. This recommendation will be done in the next week.

2. Grounds Maintenance Update

a. Emerald Ash Borer (EAB)

Eric Hammond from the CSU extension met with the board to talk about EAB infestation. The closest EAB has been found in Superior. The EAB can travel two miles a year, and we are eight miles away.

If 30 percent of a tree's canopy is infected then it is more difficult to save the tree. If 50 percent of the canopy is infected the tree is lost.

Hammond said that the southern part of Westminster could wait 1-2 years before treating the trees. The north part of Westminster may want to treat

the trees this year. He expressed support for Taddiken and the work they are doing, but he doesn't think there is a huge risk this year.

Injection into the trees needs to be done every two years. We may be able to get three years out of an injection, but studies are ongoing. We will need to treat the trees for 20-25 years (guesstimate).

Early signs of infection includes damage to the canopy, thinning and suckering of the tree.

When replacing trees, we should plant 6-10 different types to give the community diversity.

There was discussion about weed control in the lawn. Suggested treatments include: mow at a taller length, check irrigation regularly to make sure the area is well watered, and fertilize in the fall for stronger, thicker grass the next year.

b. Sembrar (Proposal from Spring Walk Through)

Because of the strain on our finances, no action will be taken on additional landscaping. Rachel to find out when Sembrar fertilizes and if it is done in the fall.

b. Taddiken

The board reconfirmed its decision to hold off on the tree injections. Rachel to find out from Taddiken how many ash trees we have in the community, how many should we be treating, and what is their recommended criteria for removing a tree.

c. Whiskey barrels

The barrels have been removed and the dirt is ready for planting. Xeric perennials should be planted in the beds next year. This would be a good project for the community.

Liz will replace a few of the dead plants around the monuments and submit the bill for reimbursement to Vista.

- d. Trees that were removed - does the Board want to leave the mulch put down, plant new trees, or put sod down? RN

Have Rachel discuss with Sembrar the need to plant grass seeds in the mulch. Also, add a tree planting line item in next year's budget.

3. Design Guidelines Update

- a. Xeriscape (for creating a policy, I recommend the Board come up with a list of plants/items not allowed and plants/items that will be allowed. Eric Hammond with CSU could help on this RN)

Rachel, do you have access to a policy written by an attorney that the board could review?

4. Tennis Courts

- a. Project review

The concrete is expected to be poured on Friday.

- b. Security of cement pour

Rachel, find out how the courts have been protected at other communities.

- c. Key fobs

Rachel, get bids for the pool, tennis courts, and club house. Have the quotes listed per area.

5. ACC Paint Denial

- a. 2 Appeals (10245 King Street, 3279 W 102nd Circle)

The homeowner on King Street who wants to paint their home grey is approved since the color is already in the neighborhood.

The homeowner on 102nd Circle will *not* have the paint colors approved because it is not part of the design pallet. No new colors will be approved at this time.

6. Financial Review

a. Review of Financials vs. Budget

Line items outside of the budget were discussed.

b. Wells Fargo Investment Update

The next conference call with Wells Fargo is tomorrow. A CD is maturing and a decision will need to be made on what to do with that money. We have 30-days before we have to pay Renner, so this CD can be reinvested for another 30-days. Rachel, please confirm that you have not received a bill on the tennis court project yet.

7. Basketball Courts have Rachel get quotes for resurfacing courts this year?

No quotes are needed at this time for repairing the basketball courts.

8. Community Violations Update

10198 Julian Chickens - there's been a complaint that this homeowner has chickens. Homeowner has been sent a letter last year and says she does not have chickens. I recommend having a picture of 3 witnesses (not anonymous) that can verify she has chickens before sending another notice. RN

A change to the guidelines was discussed and will be worked on by the board before being sent to the community.

9. FB Complaints

Sprinkler audit- can we have the city conduct an audit for free or reduced cost to evaluate. Sprinklers are watering the streets and need to be adjusted.

There was discussion about a Facebook post regarding pool usage by adult children.

A request for a sprinkler audit was discussed.

10. Other

Rachel, find out from Sembrar who is responsible for paying for the replacement of sprinkler heads when they are mowed off? Find out how often is the system being monitored; we have sprinklers watering the street and water in the gutter and we can't figure out where it's coming from.

Rachel, add language to the 2020 pool rules that if feces is found in the pool and the offending person is identified, the family will be responsible for the clean up expenses.

11. Adjourn

The meeting adjourned at 8:35 p.m.

A handwritten signature in cursive script, reading "Elizabeth S. Siddes".

**NORTHPARK BOARD OF DIRECTORS WORKING SESSION
MONDAY, JUNE 10, 2019
6:00 P.M.**

MINUTES

Roll Call

The following board members were present except as indicated absent:

Lori Goldstein	Michelle Fleites
Marie Struckman	Dave Daggy
Matt Labrum - absent	Collin Eidsness
Liz Fiddes	

1. Tennis Courts

A motion was made by Dave Daggy to proceed with the concrete testing as outlined in the contract. The vote will be done via email.

The board agreed to use the old locks on the gate; however, we don't have a lock for the handicap entrance. We will purchase a combination padlock.

Marie will follow up with Rachel on the management of the project.

The board agreed to wait to install the FOB system until the pool closes. The FOB will give homeowners access to the tennis courts, pool, and possibly the clubhouse.

The board agreed to the following colors for the tennis courts: medium green on the outside and medium blue on the inside, with white lines.

The community will be notified about the construction by: email, Facebook, and a notice on the mailboxes. Marie will compile the board members' comments on Rachel's letter to the homeowners and put a proposed letter on Google Docs for the board's consideration.

We need clarification from Rachel on the orange construction fence. How can it be locked?

Rachel to follow up with Renner and find out the first available date to start the project. Take the first available date, but communicate that as soon as possible to the board.

2. Basketball Courts

A motion was made by Lori Goldstein to table the discussion on the basketball courts until some of the other projects are finalized. The motion was seconded and carried. We want to get bids for resurfacing the courts not using post tension. This can be done in the fall.

3. Xeriscape

It was suggested that we bring a turf expert and tree expert to the next board meeting. Rachel to invite the CSU extension representative.

There was discussion about finding out what other HOAs are doing to address the xeriscape law. Dave Daggy will contact another HOA to see if they had an attorney make a recommendation on how to incorporate the law into their community documents. Ask Rachel if she manages other properties with xeriscape policies.

The plan was approved for the homeowner that requested to xeriscape his front yard.

A minimum vegetation standard needs to be developed.

Rachel to find out from Taddiken the status of the tree injection project. During this past weekend's meeting with the CSU extension agent we were told not to spray for the emerald ash borer because it is not in Westminster yet. The board would like to delay the injection until we can discuss this further. Rachel, put a hold on Taddiken's work.

4. Community Violations

A homeowner in the neighborhood has chickens again, according to a neighbor. A complaint needs to be made before the board can take action. Marie will follow up with the neighbor to see if we can get a picture of the violation. This is the same homeowner that had violations for the trailer.

There was discussion about establishing a new rule that allows a trailer to stay in front of a home for 48-hours within a seven day period. Fines would be set at \$50 a day starting on the third day, unless there are extenuating circumstances approved by Vista Management. Rachel to write a separate resolution addressing this issue and propose amendments to the resolution on Covenant and Rule Enforcement to remove the language referring to trailers.

5. Grounds Maintenance

Concern was raised about the thistles in the common areas. There does not appear to be any progress in removing the thistles. Dave raised concern about the chemicals Sembrar is using to kill the thistles. Rachel needs to follow up with Sembrar and find out how and when they plan to address this problem.

There was discussion about what posts on the HOA's Facebook page we allow. Some posts should not be posted on Facebook, but in those instances a personal response is needed. Lori, Marie, and Michelle are the board members authorized to comment on the NorthPark Facebook page.

Some of the railroad ties around the pool steps were not removed. Rachel to follow up with Sembrar to complete the job. Lori did not purchase the barrels; we may not need them. The area will be planted with xeriscape plants.

6. Swimming Pool

The bids were discussed. The board needs to better understand what our problems are at the pool. We need more information from Absolute Pool and more detailed bids. The board would like Rachel's help to set up a meeting with John/Absolute Pool, at the pool, on July 8 at 6:00 pm. Rachel to send John the three proposals.

7. Financial Review

Marie reviewed the discussion from the last meeting with Wells Fargo. There was discussion about the increase in recycling costs. The financials were discussed.

8. Newsletter

Rachel to send an updated list to the board on who we don't have email addresses from. If homeowners don't provide us with an email, we must send something in writing. Lori will write an article for the summer newsletter.

10. Other

Lori announced that she is going to retire from the board this year.

We should be getting a refund on our insurance once the tennis court is completed.

A plan needs to be developed for a party to celebrate the opening of the new tennis courts. This could be included in the newsletter.

Low income, workforce housing is planned to be built in the space across the street from the Wishbone. Lori responded to someone on Facebook about the proposed project.

11. Adjourn

The meeting adjourned at 8:40 p.m.

A handwritten signature in cursive script, reading "Elizabeth S. Siddes". The signature is written in black ink and is positioned to the right of the meeting adjournment text.

NORTHPARK HOMEOWNER'S ASSOCIATION AGENDA

May 13, 2019 6:00pm

MEETING OF THE BOARD OF DIRECTORS

PREPARED BY: Vista Management

ATTENDANCE	MARIE STRUCKMAN <u>X</u>	LIZ FIDDES _____
	LORI GOLDSTEIN <u>X</u>	MICHELE FLEITAS <u>X</u>
	MATT LABRUM <u>X</u>	DAVE DAGGY <u>X</u>
	COLLIN EIDSSNESS <u>X</u>	
	MANAGER <u>X</u>	

1. CALL TO ORDER/REVIEW AGENDA – The meeting was called to order at 6:02 pm by Lori. There were six (6) homeowners present in addition to the Board. Rachel was present from Vista Management.

2. GUESTS – There were no guest speakers.

4. PUBLIC COMMENTS ON OTHER TOPICS – The following topics were discussed: xeriscape, sober living homes, Airbnb's and disappointment in the current grounds contractor, Sembrar, and their weed removal.

5. REVIEW OF PREVIOUS MEETING MINUTES – The Board reviewed the minutes from the Board meeting on February 11, 2019 and the Board working sessions on March 9, 2019 and April 10, 2019. Marie motioned to approve the minutes as written. Matt seconded and the minutes were approved.

6. COMMITTEE REPORTS

ACCOUNTING REPORTS

- Status of Reserve Funds – The Board opened a new Wells Fargo bank account to transfer money from their reserve account to the new Wells Fargo bank account to pay reserve expenses. The Board has notified Wells Fargo of the upcoming reserve expense for the tennis courts.
- Delinquency Report – There is one account with the attorney that was not discussed in detail with homeowners present.
- Financials – The Board reviewed the March end of month financial reports. Insurance was over budget because the fidelity insurance had to be increased. The HOA has to be covered for 2 months' worth of dues plus the total amount in reserves. The amount will be decreased once the tennis court project is completed and paid for.

ARCHITECTURAL CONTROL COMMITTEE (ACC)

- ACC Log – There ACC log was briefly reviewed.
- Appeal – There is one architectural improvement request appeal that the Board reviewed prior to the meeting and made a decision on.
- Review Covenant Enforcement Policy – This item was added to the agenda. The Board discussed amending the covenant enforcement policy to make the policy stricter for recreational vehicles and the time frame they will be sent notices and fines. This item will be discussed more in the future.

MAINTENANCE

- Grounds Maintenance - The Board discussed grounds maintenance. There have been many concerns about weed spraying not doing enough to kill weeds and crabgrass spreading in the neighborhood.
- Spring Walk Through - A spring walk through was done on May 7th with Sembrar. The Board received proposals for items discussed during the walk through. This item is pending further review.

NEWSLETTER

- Spring Newsletter – The spring newsletter was sent. Topics for a summer newsletter were discussed.

RECREATION/TENNIS

- Tennis Court Project - The Board has approved and signed a contract with Renner Sports to replace the current tennis court surfaces with post tension concrete. Scheduling is pending.

- Basketball Courts - The Board requested a formal proposal from Renner to replace the basketball courts with post tension concrete. The Board would also like at least 2 other proposals to review. Rachel will send out a request for proposal.

POOL

- Pool Plaster Proposals - The Board is gathering proposals to plaster the pool surface for spring 2020.
- Pool Rules - The pools rules were updated.

CLUBHOUSE

- New Fire Extinguishers - 2 new fire extinguishers were purchased because the previous ones did not pass inspection.
- Food Trucks for Summer – Michele has organized and scheduled the food trucks for the summer for the 2nd and 4th Thursday of the summer months.
- Playground Safety Inspection - Rachel presented a proposal to have the playgrounds inspected for safety issues for \$250. The Board will discuss further in the future.
- Keys – Lori received set #4 of clubhouse keys.

7. OLD BUSINESS

- Monument Electrical - Lori will purchase 2 solar lights for the monument at 104th and Hooker. Collin motioned to approve and Marie seconded. All in favor.

8. INTERIM BUSINESS

- Tree Pruning - Taddiken Trees is one year 1 of a 5 year tree pruning and treatment cycle. They have begun and are pending scheduling to trim trees along 104th and will inject half of the trees with EAB treatments this summer.
- 2 Trees Removed - 2 trees fell over and were removed during a recent storm. A third tree that was leaning was also removed because it was unable to be staked.
- Stump Proposal – This item was added to the agenda. The Board voted to approve 13 stump removals along Lowell and an additional 2 from the storm damage trees that fell over. Trees will not be planted where the stumps are removed.
- Update Design Guidelines – The Board is in discussion to update the design guidelines to reflect new xeriscape Colorado legislature.


9. NEW BUSINESS

- Update on Westminster City Council Meeting – There was no update.
- Amending Rental Policy - The Board will review the rental policy in the future to potentially amend for minimum days on lease terms.
- Amending Reserve Fund Policy - The Board will review the reserve fund policy to potentially amend in the future.
- Weekly Updates/Communications with Vista - This item was tabled for further discussion.
- Waste Management Recycling Material Offset – Waste Management is charging a new fee (RMO) because of changes in recycling. The fee is to address an increase in contaminated recycling and China buying less recycling. The HOA has enough funds to absorb the cost through the money market operating account, which are retained earnings from prior years, and will need to build this into the budget next year. Estimate it to be about \$5,000 extra for the year.

10. NEXT BOARD MEETING

- Next Meeting Board of Directors Meeting, Monday, August 12, 2019, 6:00 PM at the Clubhouse.

11. ADJOURNMENT – The meeting was adjourned at 8:07pm.

By: 

Board Member

NORTHPARK BOARD OF DIRECTORS WORKING SESSION
WEDNESDAY, APRIL 10, 2019
6:30 P.M.

MINUTES

Roll Call

The following board members were present except as indicated absent:

Lori Goldstein	Michelle Fleites
Marie Struckman	Dave Daggy
Matt Labrum - absent	Collin Eidsness
Liz Fiddes	

1. Review Pool Rules

Two changes were adopted to the pool guidelines:

Ages 0 - 9: must be accompanied by a responsible party designated by the homeowner adult or responsible party at the discretion of the lifeguard

Non-swimmers age 6 and under may not be in the deep end of the pool. (Delete the rest of the sentence)

RN- I have made these changes.

2. Basketball Court

Renner is recommending that the basketball courts be post tension courts. A rough estimate of the cost is \$30,000. Marie believes we can do the tennis courts and basketball courts at a cost of less than the \$350,000 we have in reserves. Currently, there are approximately \$22,000 in reserves for the basketball courts. Renner said we can do an addendum to the tennis court contract so that a decision on the basketball court doesn't hold up the tennis project. The two basketball resurfacing bids we received previously were \$3,750 and \$11,000, but they were not post tension courts.

3. Tennis Courts Update

The pickle ball courts will be moved near the parking lot.

It was agreed that there will be five gates on the courts; two will separate the tennis courts from the pickle ball courts. We need a quote on the two gates entering the pickleball courts. A cost will be requested for a backboard that tennis players can

practice against. The courts will be secured by a fob. Marie will send the details to Rachel and ask her to get a revised contract which Lori will sign.

RN – pending direction from Marie

We need to find out how the edge of the courts will be finished so we can determine how it needs to be landscaped.

Dave raised concern that Renner is not lining the courts with a moisture barrier.

Action Item: Get a revised contract and quote from Renner.

Action Item: Get a formal bid on having Renner redo the basketball courts.

RN – do you want me to move forward on the above 2 action items or am I waiting for Marie to send me the details?

4. Design Guidelines Update

The homeowner that appealed the ACC's decision regarding xeriscaping his front yard has revised his plan. It was agreed to have Rachel send the new plan to ACC along with the guidelines that the board changed (below). Rachel will be asked to put a rush on this request and have the ACC provide a decision by Friday, April 12.

The board agreed to change the language in the opening paragraph of the design guidelines section 2.48 as follows:

LANDSCAPE AND MAINTENANCE

Committee approval required for new landscaping plans. New front yard landscape must include organic matter. A 50-75 percent requirement is set for plants and ground cover to properly balance the mix of breeze, rocks, or mulch. An all-rock or all-mulch front yard landscape is not permitted.

Action Items: Rachel to follow up with the ACC and ask them to review the homeowners new plan taking into account the changes made to the design guideline. Ask ACC to rush the project and respond to the request by Friday, April 12.- Completed, pending Board final decision

5. Grounds Maintenance

The community walk through with Sembrar is on May 7 at 9:00 a.m. We will meet at the clubhouse to start the walk through.

Concern was raised about the work Taddiken is doing with the tree removal. The cuts are not being made close enough to the ground.

Action Item: Follow up with Taddiken about cutting the stumps closer to the ground so the board can make a decision about grinding the stumps.

RN – I will talk to Taddiken about cutting the stumps down further in the future.

Action Item: The ground around the tree that was removed on 99th Avenue needs to be repaired.

RN – Sent to Sembrar to repair.

Action Item: The board needs to know if the tree on Julian and NorthPark can be staked and saved. If it can't be staked it needs to be removed.

RN – Taddiken will be removing.

6. Financial Review

There was an overdraft in the HOA checking account because of transfers to Wells Fargo. Vista Management, Wells Fargo, and the board are meeting to make sure this doesn't happen again.

RN – Phone call scheduled for Monday April 15th at 11:30am. For future, please make sure keep liquid funds in Reserve account for emergencies.

7. Pool Resurfacing Project

We have one bid currently to resurface the tot pool and lap pool. According to the reserve study, it is one year past due. We need to get two more bids and find out if we can get the work done before the pool opens.

Action Item: Rachel to get two more quotes to resurface the pools and find out if we can get the work done before the pool opens.

RN – Sent out request for proposal to 4 companies (including Absolute).

8. Newsletter

When Rachel gets the newsletter finalized the board will review it before it is sent to the community.

RN – Sent in email

9. Troubled Properties Update

There is a new police officer working the NorthPark neighborhood. He would like to meet with the board and will be contacting Lori about setting up a time to meet.

10. Website Update

Work on the new website will resume in a few months.

11. Other

Dave discussed his desire to encourage more of the neighborhood to attend the board meetings.

RN – I can send out email reminders the week before or day of a meeting. I think we need to remind homeowners that: Per the NorthPark Conduct of Meeting Policy, Each person shall be given up to a maximum of 3 (three) minutes to make a statement or to ask a question. The Board may decide whether or not to answer questions during the meeting. Each person may only speak once... Anyone disrupting the meeting, as determined by the Chair, shall be asked to "come to order." Anyone who does not come to order will be requested to immediately leave the meeting. I will put this on the agenda for the next meeting.

12. Adjourn

The meeting adjourned at 9:08 p.m.

Marie Struchman 5/11/19

NORTHPARK BOARD OF DIRECTORS WORKING SESSION
MARCH 8, 2019
6:00 P.M.

MINUTES

Roll Call

The following board members were present:

Lori Goldstein	Michelle Fleites
Marie Struckman	Dave Daggy
Matt Labrum	Collin Eidsness
Liz Fiddes	

1. Pool

Caitlin Hollick and John with Absolute Pool Supply reported the following:

Kiara will be the lead lifeguard; she will be here nights and weekends. Elizabeth Gonzales will be the other supervisor working days.

There was discussion about replacing the main filter. John said there is nothing that has to be done now, but the main filter is over 30 years old so we need to be prepared to replace it. This is an off-season project because it will require a major repair. The decision was made to wait to replace the filter until necessary.

Cleaning supplies were typically billed at the end of the season. The new practice will be that the chemicals can be purchased at the beginning of the season and then Absolute Pool will store the materials. The decision was made to continue purchasing supplies through Absolute Pool Supply.

-Who is purchasing the chemicals? RN

We need to rely on our HOA rules when enforcing the rules around guest access to the pool. Accessing the pool was discussed. A list of people not current on their HOA dues will be provided to Absolute Pool every month.

It was recommended that Absolute Pool will take down the rules sign and it will be replaced by a laminated copy.

Action Item: Rachel, do we need to post the rules or can we make a laminated copy available?

-In the past, the pool rules have been mailed out with the spring newsletter. I can also have them laminated and posted at the pool.

The rules will not allow diving in the shallow end, but diving is permitted in the deep end.

Three life guards will be on duty until July 7, then two guards will work the rest of the season.

The pool will be unlocked at 6:00 a.m.

If there are a few chairs in the pool the HOA doesn't get charged, but if there are 15-20 chairs in the pool that inhibits the cleaning of the pool and we will get charged.

It was recommended that the lifeguards chain the chairs on weekends.

There was discussion about closing the pool at 8:00 p.m. because usage between 8:00-9:00 pm is very low. During the week, on school hours, we may want to change the hours from 3:30-7:00 pm. However, people swim at their own risk during these hours.

Action Item: Caitlin will supply data on pool usage so the board can make a decision.

The lifeguard stand will be cut down.

Absolute Pool was notified that the trash pickup comes Thursday morning.

Food truck night is every other Thursday. Trash cans and cones will be put out to block the parking lot for the trucks. Guests will be notified that they have to be out of the lot by 3:15 p.m.

Action Item: Rachel, get Absolute a list of food truck days so they can prepare signs.

-Emailed dates to Caitlin 4/3/19 10:16am

2. Tennis Court – Renner

Previously, the board voted to do three tennis courts and one court that would hold four pickleball courts. The details of the project were reviewed with representatives from Renner. Renner provides a project manager; a point of contact for scheduling, construction questions, etc.; and a superintendent while it is being built. The HOA needs to hire an engineer to verify the cabling and concrete testing. We do not need to do soil testing. The fence, a 30" section from the perimeter, and the posts will be removed. The cables will be 2.5 feet apart. The tension of the cables was reviewed. Any cracks that appear will be minimal and will not affect the bounce of a ball. The cement will be one pour. Cables are in plastic sheathing. Renner has tennis courts that have been installed since 1982 and have not been replaced. The construction road will go from the parking lot to about mid-court. This road will be fenced in. A meeting will be set up before construction with the landscaper so that the sprinkler heads can be removed

before they access the site. Some sidewalk and the curb will likely get damaged. This is not part of the quote. The concrete will be pumped in. The pickleball courts will be set up two courts on each side of the current tennis fence.

A motion was made by Lori to move forward with the project. The motion was seconded and carried.

The paint lines on the court will wear out in 7-10 years.

Renner can get the court built this spring. However, the surfacing division is booked until August. Demo and concrete can be poured in ten days. The day the concrete is poured it will be noisy. There is no optimal time to build a tennis court. After the concrete is poured it has to cure for one month. It could be finished in July.

Renner requires progress payments covering the cost for demolition, the cost for the aggregate layer, the cost for cables and concrete, and the cost for fencing. Terms are net 30. After surfacing it will need to cure overnight. Surfacing crews are shut down mid-October.

3. Tree Update

There was discussion about an email received about Taddiken work being done in the neighborhood.

4. Grounds Maintenance Update

Action Item: Board members need to respond to Rachel's email about the date for the walk through with Sembrar.

Date has been set for May 7th at 9am. Please let me know who will be present and if that date needs to be changed.

5. Wells Fargo Investments Update/Financial Review

The next Wells Fargo conference call will be held Wednesday, March 13, 2019 at 1:30 p.m. A CD will mature this week.

6. Design Guideline Update

The board will spend time reviewing the comments on the Design Guidelines.

7. Website Update

The current website is up to date; the replacement website is still under construction.

8. Troubled Properties

There was discussion about how to tighten up the rules for renters, etc. in the neighborhood.

Concern was raised about what the homeowner considering turning their home into a sober living facility said to Vista and what Vista said to the board. There was concern that the board didn't know the information shouldn't need to be shared with community members. If it needs to be confidential then Vista needs to tell us. In conversation, the board should not refer to properties specifically.

9. Other

A list of board norms was reviewed. Marie will re-send the document to the board. The board was asked to review it and recommend changes.

Rachel can be left out of the email loop until the action is firmed up so that we aren't flooding her with emails.

There was discussion about whether or not to purchase the water meters. Concern was raised about who will monitor the meters.

Dave expressed his concerns about not having enough information about the tennis courts. He asked for a second post tension bid.

Lori will send out emails about moving forward with finalizing the features we want on the courts.

Liz will send the pool rules out and the board will vote to finalize them.

The reserve study needs to be reviewed regarding the pool filter and the tennis court repainting.

10. Adjourn

The meeting adjourned at 8:38 p.m.



NORTHPARK HOMEOWNER'S ASSOCIATION AGENDA

February 11, 2019 6:00pm

MEETING OF THE BOARD OF DIRECTORS

PREPARED BY: Vista Management

ATTENDANCE

MARIE STRUCKMAN X

LIZ FIDDES _____

LORI GOLDSTEIN X

MICHELE FLEITAS X

MATT LABRUM X

DAVE DAGGY X

COLLIN EIDSNESS X

MANAGER X

1. CALL TO ORDER/REVIEW AGENDA – The meeting was called to order at 6:02 pm by Lori. There were thirty eight (38) homeowners present in addition to the Board. Rachel was present from Vista Management.

2. GUESTS – There were two guest speakers present. Dave Grieve and Stuart Barker from Taddiken Tree Care were present to discuss the tree trimming and EAB injections they will be doing. All questions were answered. David Chamberlain from Sembrar was there to answer questions about grounds maintenance. He provided the Board with two handouts, one about irrigation parts that have been replaced since 2009 and another on the controllers and zones. He estimates 5% of heads will need replaced in 2019 and there are still 5 controllers that are outdated and will need replaced.

4. PUBLIC COMMENTS ON OTHER TOPICS – The topic of a sober living home in the neighborhood was discussed in detail. The Board has sought legal counsel and informed the community that persons recovering from addiction are a federally protected class and the HOA cannot ban them, even though it may violate the covenants on city zoning laws. Several members of the community have been to city of Westminster council meetings to discuss with city officials. Lori also updated the community that the city of Westminster is still working on a new nuisance ordinance.

5. REVIEW OF PREVIOUS MEETING MINUTES – The Board reviewed the minutes from the October 8th, 2018 meeting. Marie motioned to approve the minutes as written. Michele seconded and the minutes were approved.

6. COMMITTEE REPORTS

ACCOUNTING REPORTS

- Status of Reserve Funds – The Board has transferred their reserve funds from Fidelity to Wells Fargo in CD's. Rachel requested the January Fidelity statement to show the transfer is complete.
- Delinquency Report – There is one account with the attorney that was not discussed in detail with homeowners present.
- 2018 Financial Reports – The Board also reviewed the 2018 year-end financial reports including a financial summary. Dave made a motion that the Board acknowledges overspent money by \$38,446.26 more than what the Board had budgeted and the primary cause of this was excessively high water bills. There was adequate funds in operating to cover it. Colin seconded the motion. The Board is working to remedy for the 2019 including water conservation and working with the grounds contractor more closely on detecting and preventing leaks.

ARCHITECTURAL CONTROL COMMITTEE (ACC)

- ACC Log – There was no discussion on the ACC.

MAINTENANCE

- Snow Removal - The Board discussed snow removal that has been done on 104th and around the clubhouse parking lot and sidewalks.

NEWSLETTER

- Spring Newsletter – Topics for a spring newsletter were discussed.

RECREATION/TENNIS

- Tennis Court Proposals – Rachel had sent out an RFP for tennis court proposals to 6 companies and received 2 back. They were sent to the Board via e-mail. The Board would like to move forward with Renner and invite them to their next working session. Dave discussed revising the RFP and resending it. The Board decided instead to have Dave create a list of spec's and send them to Rachel to send to Renner.

POOL

- Pool stickers have been ordered.
- Update on Pool Rules – The Board discussed last year amending parts of the NorthPark pool rules.
- Pool Supplies – Marie and Lori would like to start ordering the pool supplies for the clubhouse. Rachel will invite Absolute Pool to the next meeting to discuss what types of supplies they need.

CLUBHOUSE

- Food Trucks for Summer – Michele has organized and scheduled the food trucks for the summer. Rachel will have the dates in the next newsletter.

7. OLD BUSINESS

- Monument Electrical - The Board discussed options for the electrical issues with the monument on 104th and Hooker. Lori is looking into adding solar lights.

8. INTERIM BUSINESS

- Tax Engagement/Audit Letter – This was signed.
- Audit 2017 – The 2017 audit was received and is on the Vista Management NorthPark website.

9. NEW BUSINESS

- Set Date for Garage Sale – The NorthPark garage sale will be on Saturday, May 18th.
- Keys to Board members. Collin received key set #1, Matt received key set #3 and Dave received key set #2.
- Cyber Policy – Dave made a motion to accept the new require policy regarding personal identifying information. Marie second and the new policy was signed by Lori.
- Board Norms – This item was tabled for future discussion.
- Investment Changes to Wells Fargo – The Board has changed their reserve fund from Fidelity to Wells Fargo.
- Update on Westminster City Council Meeting – Lori updated the community on city council during open forum.

10. NEXT BOARD MEETING

- Next Meeting Board of Directors Meeting, Monday, May 13, 2019, 9:00 PM at the Clubhouse.

11. ADJOURNMENT – The meeting was adjourned at 9:00pm.

By: 

Board Member

**NORTHPARK BOARD OF DIRECTORS WORKING SESSION
JANUARY 14, 2019
6:00 P.M.**

MINUTES

Roll Call

The following board members were present except as indicated absent:

Lori Goldstein	Michelle Fleites
Marie Struckman	Dave Daggy
Matt Labrum	Collin Eidsness - absent
Liz Fiddes	

1. Pool Resurfacing, Cover, and Filter Replacement

The board agreed to resurface the pool in 2019; however, we have not budgeted enough to cover the entire amount. Other maintenance items will need to be put off for another year to make up the difference. We need to commit by the end of the month to be sure Absolute Pool has the work done before the pool is scheduled to open. It was also agreed that we will replace the filter for \$400.

R - \$400 was the quote to have the heater cleaned for the wading pool. New pool filter is around \$15,000.

Action Item: Rachel, get bids on plastering the pool.

R – Created RFP to send out to resurface/plaster the pool. Emailing Board for review.

Action Item: Rachel, find out from Absolute Pool why the pool filter is failing before anticipated in the reserve study.

R – Per John with Absolute pool, the filters are original, putting them at 30+ years old. He said that we can wait until it starts to leak but it is hard to tell when that will be. He just recommends having the money in the budget due to age.

2. Tennis Court Proposals

Questions for Renner at the next working session:

1. Get an estimate for resurfacing the basketball courts

2. How much project management do they handle? What pieces do we need to manage?
3. Explain four gates vs two gates - what is the best practice for fencing pickleball courts vs. tennis courts?
4. Do we need wind screens?
5. Are our current engineering drawings adequate, if no, what do we need? Does Renner do the engineering drawings?
6. Soils analysis/drainage explanation - what are we testing for? Does this affect the post tension and old style courts the same?

Action Item: Rachel, Invite Renner to the next board working session.

R – What is the date of your next working session?

Action Items: Rachel, make arrangements for a soil analysis after we talk to Renner.

R – Sembrar can do a soil test for \$35 - \$50 but this test evaluates nutrients in the soil for supplements not necessarily construction. Recommend ask Renner what they would need to know from a soil test.

From Deryn at the CSU Extension program: The Soil, Water and Plant Testing Lab at CSU is your best bet (follow link below). They will provide a summary analysis with the results, and if you need further explanation you can send them to me and I can take a look.

You collect the soil yourself (instructions are on their website) and you can mail them in. We've had such a warm winter you will probably be able to get enough soil for the test now. During colder winters the ground freezes and it can be tricky to get deep enough.

If you have several areas to test, you may want to do more than one test. And finally, the Horticultural Application should be sufficient for you and you will fill out the form letting them know if it is from a lawn, garden, flower bed, etc.

<http://www.soiltestinglab.colostate.edu/>

http://www.soiltestinglab.colostate.edu/documents/soilsample_horticulture.pdf

3. Auditor & Tax Proposals

The decision was made to go with EFS.

4. Tree Update

a. Taddiken Proposal

Sembrar has done much of the work on trimming trees.

Rachel: We need specific phase and item numbers for the recommended services from Taddiken.

Rachel: Identify the areas where Taddiken and Sembrar intersect so we can better identify what Sembrar can do vs Taddiken.

R – Sembrar can do trimming below 12 feet. Sembrar can remove small trees and leave stump. Sembrar provided quote on removing stumps. Taddiken can do trimming higher than 12 feet and remove large trees. I would like to clarify what you mean by specific phase and item numbers when we meet with Taddiken in February.

b. Michele's Questions

The questions Michele posed were reviewed and answered.

5. Grounds Maintenance - Sembrar

There was an extra spike added to the playground wall that holds in the pea gravel. Dave reported that the additional spike split the log.

Action Item: Dave will take a picture and send it to Rachel for follow up with Sembrar.

6. Wells Fargo Meeting

The board is tentatively planning to meet January 25 at 1:00 p.m via conference call with our Wells Fargo account rep. All of the money has been transferred from Fidelity to Wells Fargo.

Action Item: Lori will follow up on re-issuing a check for the mailboxes that was returned.

7. Financial Review

The board liked the visual graph Matt prepared to highlight expenses vs. budget.

There was discussion about being over budget for water. The board will discuss with Sembrar how we can decrease our water usage.

8. Design Guidelines (window pane guidelines)

The design guidelines were discussed. The board will review the comments on the guidelines, bring the document back to a current form, and clean up any language needing modification. The document will then be sent to the ACC for their input. There was discussion about "shall" and "should" language in the document. The entire process should be done before homeowners begin their spring projects.

9. Settlement Offer Discussion (philosophy on troubled accounts)

Action item: Rachel, Is there verbiage in the warning letters that states if a homeowner is having trouble meeting their financial obligations please contact Vista Management.

R - Yes our letters do state contacting our office for payment plans. Our letters were checked over by an attorney when the Fair Debt Act was first put into place and we had to start offering 6 month payment plans. We wanted to make sure that we were in compliance with the law and that we would not have issues trying to collect on a debt once a file went to the attorney for collection.

Both of the letters above state contacting our office. The first warning, (intent to lien), states to contact us if you want to set up a payment plan. The second warning, (demand for payment), states to contact us if you want to set up the attached payment plan. Two samples attached.

10. Website Update

Data and photos will be gathered to update the website over the next few months before it goes live.

11. Emailed Newsletter vs. Mailing of Newsletter

Action Items: What are our legal requirements: Do we have to have a newsletter? If we have homeowner email addresses do we have to send a hard copy too?

R - No legal requirements for a newsletter or how to send it. Only thing required to hard copy mail is the annual notice. We do have to notify homeowners yearly of the public disclosure, which is where the documents are recorded and can be found. This is included in the newsletter but if you don't want to do a newsletter it can be emailed or mailed.

12. Sober Living Homes

If someone has a disability—addiction is considered a disability—then city laws capping the number of unrelated people living in one house to three people don't apply. We will work with the Westminster City Council about our concerns about having a sober living home in the neighborhood.

Action Items: Michelle will reach out to Anita Seitz and Don Tripp. The board will go to the June 28 city council meeting.

Action Items: Rachel, the board is opposed to having a sober living facility in the neighborhood because it violates our bylaws (Article X, paragraph 10 of 12). We are not discriminating against the people, it is the type of home that we don't believe is acceptable. Please contact the homeowner and emphasize this bylaw requirement, before this home is rented as a sober living facility. Also, let the homeowner know this sober living home would be near the "drug house". Please have legal advise and compose a letter to the homeowner stating that this is in violation of our covenants.

R- This has been sent to Altitude Law to review. I will hold off on any contact until we have legal review the situation.

13. Other

Action Item: The lights need to be removed from the monuments. Dave will take them down.

Action Item: Rachel, delete the 2017 reserve study from the Vista website and replace it with the current reserve study.

R - 2017 Reserve study removed. 2018 is on there.

Copies of the meeting agenda for the community meetings are available at the meeting.

14. Adjourn

The meeting adjourned at 8:55 p.m.

Mare Strubman 5/11/19