

HARTSOCK VILLAGE CONDOMINIUMS HOMEOWNERS ASSOCIATION
Board of Directors Meeting Minutes
December 3, 2009

Officers Present: Dwight Cooper, Alice Wilson, Lori Leyba, Melody Dates
Property Manager: Bruce Beers
Committee Chairs Present: Ed Schmauder
Guests Present: Ray Wilson
Quorum: Yes

Opening:

The Board meeting of the Hartsock Village Condominiums HOA was called to order by Dwight Cooper at 9:10 a.m. on September 10, 2009 at the office of Bennett-Shellenberger Realty, Inc. 1710 E. Pikes Peak Avenue, Suite 200, Colorado Springs, Colorado 80909

Approval of Meeting Minutes for the September 2009 HOA Board Meeting

After some discussion, the only item of change was the bird feeders. This will be brought before the Homeowners at the annual meeting on February 6, 2010.

Melody made a motion to accept the minutes and Alice seconded this motion. All board members voted in favor of the September 2009 Board Minutes.

Financial Statement – November 2009

1. Discussion centered on payment of the insurance premium. The insurance payment is paid double for two months, then single monthly payments for 10 months.
2. There will be a one percent increase in the water charge for 2010. Then there will be a 12 percent increase each year for years 2011 through 2017.
3. A new category for Fire Security/Control has been added to offset annual inspections, backflow, batteries at \$50 each and incidental items. The monthly fee is \$500.
4. Alice brought up the discussion about the Reserve Account. This account has been used for paying bills because there was a shortage of funds. Part of the reason for the shortage is from unpaid bills brought forward from 2008. Only one item remains on the books as unpaid and that is Grant's Landscaping. Alice suggested that to build our Reserve Account this year, we need to put in \$20 per unit. $\$20 \times 52 \text{ units} = \$1,040 \times 12 = \$12,480$.
5. Most budget items remain unchanged for 2010.

Report of Officers

1. President – Dwight Cooper presented the following items:
 - a. Dwight received a call from T. Mike Cegielski regarding small cracks in the stucco. The same crack appears on every building. The crack is under the patio at the end of the 18 inch band on each unit. These will be checked and if the cracks widen, action will be taken.
 - b. Lori commented about a woodpecker drilling a hole in the stucco of Building 2, unit 308.
 - c. Bird Feeders – this will be voted on at the Annual Meeting in February 2010 so everyone will have input.
2. Secretary – Melody Dates
 - a. We need metal kick plates put on the doors in Building 3. It would save on the repainting and/or replacing of the doors. It will extend the life of the doors. Building 2 have these already. Dwight will take action on this item.
 - b. The reserve account will begin building again as soon as the final 2008 bill is paid for Grant's Landscaping.
 - c. A dog relief area has been established and the designated area will be in the Rules Document that all homeowners will receive by mail soon.
 - d. The speed limit in the Hartsock Village parking lot is 10 mph as specified in the Rules Document and will be added to the letter to homeowners.
3. Treasurer – 2010 Budget – Alice Wilson
 - a. Blankets for the elevators will prevent damage that is occurring now. Bruce stated that as soon as he has enough money, he will purchase the blankets.
 - b. Provide names/phone numbers/e-mail/license numbers of all tenants to Alice Wilson, Melody Dates, Linda Crownover, and Ed Schmauder. A form to gather information will be created. Lori has a list and will send it to Bruce and Ed. We need to know all vehicles that are owned by each unit. Each unit may have only two vehicles.
 - c. Permanent Certificate of Occupancy – Dwight said we are real close on this. There are issues on mechanical and electrical and he needs to put up

a couple of safety rails. The Northeast corner of Building 2 and the South exits of Buildings 2 and 3; also, along the walls of the steps on Building 2. All units are complete and have been inspected.

- d. Reserve Fund –These funds have been used to pay outstanding bills from 2008. There is only one more outstanding bill. We need to catch up in this area and to do that we will increase our dues by \$20 a month per unit. $\$20 \times 52 = \$1040 \times 12 = \$12,480.00$
- e. Tammy has paid \$647.00 to the HOA for overcharges and this amount has been deposited in the Reserve Account. This is the only money that has been deposited in our Reserve Account this year.
- f. Contingency Fund – how much is allowed in our budget for unexpected expenses? It should be at least 8-10 percent of our overall budget. The new category, Fire Security/Control for \$500/month will help in this area.
- g. Building 1 dues and assessments are to increase to cover the garages that are out of warrantee as of October 2009. An increase of \$15 a month for the garages and \$10 a month for the two carports. This was discussed at the September 10, 2009 Board Meeting. The cost of the garages was \$8,000 and the carport was \$2,000+. These extra dues are to cover the cost of insurance, roof repair, electric doors, and the stucco siding.
- h. Building 2, unit 104 has a grease stain that the tenant has tracked in from the elevator to her unit. A letter of notification has been sent to Linda Collins. A professional carpet cleaner will clean the area and it will be charged to Linda's account.
- i. Insurance – Bruce has contacted our insurance agent to remove the Business Property Insurance from our policy. This will reduce the yearly premium as discussed at the September 10, 2009 Board Meeting.
- j. Building 2, unit 205, Dr. Rodriguez has oil spots on the carpet from the last tenant who recently moved out. He will receive a letter of notification that a professional clean up will be charged to his account.
- k. Lori has information on the new tenants in Building 2 units 301 and 308 and also Building 3, unit 204 and will forward this to Bruce.
- l. Two lines of markings were put on the carpet in Building 3 from the South entrance to the first door. This would be Joyce Adam's unit. A letter will be sent out.
- m. Building 2, unit 108 is still in violation of storage on the patio. A bicycle, scooter, infant seat, and a grill that is too large for the patio. A letter of

notification will be sent with date for compliance and a fine if not kept clean. December 15, 2009 is the compliance date.

- n. The carpet in general needs cleaning from the construction work, stains, dirt, etc. Now that all the units are finished, the builder needs to complete this task. Alice and Lori both made recommendations for a carpet cleaner company. Dwight will take action on this.

Committee Reports:

1. Rules and Regulations: Voting on Rules Document

- a. The only change discussed was the bird feeders.
- b. Accept the Rules Document – Melody made the motion to accept the Rules Document and Alice seconded the motion. It was unanimously approved.

2. Strategic Planning: Alice gave the report for Linda Crownover

- a. The HOA must provide HOA education to the owners annually. It was suggested that this could be done at the annual meeting in February 2010. Bruce recommended that a person from our insurance company provide education on the insurance policy since we have new tenants.
- b. The HOA must perform a capital reserve study every three years and identify how the HOA proposes to pay for repairs and replacement of the reserve assets. This was discussed at the September 10, 2009 Board Meeting. Hartsock is overdue on the three-year timeline. We need to do this. Linda has provided a list of all the information she will need to get her committee started on this project. A handout was presented to Dwight and Bruce. Bruce stated that when Linda has had a chance to project the costs based on the study, we will address how to handle the cost. It is difficult to set aside for an unknown cost.
- c. The HOA Board Meeting minutes are legal documents and must be comprehensive and accurate. HOAs can and have been held liable for inaccuracies. Linda recommended that the minutes be completed in two weeks of meetings for accuracy. Linda recommended we do this via e-mail. The minutes can then be posted on the website after approval. Action taken - this will be implemented with this set of minutes.

3. Landscaping: Ed Schmauder

- a. The water meters for the rental units. \$23.75 a month will be charged for water billing until the meters are functional. Bruce will see that these get

calibrated. Doris will need names for the rental units to bill their water directly to them. This is a builder item for Dwight to pay.

- b. The asphalt in our parking lot needs to be sealed to protect it from the winter which was discussed at the September 10, 2009 Board Meeting. Dwight said the parking lot must cure for one year. We need to have 50 degree weather to do this so it will be scheduled to be done in the spring by Dwight.
- c. Mulch/ground cover is looking bad. This was discussed at the September 10, 2009 Board Meeting but there was a lack of funds at that time. This will be done in the spring.
- d. Aeration of grass areas – Building 1, fertilization, pruning of bushes on the grounds and sidewalk outside walls. Pruning scrub oak is a catch 22 between the city and the fire department. The city says one thing and the fire department says another. We will get a resolution on this.
- e. Plant stakes/trellises are needed for the climbing plants on Hartsock Lane along the wall. We talked about keeping them trimmed so they will get bushier at the bottom and therefore stand straight on their own.
- f. Winterizing of exterior doors for Buildings 2 and 3 – promised the last two years by the builder. Energy is being wasted. Dwight will talk to Dave about this and get it done.
- g. Gutter issues. Still need repairs on East wall, stain appearing on the wall from this. Building 2 downspout is leaking at the bottom in the handicap area. There are three connections that go into one drain – maybe too much water. Also, add 6 inch diverters inside the gutters to prevent spilling over. {This is an original construction item – Dwight to take care of}
- h. Building 2- the fire alarm light is blinking. Bruce has taken action and called LVW to check on the alarm.
- i. Power washing of garages will be set for April or May 2010. Bruce will take action on this.
- j. Sprinkler, antifreeze leak Building 3, unit 101 is the HOA responsibility. This is a loop system for the entire building. The insurance has a \$2,500 deductible. If the bill exceeds this amount, we will contact Mike O'Donnell for re-imbusement.
- k. Garage heaters and thermostats. Ed turned the heaters on because of the cold snap. He changed the thermostat on one heater in Building 3. This

one cannot be turned off. Ed recommended Dwight replace one thermostat so it can be set at a low temperature.

1. Garage lighting – problems with the bulbs burning out. Transformers, and ballasts on the new lights are causing the problem. They were installed about a year ago. Dwight will check on the warranties. Bruce will check this out with Rob Tarr Electric.

New Business:

1. Insurance – Removing Business Property. Bruce has contacted our insurance agent to remove the Business Property from our policy. This will reduce the yearly premium as was discussed at the September 10, 2009 Board Meeting.
2. Door Entry System – Buildings 2 and 3 door entry systems have been straightened out by LVW.
3. Dish Company – John Marshall of Satellite Pro, Inc. will service Hartsock Village Condominiums. The telephone number is 719-338-9712. No Direct TV is available. If someone wants it, they must get approval from the Board and the dish cannot be in a common area. The cable company for Hartsock Village Condominiums is Comcast.

Announcements:

1. Next Board Meeting will be January 14, 2010 at 9:00 a.m. in Bruce Beers' office.
2. Next Annual HOA meeting will be February 6, 2010 at 10:00 a.m. in the Building 3 garage. Bring your own chairs.
3. Add bird feeders vote on the Annual HOA meeting agenda.
4. Follow up on the reserve study.
5. Set up the educational presentation by our insurance agent.
6. Vote on the budget.

Adjournment: The meeting was adjourned at 10:37 a.m.

Submitted by: Melody Dates, HOA Secretary, December 6, 2009