

HARTSOCK VILLAGE CONDOMINIUMS HOMEOWNERS ASSOCIATION
Board of Directors Meeting Minutes
September 10, 2009

Officers Present: Dwight Cooper, Bruce Beers, Alice Wilson, Lori Leyba, Melody Dates
Committee Chairs Present: Linda Crownover
Guests Present: Patricia Lau
Absent: Mary Ellen Perry
Quorum: Yes

Opening:

The Board meeting of the Hartsock Village Condominiums HOA was called to order by Dwight Cooper at 9:04 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

Open Discussion:

1. Linda Crownover discussed the quality and completeness of the minutes and correspondence produced by the current Secretary, Mary Ellen Perry. Dwight Cooper suggested the Board appoint a new Secretary and Linda suggested Melody Dates. Dwight moved that the Board vote on appointing Melody as HOA Secretary and Mary Ellen as Vice-President; this was unanimously approved. .
2. Patricia Lau recommended having water bills placed on condo doors versus in the cubby holes. She thought it would protect owner privacy and prevent others from accessing owner materials. No decision was made on this issue.
3. During the annual meeting on February 9, 2009 the possibility of averaging water bills and then re-evaluating the bills periodically was discussed; however, Bruce Beers would prefer to keep the current system. Homeowners will be reminded that they can get their water bills electronically from Doris Schmauder. Bruce also warned that there will be a 12 percent increase next year in water utility rates.
4. Fire Inspection: Hartsock Village passed the recent inspection.
5. Trash recycling – Patricia provided documentation on various businesses that accept recycled items, and Bruce will post it on the HOA website (www.hartsockhoa.com). Patricia will also place related pamphlets in owners' mail cubbies.
6. Linda Crownover brought up recent changes in Colorado HOA law:
 - a. Carbon monoxide detectors must now be installed in homes before they are rented and/or sold and owners must ensure that they are in working

- condition. Dwight said all of his recently finished units have these installed.
- b. The HOA must provide HOA education to owners annually.
 - c. The HOA must perform a capital reserve study every 3 years and identify how the HOA proposes to pay for repairs and replacement of reserve assets.
 - d. The HOA Board meetings 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.
7. Linda asked if the HOA had an attorney identified or on a retainer. Bruce said we do not but he can recommend one if needed.
 8. Tammy Gilbert, First Properties Inc. (property manager for 2008) has made no reply to the most recent request for payment of \$1273.75 in overcharges. Ms. Gilbert's first response was that she had talked to Dwight and there were no discrepancies – to date, she has not responded to our second request for reimbursement. Linda indicated that the filing in Small Claims Court will proceed if there is no meaningful response from First Properties within a reasonable timeframe.
 9. Linda asked about our income versus expenses. Bruce said our expenses far exceed our income. Bruce's firm has been paid a rate of \$300/month to date - now that Dwight has all of his units completed and will be paying full dues as of September 2009, the management company's fee will increase according to contract.
 10. Linda discussed the educational training that is required once a year for homeowners. The Board discussed conducting the training during the annual meeting. It was also noted that the senior citizens center, fire department and police will all make presentations for us if requested.
 11. Bruce discussed the financial statement for August 2009 – our operating account balance is under \$100. The only current outstanding bill is to Grants Landscaping for approximately \$1,000. There was a discussion that HOA dues may need to be raised in 2010 due to inflation and increased costs.

Reports of Officers:

1. Vice-President – Melody Dates presented the following items:
 - a. After a discussion of recent common area damage by tenants, the Board approved a non-refundable tenant move in fee of \$125, payable to the HOA. Melody distributed pictures of the most recent damage to Building

2 unit 205 and Building 3 unit 304. The stain in Building 2, unit 104 has not been cleaned up from the grease the tenant has tracked in from the elevator to her unit. The unit owner is responsible for this cleaning. All agreed that if we can afford new blankets for the elevator, they would really prevent future damage to the elevators.

- b. A request was made that we collect all tenant names and units in case of the emergency and in order to update the HOA directory. Bruce Beers has the information and will forward to the Board of directors.
- c. The water damage in Building 3, unit 206, this past year was discussed. Melody asked Dwight Cooper about mold treatment for the common area carpet, walls, and potential liability from tenants and/or owners. Dwight said the affected areas had been treated and the drywall repair completed.
- d. The Board discussed the proper procedures for contacting the management company when needed off-hours. Bruce said we can always reach him through his answering service – if we state that it is an emergency, they will page him.
- e. Alice Wilson and Melody discussed receiving numerous phone calls regarding noise control, and asked for guidance on how to respond. Dwight said to tell owners to call the police.
- f. Installation of a fire door in Building 3 on the third floor has been requested by several owners – Bruce has not yet acquired cost estimates, but will do so shortly. Dwight noted that the door is not a code requirement, and that the fire department said the current configuration complies with all regulations.

2. Treasurer – Alice Wilson presented the following items:

- a. Regarding the state of the landscaping at the entrance to Hartsock, it was noted that the block wall should be extended out a few feet; the ground should be graded; and rocks should be placed to prevent the ground gravel from falling into the driveway.
- b. Outstanding construction items were noted: the patio door areas still need to be completed in both buildings; the door jams need to be finished and painted; there is still plaster on carpet; the pavers should be power washed; and the area between the pavers and the building needs to be painted. Dwight stated that he will discuss these items with Dave Skinner.
- c. Plants along Hartsock Ln. need to be trimmed so they get bushier at the bottom and then they will start growing up the wall. Bruce will talk to the landscaper and get them trimmed.
- d. Re-mulching is necessary in the common areas. There was a question of whether we need to re-mulch or put in rocks – Dwight said that rocks were not used in the beginning because of a potential vandalism issue. Bruce said it is less expense to use the mulch, but indicated we do not currently have the \$800 needed.
- e. The Board determined that new tenants will not be allowed pets, although the Board can make an exception on this rule, on a case-by-case basis.

- f. There is a standard lease form that is required for all owners who lease out their condo, available from Bruce.
- g. The need for a dog relief area was discussed. It was agreed that the corner at Hartsock and Academy will become the designated area; however, owners will still be responsible for picking up their pet waste.
- h. Dogs must be kept at least 20 feet from another owner's windows, balcony and/or patio. This rule will be strictly enforced as soon as the Rules document is distributed.
- i. The homeowners in Building 1 will see an increase in their assessment effective in October 2009. The warranty period for their garages/carports will end and the responsibility to maintain these limited common area structures will fall to the HOA. The dues will be an additional \$15 per month for garage owners and \$10 per month for the carport owner.
- j. A 2010 preliminary budget will be prepared - Alice will work with Bruce and a budget will be submitted for approval by the Board members at the December 2008 meeting. The date for the annual meeting will be February 6, 2010 at 10:00 a.m. The Building 3 garage will be used for the meeting.
- k. A late fee of \$50 will be assessed if dues are paid on or after the 16th of each month.

3. President – Dwight Cooper presented the following items:

- a. Rules - The rules were discussed in detail - Dwight will make minor changes and email a final version to the Board members for their approval within a week. The Board members will email their approvals to Bruce, and he will mail a hardcopy to all owners and also post the document on the HOA web site.

Committee Reports:

1. Strategic Planning – Linda Crowover presented the following items:

- a. Linda asked for the Hartsock asset information previously requested at the June 2, 2009 Board meeting. Bruce Beers asked to have the request emailed again, and stated he would try to compile the information in a few weeks.
- b. Concerns about recent repairs were noted: improper electrical wiring (shorting) in two units; an air conditioning unit that had a Freon leak; and a hallway thermostat switch that overheated and melted.
- c. The potential liability of bikes and toys in the garage being stolen or damaged was questioned. Dwight Cooper said that would not be an HOA responsibility, but that owners would be covered under their own homeowners insurance.

- d. Damage to common areas need to be repaired by the tenants moving in/out. If the tenant does not repair major damage, there will be a fine to the owner – minor damage will be covered by the tenant move-in fee.
 - e. There is a potential HOA insurance cost issue (significant increases) because having too many rental units will alter the category of property for insurance purposes. The HOA needs to evaluate this issue and develop a plan to address this possibility.
 - f. Hartsock Village does not qualify under the Fannie Mae loan program because of the number of rentals as well as other factors. Linda will e-mail owners and the Board information on this topic.
2. Landscaping – Alice Wilson presented the following items (for Ed Schmauder):
- a. Ed recommended that the outside watering in Building 1 be reduced to once a week during the winter. (Bruce indicated that schedule has been implemented.)
 - b. One bush and one tree that have died need to be replaced. Ed recommended that the grasses be weed-whacked. (This was also completed recently.)
 - c. The occasional flooding into the Building 2 garage needs to be addressed.
 - d. The asphalt in our parking lot needs sealing to protect it from the winter.

New Business:

1. Purchasing elevator blankets is on hold until we have an increase in funds. Bruce Beers will look into the cost.
2. Insurance – Bruce will contact our insurance agent to remove the Business Property Insurance from our policy. This will reduce the yearly premium.
3. Violations – Replacement of the emergency lights in Building 3 has been completed.
4. Western States (Elevator Maintenance) – Bruce met with them and the annual inspections will be completed in December 2009.
5. Violations of the rules will result in a letter to the homeowner, who will have an opportunity for a hearing before the Board. If the violation is upheld, the owner will be fined according to the rates identified in the Declaration and Rules documents. Bruce said that he has already sent out letters on several recent violations.
6. Gate Entry System – Bruce will reload the disks and the codes to update the system.

7. Dish Company – The satellite dishes must be approved by the Board before they are installed. Bruce met with John Marshall of Satellite Pro, who stated that his firm will provide installation and technical support for the Dish. The company's contact information will be posted on the HOA website.
8. Dwight stated that Mary Ellen Perry, HOA Board Secretary, had resigned and was no longer in his employ. He will appoint a replacement to the Board.

Announcements:

1. Next Board Meeting will be December 3, 2009 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.

Adjournment: The meeting was adjourned at 12:06 p.m.

Submitted by: Melody Dates, HOA Secretary, September 14, 2009