

BOULDER RIDGE ASSOCIATION

Tuesday, February 19, 2019

HyVee Barlow, 6:00pm

Meeting Minutes

Call to Order: Sylvia Markham called the meeting to order at 6:00pm.

Board Members Present: Sylvia Markham, Debbie Bennes, Rick Payton, Kate Boyer

Board Member Absent: Scott Ohm

Homeowners Present: (sign-in form provided): 2858 Agate Place, 2861 Agate Place, 6300 30th Ave, 2901 Slate Ct & 2922 Agate Place, 6324 30th Ave, 6349 28th Ave, 6281 30th Ave, 6304 30th Ave, 6323 29th Ave

Others Present: Kristy Goller (Matik Management)

Board Member Status Update: Kate Boyer has sold her unit and will no longer be an active Board Member. The Board is currently looking for interested homeowners to be considered for the Board. Homeowner Sara Saddleback expressed interest.

Please inform Matik Management, or a current Board Member if you would like to be considered for Board Membership. The Board will discuss further in a follow up working meeting.

Financial Review:

1/31/19: Operating Balance \$33,915.30

1/31/19: Reserves Balance \$140,047.50

Expenses were high in January – catching up on un-paid bills that got missed during the Management Co transition. Mike's Full Lawn Service was caught up for September weed control services, October monthly service, Irrigation blow out, salt buckets, and January monthly service.

Old Business:

- Spring walk-through regarding unit occupants. To be addressed in the spring.
- FHA approval – the board believed that the lawyer had been working on obtaining FHA approval for some time, but that was not the case. Our lawyer, Jennifer Toohey, started the process on 8-8-18. Kristy Goller received a response from Jennifer Toohey – stating that she did not have necessary information completed to submit the application to HUD. She provided a list of required information that will need to be gathered to move forward.
The Board recalled having the approval in years past and questions why they would need to go through the entire application process again. The approval had lapsed (yrs ago), and the goal now is to get it re-instated. Kristy will discuss with Jennifer again regarding the past approval – and the renewal process.

The Board is not partial to Toohey Law; and will consider other lawyer options. The Board is looking for lawyer recommendations – including ball-park expectation on the cost to complete this process.

- Asphalt concerns (Seal Coating, Asphalt Concerns Spreadsheet) – Seal coating of asphalt that was replaced in 2017 has been paid for and has been requested to be completed. Further asphalt concerns will be addressed next spring. Bids to replace asphalt driveways with colored concrete will be considered. The M&M proposal was received and will be further discussed/reviewed in a follow up working meeting.

- Mulch – The need for mulch will be reevaluated in the spring.
- Landscaping at corner of Boulder Ridge Dr. and Bandel Rd. – The board will request bids next spring for colorful flowers to be added.
- Kristy Goller will check on the maintenance of the spotlights on the Boulder Ridge sign. Lights will be re-evaluated in the Spring. They are currently covered with snow; and inoperable.
- Power Washing – Bids pending for north facing units to be power-washed - to be revisited in the spring.
- Downspout extensions – the board has asked the management company to replace all downspouts next spring with accordion-style plastic downspouts.
- Revisit plans for street signs next spring.
- Matik Management will be preparing a reserve study to determine the funds needed for future expected maintenance. Historical information will have to be gathered from the Board; and the 2019 operational budget will be set/approved prior to the reserve study being completed.

- Matik Management will be working with the board to revise and update the association declaration and bylaws. When complete, at least 67% of the members must vote in favor of the amendments in order for them to take effect.

Discussion took place regarding maintenance – common elements, limited common elements, and assessments. Kristy read from portions of the documents and explained the difference between HOA responsibility (ensuring uniformity, approving exterior work requests, ensuring a well-kept exterior) vs financial responsibility (HOA paying for all exterior maintenance vs assessing when the work benefits less than all homeowners – or is a limited common element).

Discussion took place regarding the likelihood of obtaining 67% member participation to change the legal documentation.

The Board is leaning towards wanting to have the documents reviewed by a lawyer who will provide a better interpretation of the written documents. From that interpretation, a simplified document will be created to clarify HOA vs homeowner responsibility / financial responsibility.

Kate Boyer converted the .pdf files to WORD for the Board to more easily be able to review and make notes for areas needing clarification, interpretation, etc. The suggestion was made to create a private collaborative environment in order to track everyone’s opinions.

New Business

- Fire/Sprinkler testing – Annual testing was completed in January. Waiting on estimate for the 5-year required testing. Kristy to obtain more information on the 5-yr required testing, and the option to replace sprinkler heads to be non-extinguishing (whereas they would not go off just because one other one in the buildings goes off).

- Snow Removal -
 - Removing built-up snow from roof overhangs – to be discussed at working meeting
 - Addressing blowing snow (not included in vendor contract) – Matik should continue to contact vendor for blowing snow issues.
 - Moving snow in Cul-de-Sac to limit issues during melting season (owner request 6293 30th Ave) – to be discussed at working meeting
 - Addressing issues with ice dams on gutters (owner request 6293 30th Ave) – to be discussed at working meeting
 - Sanding/Salting – Kristy to contact vendor to ask about cost if only portions needed sand/salt.
 - Issues with snow being pushed onto parking spots – discussion took place that there are not many more places to put the snow, but Kristy will ask if he can push elsewhere.
 - Snow will need to be removed around the fire hydrants. Kristy to inform the vendor.

- Rodents: Owner concern: 2922 Agate Place
 - Bait traps: Bid from Will-Kill: \$38/Month/Bldg - 6310 29th Ave, 6320 30th Ave, 2879 Slate Ct
 - Bait traps: Option for HOA to purchase and maintain
 - Sealing openings: Lemke Pest Control \$250 + Tax/Bldg. \$4,595 Total with 1 yr guarantee (if all 17) \$350/bldg if just individual buildings
 - The Board discussed that any issues inside the home are the homeowner's responsibility. The exterior issues appear to be isolated to only a few buildings. The expense is large; further course of action will be discussed at the working meeting.

- Dryer Vent Cleaning: 6362 30th – vent was cleaned; cover was changed to remove the wire grate. Rental properties will require no-wire grate covers. Discussion took place as to who should pay for this type of service; the HOA can order the work to be done, but also has the option to assess the charge back to the homeowner.

Discussion took place to arrange for the exterior cleaning of all dryer vents; and to change out wire grates to grates that are less obstructive of the lint/dust.

Reminder to homeowners: Safety Precaution: Homeowners should periodically clean the dryer venting from the interior. Many vents have a 90-degree bend and may get easily obstructed. To do this – dryers must be pulled away from the wall and the venting line should be disconnected and cleaned out.

- Temperature control in the storage rooms –
 - Significant mold damage was found in the storage closet near 6273 30th – Sheetrock was removed from this area for the winter; the source of the issue is unknown. The owner who shares the wall was contacted; they had no mold damage on their walls. Maintenance checked the status of the heat in all storage rooms; no other concerns were noted.
 - 6300 30th Ave (bldg. 5) & 6273 30th (bldg. 3) reached low temp thresholds during the week of bitter cold. Alarm company contacted Kristy at Matik. Maintenance set out temporary space heaters during the bitter cold week and monitored the heaters throughout the week.

- Windows; frames/gasket: Homeowners concern that the black seal between the window panes is popping out/up. Hayfield Windows has been contacted to inquire about possible warranty repair.
 - \$75/service call
 - \$75 labor for small window 2'x4' – glass with seal strip would be replaced.
 - \$190 - \$200 labor for larger 4'x4' or larger – glass with seal strip would be replaced.
 - Procedure to proceed: Contact Northland to measure nwd@kmtel.com. The info gets submitted to Hayfield. Warranty info is put together – Northland is contracted to complete the work. For 2003 windows, the glass would have 50% warranty left. There will be at 50% cost with no labor warranty.
 - The issues being reported by homeowners seem to be aesthetic in nature; the Board will discuss further on how to proceed as it is unclear how many homeowners are having the same issue.

- 2019 Budget – The board will work with Matik to complete, approve, and distribute the 2019 Budget.

- Ash Tree Removal – the city removed a tree near Boulder Ridge & 28th Ave. Kristy talked with the City and learned that there are no other trees within Boulder Ridge Townhomes Association that are “flagged for removal” at this time. It was also discovered that the original notice, and the invoice will be sent to Centex Homes (the information still on tax records for Parcel # 74.09.13-069816 where the tree was removed).

- Garage door repair request – homeowner request 6259 29th
 Discussion took place – historically garage door repairs have not been consistently handled. The Board discussed that if they paid for one garage door repair; they'd have to pay for all. There were 2 owners present at the meeting who replaced their own; and assumed the cost. The Board is not currently budgeting for expenses such as this and agree that the homeowner should repair the garage doors. Garage door replacements should maintain uniformity and be completed by a professional.

- Garage lights. If your garage light is out; please contact Matik to request Maintenance to replace it. The Association prefers all light bulbs to be the same. Other exterior light bulbs are the responsibility of the homeowner.

- Furnace replacements: A homeowner shared her experience with replacing her furnace. To note: If high efficiency furnaces get installed – the piping also needs to be changed from tin, to PVC. An HVAC vendor should know this and can complete the work at the time of the furnace install. This change would require cutting a hole in the roof. If this is necessary – the Board approves this work to be done; and the homeowner assumes all responsibility for damages caused by the upgrade/install.

- Sewer/Septic Service Line Warranties: A homeowner shared information on the service line warranties information received via mail. Discussion took place. This topic has come up in the past. The Association feels that the cost is too high; it will not be pursuing the warranty services for the HOA.

- Frozen Pipes: Some homeowners experienced freezing pipes during the bitter cold weeks. To help alleviate this from happening:
 1. During freezing temperatures, owners in END units should consider leaving pantry doors open, and owners in INSIDE units should consider leaving coat closet doors open for better heat access to the location of water pipe entry.
 2. In END units, keep the half-bath well-heated in the winter because of the proximity of the sink to the garage.
 3. For better heat/air distribution, owners should consider the following: In the winter, open the ceiling vents downstairs and close the floor vents upstairs. In the summer, close the ceiling vents downstairs and open the floor vents upstairs. Also, consider leaving the furnace fan running at all times to allow for better circulation.
 4. If away in the winter for long periods of time, please maintain your heat to at least 55 – 60 degrees.

Reminders

- Rules and Meeting Minutes available on website www.BoulderRidgeRochester.com
- Maintenance requests can be made via the website
- Auto Payment forms can be found under Property Information > Auto Payment
- Please pick up dog waste, do not leave bags in yard!
- Garage door openers and heat/air maintenance is homeowner responsibility
- Delinquent Fees/Assessments – Rule #17 *“Association dues are to be paid by the first business day of every month via electronic funds transfer. Effective May 1, 2017, the association will assess a late fee of \$25 if dues, assessments, or other obligations are not paid in full within 30 days of the due date. The late fee will increase to \$50 if not paid in full within 60 days, \$75 if not paid in full within 90 days, and \$100 if not paid in full within 120 days. The late fee will remain at \$100 for each month thereafter until payments are made in full.”*