

MINUTES OF THE VICTORIAN GABLES HOA
4th QUARTERLY BOARD MEETING, 2017

Date/Time/Place: October 5, 2017 4:00 p.m. Unit #33

Present: Ernestine Munsey, President #33
 MarthaJayne Vaughan, Vice President #1
 Veronica Arnold, Secretary #20
 Ed Voelkel, Treasurer #7
 Scott Novogoratz, Director, #39
 Virgil Hancher, Director, #8
 Bill Miles, Architectural Chair, #12
 Bill Miles, Sign Committee Chair, #12
 Ron Segul, Landscape Committee Member, #30
 Chris Bailey, Homeowner, #18

Absent: Chris Joitel, Sign Committee, #12
 Kammi Eckhoff, Landscape Chair #2
 Nancy Kauffman, Director #37

CALL TO ORDER: The meeting was called to order at 3:55 p.m. A quorum was present.

REVIEW OF MINUTES: The Minutes of the July 6, 2017, Board Meeting: Addendum to July 6, 2017 below. Motion made, 2nded, and passed to approve the Minutes as amended to include the following:
“Addendum: Deck at Unit #31: The homeowner will pay for the railing around the deck which is an upgrade. The HOA will pay for the “safety railing” between the step and the window well.”

TREASURER’S REPORT: Ed Voelkel, Treasurer, presented the Treasurer’s Report, which was approved by the Board.

Income for 2017:	\$93,842.10
Expenses for 2017:	\$77,009.89
Net	\$16,832.21

Motion made, 2nded, and passed to accept the treasurer’s report.

A letter was received from the City of Fort Collins notifying the HOA that in the future the HOA will be responsible for turning the sprinkler systems on and off at the appropriate times. Beginning in 2019 a monthly base charge will be applied year round to all sprinkler accounts. (Evergreen will turn the water on & off.)

ASSESSMENT INCREASE FOR 2018: MOTION: To increase the annual assessment \$200 for 2018 to meet current and future expenses. 2nded and passed. Annual Assessment for 2018: \$2,800, \$700 a quarter.

ARCHITECTURAL COMMITTEE: Bill Miles resented this report See Attachment A for full details.

MOTION: To accept NoCo Roofing’s bid of \$1842.20 to replace two leaking skylights at Unit #24. . Motion 2nded and passed. As soon as proof of insurance and licensing is received, the bid will be signed A bid from ACC of \$2,244.00 and a bid from Gold Roofing of \$2,708.00 were also received.

Broken Rafter at Unit #13: Based on VGHOA Covenants, page 2 of 18, Article 2. Definitions, Section 10, the HOA informed the owner, Jerry Dolph, that repairing the broken rafter in the attic above his garage was his responsibility. “Roofs shall mean and refer to shingles, roofing paper, plywood decking, vents, gaskets, seals, flashing, and valley pans. Trusses and interior supports beneath the decking is not considered to be a part of the roofs.”

Jerry Dolph wrote in an email that two contractors with whom he has spoken “...both said that in their experience the only way rafters get broken or bowed is from external force, i.e., heavy snow or slamming down of heavy objects, such as new shingles bundles....” Jerry would like the HOA to make this repair (\$2,861)

The Board discussed the issue at length and concluded: (1) The burden of proof belongs to the homeowner and while he provided two opinions, he did not provide proof. (2) The roof at unit 13 was replaced in 2004 but this is the first time (13 years later) the HOA has been told about the bowing problem. And (3) All units would have received appropriately the same amount of snow in a storm, but so far as the Board is aware there are no other units which have this problem. After much discussion the Board concluded that the Homeowner is responsible for this repair, not the HOA. Jerry will be notified of the Board’s conclusion.

LANDSCAPING COMMITTEE: The Board appointed Ron Segul as a member of the Landscape Committee. In the absence of the Chair, Ron Segul presented this report. See Attachment B for full details.

- **MOTION:** To approve the bid from Jordan's Trees Services for \$8,080, with services to be spread over the next 3 to 4 years. 2nded, passed.
- **MOTION:** To discontinue treating the HOA’s 12 Ash trees for Ash Bore (total savings of \$172 per year for all 12 trees) and not to treat for Emerald Ash Bore because of the high cost (\$200-\$300 per tree every two years). 2nded & passed.
- **MOTION:** To shadow plant young native trees around Ash trees to get a good start before the Ash trees become diseased and need to be removed. 2nded and passed.
- **Crackfill** on HOA’s private road will be done sometime in October when the asphalt has dried out.
- **MOTION:** To accept Evergreen’s Contract for 2018 for \$12,800. 2nded and passed.

Landscape Bids: In early September Kammi and Ernestine met with two landscape contractors; both said they were interested in submitting a bid. Zak George Landscaping (ZGL) was contacted several times, but did not ever submit a bid. Mike Pulee of Monarch Landscape was also contacted several times and finally submitted a bid for \$22,241.00 which is \$9,341 higher than Evergreen’s bid for VGHOA’s lawn care services.

SIGNS COMMITTEE: Bill Miles. Nothing to report.

NEW BUSINESS:

Website Progress Report: Scott Novogoratz: discussion of contents. Cost of hosting is \$100-\$150/year. Ron Segul and Kammi Eckhoff will assist Scott with setting up the website.

Election Slate for 2017 (January 1 – December 31, 2018) :

President, Scott Novogoratz, #39

Vice President, Chris Bailey #18

Secretary, Veronica Arnold, #20

Treasurer, Ed Voelkel #7

Director-at-Large, Tommy MacDonald, #24 replacing Virgil Hancher (2018-2020)

In January 2018 Doug Ouren will be appointed a Director-at-Large to complete the remaining two years of Scott's term which will end in 2019. Nancy Kauffman's term ends in 2018.

Audit Committee Members: The Board appointed the following HOA members to the Audit Committee: Chair: Stephanie Ouren #31, Member, Tommy MacDonald, #24 and Member, Ron Segul, #30. Audit to be conducted in early January. All had previously agreed to serve.

Agenda for Member Meeting: October 22, 2017, at 2:00 pm at unit #33. Notification of @017 General Membership Meeting and Proxy will be distributed to all HOA members immediately.

General Association Disclosure for 2018: The Disclosure will be distributed by the new President in January.

Records Secretary: The Board voted to establish a new position, Records Secretary, in 2018 to help maintain records. 2nded and passed. Duties of Records Secretary: Maintain Phone and Email Consent Lists, Homeowner Improvement Forms, Risk Assessment Files, Archives, Emergency Contact List and other records. The Records Secretary is not required to attend Board Meetings. Ernestine will fill this position until another person is found to do so.

Insurance for 2018-2019: Insurance premiums from American Family Insurance for November 2017 – November 2018 totaled \$20,659 which was an increase of \$7,210 up from \$13,449. The Board asked if a better rate could be found for the HOA. Our new agent, Ella Washington, found coverage by Travelers for \$15,607 which would save the HOA \$5,052 this time period for the same coverage. **MOTION:** To accept the bid from Travelers Insurance for \$15,697.00. 2nded and passed. The paperwork will be processed asap. American Family will still handle the HOA's paperwork with the exception of the payments which may change. The first payment will be 25% of the total and the balance will be paid over 9 months.

Hiring Requirements and Reimbursements: A reminder that VGHOA governing documents require that all contractors be licensed and insured and that no HOA Board Member or Homeowner may be reimbursed in any way for HOA work as this could jeopardize the non-profit status of the HOA.

Unassigned Duties: HOA Insurance, Trash, Ten Year Forecast, General Association Disclosure Form, Replacement Reserve Fund review, and Annual Picnic. Chris Bailey, #18, was asked to assume the responsibility for HOA insurance in 2018.

Announcements: The next Board Meeting is tentatively scheduled for 4pm on Thursday, January 4, 2018, at Veronica Arnold's, unit #20. The date and time are subject to change by the incoming Board.

The meeting was adjourned at 5:18 pm.

Veronica Arnold, Secretary

Ernestine Munsey, President

Attachment A: Architectural Committee Report

Attachment B: Landscape Committee Report

Rep

Architectural Report, October 2017

Decks: Decks at units 1, 2, 11, 31 and 32 were replaced this year. The HOA plans to replace the decks at units 7, 8, 10, 23, and 28 as quickly as possible in the next two to three years.

Decks/ Survey at Unit 8: Ernestine and I met with Stewart & Associates Surveyors (Jay Robinson) on August 16 to modify the Work Order Form to have Unit 8 surveyed and to provide the paper work for a Boundary Line Adjustment. This survey is necessary in order for City Planning to issue a permit which will allow the deck at unit #8 to be replaced. No date has been given for when the survey will be done. (Cost \$1,705.00)

Deck Baluster Staining: The at decks 1, 2, 11, 19, 20, 31, 32 will be stained with a clear stain, by Kolt Johnson when the weather dries out. The owners of these seven decks will each reimburse the HOA \$100 per unit for this work. The owners of unit 12 stained their own deck, therefore they do not owe the HOA any money.

Pitting on decks railings: at units 25 and 26 have been reported, possibly by hail. This will be discussed with Kolt Johnson.

Roof Leak at Unit #3: Gold Roofing repaired a leak on the roof which caused water damage. (Cost: \$1,026.00)

Skylights (2) Replacement at Unit 24: See Motion above. Both skylights at unit 24 are leaking and causing the paint to bubble. The Board approved the bid from NoCoRoofing for \$1,842.20. Bids were also received from Gold Roofing (\$2,708) and ACC Roofing (\$2,244.00). The work has not yet been scheduled.

Research of Skylight Replacement: Leaks are a sign that skylights need to be replaced. Skylights are built to last 10-15 years. The flashing which was used on HOA skylights is no longer available. Repairs are a temporary fix, not a permanent repair.

If the roof and skylights are damaged by hail, insurance company may pay for the replacement of both the roof and the skylights.

Broken Rafter in Garage Attic at Unit 13: See the Board decision on page 1, the last item.

Submitted by Bill Miles,
Architectural Chair

Landscape Report, October 2017

Landscape Committee: VGHOA Board appointed Kammi Eckhoff as Landscape Chair to replace Dave and Shara Stills in July. VGHOA Board appointed Ron Segal (unit 30) to be a member of the Landscape Committee at the October Board Meeting.

Landscape:

Pressure Valve: VGHOA Board voted to install a pressure reducer valve on the Bowie valve to mitigate misting as opposed to droplets for the sprinkler system which reduced the pressure from 90psi to 50-55psi. There seems to be a 10-12% reduction in water usage. This is a program offered by a Platte River Power Authority grant that is run through the City of Fort Collins. The rebate will be mailed to Evergreen (because we are considered a commercial property) and then the HOA will get a portion of the rebate (un-named percentage). HOA has budgeted for two valves to be installed, one in 2018 and one in 2019. The valve at unit 1 is already a reducer valve.

Grading Problem at Unit 31: HOA has contract with Evergreen to change the grading behind Unit 31 so drainage will slope away from the house and window well. This will be done this fall. (Bid:\$2,805)

Irrigation Water: Water will be turned off 10/6 or 10/9, saving 1 week's watering due to heavy rains this past week. Sprinkler blow out will be at this time. Fort Collins Utilities will stop billing for water 10/15.

Dog Problems: (1) Dogs at Unit 36 left poop on VGHOA lawn. Fetch-Poop was contracted to clean up and Unit 38 was billed. (2) Dog at Unit 28 leaving brown spots in yard; unit reminded that dogs are not allowed to use VGHOA property to relieve themselves.

Ivy: Unit 28 – Owner contacted and they promised to remove the ivy, but nothing done yet.

Landscape Contractor: The HOA requested bids from three landscape companies for comparison purposes. Bids from Evergreen and Monarch have been received. A recommendation will be made to the Board after these have been carefully reviewed. Zak Geoge Landscaping did not submit a bid. (See MOTION above)

Trash Cans: We have had to remind a few units that the garage totes need to be in the garage.

Trees: Jordan's Tree Moving and Maintenance and Davey Tree Service have submitted bids for pruning.

Recommendation: That the HOA stay with Jordan's Tree Service as the difference is less than \$400. They have provided great service over the years, they know our trees and circumstances regarding spreading services over several years. Needs will be prioritized and will be spread over a 3-year period. (See MOTION above)

Recommendation: That the HOA not treat Ash trees for the emerald bore. Treatment is approximately \$200 per tree every 2-3 years for life. The HOA has 12 Ash trees. An additional \$172 a year can be saved by discontinuing spraying Ash trees for ash bore. (See MOTION above)

Recommendation: That the HOA look into shadow planting of other types of trees around the Ash trees, so they will get a good start before removing the Ash trees. Some trees will not need to be replaced because they are in crowded areas and the remaining non-Ash trees would be healthier. Small 2-2.5 inch seedlings, planted in the

spring have been recommended by an arborist friend of Bill Miles who worked for CSU. See CSU booklet for trees that are hardy and grow better in irrigated lawns. (See MOTION above)

Removal of Dead Tree: Tree on the southside of unit 37 is dead due to freeze and needs to be removed.

Trees Trimmed: Evergreen trimmed trees in September (up to 10 feet).

Prepared by Kammi Eckhoff, Landscape Chair
Presented by Ron Segul, Member