

**The Forest Park of Lafayette Lotowner's Association  
Minutes of the February 13, 2012  
Annual Lotowner's Association Meeting**

**(Approved January 15, 2013)**

An annual meeting of The Forest Park Lotowner's Association (the "Association") was held at the Clubhouse of The Cottages at 1340 Forest Park Circle in Lafayette, Colorado on February 13, 2012.

**Call to Order:**

The meeting was called to order at approximately 5:35 p.m. (MDT) on Thursday, February 13, 2012 by Doug Tiefel, Treasurer, who presided.

**Roll Call of Members Present:** Ten lots were represented with the following members present: Fred Dunlap, Michael O'Day, Derek Kelm, Bud & Robin Kelt, and Doug Tiefel. Proxies were submitted from the following: Hospice, Griffin Building LLC, and Steve Hehnen. Per the Covenants, 20% attendance is required to have a quorum. It was determined that the minimum required are 8 lots and 10 are represented. The property manager, Allan Orendorff was also present.

**Minutes of The Association's Annual Meeting held on February 24, 2011:** Those members that were present at the 2011 meeting agreed that they had read the Minutes from that Meeting and they were acceptable as written with the exception of removing the word "either" from the 2<sup>nd</sup> sentence of the Minutes section. There was a motion by Derek Kelm to approve the minutes, with a second by Robin Kelt, with unanimous approval.

**Minutes of The Meeting held on December 15, 2011:** Doug reviewed the meeting minutes where the board approved the budget as presented on 11/26/2011. Motion to approve – Michael O'Day, 2<sup>nd</sup> Doug Tiefel, passed with unanimous approval.

**Officers Reports:**

**President's Report:** The President was unable to attend this meeting; so Doug Tiefel presided over the meeting.

Doug Tiefel summarized the legal situation of the forest area. It is owned by the City of Lafayette; however, the maintenance obligation rests with the lot owners of Forest Park. Doug also reviewed Columbine Land Resources plans for seven live-work units called the "Bungalows" on Lot 9 on Trailridge East.

**Property Manager's Report:**

1. Al Orendorff presented the Income and Expense report for 2011 and reviewed the 2012 Budget.
2. There are NO delinquencies on any properties in 2011.
3. At the December 15, 2011 meeting the Board of Directors met and approved the 2012 budget with a recommendation for the Association members to ratify the 2012 Annual Budget. The overall budget remained unchanged at \$55,000 for 2012. Assessments will be prepared and sent out to all Lotowners no later than March 1, 2012. Due to a reduction in projected square footage of the newly released buildings on the Trailridge East lots, the actual dues per resident will rise slightly as our assessment are based on the actual square footage recorded at the County.
4. Major 2010 Accomplishments are as follows:
  - Refurbished main entrance signs (Northpark/95<sup>th</sup> Street and Arapahoe & 95<sup>th</sup> Street)
  - Refurbish gardens in same areas – planted perennials

*Page 1 of 2*

---

Forest Park Lotowners Association  
c/o Trio Property Management  
P.O. Box 106, Niwot, CO 80544  
(303) 517-8484 – [trioproperty@comcast.net](mailto:trioproperty@comcast.net)

- Repaired main line leak in irrigation system behind Nissi's
  - Repaired irrigation lines along 95<sup>th</sup> Street by the bank
  - Cleaned debris from October 26<sup>th</sup> snow storm
  - Trimmed trees after storm for structure
5. The Property Manager reviewed the cost impact to the 2011 budget for the unanticipated items such as irrigation repair, snow storm clean up and tree trimming as a result of the snow storm. If the LOA did not have to deal with these items it was estimated that we would have a cash surplus of approximately \$3,000 instead of being over budget on expenses by \$4,800.
  6. An outside audit of the financials by Bottom Line Business Solutions LLC is currently being completed and the results will be sent to the Board.
- Motion to approve the 2011 financial report: Fred Dunlap, 2<sup>nd</sup> by Michael O'Day. - passed with unanimous approval.

**New Business:**

1. The election of 2012 Officers – Brian Hoag advised that he is no longer able to be on our board and Steve Hehnen has not been able to attend meetings in 2011, therefore these members will no longer be Forest Park board members and there is a need to add at least one more new board member. Robin Kelt offered to serve on the board and was accepted by all members present. A request was made to retain all other officers from the 2011 Board of Directors. Motion by Norb Hattendorf 2<sup>nd</sup> by Doug Tiefel Passed unanimously. The 2012 board is as follows: Doug Tiefel Treasurer, Michael O'Day, Norbert Hattendorf, Robin Kelt, and Fred Dunlap. The same Board Members will also serve as the Architecture Control and Landscape Committee.
2. Discussion was held regarding the number of categories in the budget and whether or not the LOA could convert "Irrigation Repair" to "Contribution to Reserves" Since the Board has already passed the 2012 budget, the only option is to either ratify the budget or revert to the previous years budget (per SB100). The Board suggested that funds remaining at the end of the year could be transferred to the reserve, which accomplishes the same thing. The members present also unanimously ratified the 2012 budget with a motion to approve by Michal O'Day, 2<sup>nd</sup> Fred Dunlap.
3. Members discussed the quality of the entrance at Trailridge. Unfortunately these entrances are private property and NOT the responsibility of the HOA, however; Doug committed to look into this with Gonzalo and the residents who own the corner lots. Doug discussed the issues associated with ground cover expanding over the sidewalk. This causes problems when we attempt to plow snow as the overgrown ground cover pulls the snow plow into the garden areas causing damage. The property owners affected will need to trim back their bushes and ground cover from the sidewalk area. Doug and Al will review this in the spring.
4. Michael O'Day discussed the perimeter fencing. Some owners fencing has been maintained while others have done little to maintain their fence. Although this is NOT an HOA responsibility, the property manager agreed to supply names of fencing contractors he has contacted in the past to see what the overall cost would be to repair the fence. At this time it was not decided as to how this would be paid for. There was a request to keep this on the agenda for the next Board meeting.
5. Discussion around increasing the funding for reserves was held and it was decided that Doug and Al would review the common elements to determine the replacement costs and make a recommendation to the level of funding required. This item will be on the agenda for the next Board meeting.
6. The property manager indicated that we have very few e-mail addresses. A suggestion was made to include a color sheet with the 2012 dues invoice requesting updated contact information. This information will be held in confidence and only used for LOA business.
7. It was suggested that the LOA could sponsor a BBQ for the residents to get to better know each other. Other HOA's hold weekly food truck socials where area residents meet. This does not cost the HOA any money and provides revenue for the food truck people while providing a social event for the members. It was suggested that

perhaps we could do something similar in Forest Park using the local restaurants in the Park. We could hold a social monthly in the summer and the restaurant owners could sell food at the event.

8. Doug received a request from the Montessori School to increase the play area. Doug committed to stake out the increased area. The Property Manager expressed some concern about the irrigation system, and was told the school will absorb all costs for changes required and will absorb all cost for returning the property to its original state if they leave the LOA. Board members will be sent the submission package from the Montessori School for review and have been asked to walk the property and respond to the AI and Doug with their decision.

**Announcements:**

Please direct all correspondence regarding Forest Park LOA business to Allan Orendorff, Trio Property Management, P.O. Box 106, Niwot, CO 80544. To contact by telephone: office – 303-517-8486 and fax – 303-652-2161. The email address is [Trioproperty@comcast.net](mailto:Trioproperty@comcast.net).

**Note: Please provide your email address to our Property Manager**

**Adjournment:**

The meeting was adjourned at approximately 7:15 P.M.

*Page 3 of 2*

---

**Forest Park Lotowners Association  
c/o Trio Property Management  
P.O. Box 106, Niwot, CO 80544  
(303) 517-8484 – [trioproperty@comcast.net](mailto:trioproperty@comcast.net)**