

Forest Park LOA

Board Meeting

December 4, 2012

Approved 01/28/13

Attendees: Norb Hattendorf, Fred Dunlap, Doug Tiefel

Allan Orendorff – Property Manager Michael O'Day, Robin Kelt - Absent

Meeting called to order at 6:05 PM

Agenda items are as follows:

- 1) Approval of July 27, 2012 meeting minutes
- 2) 2012 Actual Expenses vs. Budget (Actual to end November – December estimated)
- 3) Accomplishments:
 - New/Updated Signage
 - Decorative house to cover backflows
 - Storm damage to trees
- 4) Unpaid Dues/Assessment Update
- 5) 2013 Budget Discussion
 - Re-seeding 95th Street
 - Repainting Pavilion
- 6) Status of Check Signatures
- 7) Columbine Land Resources PUD Amendment
- 8) Date for 2013 Annual Membership Board Meeting
- 9) Transfer Fees

Members reviewed the minutes from the July 27, 2012 Board meeting. Motion to approve – Doug Tiefel, 2nd Norb Hattendorf – Approved

2012 expenses and reviewed. The HOA should be able to put approximately \$2,500 to \$3,000 into reserves before the end of 2012.

The LOA had significant tree damage from the October 26, 2011 snow storm that required continued tree trimming in 2012. The severe drought in 2012 increased the water usage; however we still managed to stay within budget. The LOA updated the signage in the park and a cover for the back flow devices was

installed. The cover allows the HOA to continuing irrigation longer into the fall as it protects the backflows from freezing in the early fall.

The accounts receivable has \$52.57 owing on Lot 6, Block 1. The amount owing is the late fees and finance charges for a delinquent payment. The Board decided to file a lien on the property for the unpaid balance, as well as the administrative costs for the certified statement notification and the cost of the lien. The Board instructed the Property Manager to file a lien.

The Property Manager provided a proposal for the 2013 budget. The Board does not want to increase dues 2013, and the proposed budget reflects that while providing estimated expenses based on multiple previous years actual expenses and current estimated needs. Depending on water and budget conditions, the LOA is planning to re-seed the areas along 95th Street in an effort to reduce the weeds. Paint touch-up may be required at the pavilion; however that will be reviewed again in the summer of 2013.

Doug Tiefel motioned to approve the 2013 budget, Fred Dunlap 2nd, approved by all present.

Check signature resolution was signed by Doug Tiefel, Norb Hattendorf, and Fred Dunlap. Fred will visit the bank and get added as a signer on the account.

The Board reviewed the PUD changes that Columbine Land Resources has proposed. The City of Lafayette has also reviewed the proposed changes and per Doug Tiefel, no issues have been raised. The Board has no concerns regarding the PUD amendment.

The Board scheduled the LOA annual members' meeting for Tuesday January 15, 2013, starting at 6:00 PM, to be held at the Cottages.

Status letters are a common requirement during the sale and transfer of property within a community. The LOA reserves the right to set the fee that can be charged. After discussion, the Board has determined a fee schedule for status letters, and the fee for sending certified statements on delinquent accounts, as well as a fee for placing a lien on delinquent properties. The Board confirmed that at transfer fee shall be \$100, a certified letter/statement for delinquent accounts will be \$50, and the placement of a lien will be \$100 (plus associated filing fees). All fees and associated expense will be charged to the property and the fee amount will be paid to the Property Manager.

Motion to Adjourn – Norb Hattendorf, 2nd by Fred Dunlap

Meeting adjourned at 6:54 PM