

**COGWAY TOWNHOMES HOA MINUTES**  
**March 21, 2018**

**In attendance:** Matt Tucker, Michelle Tucker, Carrie McGinty, Chuck McGinty, Mike Smith, Steven Obert, Melissa Obert, Sue Batzel, Ron Batzel Jennifer Edgar, John Edgar & Lincoln Edgar☺.

Carrie McGinty as President called the meeting to order at 6:20 pm.

**Quorum and Proxies:** With all of the board members present, either in person or by conference call, a quorum was achieved.

**John Edgar – Treasurer went over financials as follows:**

**2017 Overview**

- \$13,041.81 in expenses
- It was reported there is \$30,418.14 in the HOA account as of the date of this meeting.

**2017 Expenditure Line Items**

- Trash - \$40.00 a mo. = \$480.00 for the year
- Insurance coverage – went up 6.6% (\$493.91 per mo.) - \$5,667 for the year
- Snow removal – needed 3 times = \$225
- Landscaping - \$935.81
- New Gutter \$330
- Roof Repair \$500
- Painting yellow trim, red touch up, and caulking \$4,479
- Pest control - \$425

**2018 Projected Budget**

- John is forecasting our budget for repairs, maintenance and insurance to be \$12,540 for this year – based on past yearly expenditures.
- \$3,000 of the budget is for the final phase of outside painting (it was agreed it quotes came in higher – we would need to increase this).

**ACTION:** Ron to get painting quotes.

**Recommended Reserves**

- It was suggested and the group concurred at \$5k per residence, per year in reserves = \$30k should be in reserves, and we have achieved that.

**HOA Dues Question**

- What other ways can owner's pay dues (as to avoid bank fees)? Bill pay was discussed.

**2018 Projected Expenses**

**Trash (bear-proof receptacles) & are there smaller receptacles for those wanting smaller ones?**

- There is now a Manitou City ordinance requiring bear-proof receptacles.

**ACTION:** John volunteered to call the trash co. to see what the cost is. As Chuck is now the Treasurer – his name to be added to the account. We missed talking about getting smaller receptacles. John can you ask about this as well, when you call?

**Insurance**

- Insurance renews in November 2018.
- Our insurance has gone up \$1,167 in the past two years.

- It was decided that we need to understand what insurance we currently have & what is covered, as well as what the deductible is?
- Once we have a handle on what we have – it was discussed that we get other competitive bids to compare coverage.

**ACTION:** Carrie to send out insurance information that she has with the minutes.

**ACTION:** Outside of the meeting Chuck volunteered as the new Treasurer to call and get 2-3 insurance quotes for comparison and share those with the group.

**The planter box** in the driveway used to be anchored to the concrete but is now loose (we are blaming it on our neighborhood bear:). Do we want to re-anchor, re-stain, and put flowers in it?

**ACTION:** Ron volunteered to investigate a solution and get quotes.

#### **Weed control**

- It was agreed to pay Casey McGinty \$11.00 an hour to pull weeds during the summer months.
- McGinty's and Bratzel's requested weed killer to help out. This purchase was agreed on.

#### **Trim the ornamental grass, bushes, and trees**

**ACTION:** Ron B. volunteered to do this. Thanks Ron!

On the section in-between the fence and the **rock wall** on the west side (near the trail), it was suggested that we use a vegetation killer to ensure nothing grows on top or dig up the **weeds and plant wild flowers**.

- The group agreed to have Casey McGinty pull these weeds in this area and spray with round-up 360.
- Planting wild flowers was voted against, as they could grow in with the weeds and be pulled up along with the weeds.

Fire up the **drip system** this summer (located in 454)

- It was agreed to have the drip system in unit 454 activated this summer.
- We will also need to set-up a time with tenant to start up the drip system. If there are any issues with getting it started – it was agreed we will call a sprinkler professional to come out and get it up and running.
- It was noted that the system does have a timer.
- It was suggested that a meter be placed on the drip system control panel.

**ACTION:** As the drip system is located inside unit 454, Steve O. agreed to talk to his property manager to get a gauge of his tenant's water bills. It was agreed to that the HOA will reimburse the tenant for additional water use.

#### **Snow removal** (Carrie to share info. Of snow removal service)

- Carrie found Rich Jackson's snow removal on Nextdoor. He has a snow plow, snow blower and shovels in smaller areas (side-walks etc.). He also does snow removal for the Chateau, the 2 buildings to the east of us and several businesses in Manitou Springs. The charge is \$150.00 each time. Rich's phone number is 719-426-0409. His email is Richard.jackson@risebroband.net.
- It was decided to use Rich as a back up for John (when John is unable to remove snow.)
- John will be the primary contact to Rich – to let him know on a case-by-case basis if we need his services. The back up for John is Ron. Ron to contact Rich if John is not around to make the call.
- Anything over 3" and/or icy conditions, it was decided will require snow removal.

**ACTION:** Carrie to contact Rich and let him know how we have agreed to. John to call the next time we need him.

#### **Website/FTP to house HOA Docs**

- Carrie showed the group the proto-type of a WIX website. The website will have general information about the Cogway HOA and governing documents. The website will be used to direct people to, if they need any information regarding the HOA.
- The website is free, however pop-up ads will be displayed on our site. If we go over 500 MB bandwidth, then we will need to pay \$5.00 per mo. to keep the website. The group agreed.

- The URL is also free, and is cogwaytownhomes.wix.com/Manitou.
- The site is not live yet – so you won't see it online until content is approved.
- It was agreed to move forward with an HOA website.

**ACTION:** Carrie to send login information of the site to the board members once completed. It wasn't discussed in the meeting – but Carrie will send content to the new board members for input and approval prior to launching the site. The goal for completion is end of April.

**Cogway Townhome Email**

- Carrie set up an email for the HOA – it is cogwaytownhomes@aol.com

**Paint the Kick Plate on Doors**

- Jennifer suggested that these be painted.

**ACTION:** Ron can you get quotes?

**HOA Discussion/Carrie to share things she has learned about HOA's**

- Having two signatures on checking & other accounts
  - It was agreed that there will be 3 signatures on our checking account and any relative account such as trash removal (John E. Chuck M. and Ron B.) The treasurer will be able to pay any fees up to \$500. Anything over \$500 will require an email agreement from John E. and Ron B.
- Lender Requirements of HOA's – were discussed as getting tougher. Just an FYI for any future transactions.

**ACTION:** Ron and Chuck to be put on checking account and Chuck on trash account as signers.

**New Elections**

New elections took place. Here are the new board members for the next 12 months.

- Ron B. – President
- John E. – Vice President
- Chuck M. – Treasurer

It was decided to due away with the Secretary position for the time being.

It was noted that Steve O. will be moving back in Colo. Springs in Oct. and would like to become more involved with the HOA.

**Potential updates to covenants?**

- **Yard Updates** – If you would like to update your yard - this will be handled as an HOA vote. When/if there are any yard update – it was recommended to have a plan to present the HOA. Matt also noted that the city will need to approve it.
- **Late payments** - We currently don't have a problem with it. So the HOA decided not to put an addendum in place.
- **Short-term rentals** – The Cogway Townhomes covenants currently don't allow for leases less than 30 days. John noted that the city of Manitou will only allow for short term rental dwellings that are 500 feet from each other. We have 2 to the east of us (less than 500 feet away), therefore it's not an option at this time.
- **Transaction fees/Transfer Letter Fee/Working Capital Fund**
- We decided against charging new buyers any transfer fees (transfer fees typically run \$175- \$475).
- We have been charging a working capital fee to new buyers. There was confusion about the cost of the working capital fee charge. On page 17 of the covenants (it's attached with the minutes) it states that the cost is to be \$500. Matt brought up that there was an addendum (other information) that he thought the new agreed on cost was \$2,000. Matt was going to look into it.

- It was discussed that the working capital fee is the charge to buy into the HOA, and it helps to build our reserves. It was noted that reserves are important to help guard against special assessments, and will help when/if we have we have any disasters (items that are at a larger cost).

**ACTION:** Carrie to send covenant information regarding working capital with minutes. Matt to send information of the cost change.

### **Garage Sale**

Want to have one? If so, who wants to participate?

- A garage sale was decided against as there is limited parking.

### **Other issues?**

#### **Parking**

- People are parking in our lot without passes. Mostly incliners. It was stressed again to give guests passes. If you need more passes, please let Carrie know.
- It was also suggested to put notices on cars that don't have a pass. Those notices will be sent out with the minutes. If you see anyone that is parked without a pass, please put this on their windshield.
- It was also discussed that we should update our towing company and sign. John E. volunteered to look into it.

**ACTION:** Carrie to send "fair warning" notices to place on cars parked in our lot without a pass.

#### **Flood Insurance**

- It was suggested that we look into flood insurance as well.

**ACTION:** Chuck to get quotes.

#### **Next HOA Meeting**

- The next HOA meeting to be coordinated by Ron, (as new President) for September 2018.

#### **Next Step Items – No meeting Required**

- Any next step/action items mentioned in the minutes (information/quotes) to be sent via email to the board members (necessary decision makers) for quick turn around.

#### **Items NOT brought Up In The Meeting:**

- Carrie to hand off information and meet with the new President Ron (minutes, files, etc.)
- Ron and Chuck to meet with John at our bank to become signers on the account, as well as on the trash co. account.
- Chuck McGinty volunteered to research our current insurance and get 2 other competitive quotes – including flood insurance.