

**Leisure Village HOA  
2018 Annual Meeting Minutes**

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**Location:**

2803 Leisure Dr Unit A  
Fort Collins, CO 80525

**Date:** Tuesday, December 18, 2018

**Time:** 7:00pm

**Establish Quorum:** Quorum (at least 50% of members) established with five(5) members present and four(4) by proxy:

James Cook – President  
Larry Aguilera – Vice President  
Todd Eoff – Treasurer & Secretary  
Christine Volz  
Kacey Howe

**By Proxy:** Chandal Rogers, Bhreanna Quinlan, Mukund Karegar, Marilyn and Scott Bourn

- I. Meeting called to order at 7:03pm.
- II. Approved minutes from last meeting 12/4/2017 at Advantage Property Management office. Jim motioned to approve, Todd Eoff seconded.
- III. Old Business
  - a. HOA paid \$1,100 a year ago to remove half of dead cottonwood tree on property line along west side of Leisure village entrance that was overhanging our property. The other half of dead tree is on neighbor's property. A large limb fell off and damaged auto parked in street during storm a few months ago. It may continue to pose future risk of downfall. Owner of the property was notified but has not taken action to remedy this risk. Christine volunteered to look into mediation options and report back to the Board.
- IV. New Business
  - a. Board Positions – No new members expressed interest to be nominated to the Board, and no current Board members resigned from their positions, therefore no changes were made.
  - b. Financial Review
    - i. HOA change to self-management in mid-2018 saved money. An additional \$2,040 was moved into reserves for a total of \$7,902 in 2018, which was more than budgeted. The continued savings will result in the 2019 budget adding \$10,000 to the reserves.

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- ii. All members are paying dues on time. There are currently no late payments.
  - iii. HOA dues will remain the same at \$220/month for 2019.
  - iv. Board members continue to volunteer their time to repair and maintain the parking lot and some aspects of the buildings and grounds to save expenses to help the HOA build reserves and avoid raising dues.
  - v. Jim will file HOA taxes to save the expense of hiring out the service.
  - vi. Reserves Investment – With growing reserves the Board will consider options to increase interest earned on the account. Jim will look into available options at Chase bank.
  - vii. Insurance – Jim will collect bids and see if we can align the policy term with the calendar year. Now that we have sufficient reserves, we may be able to save \$400/year by paying the premium in full upfront.
  - viii. Trash – Our current trash collection service, Waste Management, has increased our monthly rate. Jim presented bids from two other trash pick-up services. Multiple options were discussed, including frequency of pick-up, size of bin, and if the added cost of separate recycling bins is worth the cost. Jim will collect new bids that include some of these options and which will allow for an “apples to apples” comparison between bids.
  - ix. Snow removal – Board members will continue to volunteer to clear snow from sidewalks to save money. Also to save money, the threshold for snow removal via paid service was increased to 7” of snow or by request from the HOA depending on conditions. Owners/tenants are still responsible for clearing snow from their front stoops/stairs.
  - x. 2019 Budget – Jim presented the budget and after review it was unanimously approved.
- c. Gutter Cleaning – Gutter cleaning service was skipped in 2017. This year it was scheduled and completed in early December by a contract service. The symptoms of dirty gutters were observed by seeing how much dirt and ice were removed by the service. The HOA will ensure this cleaning is done annually.
- d. Trash Bin Management – It was reported that our trash bin was being used by people from outside Leisure Village. Notice was given to these folks on at least one occasion which may have solved the current issue. This has been an issue in the past as well. It was proposed that a sign posted at the trash bin would be a good idea. Larry volunteers his time to manage our trash bin to avoid extra charges from trash overflows and large items being placed next to the bins. He suggested that we also add some helpful instructions to the sign for these issues as well. The sign was approved by the Board and Jim will have the sign made.

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- e. Lawn Care – The Board and residents were very unhappy with the lawn care service in 2018 by allowing grass and weeds to grow out of control before they got started for the year. The Board felt either property management or the lawn service was not responsive to the Board’s request for action. Since then, the Board has worked with the lawn service directly and they have been very responsive. Jim will work with them to ensure they begin their service as appropriate in 2019.
  - f. Visitor Parking Spaces – It was reported that a vehicle had been parked there long-term and that the owner was notified but that the vehicle remains. Jim will contact the property owner.
  - g. We were late in renewing our HOA registration with the Colorado Secretary of State this year so we had to pay a late fee. However, our registration contact information has now been updated (changed from Advantage Property to James Cook) so we will be properly notified in advance of registration due dates.
  - h. Kacey’s Requests – Kacey asked if the HOA could help with the condition of the lawn behind her unit as well as the deformation and separation of her basement window well. The Board will inspect the lawn and work with the lawn care service if needed to address any deficiencies in watering, etc. The window well was a request previously responded to by the HOA some years ago. The Board will review the original outcome before responding, but tentatively remembers an offer to split the cost in some portion due to a split between HOA property and that of the owner’s limited-common-element property. Kacey will submit new cost estimates of work needed.
  - i. Board Member Compensation – It was asked by a non-Board member if Board members should be compensated somehow now that the HOA is self-managing. The unanimous response from the Board was no. Serving on the Board is fully voluntary, and if at some point we are unable to find volunteers willing to accept the extra burden, the HOA will need to hire a property management service.
  - j. Transfer Fee & Capital Reserve Fee - It was proposed that the Board review these fees which are typically charged by HOAs upon sale of member properties, and decide on what amounts our HOA should be ensuring are consistently charged. Jim and Christine will research these charges in past sales and recommend appropriate amounts going forward based on comps throughout our area. Christine has expertise in this area and Jim has more than average experience.
- V. Meeting adjourned at 8:50pm. Motion to adjourn by Jim, seconded by Todd.