

**Leisure Village HOA
2023 Annual Meeting Minutes**

Location: 2803 Leisure Dr Unit A
Fort Collins, CO 80525
Date: Tuesday, December 12, 2023
Time: 7:00pm

Establish Quorum: Quorum (at least 50% of members) was established with eight(8) members present, four(4) in person and four(4) by proxy. Seven or more are needed for quorum.

In Person: James Cook (and wife Kristi) – President
Larry Aguilera – Vice President
Todd Eoff – Treasurer & Secretary
Shawn Goodwin

By Proxy: Scott and Marilyn Bourn (to Larry), Bruff Shea (to Jim), Christine Thompson-Volz (to Jim), Chandal Rodgers (to Todd)

- I. Meeting called to order at 7:11pm.
- II. Minutes from last annual meeting held on 12/15/2022 were reviewed and approved.
- III. **Old Business and Carryover Action Items**
 - a. Weed control improved again in 2023. We will continue including it in our landscaping contract, and volunteers may hand pull dandelions where they remain stubborn.
 - b. New sprinkler controller installed last year is still performing well.
 - c. No reports or observations of any insect pest problems.
 - d. Talked with City employees regarding our landscape contractor using the City's water shutoff valve to shut off (winterize) our irrigation water supply since our adjacent valve had seemingly frozen/rusted in the open position. They said it was no problem and saw no risk to us in doing so. Todd will check with our landscapers to verify which valve they used this year. There is a possibility that our landscape crew first attempts to use our valve each year, and someone new may find that the valve turns again at some point.
 - e. We planted 4 new shrubs along the entry drive in October and hope to enjoy some new colorful blossoms from spring through fall.
 - f. The Capital Reserve fee was increased per our policy to match our monthly HOA dues at \$250. This is a one-time fee that new home buyers pay at closing.
 - g. Our \$50,000 CD matured in October and we rolled it over into a new 5.65% CD for the next 12 months.
 - h. We changed our garbage service provider to avoid a significant rate hike. Service has been good with the new provider. Our individual smaller re-cycle containers have been replaced with a single larger bin that accepts all recyclables.
 - i. New rain gutters and downspouts have been installed. We had budgeted \$12,500 and we came in under this amount for the gutters and a gutter guard. The contractor has been strangely unmotivated to do the work and has yet to install the guards; more on this under New Business. However, as it stands, new gutters and downspouts have been installed and are much larger and capable of handling about twice the volume of water. The downspouts were extended to drain farther from buildings where needed. These changes greatly improve our water drainage away from buildings and should be capable of keeping up with the unusually huge downpours we saw this year.

**Leisure Village HOA
2023 Annual Meeting Minutes**

IV. New Business

- a. Although HOA dues will remain at \$250/month for 2024, the board would like to point out that dues would need to exceed \$350/month if not for the money being saved by the volunteer efforts of our board members. If we lose board members or current volunteers scale back the amount of labor and time donated, HOA dues will need to increase.
- b. Board members donate their time/labor to accomplish the following jobs:
 - Self-manage the HOA (vs hiring a property management company)
 - Snow removal (shoveling sidewalks, garbage area, mail boxes, and limiting the use of a hired plow in parking lot)
 - Tree trimming
 - Shrub and landscape hedging and pruning
 - Planted new shrubs and installed drip irrigation
 - Installed new weed barrier fabric and pea gravel in one area to test effectiveness
 - Weeding
 - Irrigation management and repair
 - Concrete repairs
 - Garbage bin management to avoid extra monthly service charges
 - Painted all trim behind new rain gutter downspouts
 - Regraded and trenched soil where water was collecting around basement window wells and elsewhere on property (to manage drainage)
 - Asphalt pothole repair (patched) ~every 2 yrs
 - Repaint the parking lot (re-stripping) ~every 2yrs
 - Extra savings on contracted services through extensive shopping (beyond what property management accomplished previously)
- c. Additional jobs that board members plan to donate time/labor to accomplish in 2024:
 - Install French drains where soil was trenched this year
 - Install new weed barrier fabric in multiple landscaped areas visible from parking lot
 - Spread new landscape rock/gravel along the entry drive and other landscaped areas needing new/refreshed gravel
 - Repaint parking lot (re-stripe)
 - Asphalt repairs where needed
 - Concrete repairs in parking area near garbage bins (weather needs to be warm)
 - Concrete repairs in front of building 2805 (weather needs to be warm)
 - Install new landscaping between 2801 D & E (in front of building)
 - Remove old flower bed and re-seed grass in front of 2801C
- d. Jobs the board plans to hire out in 2024:
 - Tree trimming (high branches) to clear away from buildings and those overhanging roofs
 - Completion of rain gutter guard installation (if needed, and during 2024 or 2025 depending on circumstances below)

The contractor we hired has not completed this portion of our new gutter installation job. The board discussed options if he does not install the guards. If no guards are installed and we are not able to find a comparable bid, we will first observe and determine (through Fall of 2024) if our larger gutters need guards. We discussed the possibility of these larger gutters and downspouts being reasonably self-cleaning after observing leaves washing down easily this Fall. We would try to determine if we could inspect and clean them ourselves from ground level before making a decision. Gutter cleaning services have become fewer and more expensive. In our

**Leisure Village HOA
2023 Annual Meeting Minutes**

experience they also tend to cause some level of damage during the cleaning process, we will avoid needing to use them. If needed, we will have guards installed in 2025.

e. Budget

- i. The proposed budget was approved with HOA monthly dues remaining at \$250 per month.
 - ii. For the first time in many years, the HOA will need to pay income tax (at 15%) since significant interest was earned from our CD that matured this year.
 - iii. The gutter contractor has not yet billed us for the work completed this year, so this has been accounted for accordingly in next year's budget.
 - iv. Our Insurance provider gave late notice increasing the premium from \$9,000/yr to \$10,287/yr. Fewer companies are offering coverage and premiums are likely to rise significantly. Other quotes were 50% higher!
 - v. Water rates continue to increase but our cost/year is not increasing so far due to reductions in our water usage. This is attributed to less water use per condo overall, and higher rainfall allowing us to turn off the sprinkler system more often.
 - vi. Reserve study discussion:
Concern was voiced as to our certainty of project cost accuracy after the recent spike in inflation, particularly the parking lot replacement being our largest cost project. This project is targeted for 2027. The board agreed that new bids are needed in order to determine if we are on target toward this financial objective. We also discussed the potential opportunity to improve water drainage from the parking lot as well as from other portions of the property being designed into this project. Better water management may help prevent movement we have seen in our sidewalks and asphalt.
 - vii. The board approved reimbursement to Larry for an electric snow blower at about \$180. This would be the cost of hired snow removal for only a single service, so we are happy to help Larry continue to voluntarily shovel HOA property.
 - viii. The board approved to reimburse Todd for \$300-\$400 for new landscape maintenance tools to be purchased in 2024. This will cover worn-out equipment, routine work that we removed from the landscape contract during prior years after being dissatisfied with their service, as well as adding higher tree trimming capability.
- f. No current rules/regs issues.
- g. The HOA is interested in leasing any unused private parking spaces for use as designated visitor/guest parking. Todd can provide one space but would prefer to have someone personally lease it versus various strangers. He will ask around for interested parties before accepting the HOA's offer of \$25/month.
- h. Election of the Board – No new members expressed interest in serving on the Board. No current Board members resigned. Therefore, no changes were made. All Board members will continue to serve in their current seats.

V. Action Items

- a. Jim
 - Look into possibly having trees trimmed during winter by TreeWorks (cost savings during off-season?).
 - Check into garbage bin orientation after serviced, (if issue isn't resolved).
 - Insurance – look into new quotes, and what other HOAs are doing.
- b. Todd
 - Check with the landscaping service to see which irrigation shut-off valve was used this year.

**Leisure Village HOA
2023 Annual Meeting Minutes**

- Contact the gutter contractor and see if he intends to complete the job (install gutter guards).
- If gutter guards not installed by the contractor, look into options for inspecting and cleaning gutters from the ground (optics devices, rotary brushes, etc.).
- Shop landscaping rock/gravel and coordinate delivery with other installation projects (french drains, drip irrigation adjustments, new weed barrier fabric, new shrubs if needed in Spring).
- Buy new landscape maintenance tools.
- HOA weather dependent projects beginning in Spring.
- Look into parking lot replacement options and possible water drainage improvement inclusions (especially if sidewalks are replaced at the same time).

VI. Meeting adjourned at 8:51pm.

Unapproved