

# MINUTES

## *Nelson Farm Homeowners' Association, Inc.*

Board of Directors Meeting

Monday, January 9, 2017

Associa – 1063 West Horsetooth Rd., Suite 100, Fort Collins, CO 80526

### **Call to Order**

The business meeting of the Nelson Farm Homeowners' Association was called to order at 6:01 p.m. by President Marshall Flug.

Board Members present:                    Marshall Flug, President  
Benjamin Belt, Vice President, entered meeting at 6:30 pm  
Ling Stewart, Secretary  
Martha Small, Treasurer  
Joe Dowdy, Director  
Daniel Knab, Director

Colorado Association Services:        Jillian Weaver, CMCA®

Special Guests:                                None

**Open Forum** – No items were discussed in the open forum.

### **Minutes**

The Board reviewed the Minutes from the October 17, 2016 Meeting.

<b>Motion to:</b>	Approve the Minutes of the October 17, 2016 Board Meeting
<b>Made By:</b>	Martha Small
<b>Seconded By:</b>	Joe Dowdy
<b>Discussion:</b>	None Further
<b>Vote/Result</b>	Motion carried unanimously.

### **Financials**

- Financial statements for the month ending November 30, 2016 were reviewed. The total assets for the Association were \$205,740.50. Income for the month was \$11,821.88. Expenses were \$6,535.52. The cash balance in the Union Bank operating account was \$66,928.90, adjusted for scheduled transfers to reserves.
- The total balance of the reserve account, adjusted for funds due/to from operating, was \$127,570.84.
- Delinquencies as of January 6, 2017 were \$1,883.25. Delinquent notices were sent to all delinquent accounts per the Association's collection policy.

### **Unfinished Business**

**Asphalt Bids** – At this time, bids have been received from Atlas Concrete and ABC Concrete to replace the asphalt in the parking lot with concrete. RFP's have also been sent to Brown Brothers, Black Pearl and Goltz to overlay the parking lot with asphalt. The item was tabled for further discussion.

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**Common Area Tree Installation** – The Board requested that the Community Manager contact Evergreen Landscaping and Harmony Gardens for a bid to install trees in the common area on the west side of the pool. Per the arborist, the existing trees will need to be removed in approximately 5 years, and the Board is considering planting new trees immediately to allow time to mature prior to removing the existing trees.

**Slide/Diving Board** – Jillian Weaver has contacted the insurance agency, AIAI, to determine the impact a diving board would have on the community's insurance premium. Jillian will solicit a bid from Havana Construction to install the diving board. The item was tabled for further discussion.

**Postcard Results** – Jillian Weaver presented the results of the capital improvement survey that was sent to all owners in September 2016. In general, the capital improvements in the community are utilized by a large percentage of owners. The survey results will be posted to the community website.

**New Business**

**2017-2018 Budget** – The Board reviewed the draft budget for the 2017-2018 fiscal year line by line.

<b>Motion to:</b>	Approve the 2017-2018 draft budget as presented, with Assessments remaining at \$375.00 per home per year
<b>Made By:</b>	Martha Small
<b>Seconded By:</b>	Dan Knab
<b>Discussion:</b>	None Further
<b>Vote/Result</b>	Motion carried unanimously

**Pool Area Maintenance Items** – The Board performed a walkthrough of the pool area and compiled a list of maintenance items to be addressed. Work orders have been entered for several items, and the Community Manager will follow up with vendors for bids.

**Associa Contract** – The Board reviewed the 2017 management agreement renewal with Associa.

<b>Motion to:</b>	Approve the renewal 2017 renewal contract with Associa, at the monthly rate of \$986.92
<b>Made By:</b>	Ling Stewart
<b>Seconded By:</b>	Martha Small
<b>Discussion:</b>	None Further
<b>Vote/Result</b>	Motion carried unanimously

**Compliance Letter Edits** – The Board reviewed the templates for the compliance letters that are sent to homeowners regarding violations. The Board would like to use the verbiage from the courtesy letter, rather than the warning letter, for the first violation. The Board requested that the verbiage remain the same for the fine letters. Jillian Weaver will update the letter templates per the Board's request.

**Other Business** – No additional business was discussed at the meeting.

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**Executive Session**

No Executive Session was held at this meeting.

**Reconvene in Regular Session/Adjournment/Next Meeting**

Dan Knab made a motion to adjourn the meeting. Martha seconded the motion, and the business meeting was adjourned at 8:16 p.m.

The next meeting will be the Annual Membership Meeting, to be held on Monday, March 6, 2017 at 6:00 p.m. at Shepardson Elementary, 1501 Springwood Drive, Fort Collins, CO 80525.

Respectfully submitted,

Ling Stewart, Secretary

Notes taken and transcribed by Jillian Weaver, CMCA®