

**Lincoln Square Lofts Homeowner's Association**  
**September 17, 2020**  
**Zoom and Clubhouse 6:30pm**  
**10180 Park Meadows Drive**  
**BOARD OF DIRECTORS MEETING MINUTES**

**Call to Order: 6:30 pm**

**ROLL CALL**

Call to Order - The Regular Board Meeting of Lincoln Square Lofts Homeowners Association came to order @ 6:30 pm via in person at the Community Clubhouse and online via Zoom Virtual Meeting. Board Members Present were Loyce Smith, Carolyn Erickson and Brad Hetland. Rachael Burke of the Cherry Creek HOA Professionals (CCHOA - Management Company) was also present.

**OPEN FORUM**

Owner Roy Miller addressed some recent concerns with the Board of Directors. One of the items that needs to be updated is the community website. There is a lot of outdated information that is located on the website that needs to be updated. The topics of security and repair updates were requested.

The idea of installing gates or a fence at the mailbox kiosks was presented as a measure to enhance the security of the community. Manager is to seek advice from the attorney as well as obtain bids for installation of a wrought iron fencing.

The Manager presented the idea to install lockboxes within the clubhouse to eliminate the amount of deliveries coming into the residences. The Board agrees with the idea and manager is to obtain bids.

The topic of ring doorbells was discussed. Such as are the residents allowed to install them and are there any laws against them. Residents are in favor of them as they feel they provide an additional level of security, however are they in violation of an individual's privacy rights? The Board will ask the attorney for advice on this topic and to draft a policy/waiver for review.

It was discussed that when residents are remodeling their units, or have items replaced that the contractors have been disposing of the debris in the community's trash enclosures. The Association can be fined for disposing of items improperly and would like to request residents obtain green bags from a trash provider. The manager is to research if the Association has been fined for improper recycling and trash disposal recently and if so, ask the attorneys to draft a new policy for the disposal of construction materials.

**APPROVAL OF MINUTES**

The August 17 ,2020 Board of Directors Minutes were reviewed. A motion was made by Carolyn and seconded by Loyce to accept the minutes with the following changes:

Carolyn's name is to be corrected to the proper spelling throughout.

## **FINANCIALS**

The financials were reviewed by the Board. The Manager reviewed the Balance Sheet and noted additional line items that were higher than normal. A motion was made to accept the financials as presented, unaudited for August. The manager was asked moving forward to only cover the items of concern and that they did not need to go through the packet with the Board for timing purposes.

## **RESIDENT APPEALS OF FINES**

There were no resident appeals currently for the Board to review.

## **2021 BUDGET**

The managing agent will review the financials and present the 2021 drafted Budget to the Board by October. The Board has asked that the managing agent review all line items and increase/decrease as necessary based on 2020 Actual Expenses as well as review the current Reserves Study and budget accordingly. The Board has agreed at this time to raise dues by 1.5% to accommodate for inflation in expenses.

## **OLD BUSINESS**

Higgins/Spyder Construction- Manager presented to the Board the most recent evaluation prepared by AGW which included observations and recommendations. Carolyn has concerns regarding open communication and how to keep this active and ongoing. Additionally, it was stated that the last report had suggested to tear out lower portion of the windowsill, which she does not believe will remedy this. Carolyn lastly stated to the Board and managing agent that she was not happy with Shane's prior email on communication. Manager is awaiting Higgings to present their bid for the repairs to be made. Once received, it will be provided to the Board for review.

North Garage Door – The manager provided updates on the status of the repair from DH Pace. The company is going to be testing the manufacturer's patch on a garage door in the next few weeks. Once applied and reviewed, they will begin to schedule the repair for Lincoln Square Lofts. The Manager also update the last repair made to the door for a replacement receiver. Due to this model being discontinued and no longer made, the Board will need to budget for an upgrade to the newer model in 2021/2022. The Board also asked the manager to make the repairs necessary to the clearance signage above the driveway, as it is no longer visible.

Gym remodel – The Manager informed the Board on the statuses of ordered items. With the flooring arrival and several of the machines, the Board agreed that once the install dates are selected, the manager is to create and post signs throughout the community, including on the door. Prepare and distribute information through eblast and the website. It may be decided to possibly deactivate the fobs during this time as well. The Board agreed for the manager to request a maintenance contract from KOS Fitness for the new equipment.

Ratification of Email Vote – The Manger presented the email votes that have been recorded and action taken since the August Board of Directors Meeting. A motion was made by Carolyn and seconded by Loyce for the ratification of Ace roof repair, hot tub closure and garage door receiver repair.

Adoption Policy – The manager provided the revised Adoption Policy that was drafted by the Associations Attorney to the Board for review. A motion as made by Loyce to accept the revised policy

and update after the 30 days. The motion was seconded by Carolyn. The manager is to include the revised Adoption Policy in the next mailing to the owners.

## **NEW BUSINESS**

Grounds Bids – Manager presented the current bids that were submitted for the 2020 Snow and 2021 Landscaping seasons. A motion was made by Brad to accept the bid presented by ColoradoScapes for the 2020 snow and 2021 landscaping season. The motion was seconded by Loyce. The manager is to contact the current and future contractors to arrange end/start dates.

mms Companies bid – A bid was presented by Brad for electronic filing to the manager by email. The Board provided the information that their prior managing agent had held files digitally and the disks were provided to the community at the transition. The Board decided to table the bid until the next meeting when the manager has additional information on pricing for storage and from prior management company. Carolyn and Brad agreed to go through and see what the association has stored within the boxes.

Creekside Maintenance Contract – Manager presented a contract from Creekside Maintenance, the vendor who has been addressing many repairs since the change in management. The Board reviewed and motion was made by Brad, seconded by Carolyn to accept the contract and begin services October 1, 2020.

Workorders – Completed workorders were presented by the Manager and reviewed by the Board. No action was needed at this time. Carolyn informed the manager that the callbox at the North door is/gets hot and needs to be repaired.

Compete Tree Care- Arborist – The Board reviewed the bid presented by Complete Tree Care. They decided to table the bid for now and will revisit once the manager has confirmed the pricing for arborist/tree care with ColoradoScapes.

Facebook – Resident presented in email the communities unclaimed Facebook page and would like to take over the account. The Board discussed and decided to deny the action. They would prefer to utilize the community website and stay away from any type of social media platform.

## **ADJOURNMENT**

With no further business to discuss, the meeting was adjourned at 9:23pm. Next Board of Directors Meeting is scheduled for Thursday, October 15, 2020 at 6:30 pm. Meeting will be located at the clubhouse in addition to Zoom.