

Montclair HOA Quarterly Board Meeting

12/17/2019

Meeting Date: Tuesday, December 17, 2019

Board Members Present: Ray Musser, Sandie Cooper, Mike Davis, Dan Collin, Tim Laudick, Nancy Lewis

Board Members Absent: Bill Carlson

HOA Members Present: Buck Bracken

Meeting was called to order at 7:15 P.M.

Minutes from September 24, 2019 meeting was accepted unanimously.

HOA BOARD ORGANIZATION

Discussion of trying to fill the position of Secretary and Treasurer as the present Board members in these positions have resigned or are wishing to be relieved of these duties due to the time that they have held a position on the Board and would like someone else to be responsible. In earlier discussions, personnel presently on the Board did not feel they had the time or experience to fill these positions.

Another possibility was to outsource the Treasurer position to a qualified company.

At this time, Sandie Cooper will continue to be the Treasurer and Tim Laudick will continue to take the meeting notes.

Discussion will continue next meeting. Any member of the HOA that is interested in helping with either duty or has any suggestion, please contact a HOA Board member.

FINANCIAL REPORT: Sandie Cooper

Balance Sheet and Income and Expense Report was presented by Sandie Cooper and reviewed by the Board. In review, the Budget for 2019 was exceeded by \$1,674.00. This was due to some major irrigation repairs that were unexpected and made in September and October. Sandie reported that some members of the HOA were behind in payments of the third and fourth quarter dues. She will contact each member to remind them of the payments due. If there are problems she will report back to the Board.

Ray Musser moved to accept the Financials. Mike Davis seconded. Accepted unanimously by the Board present.

Board members reviewed a preliminary 2020 Budget. During the last quarter of 2019, the Ownership of Bookcliff Gardens changed. Bookcliff Gardens assured the Board that the contract for 2019-2020 would be honored with no changes. Estimate for Concrete edging was reviewed and discussed. Board agreed to accept the estimate and to add additional quantities not listed. This work should complete the replacement of all metal edging in the neighborhood. This expense will be included under Capital Expense.

Board agreed the Budget for 2019 should be used for 2020 with no changes. The budget will be finalized at the March 2020 Quarterly meeting to be presented at the Annual meeting in April.

LANDSCAPING: Ray Musser

Ray summarized the work completed by Bookcliff Gardens for the fall of 2019. System was winterized in the first two weeks of October. Additional invoices are not anticipated for 2019 work.

Irrigation pond was pumped by Ray Musser, Bill Carlson, and Tim Laudick the first week of October to rid the bottom of the sediment that had collected the last three years. Ray and Tim felt like the process was successful in removing 80-90% of the sediment. Tim suggested that it be done again in the Spring.

It was suggested by Tim Laudick to delegate more of the responsibility of the Landscaping by appointing Zones to members of the Board to watch and report problems back to Ray or Tim. Dan Collins was delegated the area from 807-837, Mike Davis was delegated the area from 843-865, Tim Laudick was delegated the area from 818-838, and Ray Musser will take care of the area from 844-872. All members were encouraged to help observe the neighborhood for problems.

Tim Laudick will contact T4 Tree Service to get an estimate in trimming the existing trees in order to shape or top as needed. Bookcliff Gardens doesn't provide this service.

Mike Davis will check into the estimated cost of erecting a fence along the east property line from the Frontage Road to a distance beyond the house that has been remodeled to the east.

ARCHITECTURAL

Annual Inspections were sent to Owners that need to take care of issues such as staining or painting and repairing of fascia, and repairs of swamp coolers and roofs. Positive results have been done by some of the Owners. Board received a letter from one Owner acknowledging the problem with a plan. Others may have not been able to do anything with the onset of cold weather. Board will follow up with those in the Spring.

OLD BUSINESS

Tim had received concerns of excess dog waste in the area of the East Common area and dogs not on leashes. Some residents were reminded of the HOA rules and Mesa County laws for dogs at large and cleaning up after your dogs. Board hopes that this problem can be taken care of without any further action.

NEW BUSINESS

None

NEXT QUARTERLY MEETING DATE

March 24, 2020, 7:00 P.M. at 844 Montclair Drive

ANNUAL MEETING DATE

April 4, 2020, 4:00 P.M. at 844 Montclair Drive

Balance Sheet
Montclair Subdivision HOA
As of December 17, 2019
Cash Basis

Dec 17 2019

Assets

Cash and Cash Equivalents

Alpine Bank Checking-xxx4524	\$1,347.04
Alpine Bank Reserve Acct-x6369	\$35,990.89
Total Cash and Cash Equivalents	\$37,337.93

Total Assets	\$37,337.93
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Liabilities and Equity

Liabilities

Current Liabilities

Rounding2	\$0.01
Total Current Liabilities	\$0.01

Total Liabilities	\$0.01
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Equity

Current Year Earnings	-\$6,533.47
Opening Bal Equity	\$1,679.69
Retained Earnings	\$42,191.70
Total Equity	\$37,337.92

Total Liabilities and Equity	\$37,337.93
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Income Statement
Montclair Subdivision HOA
Jan 1, 2019 to Dec 17, 2019
Cash Basis

	YTD Actual	Annual Budget	Variance \$	Variance %
Revenue				
Dog Waste Assessment	\$120.00	\$0.00	\$120.00	
Dues	\$34,944.00	\$36,960.00	-\$2,016.00	-5.5%
Total Revenue	\$35,064.00	\$36,960.00	-\$1,896.00	-5.1%
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Gross Profit	\$35,064.00	\$36,960.00	-\$1,896.00	-5.1%
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Operating Expenses				
Capital Improvements and Maint	\$3,892.00	\$3,829.00	-\$137.00	-3.6%
Dog Waste	\$963.08	\$840.00	\$123.08	14.7%
Insurance-Liability	\$825.00	\$700.00	-\$75.00	-10.7%
Irrigation Maintenance	\$5,432.41	\$3,000.00	\$2,432.41	81.1%
Landscape Maintenance Contract	\$27,675.00	\$27,675.00	\$0.00	0.0%
Landscape Replacement & Repair	\$1,788.43	\$1,766.00	\$22.43	1.3%
Licenses and Permits	\$25.00	\$50.00	-\$25.00	-50.0%
Miscellaneous Expense	\$38.55	\$200.00	-\$161.45	-80.7%
Office Supplies	\$531.00	\$700.00	-\$169.00	-24.1%
Utilities	\$863.53	\$1,200.00	-\$336.47	-28.0%
Total Operating Expenses	\$41,634.00	\$39,960.00	\$1,674.00	4.2%
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Operating Income / (Loss)	-\$6,570.00	-\$3,000.00	-\$3,570.00	-119.0%
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Other Income and Expense				
Interest Income	\$36.53	\$0.00	\$36.53	
Total Other Income and Expense	\$36.53	\$0.00	\$36.53	
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Net income / (Loss)	-\$6,533.47	-\$3,000.00	-\$3,533.47	-117.8%



Landscape Maintenance Contract 2019-2020

March 4, 2019
 Montclair HOA
 805-872 Montclair Dr.
 Palisade, CO 81526

The following contract is to provide landscape maintenance services for:
Montclair HOA located at **805-872 Montclair Dr. Palisade, CO 81526**
 The contract is for two seasons from March 1, 2019 through November 30, 2019
 and March 1, 2020 through November 30, 2020.

Turf Care:

Mowing, Trimming, Edging, Blowing (28x April - October)	\$12,038
Fertilization (4x April, June, August, October)	\$1,490
Spring Aeration (April)	\$360
Total	\$13,888

Tree, Shrub & Bed Care:

Manual Weeding (28x weekly)	\$1,260
Spring Clean up (Clean up leaves and debris, pruning)(March)	\$2,105
Fall Clean up (Clean up leaves and debris)(Oct, Nov.)	\$2,105
Pre-emergent for beds (1x March)(See General Conditions Item #6)	\$465
Post-emergent for beds (7 monthly visits April- October)	\$1,492
Plant Fertilization (1x May)	\$346
Spring Pruning (1x April)	\$1,500
Summer Pruning (1x July)	\$1,500
Total	\$10,772

Irrigation Service:

Spring Start up - (Start system, check system, program controller)(April)	\$503
System Checks - (5x Check heads and emitters monthly, program controllers)	\$2,010
Fall Winterization - (Late October, Nov.)	\$503
Total	\$3,015

Total Cost for your Landscape Maintenance Services	\$27,675
Monthly charge for 9 month contract (March- November)	\$3,075

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3/12/2*

General Conditions:

1. The above work is based on one annual season of service set upon the acceptance of the contract. Services will begin on March 1, 2019 (Start date may vary due to weather conditions). Client may choose to pay for the total cost of services or choose a monthly payment. Billing for the monthly plan will be sent out at the end of each month and are due upon receipt.

2. The above stated work will be conducted on a set schedule, excluding the 4th of July where all operations will be suspended.

3. **Additional Cost:** All irrigation repairs are not included as a part of this contract and will be billed out on a time and materials basis at a rate of \$60.00 per man hour. Repairs include but are not limited to mainline, lateral line or drip line breaks. Cleaning and replacement of heads and nozzles. Backflow preventor or pump repairs. Valve replacement or repairs.

4. **Additional Cost:** For any pruning outside the scope of the contract which is requested by the client, clients agent or representative will be billed on a time and materials basis at \$45.00 per man hour.

5. **Additional Cost:** Any hand weeding outside the scope of the contract which is requested by the client, clients agent or representative will be billed on a time and materials basis at \$45.00 per man hour.

6. **Pre-Emergent Herbicides:** Pre-emergent herbicides are recommended to prevent the germination of weeds seeds. This herbicide needs adequate water in order to be pushed into the soil to prevent these seeds from germination. There is no guarantee that this product or its application will prevent any / or all weed seeds from germination. When product does get activated by water through rainfall or irrigation it will only kill 90% of those seeds.

7. **Post emergent herbicides:** Post emergent herbicides are recommended when weeds and grass have already germinated. Application is completed through the use of a backpack sprayers or truck mounted sprayers by spot spraying individual weeds or blanket spraying entire areas. This herbicide needs 24 hours to dry and soak into weeds in order to be effective. Bookcliff Gardens makes every effort to perform this service with the weather in mind to make sure this service is fully effective. We cannot guarantee a 100% kill rate in the event of a brief rain or when irrigation is turned on before the 24 hour period is up.

8. **Limited Liability:** It is hereby agreed that Bookcliff Gardens, LLC. will not be liable for any damages whatsoever, including direct, indirect, incidental, special, consequential or exemplary damages relating in any manner to any pre-existing conditions, known or unknown, which may exist at the time of this contract being entered into. This includes stuck irrigation valves, unadjusted sprinkler heads, stressed, diseased or dying plant material or turf.

9. Failure of client to make payments when they are due shall be cause of the suspension of services and/or termination unless Bookcliff Gardens, LLC. Has been paid the full amount due. Bookcliff Gardens, LLC. shall be entitled to collect all reasonable expenses and costs associated with the collection of the debt including but not limited to attorney and legal fee's.

10. A finance charge of 2% per month (24% APR) will be added to any account not paid within 30 days of request.

11. Payment made with a credit or debit card will be charged an additional 3% for processing.

12. A fuel surcharge will be applied if the cost of fuel rises above \$3.60 per gallon in the greater Grand Junction area. This charge will be assessed on a monthly basis at five percent (5%) of that months normal billing amount. Subsequently if fuel costs rise above \$4.00 per gallon. Bookcliff Gardens LL. reserves the right renegotiate this surcharge rate during the current season.

13. **Contract Modifications:** No modifications, amendments, renegotiating, or other alterations may be made to this contract unless agreed upon by Bookcliff Gardens, LLC and the client in writing.

14. Management / Owner shall designate a single spokesperson or management representative as the sole contact for Bookcliff Gardens, LLC. Contact may be made to Bookcliff Gardens, LLC. During normal business hours by calling 970-242-7769. For any emergency's outside normal business hours please contact Bookcliff Gardens, LLC. at 970-270-8467

15. **Termination of Contract:** Either party may terminate this contract, without cause, by notice in writing to the other party. Notice shall be given thirty days. Prior to the effective date of termination unless earlier as mutually agreed upon. Upon termination Bookcliff Gardens, LLC will be paid for service completed to date.

11/3/12/2019

Please indicate method of billing by initialing the appropriate box

Email my invoice
Mail my invoice

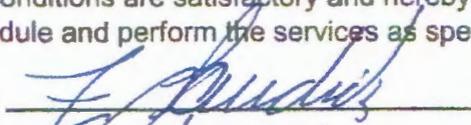
X

Email Address: SCOOPER 970@gmail.com
cc: tim@hydrillwqinc.com
RK MUSSER@hotmail.com

Acceptance of Contract:

The above prices and conditions are satisfactory and hereby accepted. I authorize Bookcliff Gardens, LLC. To schedule and perform the services as specified by this contract.

Authorized Signature:



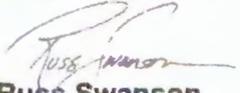
Date: 3/12/2019

Printed Name:

TIM LAUDICK

Respectfully Submitted,

MONTCLAIR Subdivision HOA
PRESIDENT



Russ Swanson
Landscape Maintenance Manager
Bookcliff Gardens, LLC.

T & S Landscape, Inc
118 Woodstock St
Fruita, CO 81521 US
970-270-5927
Robert@tandslandscape.com
everythinglandscapes.com

Estimate 1147

ADDRESS

Montclair Subdivision HOA
Contact: Tim Laudick
970-618-3531

DATE
10/16/2019

TOTAL
\$1,652.40

DATE	ACTIVITY	DESCRIPTION	AMOUNT
10/16/2019	Services	Bldg. 856 total 151' linear feet	770.10
10/16/2019	Services	Bldg. 818-820 173' linear feet	882.30
10/16/2019		Total above include removing and hauling away metal edging, moving sprinklers as needed, cutting sod and hauling from site, moving back rock to accommodate curbing installation of grey concrete curbing and placing rock back against curb once completed. Prep cost per foot \$2.00 curbing installation cost per foot. \$3.10	

TOTAL

\$1,652.40

THANK YOU.

Accepted By

Accepted Date

Add FOOTAGE @ 848
Add FOOTAGE @ 857