

**Boulder Brook Townhome Association
Regular Board Meeting
October 2, 2023**

The meeting came to order at 6:30 p.m. at Steve Cox residence (#906). All board members were present: Bruce Armstrong, Ray Peters, Steve Cox, Wayne Fisher, and Deb Fry.

Approval of Meeting Minutes

Wayne Fisher moved to approve annual meeting minutes from September 11, 2023. Ray Peters seconded the motion. The meeting minutes were unanimously approved.

Election of Officers:

Two 2023-2025 board members were welcomed: Deb Fry & Wayne Fisher. The following offices were filled: Bruce Armstrong, President; Steve Cox, Treasurer; Wayne Fisher, Grounds; Deb Fry, Secretary.

Financial Highlights:

As of October 2, 2023, the HOA accounts are as follows:

- Money market (reserve): \$72,913
- Checking account: \$12,657

A 13-month certificate of deposit (CD) for \$100,000 has been opened at Bank Iowa. The previous Money Market (siding) account of approximately \$88,000 was applied to the CD along with approximately \$12,000 from the Money Market (reserve) account. At 5.09% interest, the CD will mature in October 2024 and will earn better interest than the “siding” account.

Old Business:

The board discussed the following projects:

- Irrigation – The irrigation system has been blown out and shut off for the season. The board will table discussion of the irrigation system status (repair vs. new) until the spring.
- Berm – Year 5 berm plantings have been completed for the year per the 10-year plan. The current board will continue watering the new plantings for the next three weeks, longer if warm weather dictates.
- Gutters – Gutters will be cleaned once the trees have shed their leaves, probably in November. Discussion also included the possibility of adding guards/screens to the gutters to help keep them free of debris and ease in cleaning. Bruce will contact Steve Gulling to get on the schedule for gutter cleaning, and will request an estimate for guards/screens, at least in the places most exposed to tree debris.
- Dryer Vents – Bruce will contact Steve Gulling to the schedule annual dryer vent cleaning. As a reminder, each household is responsible for payment for the cleaning; in the past, the cost has been approximately \$45.00 per household.

New Business:

- Front Bushes – Several bushes in the front of the townhomes need trimming. Homeowners are encouraged to take care of trimming this year as the association-wide tree trimming depleted the budget. Next fall, trimming of front bushes should be able to be performed within the allocated budget.
- Retaining Walls – There are a few retaining walls that need repair due to leaning. Bruce will address concerns with Steve Gulling for estimation of projects.
- Association Directory – Deb will update the directory to reflect new homeowners' contact information. This directory will be distributed to all members and to Gulling Property Management.
- 2024 Budget – Discussion on the 2024 budget will begin at the next meeting.
- Property Management – Gulling Property Management annual contract was renewed in August 2023. Homeowners are encouraged to bring any concerns regarding next renewal in July to the board. Vetting a new property manager, if necessary, takes time and the due diligence of the board.

Homeowner Concerns:

- Metronet Internet – Question from homeowner re: Metronet internet service was addressed; the board concluded that each household is responsible for setting up their own service. No board action necessary.
- #1004 – Plumbing issues resolved. Skylight issue under review.
- Grass Planting between #930 & #932 – Maintenance request has been submitted to Steve Gulling for evaluation of large bare spot at the back of these units and possibility of grass planting yet this fall; awaiting response.

As a reminder, maintenance requests should be submitted to Gulling Property Management via the form on their website:

www.cognitofrms.com/GullingPropertyManagement/MaintenanceRequestForm

Adjournment: With no other business to discuss, Ray Peters moved to adjourn the meeting. Deb Fry seconded the motion, and the meeting was adjourned at 7:40 p.m.

Next Meeting: The next board meeting will be held at 6:30 p.m. on Monday, November 6, 2023, at Wayne Fisher residence (#904).

Homeowners are welcome to attend board meetings (held the first Monday of each month) to address concerns/issues, or contact any board member to have your concern discussed in your absence.