WPP Homeowners Association Board Meeting Agenda Wednesday Apr 21, 2021 5 pm MT

Call to Order at 5 pm - Attendees via teleconference: Armando Sepulveda, Francie Morgan, Mike Beck, Shannon McCarthy, Ned Meloni, Maz Mohammadi
Approval of prior minutes (3/22/21) – already completed by via email
Homeowner Forum – none in attendence
Treasurer's Report:

- Month and year to date review through Mar 2021.
- Late pays: One owner is $13.50 behind.

Other Topics:

1) Governance:
   - Mike Beck and Francie Morgan have submitted resignations as of 5/1/21 due to the pending sale of their units.
   - New Board members were appointed with these officer roles.
     i. Ned Meloni to be Treasurer. Term begins 5/1/21 and expires Nov 2022.
     ii. Maz Mohammedi to be Secretary. Term begins 5/1/21 and expires Nov 2022.
     iii. Armando to continue as President. Term continues without change. expires Nov 2021.
   - Reviewed annual HOA Calendar – below is draft #1 – this will be a guide to future BOD agendas so as to bid out, approve and execute projects on a timely basis.
2) Violations:
   - Excess patio water run off one of the patios. Owner expressed cooperation. Situation will continue to be monitored.
   - Stuff outside the cages - It has been observed that shopping carts, shelves and other items are being stored in and around the parking spaces on both levels. Spaces Noted: #19, #8, #27, #25. Owners are reminded to ensure that all personal items should be <u>within</u> the cages or <u>removed</u> from the area. Further, items may not hang on the outside of the cage structure. Parking spaces and surrounding spaces are ONLY FOR VEHICLES. Compliance is requested immediately and no later than 7 days after these minutes are sent to owners.
3) Repair and maintenance updates
   - In progress/ upcoming, Prioritized
     i. Security - A second bid for fencing has been received. Further evaluation is needed as to whether add'l security gating and fencing is needed and at what cost. Armando to evaluate and make a recommendation at next Board meeting.
     ii. New Ceiling/ roof leak reported in 404 and 402
        1. CCG Roofing vent replacement – was planned for week of 4/20 but is being rescheduled due to weather and acquiring the parts.
     iii. Fire Sprinkler leaks & restoration:
        1. Replace 2 carpet tiles and a couple stair tiles on 3rd floor. The job is too small for most flooring contractors. Shannon to see if Fulton flooring can address the stairwell tile.
           a. Evaluate whether same floor tile can be installed at the lower garage lobby as a way to protect the wall.
        2. Decided to postpone 3rd floor carpet replacement until there is a larger project. The carpet rust stains are minimal and the job is too small for most contractors to address.
        3. The collar for the fire sprinkler heads replaced in units 304 and 305 was the wrong size. Aegis to be contacted.

iv. Choice HVAC quarterly maint to begin 5/3/21. Checklist to include:
    1. Pump Seal to be repacked.
    2. Shut down 1 of the boilers for the summer.
    3. Repair/replace two small exhaust fans (One in boiler room, one over Storage cage 30). Currently neither is working and should be part of the maintenance.
v. Install a protective aluminum half wall where wall is nicked in the lower garage elevator area. Shannon – to ask Wayne to evaluate the project. Could we re-use floor tile or perhaps plexiglass. Board to continue to evaluate.
vi. Get the windows washed? ~$800?
    1. Board decision for now is to contract only for exterior side of windows that that cannot be reached by an owner. This would exclude glass doors and any window combination that tilts in. Shannon to obtain bid. Sonlight has been recommended as a vendor.
vii. Garage wash $880. Approved and scheduled for Friday June 18. The wash can be more thorough if all vehicles are removed from the garage that day. Care will be taken to not get caged belongings wet but some spray is likely.
viii. Yellowed/ oxidized light fixture over front door to be replaced. Shannon to ask Wayne to provide estimate to acquire & replace the fixture.
ix. Need to identify an ongoing vendor/ service to clean up leaves and debris around the building on a quarterly basis. Shannon to seek cost estimates.
x. Approved purchase of plantings & flowers for sidewalk planters. Planting project will be a morning, week of May 10, weather permitting! Volunteers welcome. Watch bulletin board for further information and join us.
xi. Painting bids:
    1. Re-paint lines in the garages? – tabled for now. Address later in the year.
    2. Re-paint all gray metal balcony railings, fencing, etc. – Armando getting bids.

- Complete/ Close:
    i. DoorKing microphone not working – Resolved 4/20/21
    ii. Francie conducted first orientation with new members – files, contracts, keys, etc. Part 2 on Monday, April 26.
    iii. Energy Star Portfolio Manager Report. Completed by volunteer labor.
    iv. Choice Mechanical HVAC contract signed. $2758 annually. First qtrly visit 5/3/21
    v. Sealing, painting west side balconies $3500.
    vi. Fire sprinkler head replacement & remediation.
        1. unit 402 $801.62. Ceiling paint/ repairs $500
        2. Units 304 & 305 = $643. Ceiling paint/ repairs completed.
    vii. Installation locking electric boxes, other tasks $469.49
    viii. Roof power washed.
    ix. Signed a no trespassing enforcement agreement with DPD – Ned Meloni to be 1st contact. Shannon as backup
    x. Signed 2 x annual Maintenance agreement for garage doors with Gold Label $430 annually
- Monitor:
    i. Previously reported roof/ ceiling leaks... remediation complete – monitor 403,401

4) next BOD meeting Wednesday May 26, 2021 5 pm Mountain time. Armando has zoom account that will be used for future BOD meetings.

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WPP HOA ANNUAL CALENDAR

MO	Activity	Contracts/ "Autopilot"
Jan	- Complete insurance renewals (expire Jan 31)	-
Feb	-	- HVAC qtrly inspection (Choice)
Mar	-	-
Apr	- Schedule sprinkler turn on - Complete Annual Fed & CO tax return	- Garage door semi-annual inspection (Gold label)
May	- Approx. Mother's day: after sprinklers are on, plant Flowers - Garage sweep/ power wash - Window washing? - Energy Star Portfolio Manager Report due 6/1	- HVAC qtrly inspection (Choice)
June	- Re-code all doors annually	-
July	-	- Backflow test & maint (Aegis)
Aug	-	- HVAC qtrly inspection (Choice) - Go Up Elevator Inspection
Sep	- Schedule sprinkler turn off - Complete contract for snow removal - Using August financials, prepare forecast of current year P & L. - Then prepare draft #1 of next year's Budget. - Remove plantings after first frost.	- Elevator annual PM (Schindler)
Oct	- Start getting insurance bids for the new year. Ask agent about projected renewal costs so you have figure to put into the budget. - Board to approve next year's budget draft and corresponding assessment rate - Determine annual meeting date. Send notice of annual meeting 10-50 days in advance. Include agenda, proxy form	- Garage door semi-annual inspection (Gold label) - Annual fire systems inspection – Aegis or new vendor (ask Security Central for a bid)
Nov	- Annual meeting to be held between Nov 15 and Dec 15. Elections, Budget review - New BOD should have a separate meeting and determine officer roles. Owners need not be invited to this meeting. - Send out meeting notes. Emphasize need to change bank e-pays for new dues amounts. - Communicate final next year's monthly dues to Capitol Hill.	- HVAC qtrly inspection (Choice)
Dec	- Sign the DPD Trespass agreement for the new year	-

Monthly recurring dates:

1st and 15th Approve Invoices as shared from Shannon. Treasurer should take lead on this.

By the 20th – Prior month financials complete and posted to website

Between 10th and 20th

– Prepare draft agenda for BOD meeting – obtain approval from other Directors

- Send agenda to all Owners
- Determine if Shannon is needed at the meeting (contract is to attend 5 meetings/ yr)

Between 20th and 28th – Hold Board meeting via teleconference
Within a few days, publish draft minutes and meeting notes. Include Balance Sheet and Income statement in the minutes document. Obtain Director approval.
Send minutes to all Owners. Shannon will post to website
Update Resident directory as needed. Send out with minutes. (For new owners/ residents, obtain prior permission to publish this information)

As issues arise:

- Maintenance needs ➔ email instructions to Shannon as issues occur.
- Violations ➔ Discuss with other Board members. Use executive session of Board meeting to determine course of action. BE SURE to follow HOA declarations for US mail notification requirements in addition to phone calls or emails.
- Proactive ideas ➔ Add to next BOD meeting's agenda and set priorities with fellow BOD members
- Resident communications ➔
  - If residents need to take action.. try to allow at least a week in advance notification. Post copies to Bulletin Board.
  - If urgent, consider other avenues – Text, knock on doors, post a notice on doors, etc.
  - Use PDF formats for resident communications.

Wash Park Place

Balance Sheet
As of 03/31/21

	ASSETS	
Cash Checking - Operating	$ 2,370.30	
Cash Savings - Reserves	30,304.90	
Vanguard Reserve	24,503.30	
Dues Receivable	13.50	
TOTAL ASSETS		$ 57,192.00
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	LIABILITIES & EQUITY	
CURRENT LIABILITIES:		
Prepaid Owner Dues	$ 1,047.11	
Subtotal Current Liab.		$ 1,047.11
EQUITY:		
Prior Year Net Inc (Loss)	$ 48,402.03	
Reserve Fund Equity	9,034.06	
Current Year Net Income/(Loss)	(1,291.20)	
Subtotal Equity		$ 56,144.89
TOTAL LIABILITIES & EQUITY		$ 57,192.00
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Wash Park Place

Income/Expense Statement
Period: 03/01/21 to 03/31/21

		Current Period			Year-To-Date			Yearly
Account	Description	Actual	Budget	Variance	Actual	Budget	Variance	Budget
INCOME								
06305	Dues	8,327.00	8,329.33	(2.33)	24,981.00	24,987.99	(6.99)	99,952.00
06325	Transfers to Reserve (Op acct	(1,533.92)	(1,533.92)	.00	(8,601.76)	(4,601.76)	(4,000.00)	(18,407.00)
06930	Movein/out	.00	.00	.00	80.00	.00	80.00	.00
	Subtotal Income	6,793.08	6,795.41	(2.33)	16,459.24	20,386.23	(3,926.99)	81,545.00
EXPENSES								
General & Administrative								
07010	Management Fees	800.00	800.00	.00	2,400.00	2,400.00	.00	9,600.00
07011	Administrative Expense	.00	8.33	8.33	61.71	24.99	(36.72)	100.00
07260	Postage & Mail	2.20	8.00	5.80	15.30	24.00	8.70	96.00
07270	Inspections	.00	.00	.00	613.00	.00	(613.00)	.00
07280	Insurance	.00	1,413.75	1,413.75	3,766.73	4,241.25	474.52	16,965.00
07400	Printing & Reproduction	.00	1.67	1.67	.00	5.01	5.01	20.00
07430	Federal Income Tax	.00	16.67	16.67	.00	50.01	50.01	200.00
07440	State & Local Income Tax	.00	3.33	3.33	.00	9.99	9.99	40.00
07450	Other Taxes & Fees	10.00	.00	(10.00)	10.00	.00	(10.00)	.00
	General & Administrative	812.20	2,251.75	1,439.55	6,866.74	6,755.25	(111.49)	27,021.00
Unit Expenses								
	Unit Expenses	.00	.00	.00	.00	.00	.00	.00
Utilities								
08910	Electricity	505.31	500.00	(5.31)	1,567.69	1,500.00	(67.69)	6,000.00
08930	Water & Sewer	476.63	525.00	48.37	1,492.99	1,575.00	82.01	6,300.00
08950	Gas	790.44	458.33	(332.11)	2,027.48	1,374.99	(652.49)	5,500.00
08990	Telephone	239.83	200.00	(39.83)	702.32	600.00	(102.32)	2,400.00
	Utilities	2,012.21	1,683.33	(328.88)	5,790.48	5,049.99	(740.49)	20,200.00
Maintenance								
09010	Tree/Lawn Maint.	.00	25.00	25.00	.00	75.00	75.00	300.00
09022	Sprinkler maintenance	.00	.00	.00	196.50	.00	(196.50)	.00
09025	Fire Sprinkler Maintenance	2,303.48	100.00	(2,203.48)	2,303.48	300.00	(2,003.48)	1,200.00
09030	Elevator Maintenance	.00	125.00	125.00	.00	375.00	375.00	1,500.00
09035	Alarms	40.00	60.00	20.00	160.00	180.00	20.00	720.00
09040	Security	19.90	50.00	30.10	29.85	150.00	120.15	600.00
09090	Light Repair	.00	25.00	25.00	.00	75.00	75.00	300.00
09110	Gen. Maint. & Repair	85.96	333.17	247.21	85.96	999.51	913.55	3,998.00
09115	Interior Maintenance	.00	.00	.00	533.00	.00	(533.00)	.00
09140	Roof Repairs	.00	41.67	41.67	.00	125.01	125.01	500.00
09145	Ext. Bldg. Maint.	1,684.30	250.00	(1,434.30)	1,774.30	750.00	(1,024.30)	3,000.00
09146	Garage/Carports	.00	50.00	50.00	.00	150.00	150.00	600.00
09149	HVAC	838.00	304.33	(533.67)	838.00	912.99	74.99	3,652.00
09165	Window Washing	.00	74.58	74.58	.00	223.74	223.74	895.00
09170	Painting Maint	2,500.00	83.33	(2,416.67)	2,500.00	249.99	(2,250.01)	1,000.00

Wash Park Place

Income/Expense Statement
Period: 03/01/21 to 03/31/21

Account	Description	Current Period Actual	Current Period Budget	Current Period Variance	Year-To-Date Actual	Year-To-Date Budget	Year-To-Date Variance	Yearly Budget
09190	Electrical Repairs	.00	8.33	8.33	.00	24.99	24.99	100.00
	Maintenance	7,471.64	1,530.41	(5,941.23)	8,421.09	4,591.23	(3,829.86)	18,365.00
Contract Services								
09610	Lawn Maint. & Landscaping	.00	16.67	16.67	.00	50.01	50.01	200.00
09620	Elevator	.00	225.00	225.00	2,700.00	675.00	(2,025.00)	2,700.00
09630	Fire Alarm Monitoring	.00	231.67	231.67	.00	695.01	695.01	2,780.00
09635	Elevator pads	(80.00)	.00	80.00	(80.00)	.00	80.00	.00
09700	Trash Removal	304.48	284.67	(19.81)	915.17	854.01	(61.16)	3,416.00
09800	Snow Removal	277.50	166.67	(110.83)	500.00	500.01	.01	2,000.00
09850	Janitorial Services	400.00	433.33	33.33	1,240.00	1,299.99	59.99	5,200.00
	Contract Services	901.98	1,358.01	456.03	5,275.17	4,074.03	(1,201.14)	16,296.00
	TOTAL EXPENSES	11,198.03	6,823.50	(4,374.53)	26,353.48	20,470.50	(5,882.98)	81,882.00
	OPER FD NET INCOME/(LOSS)	(4,404.95)	(28.09)	(4,376.86)	(9,894.24)	(84.27)	(9,809.97)	(337.00)
RESERVE FUND								
Reserve Fund Income:								
06910	Interest Income	.46	.00	.46	1.28	.00	1.28	.00
06915	Reserve Contribution Income	1,533.92	1,533.92	.00	8,601.76	4,601.76	4,000.00	18,407.00
	Total Reserve Fund Income:	1,534.38	1,533.92	.46	8,603.04	4,601.76	4,001.28	18,407.00
Reserve Fund Expenses:								
	Total Reserve Fund Expenses:	.00	.00	.00	.00	.00	.00	.00
	Reserve fund Income (Loss)	1,534.38	1,533.92	.46	8,603.04	4,601.76	4,001.28	18,407.00
	Total Net Income (Loss)	(2,870.57)	1,505.83	(4,376.40)	(1,291.20)	4,517.49	(5,808.69)	18,070.00

A/P DISTRIBUTION TO G/L REPORT

Starting vendor #: "First" Starting date: 03/01/21
Ending vendor #: "Last" Ending date: 03/31/21

Account # / Date	Description / Vchr-#	Vend-#	Name	Invoice-#	Reference	Chk #	Amount
Distribution in Detail							
7010	Management Fees						
03/01/21	216	CAPITO	CAPITOL HILL MANAGEMENT CO	2021.3.1	February / sec state		800.00
					Account Total:		800.00
7260	Postage & Mail						
03/01/21	216	CAPITO	CAPITOL HILL MANAGEMENT CO	2021.3.1	February / sec state		2.20
					Account Total:		2.20
7450	Other Taxes & Fees						
03/01/21	216	CAPITO	CAPITOL HILL MANAGEMENT CO	2021.3.1	February / sec state		10.00
					Account Total:		10.00
8910	Electricity						
03/01/21	213	XCEL	XCEL ENERGY	720444091	Jan / Feb		505.31
					Account Total:		505.31
8930	Water & Sewer						
03/01/21	212	DENV	DENVER WATER	2021.2.18	Jan / Feb		476.63
					Account Total:		476.63
8950	Gas						
03/01/21	213	XCEL	XCEL ENERGY	720444091	Jan / Feb		790.44
					Account Total:		790.44
8990	Telephone						
03/01/21	218	CENT	CENTURYLINK	2021.2.10 576B	Feb / Mar 576B		239.83
					Account Total:		239.83
9025	Fire Sprinkler Maintenance						
03/01/21	215	AEGIS	AEGIS LIFE AND FIRE SAFETY CO	11449	repair leaking pipe		2,303.48