

Hamlet HOA Board of Directors Meeting

September 4, 2019

Meeting at 18 Klingen Gate Lane; called to order at 7:08PM by Millard Foraker - President

1. Board Members Present

Millard Foraker - President
Keith Reichelderfer – Director (Chair of Design Review Committee)
Art Pincomb - Secretary
Christine Berens – Treasurer
Wayne Gardner - Director
Charley Heard – Business Manager

2. Residents Present:

Carl Kaspar #54	Teresa St. Hilaire #46	Bob Swedberg #60
Pat Kaspar #54	Peggy Capp #18	Tom Magner #49

3. Minutes of July 10, 2019 Board Meeting approved on July 24, 2019

4. Design Review Committee – Keith Reichelderfer, Wayne Gardner, Millard Foraker

- a) 48 total applications submitted in 2019, 11 since July 10 meeting
- b) Top 5 DR application submissions
 - Landscape & tree removal
 - House Painting
 - Windows / door replacements
 - Roof replacements
 - Deck repair / replacements
- c) Presale inspection checklist pending for #51 Toppler Ct. (For Sale?), #6 Tauber Ct. (tree removal)
- d) #9 Roder Gate complains that hanging pink/orange Window Planter Box from deck at #6 Tauber Ct. sets bad precedence for Hamlet HOA. DRC previously considered and dismissed complaint due to lack of visual impact on other Hamlet homes. Personal annoyance issue for #9, should be handled by #9. Board voted 4 to 1 to take no action on this matter.
- e) DRC improvement update for #31 Marcus Ln. - roofing is complete, home painting pending.

5. Landscape Committee Report – Wayne Gardner, Bob Swedberg, Peggy Capp, Carl Kaspar

Placing stones at #7 Tauber Dr. completed by Wayne G. Thanks Wayne!!

Procedure for tree removal – At July’s board meeting the Board gave the Landscape Committee authority to identify trees and shrubs that were too tall, overhang too great, dead or diseased.

Landscape Committee Audit action roll out - A motion was made by Millard and seconded by Christine to approve, and add to the Hamlet Rules & Regulations, the “Procedure for Removal of Trees/Vegetation” as follows:

Statement – any removal not involving active/passive is clearly the responsibility of the homeowner.

If the removal in question does involve active/passive:

1st Choice – Have the respective homeowners work it out between themselves. Ideally this should not come before the board or any of the related committees.

2nd – If there is an obvious active/passive side involved the active side homeowner bears the burden of paying for and having the removal work done if a mutual agreement cannot be reached.

3rd – In the case of not clearly recognized active/passive sides those will be dealt with as a “one off” with the principle of the active/passive in mind.

As described in the Hamlet Bylaws, Article 7, section 7.1 (b), the board has the authority to adopt and amend Rules & Regulations. Bob Swedberg suggested this procedure be added to the Bylaws. As noted above, the Board unanimously approved adding the “Procedure for Tree and Shrub Removal” to the existing Rules and Regulations.

Based on the Landscape Committee’s Audit of July, 2019, there are 23 Lots in the Hamlet that require action. The definition of Required Action includes:

1 - Remove Dead/Declining Tree or Vegetation, 2 - Remove excess dead branches, 3 - Remove tree branches < 12’ above the street, 4 - Trim tree branches < 4’ above the ground, 5 - Trim shrub overgrowth impeding street, 6 - Trim entire tree.

The definition of the Reason for the Action includes: 1 – Appearance/Property Value, 2 – Disease & Insect Control, 3 – Safety/Fire Mitigation, 4 – State Law.

The 23 homeowners requiring action will receive individual letters placed in envelopes in the Gatehouse indicating Items (identified tree, shrub, or vine) Required Action and Reason for Action.

In addition to the 23 homeowners receiving “Required Action” letters, all 61 homeowners will receive a letter (placed in an envelope and left in the gatehouse) explaining the Landscape Committee Audit (“landscape audit”), approved by the Hamlet Board of Directors. COVA Tree Service has agreed to give Hamlet homeowners a 20% discount for all work related or not to the audit. Please refer to the letter prepared by Millard Foraker, Hamlet Board President, for COVA’s contact information and important dates and information related to tree and/or vegetation action, required or not. Any specific questions should be directed to Carl Kaspar, chairman of the Landscape Committee.

6. Financial Report – Charley Heard

- a) Total Receipts for the year are projected to be negative (\$378) compared to the annual budget. This is due to lower earned interest, partially offset by higher transfer-fee revenue.
- b) Total Expenditures for the year are projected to be \$10 over the projected annual budget. This is due to overruns in Landscape and Legal Services with offsetting underruns mainly in Common Area Water and General Repairs.
- c) The Net Total Result for the year is projected to be \$387.67 worse than the annual budget.

Although the total actual and budgeted YTD expenditures are relatively close, it should be noted \$11,000 of the \$16,000 of the Snow Removal budget for 2019 has been spent. The remaining snow budget covers the rest of 2019.

7. Reserve Study – Progress Report – Art Pincomb & Charley Heard

Art discussed the progress made on the Reserve Study Update. Main points included reserves for landscaping projects, street lights and electrical, common area sprinkler system piping, and street asphaltting and curb replacement. Additional ideas for consideration include 1) leaving gates open from 8:00AM to 7:00PM to avoid wear and tear on gate and electrical use, 2) purchasing single brightly-colored figure for speed-control.

- 8. Gate Update Proposal** – \$24,000 for 4 electronics boxes for gate, tentatively to be installed week of September 9, 2019 or the following week.. Two-way traffic will be marked on entrance or exit route during installation.

9. South Metro Fire Mitigation Report

In addition to the required removal of trees/vegetation from the Landscape Committee Audit, the Hamlet Board asked South Metro Fire Rescue (SMFR) to do a fire mitigation audit for all Lots in the Hamlet. Einer Jensen performed a “Roadway-Based Home Risk Assessment” of each home in the Hamlet, on August 8 & 9, 2019. Mitigation suggestions were made for 40 homes in the Hamlet, some in collaboration with next door neighbors. All residents will receive the Assessment, by email, from Millard Foraker, Hamlet Board President.

SMFR included a few tips that apply to all homeowners in the Hamlet:

- Trim branches away from exterior walls to help maintain the integrity of the siding.
- Trim branches above the roofline to create a 6-foot tall vertical gap above roofing free of any branches.
- Remove dead needles and leaves from gutters.
- Remove dead needles and leaves from under decking and porches.
- Post address numbers with 4” tall numerals of a color that contrasts with the background.

10. Hamlet Calendar Review

Gate Electronic Boxes to be installed week of September 9.

CA Annual Community Garage Sale September 13 & 14, 9:00AM – 2:00PM.

Master Association Meeting September 19, 6:00 – 7:00PM.

Asphalt crack sealing to occur Wednesday, September 25.

October 4 & 5, Coldsnap Turn off and Winterize Sprinkler Systems.

Art moved that meeting be adjourned, Keith Seconds. Meeting adjourned at 9:25PM

Next meeting: Wednesday November 6 at 7:00PM #9 Roder Gate Lane.