

**Forrest Groves Estate Homeowners Association  
September 23, 2021 - 7:00-8:00 pm  
via Zoom**

**If you would like to attend via Zoom**  
email [fgehoa@gmail.com](mailto:fgehoa@gmail.com) for link  
<https://unco.zoom.us/j/2819947151>

**AGENDA**

**In attendance: Susan Brown, Stan Dunlap, Mary Dunlap, Joe Wise, Dave Kasper**

**By-laws committee members: Dave Rahn, Dave Bowen – bookkeeper**

**Call to Order: 7:01**

**Motion to approve August minutes: Mary Dunlap/2<sup>nd</sup> Susan Brown  
APPROVED**

**1. Committee Reports**

- WAP – n/a
  - Thanks to Laura and Mike Dent for their work on WAP.
  - Need new volunteer(s) to get things going with Firewise.
- Bylaws committee: Dave Rahn
  - Documents emailed to board prior to the board meeting and reviewed during meeting. Dave went through the five documents related to HOA Governance
  - Updating Bylaws will take time, but already making progress
    - Not looking at CCR's
  - Dave Rahn and Mike Riley have reviewed current bylaws and looked at other HOA bylaws and rules/regulations/policies, options to integrate into system and standardized language.
  - Bylaws have been embedded into policies and procedures
    - Reviewing separating rules and regulations
    - Need to break up into 4 documents
    - 9 policies need to be adopted and need to be specific details
    - This process will need ½ of homeowners approval
    - Review of update Bylaws will go to homeowners via March/April newsletter
    - Will need homeowner vote
    - Looking to May/June for Board approval.

**2. Finance Report: Mary Dunlap**

- Introduce new Bookkeeper, David Bowen, who will present the report and answer questions
  - Stan busy cleaning up and updating process
  - Accounting summary – get from Stan

- High level overview
- Starting next month will have financial reports
- All accounts reconciled
- Deposit of \$548 from owners
- Listing of owners invoiced (July 1)
- Deferred revenue
  - Assessments and dues are quarterly but spread out over each month so revenue is per month
  - Will now be invoice format rather than statement format
    - 2 different formats – ACH format means voided check
    - if want to set up email FG
- Upcoming expenses –
  - CPA tax return prep
  - Legal invoice, website upgrade update
  - \$450 CPA prepare tax return – Tamara Bronson

### 3. Water and Sewer Report: Dave Kasper

- Water /sewer updates, including GWUDI test results, aspirator repair
  - Appreciate all that Dave has done
  - A few unexpected leaks
  - 520 high trails drive – tank drained and people started losing water
    - Outdoor fitting issue – Keven/Morgan’s friend dug up fitting – which needed equipment – isolated issue and fixed.
    - Ted’s rental – rented equipment – no charge because of connection with Morgan
- September – 318 High trails – hit main line 4: line under a lot of pressure Tried to isolate but didn’t stop so shut off valve at tank – all water drained out and pressure low enough for plumber added slip fitting on stopped the leak – got water going over night.
- Something to address for the future – abandoned line
- SEPT – Verde well pump issue – Brooks came out and replaced one of the valves (\$\$ attached) added external valve – fixed and is now resting vertically where should be
- In process of testing Verde side for lead and copper – samples taken from 5 properties – Fred, water consultant will send off for response
- Olin and Dave tried to determine aspirator issue at lagoon but a rag was wrapped up and left aspirator off (1<sup>st</sup> lagoon) leave off so doesn’t pick up debris –
  - Stan asked Fred for permission and was told one aspirator is good for now.
- Booting results – waiting for results from Fred
- Lagoon has been weeded

### 4. Road & Trash Report: Joe Wise

- Work on driveway at 318 High Trails Drive starting soon – details to follow. It should not impact traffic but be alert for the equipment.
  - info on the **Contractor in Community** form has been submitted.
- **Tim has volunteered to coordinate tractor drivers for snow plowing**

## 5. Old Business

- Update on Fall cleanup day – October 23/24th
    - Expenses –
      - \$400-\$500 chipper
      - volunteers will be needed to bring down brush
      - \$900- \$1000 for dumpster
      - Joe will rent chipper and dumpster
      - Motion to hold fall 2021 community work day on weekend of Oct 23/24th: Susan Brown 2<sup>nd</sup> Mary Dunlap
- APPROVED**
- Stan recommended setting consistent weekends for spring/fall community clean up day
    - Recommended: 3<sup>rd</sup> weekend May/3<sup>rd</sup> weekend Fall
  - Update on Mission Statement: tabled
  - Update on fee for homeowners with VRBO/Airbnb property: n/a
  - Reeder update: Stan will email board
  - Facebook ready to launch
  - Board – review action items list

## 6. New Business

- Fall Newsletter
- Winterizing FGEHA –
  - Stakes by driveways, water shutoffs & sewer cleanouts
  - Orange/road – green sewer – blue water shutoff
  - Community can get from Joe (via Stan) and will have available at community clean up weekend.
  - Joe and Dave possibly will walk the community to stake sewer cleanouts
- Volunteers are needed for snowplowing – volunteers – T
  - Tim Wheeler has volunteered to train & coordinate

## 7. Executive Session – not scheduled



FG Chart 1.pdf



FG Chart 2.pdf



Bylaws Agenda  
2021\_09\_23.pdf

**Motion to adjourn:** Joe Wise/2<sup>nd</sup> Mary Dunlap

APPROVED

Adjourned 8:07

APPROVED\_Oct 28, 2021

## **ACTION ITEMS**

Dave/Joe: possibly stake out sewage cleanouts

Joe: Weeds have grown/need to be cut back, and one culvert is blocked at the Forrest home

- Need to dig out and mowed
- If filled with dirt might have to rent equipment

MISC:

- Fence needs to be repaired: look for estimates
- Fallen trees need to be cleaned out



**FORREST GROVES ESTATES**  
Homeowners Association

**ACCOUNTING SUMMARY AS OF SEPTEMBER 30, 2021**

STATEMENTS OF ASSETS, LIABILITIES AND FUND BALANCE (PAGE 1):

- Cash was \$20,510 in the operating account and \$10,001 in the reserve account for a combined total of \$30,511.
- Outstanding Checks (written but not yet cashed); see note A on page 4 for additional bank reconciliation details.

Vendor:	CK #	Date	Amount
Ashley Peterson	1110	8/11/2021	69.25
LPEA	1120	9/21/2021	505.10
Reynolds Law Group	1121	9/21/2021	125.00
			<u>699.35</u>

*See monthly bank reconciliation for more details.*

- Accounts Receivable at 9/30/21 was \$2,094. As of 10/11/21 this balance was paid down by \$972. All owners will be notified per the FGEHA collection policy. See Note B on page 4 and AR Aging on page 5 for receivable account detail.

	Days Past Due	AR Balance
Outstanding - paid in full after financial statement closing date		972
	Current - paying monthly	-
	1-30	-
	31-60	377
	61-90	745
Total Owner Assessments Receivable		<u>2,094</u>
Prepaid Owner Assessments		(756)
Assessments Net of Prepaid		<u>1,338</u>

\* See additional detail on the AR Aging on page 5

- The association AR ledger has been fully reconciled for accurate aging.
- Accounts payable is a result of accrual accounting, a detail of vendors and aging can be found in the notes on page 4 of the financial statements.

	Days Past Due	AP Balance
Green Analytical Laboratories	Current	255
San Juan Basin Health	Current	322
Total Accounts Payable		<u>577</u>

- Deferred revenue represents the remaining month of revenue invoiced. As of

STATEMENTS OF REVENUES, EXPENSES AND CHANGES IN FUND BALANCE - OPERATING FUND (PAGE 2):

- The \$253 variance in miscellaneous office expense was due to the website upgrade.
- The \$125 variance in legal fees was due to the bi-laws upgrade project and review
- The \$531 and \$72 variance in sewer lab tests and water testing expense was mostly due to timing in invoicing.
- The \$36 variance in trash & recycling expense was mostly due to timing.
- Overall, excess of revenue over expenses for the three months ended was \$6,348 and better than budget by \$318.

STATEMENTS OF REVENUES, EXPENSES AND CHANGES IN FUND BALANCE – RESERVE FUND (PAGE 3):

- There was no actual or budgeted activity in the reserve fund. The reserve fund balance reflects the reserve cash balance totaling \$10,001.