**Bradley Crossroads Townhomes Homeowners Association Meeting Agenda**

**4/06/2021**

Minutes of 1st Official Bradley Crossroads Townhomes Homeowners Association Board Meeting of 2021, Colorado Springs, CO, held on Zoom at 6PM on the 6th day of April, 2021

1. Call to Order
2. Roll Call
3. Jordon Guinane
4. Jacque Guinane
5. Cynthia Williams
6. Management company representative: Crystal Aukens
7. Reading of Minutes of Last Meeting

Review and approval of minutes from last meeting held on 1/27/2021

Minutes are approved unanimously

1. Old Business
2. Maintenance of Common Areas
3. Snow Removal-Goodspeed
4. Pet waste removal-The Scoop
5. Trash service-Waste Systems
6. Work order forms are on the Bradley Crossroads website: [www.bradleycrossroadshoa.com](http://www.bradleycrossroadshoa.com)
7. Contact Information
8. Crystal Aukens (MVP Homes)

(719) 459-0561

bradleycrossroads@gmail.com

1. Warranty Department

j.elliottwarranty@gmail.com

1. New Business
2. Violations issued since last meeting
3. 3/08/2021-4640 Wharf Point was issued a violation for leaving trash next to their vehicles. Issue has been resolved.
4. 2/24/2021-4673 Pleasant Port View was issued a second violation for leaving a Christmas tree by their trash can for an extended period of time. Tenant received first violation rather than the homeowner. Issue has been resolved.
5. 2/23/2021-4694 Wharf Point was issued a violation for not picking up after their pet.
6. Financials
7. 2021 Income: 21046.43
8. 2021 Expenses: 13326.54
9. Status of Roofs
10. Drury has been working on the roofs since 3/29/2021
11. Project is estimated to be completed by the middle of May 2021
12. No complaints from homeowners regarding nails around property
13. Insurance
14. Letter received from State Farm informing the HOA that the deductibles have increased on each building
15. Deductible has risen from $2500 per building to $2908.66 (Notice on increase included)
16. Communication with homeowners
17. Management company has only had a hard time contacting one homeowner
18. Facebook page is set up for communication with neighbors.
19. “Bradley Crossroads”
20. Construction in community
21. Construction is estimated be complete within the next few months
22. Remainder of the asphalt in the community is estimated to be completed by the end of the month
23. Basics
24. Late fees
25. A payment is considered late if it is received by the management company after the 10th of every month or if the post mark date is after the 7th of every month
26. Late fee is $10
27. Late fees are added onto the invoice for the following month.
28. Ex. If a payment for April is received on April 12th and post marked on April 9th, the homeowner will pay the $10 late fee will be added onto the invoice for May.
29. Violations
30. For all violations, a homeowner will receive a warning violation with no fine included and 10 days to resolve the issue before another inspection is performed.
31. Second violation includes a fine of $25
32. Third violation includes a fine of $50
33. An exception to these violations is dog waste violations. If a homeowner does not clean up after their pet and proper proof is obtained, a warning violation is not issued; rather a fine of $25 is immediately imposed.
34. Work order forms
35. If damage is noticed in the community, send in a work order form to management company
36. Allow 3-5 business days for information to be received and processed
37. Work order forms will also be used for submission of renovations to the Board
38. Damage to property
39. Damage to individual lot is the responsibility of the homeowner
40. Homeowners will be issued violations for unsightliness and have 10 days to make necessary repairs before being issued a fine
41. Ex. Broken windows, dents in garage doors, broken light fixtures, etc
42. Fire Hazards
43. Cigarette butts-Dispose of them properly. Do not place in rocks or in planting pots
44. Dryers-clean lint out of dryer traps in order to reduce risk of fire
45. Grills-All charcoal grills are to be kept at least 10ft away from the building. Propane grills cannot have tanks larger than 2 gallons
46. Parking
47. Garages-All homeowners must use their garages for parking rather than storage
48. Guest parking-All parking spots out front are guests parking
49. No parking on Pleasant Port View-violators are subjected to towing by the city
50. No parking on Sun Seeker-violators will be towed by management company
51. There are no and will be no assigned parking spaces
52. Trash Carts
53. Trash carts are to be kept in the garages
54. Wind will blow them away
55. To replace lost trash cans, contact management company. There will be an $80 fee
56. Homeowners are responsible for keeping track of their trash cart numbers that were sent to them in the welcome letter
57. General Information
58. There are 78 units in the community; 20 buildings
59. Homeowners are responsible for exterior lights, exterior doors, windows
60. HOA is responsible for common areas, roofs, gutters, and siding
61. Meetings
62. All homeowner concerns are addresses at upcoming Board meetings.
63. July 6, 2021
64. October 5, 2021
65. Meetings will be held over Zoom due to COVID-19
66. Community/Budget Meeting
67. Purpose: go over and vote on proposed budget for the following year
68. September 7, 2021