

**September 16, 2014**  
**Board Meeting**  
**Canyon Club Condominiums Owners Association**  
**6:30 p.m. Canyon Club Clubhouse**

**AGENDA**

- I. Call to Order**
  - Introduction of Attendees
  - Board Roll Call
  
- II. Approval of July 2014 Board Meeting Minutes and the August 2014 Budget Meeting Minutes**
  
- III. President's Report**
  
- IV. Budget Report**
  - a. Approval of the Long Term Reserve Plan for Fiscal Year 2014-2015
  
- V. Committee Reports**
  - a. Maintenance Report
  - b. Social Committee
    - Oktoberfest Celebration: September 27, 2014; deadline to RSVP Friday September 19, 2014
    - Annual Holiday Party: January 9, 2015
  
- VI. Old Business**
  
- VII. New Business**
  
- VIII. Adjournment**

**Canyon Club Homeowner's Association  
Board Meeting  
July 15, 2014**

Attending BOARD Members:

Lofton Petty – President  
Susan Schubert – Vice President  
Angie Miller – Treasurer  
Bea Fittler-Totth – Secretary  
Jeff Sterkel – Member at Large

The meeting was called to order at 6:30 pm by President Lofton Petty.  
Introductions were made by attendees and the BOARD.

**Approval of May 2014 Board Minutes**

Minutes from the May 20, 2014 Board Meeting were not read, but provided in the meeting packet. A motion was made, seconded and all minutes were approved by the Board as written for the January 21, 2014 Board Meeting.

**Reports**

**Presidents Report – Lofton Petty**

I hope everyone had a safe and enjoyable July 4<sup>th</sup>.

The Board has been busy with the painting project. The carpentry repairs have started and the painting is scheduled to start around the 21<sup>st</sup>. Notices have been posted in the mailroom, emailed to residents and homeowners, and hard copies have been mailed. Please refer to these notices for specific instructions regarding patios and balconies. Updates will be posted in the mailroom and emailed to residents, notices will be posted on doors 48 hours prior to work beginning in that area starting

A couple reminders for everyone. First, all “Fire Safety Equipment Reports” were due by June 15<sup>th</sup>. If you have not done so, get them completed and to Beth in the office. Should the HOA incur any fines for not having these on file, the fines will be passed on to the homeowner. The pool is open, we ask that you obey the rules including the hours of 10 AM to 10:30 PM. Anyone in the pool area outside of these hours is trespassing and the police will be called. Also, the pool area has 24-hour security cameras and anyone caught damaging the pool or any common area will be responsible for paying the repair costs. This also applies to any common area on the premises.

Also, budget-planning time is here again. We will have a few meetings to plan the budget. These meetings are open to all homeowners and we encourage anyone who is interested in how your money is being spent to attend. It is at the final meeting that the Budget Committee will make a recommendation to the Board on the amount of increase in our dues, if any.

Please remember the speed limit in the complex is 10 mph. We have several children around the complex, so keep an eye out for them. School will also be starting soon, so keep a look out for students commuting back and fourth to school.

We wish everyone a wonderful rest of the summer. Our next regular Board Meeting will be September 16<sup>th</sup>. Please watch for notices and emails regarding the Budget Planning Meetings.

## **Budget Report**

Angie did an overview of the budget including the cash on hand, reserves and total liabilities. She also did a brief overview of the budget comparison. Currently, we are running on budget for the fiscal year. She reviewed the Long Term Reserves, which included the deposit paid for the painting project and other expenses paid previously.

## **Committee Reports**

### **Architectural Committee – Kent Litton**

Kent Litton conducted the July walkabout on the 12<sup>th</sup> and was accompanied by Patra Attig. He said 10 of the 20 items on the walkabout list are small things, but they made a point to focus on trees around the complex and identified three different trees, some within patios, that will need attention. He also said there are a few balconies and front patios that need to be addressed as far as storage of items.

He also asked about the mowing by the landscape company, pointing out that the mowing is uneven with some areas looking as if they had been missed. He said he feels they should address this with Metco, the landscape company.

On facings, he said there was a gutter damaged by a truck and there are areas of concrete that need repair.

Patra said there are two trees at unit 108 that will need to be removed, that the owner will need to be notified. There is also a tree by unit 170 that will be removed.

Lofton thanked Kent for his work with the Architectural Committee. He said the Board has decided that rather than spending several thousand dollars every few years to trim trees, spending a smaller amount each year on trimming and maintenance will be easier to budget for. He also said Adam will be meeting with a tree company to get a bid on removing dead branches and addressing any other trees that may need pruning or attention this year. Sarah asked about the bush pruning and asked where the notice of pruning had been placed as some residents were unable to mark their bushes. The notice was placed in the mailroom a few days before.

### **Maintenance Report – Adam Blake**

Adam did a brief overview of the Task Coach Maintenance Request List. Residents can request a full copy from the office.

On the painting project, Jerrilyn Schmidt asked what kind of notice will be given before the painters begin, as there had been no notice for the stucco repairs. Adam said he had preferred better notice had been given to residents for the repairs and said he would address that with Premium Coatings. Jerrilyn also said that workers are not cleaning up after themselves and have left cigarette butts and drink bottles on patios. Adam said he would address this as well.

Adam said mailroom postings would go up to inform residents of progress. He said the start date was now pushed to July 28, 2014 as a hard start date. He reviewed the color palette and said the grey-bronze color had been chosen for the door color. The project will go in phases and colors 1, 2 and 3 have not yet been set, but all aspects will be completed by phase: buildings, carports, etc. for efficiency. He warned that it will get messy during the project, with 3-4 courtyards under construction at any given time.

The question was asked as to how many workers would be onsite and will supervisors be available. Adam said there would be 12-20 workers, with sub-crews for power washing, painting and a finishing crew. Supervisors will be on hand, with a main foreman and a crew leads, which will be wearing bright yellow shirts. The project manager will be onsite occasionally throughout the project, but there will be someone of authority onsite at all times.

The railings will be painted black. There is a mock-up with the black and grey-bronze color near the maintenance office at the back of unit 165. The black was chosen for the traditional wrought-iron appearance, and the paint will be a factory black, not a pigmented black, so it will hold the color longer. The trim will be the beige and similar to what we have now. Carports will be painted in the trim color with black posts. The underside of eaves will also be painted in the trim color. The completion date is estimated at 30-80 days, around the end of September.

Adam urged residents to have neighbors call with any questions or concerns. The Maintenance Department is happy to look at patios and balconies before the painters arrive to determine items that should be moved beforehand.

Holly Harris asked about the wood that had been put up near her unit. Adam said it is part of the decorative trim, which mimics a set of windows without glass.

Adam said that landscaping in courtyards that are being painted will be postponed until painting in that area is completed. He also said he was discussing notices with Premier Coatings. Residents will receive notice at least 48 hours before, but it could be as much as a week. There is a dilemma between too early vs. too late and it may be both notices will go out.

### **General Discussion**

Jerrilyn Schmidt said the sprinkler head at 38's entry near the stairs is not working. Ms. Novin, Vajiheh Shakib's daughter, asked about the landscaping in front of her mother's unit, which has dead bushes and flowers. Lofton said that dead bushes being removed will be replaced in the spring. Sod and turf will be going in after the painting. For any new landscaping, the resident must submit an architectural request. Ms. Novin inquired about a rose garden. Lofton said that a special request like that would be the resident's responsibility. Adam said the sod would follow the painting and that the paint start area had been planned at areas/courtyards with the worst sod so replacement can happen sooner. There will also be new turf and rocks added to the area. Adam also said that for any new landscaping, Maintenance would need to be consulted with as there is a preference for low-maintenance and drought tolerant plant.

Lofton pointed out that there have been delays in addressing all of the issues with landscaping. Some of the delays have been out of their control, but some delays have been necessary due to budget constraints. Putting off shrub replacement until the spring will allow for more sod this year. Any dead bushes that have been removed will be replaced.

Sarah Castleman said the dividing fence near her unit is not connected and needs to be secured. She is worried about painters who might try to climb over it during the painting project. Adam said Maintenance would take a look and did reiterate that some fences may be taken down during the painting to allow access, especially along the water board/west side of the property. He said the water board is hit or miss on allowing access, but that any fences removed would be put back up.

The question was asked about weekend work. Adam said the painting crews would be on site on Saturdays, but not Sundays, unless there is some sort of delay. He also said masking will a full mask of all windows and each building will receive two coats of paint.

Ms. Novin asked about replacing doors. Adam suggested putting in a request before painting starts if they want to have their door painted by the painting crew. He added that paint colors would be available after the project is complete for new doors and touch ups.

Jerrilyn asked what the process would be to keep people from littering in the carport. Lofton said if a resident sees this behavior and knows who it is, they can file a written complaint with the office with the date and time of the

violation. She asked about multiple offenses and Lofton said a 10-day span between violations is a good rule of thumb. Another attendee said that trying to speak with the resident who has been littering could help to resolve the situation as well. Jerrilyn also said there is a resident who is violating pool rules by not accompanying guests to the pool. Lofton pointed out that kind of violation can be difficult to police and Adam said he and the maintenance crew will go through amenity areas during the day and approach people they may not recognize to make sure they should be there and try to keep an eye on who's coming and going. The guest limits for the pool are five guests during the week and two guests on weekends and holidays.

### **Old Business**

None

### **New Business**

None

**Lofton adjourned the meeting at 7:27 pm.**

These minutes are a record to the best of our knowledge of the events. If you have any questions and/or changes, please contact the Canyon Club Office.

# Canyon Club Homeowner's Association

## Budget Meeting

### August 26, 2014

Attending BOARD Members:

Lofton Petty – President  
Angie Miller - Treasurer  
Bea Fittler-Totth – Secretary  
Jeff Sterkel – Member at Large

The meeting was called to order at 6:32pm by President, Lofton Petty.

Introductions were made by attendees and the BOARD.

Lofton thanked the Board and all those who attended.

The objective of tonight's meeting is to approve the budget for the 2014-2015 fiscal year beginning October 1, 2014. Lofton thanked all the residents who had participated in and attended the budget planning meetings.

#### **BUDGET**

Angie addressed the line items that had changed:

#### **Revenue**

- There has been a 3% increase in assessments and the reserve funding remained the same. The remaining income items were unchanged.

#### **Expenses**

- Most of the budget line items would remain the same.
- Some items under the Building line items were decreased: pest control, uniforms and security.
- Grounds Maintenance will see biggest changes:
  - Trees were added in to budget for pruning and removal of dead/overgrown branches to protect buildings and carports.
- There was an increase in Grounds Equipment.
- There was an increase in asphalt and concrete for future issues, as several areas will need attention soon.
- There was an increase in Insurance for the master policy.
- There was an increase in wages and worker's comp.

## GENERAL DISCUSSION

Rosie Wagner pointed out that over the past 11 years dues had increased by 40%, which is a lot of money. Lofton said the board had cut out what they could from the budget, but they also wanted to prevent future assessments if possible. He said \$20-\$25K would be taken from painting and put toward asphalt. Sandy Redman suggested putting some additional funds to fencing, which is currently behind, and Jeff suggested the sewer lines as well.

Jean Shelton said she would rather pay the increase in dues than an assessment and Lofton said the Board is hoping for an even keel and doesn't foresee any major expenditures unless there are emergency repairs that would come up.

Jeff pointed out that for Canyon Club to be able to fund the long term reserve is quite remarkable, especially between the past and the present Board. They have done a great job at saving for capital improvements.

Marilyn Guiver asked if trees, grass and bushes are the only major project. Lofton said turf and sod should be in process, dovetailing the painters.

Sandy also said she would rather pay an increase in the dues than an assessment. She also thanked the Board for their work on the budget. She said it is nice to have a Board that actually attends the budget meetings. Marilyn also thanked the board for their work.

Lofton asked for a motion to approve the budget. A motion was made and seconded and the budget was approved.

**The meeting was adjourned at 6:50pm.**

These minutes are a record to the best of our knowledge of the events. If you have any questions and/or changes, please contact the Canyon Club Office.

## President's Report September 16, 2014

The past couple of months have been busy. During the month of August we had a couple of Budget Meetings to set the budget for the upcoming year, October 1, 2014 through September 30, 2015. A big "Thank You" to everyone who attended and gave their input. When everything was done, we were able to keep our increase in dues to 3 percent effective October 1<sup>st</sup>. This budget was approved at a Special Board Meeting on August 26, 2014.

The painting project is coming along nicely. I know there have been many frustrations and delays along the way. Some of this is due to weather and some because we will not let them proceed until each phase is completed and signed off on. Payment to Platinum is not issued until each phase is complete to our satisfaction.

We are also in the process of getting trees trimmed. This will be happening by the end of this month. This is something that was added to the annual budget. Because of the way things are falling we will trim trees and pay out of the 2015 budget. Future years will happen the same way.

The maintenance department has been busy, not only with their daily chores and painting project, but working on getting the sod put in areas where it was desperately needed. Remember, should you have maintenance issues please report them to Beth in the office so a work order can be sent to maintenance.

It is that time of the year that the trees are changing color. The pool will be closing soon and signs will be posted. Thus before too long we could possibly have snow. Please observe the street parking procedures so as maintenance can keep the streets and sidewalks clear. Please use proper footwear and when on the steps, use the handrails. This is for everyone's safety.

The next Board meeting will be November 18<sup>th</sup>. Have a Happy Halloween!



C/O LCM Property Management  
1776 South Jackson Suite 530  
Denver CO 80210

	Operating	Reserves	Total
<b>CASH</b>			
100100 - Cash Citywide Banks	43,177.67	194.63	43,372.30
100200 - Cash - Debit Card	1,231.77	0.00	1,231.77
100910 - Cash - UBS	0.00	187,249.51	187,249.51
100915 - Cash - UBS CD Accts	0.00	526,000.00	526,000.00
101000 - Petty Cash	160.19	0.00	160.19
<b>TOTAL CASH</b>	<b>44,569.63</b>	<b>713,444.14</b>	<b>758,013.77</b>
<b>DUE (TO)/FROM</b>			
111200 - Due (To)/From Current Year	23,351.27	(23,351.27)	0.00
111250 - Due (To)/From Prior Years	137,130.72	(137,130.72)	0.00
<b>TOTAL DUE TO/FROM</b>	<b>160,481.99</b>	<b>(160,481.99)</b>	<b>0.00</b>
<b>NET</b>	<b>205,051.62</b>	<b>552,962.15</b>	<b>758,013.77</b>
<b>ACCOUNTS RECEIVABLE</b>			
130100 - Assessments Receivable	17,508.44	0.00	17,508.44
130200 - Allowance for Bad Debt Current	(3,000.00)	0.00	(3,000.00)
<b>TOTAL ACCOUNTS RECEIVABLE</b>	<b>14,508.44</b>	<b>0.00</b>	<b>14,508.44</b>
<b>OTHER RECEIVABLES</b>			
140400 - Accrued Int Receivable	0.00	3,973.94	3,973.94
<b>TOTAL OTHER RECEIVABLES</b>	<b>0.00</b>	<b>3,973.94</b>	<b>3,973.94</b>
<b>OTHER CURRENT ASSETS</b>			
150200 - Pre-Paid Ins	3,167.86	0.00	3,167.86
150300 - Prepaid Storm Drain	12,016.76	0.00	12,016.76
<b>TOTAL OTHER CURRENT ASSET</b>	<b>15,184.62</b>	<b>0.00</b>	<b>15,184.62</b>
<b>FIXED ASSETS</b>			
160100 - Furniture & Equipment	47,858.96	0.00	47,858.96
160200 - Accuml Dep Furniture & Equip	(47,858.96)	0.00	(47,858.96)
<b>TOTAL FIXED ASSETS</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>TOTAL ASSETS</b>	<b>234,744.68</b>	<b>556,936.09</b>	<b>791,680.77</b>
<b>LIABILITIES</b>			
<b>ACCOUNTS PAYABLE</b>			
200100 - Prepaid Assessments	24,161.66	0.00	24,161.66
<b>TOTAL ACCOUNTS PAYABLE</b>	<b>24,161.66</b>	<b>0.00</b>	<b>24,161.66</b>
<b>OTHER PAYABLES</b>			
210300 - Prepaid AT&T Lease	15,870.00	0.00	15,870.00
210600 - Salaries Payable	3,430.31	0.00	3,430.31
210700 - Payroll Taxes Payable	487.54	0.00	487.54
210800 - Income Tax Payable	7,602.00	0.00	7,602.00
<b>TOTAL OTHER PAYABLES</b>	<b>27,389.85</b>	<b>0.00</b>	<b>27,389.85</b>
<b>UNEXPENDED INS PROCEEDS</b>			
230100 - Unit 36-Claim Dec 2012	369.31	0.00	369.31
<b>TOT UNEXPENDED INS PROCEEDS</b>	<b>369.31</b>	<b>0.00</b>	<b>369.31</b>
<b>TOTAL LIABILITIES</b>	<b>51,920.82</b>	<b>0.00</b>	<b>51,920.82</b>
<b>EQUITY</b>			

C/O LCM Property Management  
1776 South Jackson Suite 530  
Denver CO 80210

	Operating	Reserves	Total
<b>FUND BALANCES</b>			
301200 - Retained Earnings	130,090.84	532,231.22	662,322.06
Current Earnings	<u>52,733.02</u>	<u>24,704.87</u>	<u>77,437.89</u>
<b>TOTAL EQUITY</b>	<b><u>182,823.86</u></b>	<b><u>556,936.09</u></b>	<b><u>739,759.95</u></b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>234,744.68</u></b>	<b><u>556,936.09</u></b>	<b><u>791,680.77</u></b>



Canyon Club Condominium Owners Assn  
Budget Comparison - Operating Fund  
08/31/2014

C/O LCM Property Management  
1776 South Jackson Suite 530  
Denver CO 80210

Current Mnth Actual	Current Mnth Budget	Current Mnth Variance		Current YTD Actual	Current YTD Budget	Current YTD Variance	Current Year Total Budget
0	183	183	1.902205 Office Supplies-Accounting	(197)	2,013	2,210	2,200
39	00	61	1.902206 Accounting Other Admin	393	2,300	1,607	2,300
0	42	42	1.902500 Computers	219	462	243	500
0	0	0	1.902600 Copier	758	0	(758)	0
0	75	75	1.903180 Dues/Education/Subscriptions	28	825	797	900
(522)	333	855	1.903400 Bad Debt	(522)	3,663	4,185	4,000
0	0	0	1.903500 Petty Cash Expense	522	0	(522)	0
(27)	0	27	1.904999 Other General Admin Expenses	12	0	(12)	0
<b>7,980</b>	<b>6,717</b>	<b>(1,263)</b>	<b>TOTAL GENERAL ADMIN EXP</b>	<b>82,521</b>	<b>85,687</b>	<b>3,166</b>	<b>92,300</b>
			<b>SALARIES</b>				
10,691	11,333	642	1.910100 Wages/Sal - Manager	114,923	124,663	9,740	136,000
836	1,083	247	1.911100 Wages/Sal - Employer Taxes	9,505	11,913	2,408	13,000
158	158	0	1.911200 Wages/Sal - Payroll Processing	1,382	1,738	356	1,900
0	333	333	1.911300 Wages - Workers Comp	3,341	3,663	322	4,000
0	125	125	1.911400 Contract Labor	321	1,375	1,054	1,500
<b>11,685</b>	<b>13,032</b>	<b>1,347</b>	<b>TOTAL SALARIES EXPENSE</b>	<b>129,472</b>	<b>143,352</b>	<b>13,880</b>	<b>156,400</b>
<b>32,072</b>	<b>33,215</b>	<b>1,143</b>	<b>TOTAL OPERATING EXPENSES</b>	<b>326,381</b>	<b>376,315</b>	<b>49,934</b>	<b>409,500</b>
395	(1,073)	1,468	NET OPERATING INCOME/(LOSS)	52,733	1,047	51,686	0

**Approved Long Term Reserve Plan for the Fiscal Year 2013-2014  
Funds Available October 1, 2013 as of 9/15/2014**

Item	Replaces	# Years Useful Life	#Years Expended	Total \$ Accumulated	Current Year Expenses	Total Current Accumulated Balance	Required Annual Reserve
<b>Buildings</b>							
Roofs - All	\$900,000	25	1	\$85,963	\$0	\$85,963	\$36,000
Painting	\$200,000	10	10	\$258,599	\$64,659	\$193,940	\$20,000
Siding/Prepnty repairs	\$75,000	10	10	\$75,000	\$0	\$75,000	\$7,500
Stairways	\$150,000	40	5	\$3,750	\$0	\$3,750	\$3,750
Gutters	\$20,000	20		\$5,000	\$5,000	\$0	\$1,000
HVAC	\$30,000	15		\$4,844	\$0	\$4,844	\$2,000
Electrical	\$15,000	35		\$8,980	\$0	\$8,980	\$430
Carports	\$100,000	40		\$7,500	\$0	\$7,500	\$2,500
<b>Grounds</b>							
Fences	\$100,000	30	21	\$58,926	\$0	\$58,926	\$3,333
Asphalt*	\$60,000	10		\$30,638	\$0	\$30,638	\$6,000
Landscaping	\$35,000	15		\$9,286	\$0	\$9,286	\$9,286
Concrete	\$45,000	5		\$12,265	\$1,300	\$10,965	\$9,000
Sprinkler System	\$12,500	35		\$6,871	\$0	\$6,871	\$350
Sewer System	\$30,000	20		\$9,499	\$10,300	(\$801)	\$1,500
<b>Pool</b>							
Pool/Hot Tub	\$50,000	20	6	\$9,641	\$0	\$9,641	\$2,500
Heaters/Pumps	\$10,000	8		\$6,180	\$0	\$6,180	\$1,250
Furniture	\$2,500	10		\$1,218	\$0	\$1,218	\$250
<b>Laundry/Mailroom</b>							
	\$12,000	10		\$4,270	\$0	\$4,270	\$1,200
<b>Clubhouse</b>							
	\$66,000	25		\$21,228	\$3,199	\$18,029	\$2,640
<b>Large Equipment</b>							
Maintenance	\$40,000	15		\$9,440	\$0	\$9,440	\$2,700
Office	\$1,500	4		\$2,734	\$0	\$2,734	\$375
<b>Contingency</b>							
	\$50,000	10		\$8,324	\$3,324	\$5,000	\$5,000
<b>Totals</b>	<b>\$2,004,500</b>			<b>\$627,120</b>	<b>\$87,782</b>	<b>\$539,338</b>	<b>\$118,564</b>
				<b>Amount To Be Saved 2013-2014 Budget Year</b>	<b>Interest Income</b>	<b>(\$10,000)</b>	<b>\$108,564</b>
				<b>Actual Savings for 2013-2014 in Budget</b>			<b>\$109,067</b>
				<b>Total in Reserve Account as of 9/1/13:</b>			<b>\$627,120</b>



# MAINTENANCE UPDATE!

Adam Blake – September 16, 2014

## PAINTING:

- Sections 1 & 2 are completed at this time and work in section 3 is in progress.
- There have been a few delays at the request of Adam & the Project Manager of Platinum Coatings (Shane) to ensure the overall quality of the job. Delays have not been due to the painting crew missing days or getting off schedule. In fact, the first day the painting crew has not worked (since the beginning of the project on July 28<sup>th</sup>) was last Friday when temperatures were barely 50°. Because of the temperatures Adam requested painting not occur. The only other missed days have been Sundays and Labor Day (all at our request).
- Keep your eyes open for the posted notices and ensure you are reading them. The initial notice has a list of points which are important to you as the resident with regard to responsibilities and preparations. Additional notices provide details about specific work, dates, and time-windows when items such as door-edges and touch-ups will be occurring.
- As a general rule the process occurs as follows:
  - o 48-hour notice is posted in area of work. This is a 48-hour minimum notice, check the date on your notice.
  - o Power-washing of buildings occurs. Generally painting will not begin until the next day.
  - o Painting begins and is a **MULTI-DAY PROCESS** generally lasting 7-10 days in each section.
  - o Once the foreman notifies Adam & Shane of completion a walk-thru of the section is scheduled.
  - o Walk-thru is performed by Adam, Shane & painting foreman to address any details or touch-ups. These items are placed on a punch-list for that section and are addressed accordingly. Typically the crew is actively working on these items as we progress through the walk.
  - o 1-2 days following the creation of the punch-list Adam & Shane will walk the section again to ensure the punch-list items have been addressed. During this time the crew has usually started the process over and is washing/prepping in the next section.
  - o Only after all punch-list items have been addressed and approved is the section considered “complete”.
  - o Carports are done in a similar fashion but on a different timeline as it fits logically into the section progression. Carports are closed for one day to wash and spray the body. In the days following the details such as posts and touch-ups are completed but vehicles may remain in place

**IF YOU HAVE ANY CONCERNS OR QUESTIONS DURING THE PAINTING PROJECT PLEASE CONTACT MAINTENANCE OR THE OFFICE SO WE CAN ADDRESS THEM.**

## SOD REPLACEMENT:

Work on the sod replacement has been in progress for a couple of weeks and sod installation began today. Sections are being addressed by following the same “path” as the painting project to ensure the painting crews don’t damage the new sod. Fortunately many of the areas originally marked as problematic have benefited from our above average rainfall and lower temperatures and have filled-in well naturally. Many of these areas will be getting over-seeded in conjunction with aeration as full replacement is no longer required. There are also a few areas that no longer need attention as they have filled-in quite well.

As sod and seed is installed the areas will be fenced/marked. It is important that no traffic occur while the plants are trying to get established. **Please ensure all pets, children & foot traffic are kept out of these areas** to help ensure the highest success for the new grass. Additionally please do not let pets urinate through the fence and do not dump anything (even water) into these areas as this causes heavy stress to the new turf.