

Arbors COA Meeting Minutes
Board of Directors Meeting
October 19, 2017

Call to Order – 6:28pm

Approval of Agenda – Director McIntyre moved to approve the agenda with the addition of #11 in new business: Financial Audit. Second by Director DeHaven. No dissent. Approved.

Approval of Minutes – Director McIntyre moved to approve the minutes from August 17, 2017 as written. Second by Director Kondris. No dissent. Approved.

Directors present – Juen, Cikanek, McIntyre, Kondris, DeHaven

Members Forum

1. Leaf pickup will occur after all the leaves have fallen.
2. There was a question regarding grills and member wondered if there will be any concessions/leeway with regard to grills. In our declarations, it is clearly noted that no grills are allowed in any patio, deck, etc. It is unknown at this point if electric grills will be allowed. This will need some further investigation before the determination is made.
3. Member discussed the exercise room heat/air not working correctly. We will look into this.

Treasurers Report –

1. Balance Sheet
2. Reserve Fund
3. Operational Savings
4. Income Statement
5. Profit & Loss Detail
6. Wells Fargo Operating Checking
7. Past due accounts – three accounts are behind. We filed one lien due to condo being foreclosed upon. There is one unit where the unit is in probate, but there is no lien due to there being no current owner. The final account was afforded the ability to make payments, but didn't follow through, necessitating a lien to be filed. The board will need to discuss this account during executive session.

State of the Arbors – Unfinished Business

1. Reserve Study – Received quote for Reserve Study – approximately \$3500.00. We are not required to complete a reserve study. We must have a policy stating when the study will be done. We are an aging community, so we will continue to discuss a reserve study among the board.

2. Update of Governing Documents – This was discussed in past minutes. At this time, the updates will not be able to be done unless a dedicated committee comes forward to take this project on.
3. Grills – Notices have been sent regarding no grills. There were 32 grills found on property. Each property that was found to have a grill will receive a letter to get rid of the grill. Member requested that gas grills be approved, and not open flame or charcoal grills. The insurance companies do not allow grills within condo communities any longer – and if a claim is produced based from a fire due to a grill, the claim may not be paid. The cost of insurance if grills are allowed could also increase immensely.
4. Pool – There was a bid for \$3600 to dig out cement and refill to ensure the jets in the hot tub were fixed. We need to figure out what is going on with that. The hot tub stopped being hot, the tiles need to be replace, but it started out working correctly. Then in August, it stopped being hot.
5. Insurance Update – This topic was discussed during the grill discussion.
6. Asphalt – The asphalt company has finished their work. An inspection with the contractor needs to happen.
7. Cintas : Change of Monitoring Service – Cintas is significantly cheaper than the previous monitoring system. We are waiting for some new parts, due to our equipment being very old.
8. Homeowner Emails/Issues – We need to make sure previous emails were answered.
9. Outside Stairways – Previously, a letter was sent (approximately a year ago) regarding stair inspections, but no further inspections have occurred since then. An inspection will occur if the board accepts the bid. He will be looking for rotten wood, loose spindles, concrete steps, etc. A main issue with the concrete steps is that the bolts rust and make them unsafe.
10. Downspouts/Gutters Inspection and repairs – many gutters are pitched incorrectly toward the building that erodes the stucco and can create issues within the walls.

New Business

1. Amend Approved Budget – Need to amend due to insurance costs. We will work on this, and an amended budget will be sent with the disclosures.
2. Policies: Conflict of Interest/Code of Conduct for Meetings/Collection Policy Corrections/Dispute Resolution/Reserve – we need to ensure the policies are on the website.
3. Annual Disclosures – We have to send out annual disclosures to all homeowners within 90 days of the start of the new fiscal year.
4. Pool : Obtain bids for maintenance – We have one bid for pool maintenance. We have another bid coming on November 6th.

5. HUD (expires 4.14.2018) – Coming up again. There is a lot of paperwork, so we'll start this project soon. We complete this so we can have mortgages that are government mortgages.
6. Committee Report on Buildings: (stucco repairs), Violations: (grills, birdfeeders, feeding wild animals) – The committee looked at stucco holes, grills, etc. Director Juen has a call into a stucco contractor, and will get bids. There were 5 people who had bird feeders, which need to be taken care of. People in violation will get letters.
7. Schedule for mailing to homeowners: Disclosures/Policies/Budget Amendment/Loss Assessment Info – Director Kondris will send disclosures approximately 11/15/2017, since they have to be received by 11/30/2017. Loss Assessment information will be included in the packet mailed on 11/15/2017.
8. Corbran's 2018 Snow Contract – Director Juen tried to get ahold of Corbrans regarding increase, but they didn't return her inquiry.
9. Board Education (CCIOA 38-33.3-209.6) Member Education (CCIOA 38-33.3-209.7) – The HOA is allowed to pay for Board Education for the Board members. At the next Annual Meeting, CONO will provide training on how a Board works to the members.
10. Document Organization/Retention/Shredding – Directors Juen and DeHaven have gone through many boxes of previous documents. The files are getting organized. Balanced Bookkeeping should provide records from previous years. We received a quote for document shredding. The company is Federal Document Shredding. They can come next week, and we have a tentative date scheduled. We will possibly consider a community shredding day next year.
11. Financial Audit – Why have we not had an audit since 2014. We had a different type of audit in 2015 – a forensic audit. Not posted on the website due to confidentiality of the contents. The audit should occur by someone other than our tax CPA or bookkeeping company.

Maintenance Issues:

1. Dead trees – There are 3 dead trees that we know of. There will be someone coming to assess the tree situation on Tuesday, October 10/24/2017. We will also look at the stumps, though they are expensive to get removed.
2. 2130 #103 – This has been an on-going issue for a long time. There are bids.
3. Stucco – We need bids for stucco.
4. Drainage (2137) – This is an on-going issue that won't be cheap to correct. Facing Centennial, the water pools in front of the property. The foundation is lower than it should be, and a swale will likely be needed to prevent this water accumulation. We will look at getting the city come out to assess the drainage issues.
5. Flagstone Floor in Clubhouse – Flagstone is bad looking. Needs to be cleaned and sealed. We will contact our cleaning company to see if they can accommodate the cleaning and will seal the stones if they are able.

6. Gutters & Downspouts –

Bids/Board Approvals:

1. Pet Waste Removal – We received a bid from The Poop Happens for \$184 per month to clean the property once a week on Mondays (\$46 per week or \$2392 annually). The previous contract was \$296 month, annual cost of \$3,552. This equate to a savings of \$1,160. A 30-day notice is required to dissolve the previous contract with The Scoop. Director Cikanek moved to accept the bid from The Poop Happens for \$46 per week for animal waste pickup. Second by Director Kondris. No dissent. Motion approved.
2. Cracker Jack Mudjacking – bid to fix the sidewalk that has sunk near 2130, and two other areas where concrete has sunk. The bid was for \$625. Director Cikanek moved to accept the bid from Cracker Jack Mudjacking for \$625 to repair three areas of sunken concrete. Director McIntyre second. No dissent. Motion approved.
3. 2130 #103 Repair Bid – Bid from My Handyman received for repairs to 2130 Alicia Pt. #103. The bid was for \$650, to repair 16 linear feet of the sheetrock and finish and paint appropriately. Director DeHaven moved to accept the bid from My Handyman for \$650 to repair, finish, and paint 16 linear feet of sheetrock at 2130 Alicia Pt. #103. Director Kondris second. No dissent. Motion approved.
4. Gutters & Downspouts – inspection, cleaning, and repair service for all 29 buildings and we have two bids. One bid was for \$285/building or \$8265, the other bid was \$4,100.00. Director DeHaven moved to accept the bid from Intrawest Seamless Inc. for \$4,100.00 to inspect, clean, and repair the gutters and downspouts on all 29 buildings. Director Kondris second. No dissent. Motion approved.
5. CONO HOA Law Day – Training is on 11/11/2017. At this point, we can only have two people in attendance. If this remains, Director Cikanek and Director DeHaven will attend, and if they open it to more people, then we will all attend this training.

Business Conducted after August 2017 meeting:

1. Director Kondris moved to “enter into an agreement with CintAs to provide the Alarm Monitoring Service at a fee of \$1,028 for the first year commencing no later than October 1, 2017.” Director Rand second. No dissent. Motion approved.
2. Director McIntyre moved to “pay Sal Calfa \$386.74 in payment for work he had completed on a common element – the sink drain pipe between upper and lower unit.” Director Juen second. No dissent. Motion approved.

Meeting Adjourned – 8:25pm

Respectfully submitted,

Laurie McIntyre
Board Secretary
Arbors at Mountain Shadows COA