

Arbors at Mountain Shadows COA, Inc.  
Minutes of Board of Directors Meeting  
November 16, 2017

**Call to Order** – 6:43 pm

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

**Approval of Agenda** – Director Kondris moved to approve the agenda as amended to include under New Business, Item 3. Dumpster gate latch; Item 4. Payment book. Second by Director DeHaven. No dissent. Motion approved.

**Approval of Minutes** – Director DeHaven moved to approve the October 19, 2017 minutes as written with a correction to New Business #1: The Board discussed amending the 2017-2018 Budget but concluded that the approved 2017-2018 Budget would stand. Second by Director Kondris. No dissent. Approved.

**Treasurers Report** –

1. Balance Sheet, Reserve and Operating Savings Reconciliations, and Income/Budget Performance.
2. Reviewed invoices, bank reconciliations, the A/R Summary, and Reserve expenditures over the past 2½ years.
3. Reviewed a new format for a Summary Financial Report which was subsequently adopted.
4. Director Cikanek recommended using an Ally Bank savings account for the Reserve Savings to increase interest income.

**Members Forum**

1. The response to the letter requesting grills be removed was good; only 4 homeowners have not yet removed their grills. 2. A member noted that there are many satellite dishes around buildings, some of which are not in use. 3. A member mentioned that some owners/renters have drapes/curtains where the side showing through the window is not white. 4. A member noted that there are places where homeowners have attached items to the stucco. 5. A member asked about getting a light fixture; the fixtures are on back order and are expected to arrive around November 15. It was noted that amending the Declarations should be considered.

**Unfinished Business**

1. CorBran's Snow contract: Due to limited personnel, CorBran's would not be able to enter into a contract with the Arbors for the 2017-18 winter season.

2. After reviewing insurance quotes received, the Board determined to remain with American Family.
3. Asphalt work:
4. Stucco repair: Bids would be open to contractors for consideration. It was suggested that Rainbows End (Ignacio Perea) would be a good contractor for needed stucco repairs; previous work had been excellent.

### **New Business**

1. Assessments deposited at Clubhouse: There are many owners who deposit their monthly check at the clubhouse. After discussion the Board decided to install a drop box in the hall of the clubhouse. Director Kondris moved that the board purchase a drop box with a lock for \$30. Second by Director DeHaven. Motion approved with Director Juen abstaining.
2. Foreclosure options (involving 1 unit). Options were discussed. No decision as to what should be done next but consultation with the association's attorney would be important.
3. Dumpster gate latch: During a strong wind, the gate at Enclosure No. 3 closed and locked a handicapped owner inside. Luckily another homeowner happened by and opened it. It was determined that a gate at each enclosure needs a rope with a handle to pull from the inside to permit someone to exit.
4. Coupon books: The board decided to replace the coupon book with a Payment Record which will result in a saving for the Association. The Payment Record would be included with the Disclosure Letter sent to each homeowner approximately November 15<sup>th</sup>.

### **Bids/Board Approvals**

1. Stairway Inspections: A bid received for stairway inspections was costly. Additional bids should be requested.
2. Landscaping: A bid for snow removal services along with landscaping has been received by Monarch Landscaping & Lawn Care Maintenance. After discussion, Director DeHaven moved that the bid from Monarch Landscaping & Lawn Care Maintenance be accepted with an annual cost of \$26,955.00. Second by Director Cikanek. Motion approved.
3. Collection Policy: Reviewed proposed policy with recommendations noted. The revised policy would be prepared and approved by email.

4. Pool Contract: A bid was received from Hot Tub Heaven for the maintenance of the pool and hot tub. After review, Director DeHaven moved that the Board accept the bid from Hot Tub Heaven. Second by Director Cikanek. Motion approved.
5. Tree Removal: A bid has been received from Front Range Arborist for tree trimming, removal of dead trees and grinding of stumps. The contract was reviewed. Director Kondris moved that the Board accept the bid from Front Range Arborist for tree trimming, removal of dead trees, and the grinding of stumps for the amount of \$1,340.00. Second by Director DeHaven. Motion approved.

Meeting Adjourned at 9:15 pm.