

**DILLON VALLEY WEST CONDOMINIUM ASSOCIATION**  
**BOARD OF DIRECTORS MEETING**  
**August 23, 2018**

**I. CALL TO ORDER**

The meeting was called to order at 6:30 p.m. in the Basic Property Management office.

Board members participating (\*via teleconference) were:

Chuck Montoya, President	Patti Lewis, Vice President,
Chris Heer, Treasurer	Jeff Kirk, Member*
Daniel Schwarz, Member*	Justin Timblin, Member*

Representing Basic Property Management were Gary Nicholds and Eric Nicholds.  
Representing Focus Property Management were Nancy Peters and Heber Rojas. Erika Krainz of Summit Management Resources was recording secretary.

**II. OWNER CONCERNS**

Nancy Peters said the owner of Unit H101 has been informed that he will be fined \$200 (two \$100 fines) because his tenants let their dogs run loose unaccompanied twice.

Patti Lewis motioned to fine the owner of Unit H101 two \$100 fines for animal violations. Jeff Kirk seconded and the motion carried.

Nancy Peters said the owner of Unit H102 has been informed that he will be fined \$100 because his tenant left a dog tied up outside to a concrete block.

Patti Lewis motioned to fine the owner of Unit H102 \$100 for an animal violation. Jeff Kirk seconded and the motion carried.

**II. APPROVAL OF PREVIOUS MEETING MINUTES**

Daniel Schwarz motioned to approve the June 28, 2018 Board meeting minutes as presented. Jeff Kirk seconded and the motion carried.

**III. ELECTION OF OFFICERS**

Jeff Kirk motioned to elect Chuck Montoya as President. Patti Lewis seconded and the motion carried.

Chris Heer motioned to elect Daniel Schwarz as Vice President. Patti Lewis seconded and the motion carried.

Chuck Montoya motioned to elect Chris Heer as Treasurer. Daniel Schwarz seconded and the motion carried.

**IV. FINANCIALS**

Chris Heer reviewed the Balance Sheet as of July 31, 2018:

1. ICS Savings - \$476,812.

2. Total Checking/Savings - \$619,014.
3. Total Current Assets – \$631,053
4. Total Fixed Assets - \$5,003.
5. Total Assets - \$636,057.
6. Total Accounts Payable - \$34,926.
7. Total Other Current Liabilities - \$108,676
8. Total Liabilities - \$143,602. The loan balance was \$93,024.
9. Total Equity - \$492,455, including \$467,298 in the Reserve Fund.
10. Total Liabilities & Equity - \$636,057.

Chris Heer reviewed the Profit & Loss as of July 31, 2018:

1. Total Income - \$1,457 favorable to budget. Parking Permits was unfavorable to budget and Washer/Dryer income was \$2,766 favorable to budget.
2. Total Expenses - \$9,993 favorable to budget. Electric was \$1,820 favorable to budget, Clubhouse Gas was \$1,141 favorable to budget, General Building Expenses was \$1,835 unfavorable to budget, Grounds Maintenance was \$1,513 unfavorable to budget due to timing of projects and Clubhouse Maintenance was \$2,354 unfavorable to budget due to remodeling expenses. Resale Reserve Contribution was \$17,011 unfavorable to budget due to reimbursements to owners who overpaid in the past.
3. Paint - \$40,000 favorable to budget.
4. Siding/Resurfacing – \$37,980 unfavorable to budget, offset by Paint.
5. Clubhouse Upgrades – \$29,977 unfavorable to budget.
6. Total Reserve Expenses – \$7,828 unfavorable to budget.
7. Net Income (Loss) – (\$95,800), which was \$24,860 unfavorable to budget.

Jeff Kirk motioned to approve the financial report. Daniel Schwarz seconded and the motion carried.

## **V. DELINQUENCIES**

Patti Lewis said there were a couple of owners who owe a total of \$900. One owner who was in collections paid \$1,000.

## **VI. PROPERTY REPORT**

Heber Rojas reviewed highlights of the report:

1. The estimate to replace all the lights with LEDs on timers at the end of Building C is \$3,200 for materials and labor.
2. Two lights will be installed on Building I.
3. There as a pinhole leak in a copper pipe caused by a drywall nail. One of Nancy Peters' tenants who is a plumber fixed it in about four hours at a cost of \$600. The drywall repair will be a separate project.
4. Millennial Window threatened to sue for non-payment. Nancy Peters said she was holding payment until the work is completed
5. Simpletexting.com might be a good system for communicating with owners about emergencies such as shutting down the water. Daniel Schwarz will be working on this project.
6. The key making machine needs to be replaced. The cost would be no more than \$600. The Board authorized the purchase to be paid from the Operating budget.

7. The tenant in A106 reported that the deck above his unit was falling apart. Heber Rojas said it is pulling away from the building and will need to be repaired.
8. There were 21 cars tagged and two were towed after 24 hours.
9. There were complaints in Building I about insufficient hot water. A larger pump was installed to shorten the recovery time and there have not been any more complaints.
10. The siding project has been completed for the summer. The trim around the windows that were replaced in 12 units is being painted.

Dan Schwarz motioned to approve the \$3,200 expense for the Building C lights. Jeff Kirk seconded and the motion carried.

## VII. NEW BUSINESS

### A. *Rules Update*

Jeff Kirk reviewed the items that were being addressed:

1. Gates – There should be standardized language. Gates need to be in good condition.
2. Nominations from the Floor – There is not support for this change.
3. Managing Agent – After discussion, no change was made to this section.
4. Use of Common Areas by Renters for Parties –The party room can be used for parties but access to the pool is not allowed.
5. Dumpster - Nancy Peters suggested adding two more dumpsters at Buildings B, H or I. Nancy will email the cost information to the Board.
6. Food at the Pool – Food is not allowed at the pool.
7. Alcohol in Clubhouse – Alcohol is not allowed in the Clubhouse.

Once the rules are finalized, will be posted for 30 days before enforcement begins. They will be posted in English and Spanish in all buildings.

### B. *DVW Website*

Dan Schwarz reviewed the issues with the website:

1. It is not updated frequently.
2. There is not a mechanism for communicating with owners and tenants.
3. It is unsecured. Google Chrome is starting to require websites to be behind an SSL Certificate and be encrypted.
4. He recommended moving the website to Network Solutions. The cost is \$260/year including unlimited email addresses. A list of owners and tenants can be maintained. Another option might be Blue Host.

Dan Schwarz will provide a recommendation.

### C. *Washer & Dryers*

Nancy Peters provided a proposal. The layout would include two triple loaders, two double loaders and three single top loaders and four large capacity dryers and eight single capacity dryers. The first bid for the required infrastructure was \$5,300 but she got the price down to \$2,500 and some of the work has already been done.

She proposed a revenue sharing arrangement with an 80/20 split. Focus would provide the machines and would be responsible for all maintenance.

Chuck Montoya recommended that the Board contact the laundry company CSC that Dillon Valley East. He and Chris Heer will bring information to the next meeting for Board discussion.

*D. Property Tour*

Chuck Montoya provided a list of his findings during his property tour. He asked Board members walk the property and add items as appropriate. He asked Focus to provide a list of proposed projects for next year. He suggested buying a standard gate for the patios and providing them to the owners at cost to ensure consistency. The existing gates will have to be replaced. Bike racks and kayak and paddleboard storage will be discussed at the budget meeting.

Heber Rojas suggested asking the Fire Department to do a property tour to make safety recommendations. He was authorized to proceed.

*E. Meeting to Discuss 2018 Budget*

The budget meeting was scheduled for September 20, 2018 at 6:30 p.m. by teleconference.

**VIII. SET NEXT MEETING DATE**

The next Board Meeting was set for September 27, 2018 at 6:30 p.m.

**IX. ADJOURNMENT**

Chuck Montoya motioned to adjourn at 8:03 p.m.

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_  
Board Member Signature