

**DILLON VALLEY WEST CONDOMINIUM ASSOCIATION  
BOARD OF DIRECTORS MEETING  
October 27, 2022**

**I. CALL TO ORDER**

The meeting was called to order by Dan Schwarz at 6:32 p.m. in the Basic Property Management conference room and via videoconference (\*).

**II. ROLL CALL**

Board members present were:

Dan Schwarz, President

Chris Heer, Secretary\*

Jeff Kirk, Director\*

Parker Wrozek, Treasurer\*

Bryan Brunvand, Director\*

Representing Basic Property Management (BPM) were Gary Nicholds and Eric Nicholds. Representing Focus Property Management was Nancy Peters\*. Erika Krainz of Summit Management Resources was recording secretary.

**III. APPROVAL OF PREVIOUS MEETING MINUTES**

**Motion:** Dan Schwarz moved to approve the September 22, 2022 Board Meeting minutes as presented. Chris Heer seconded and the motion carried.

**IV. OWNER CONCERNS**

BreckCreate and another organization have been authorized to use the parking lot on October 29, 2022 from 3:00 – 8:00 p.m. for a Halloween celebration for the local kids.

Zack Simpson (J103) requested a key for the storage closet next to his unit. Nancy Peters said J103 and J104 have turned over recently and the closet should have been cleaned out. She will check the status and work with the new owners. It is not private secured storage space.

Parker Wrozek asked who is responsible for chimney sweeping. Dan Schwarz said this would be an Association responsibility.

**V. FINANCIALS**

*A. 2021/2022 Year-to-Date as of September 30, 2022*

Parker Wrozek reported that as of September 30, 2022, the Association balances in the Alliance accounts totaled \$310,318, Accounts Receivable were \$95,826, Other Assets were \$36,306, Total Liabilities were \$210,316 and Total Equity was \$244,957.

A loan payment was made.

Income Statement variances year-to-date were:

1. Total Income – \$692 favorable to budget.
2. Total Administrative – \$1,059 unfavorable to budget due to an overage in Professional Services.

3. Total Clubhouse – \$4,348 unfavorable to budget due to overages in Plumbing, Gas and Electric.
4. Total Insurance – \$2,083 favorable to budget.
5. Total Repairs & Maintenance - \$17,613 unfavorable to budget due to overages in General Building Maintenance and Plumbing and Heating.
6. Total Utilities – \$2,582 unfavorable to budget, mainly due to an overage in Gas.
7. Net Operating Income/(Loss) – (\$22,414).
8. Reserve Income - \$285,985 favorable to budget. There has been a \$7,600 Special Assessment discount for early payments.
10. Reserve Expenses - \$152,678 unfavorable to budget due to the expenses for the roofs, foundation repairs and paint.

**Action Item:** Nancy Peters will send a text to owners asking them to turn their thermostats down to 65 when their units are unoccupied.

About 50 owners have not paid the Special Assessment.

**Motion:** Dan Schwarz moved to approve the September Financial Report. Chris Heer seconded and the motion carried.

## **VI. LAUNDRY UPDATE**

CSC has not yet replaced the equipment. Chuck Montoya sent an email. There was \$1,631 in commissions in September. There has been one collection this month and there should have been a second collection yesterday.

Nancy Peters said the service tech was on site and repaired some of the machines. There are two machines still not working due to parts that are on order.

## **VII. DELINQUENCIES**

One owner owes \$2,700 and the account has been turned over to collections, a second owner owes \$2,800, a statement has been sent and they will be turned over to collections next month and a third owner owes \$1,200.

**Action Item:** Chris Heer will talk to Patti Vande Zande about the list of delinquent owners.

## **VIII. WATER REPORT**

Bryan Brunvand reported that water usage was consistent with the third quarter last year at about 40,000 gallons. Building C appears to have a leak.

**Action Item:** Nancy Peters will check for leaks when inspections are done.

## **IX. PROPERTY REPORT**

Nancy Peters reviewed the following items:

1. Noxious weed treatment was done.
2. Focus is monitoring the parking lots. One truck without a permit was towed.
3. The foundation leak repair at C107 appears to be holding.
4. D101 had a broken drain line. A sleeve was installed in the drain line. The owner punchlist has been completed.
5. The indoor hot tub tiling is done. The pump is not yet running.

6. Annual in-unit inspections will start the first week of November. Building C will be done first.
7. Ascent Electric will clean and inspect all electrical panels next month. Nancy Peters anticipates he will identify some repairs needed to mitigate the potential for fire.

**X. OLD BUSINESS**

- A. *Street Signs*  
The safety signs are about \$35 each and are very reflective. The building signs and towing signs should be replaced at a cost of about \$80/building. Brian Brunvand does not think a light source will be necessary. He suggested putting the signs on wood posts.  
**Action Item:** Bryan Brunvand will forward the sign options to the Board.

**XI. NEW BUSINESS**

- A. *Bylaws & Declarations Update*  
This project has not yet been started.
- B. *Rules and Regulations Update*  
This project has not yet been started.

**XII. SET NEXT MEETING DATE**

The next Board Meeting was scheduled for Thursday, December 8, 2022 at 6:30 p.m.

**XIII. ADJOURNMENT**

Dan Schwarz adjourned the meeting at 7:14 p.m.

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