

**DILLON VALLEY WEST CONDOMINIUM ASSOCIATION**  
**BOARD OF DIRECTORS MEETING**  
**August 25, 2022**

**I. CALL TO ORDER**

The meeting was called to order by Dan Schwarz at 6:00 p.m. in the Basic Property Management conference room and via videoconference\*.

**II. ROLL CALL**

Board members present were:

Dan Schwarz, President

Chris Heer, Treasurer

Patti Lewis, Director

Chuck Montoya, Vice President

Bryan Brunvand, Director\*

Owner Joey Webster was a guest at the meeting.

Representing Basic Property Management (BPM) 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.

**III. APPROVAL OF PREVIOUS MEETING MINUTES**

**Motion:** Dan Schwarz moved to approve the June 23, 2022 Board Meeting minutes as presented. Chuck Montoya seconded and the motion carried.

**IV. OWNER CONCERNS**

An individual submitted a complaint regarding the laundry. She is not an owner so it is the owner's responsibility to address the issue.

Chris Heer said the tenant in A106 is experiencing flooding into the window well during periods of heavy rainfall. Eric Nicholds noted that there are drains in the bottom of the window wells. Chris will ask the tenant if the water is penetrating the unit.

Nancy Peters said the roofing company has only been able to work partial days because of the rain. They requested permission to work on Sunday, which she granted. She sent a Simple Text to inform owners of the change in schedule but one owner complained and claimed he did not receive notification. She provided him instructions for signing up for Simple Text.

**V. FINANCIALS**

*A. 2021/2022 Year-to-Date as of July 31, 2022*

As of July 31, 2022, the Association balances in the Alliance accounts totaled \$197,389, Accounts Receivable were \$227,180 for the assessment, Other Assets were \$36,676, Total Assets were \$461,245, Total Liabilities were \$159,053 and Total Equity was \$302,192.

Income Statement variances year-to-date were:

1. Total Income – \$2,481 favorable to budget due to collection of unit washer fees.
2. Total Administrative – on budget.
3. Total Clubhouse – \$3,866 unfavorable to budget due to Clubhouse Maintenance.
4. Total Insurance – \$1,250 favorable to budget.
5. Total Repairs & Maintenance - \$2,886 favorable to budget. Plumbing & Heating and Snow Removal were favorable to budget and Grounds Maintenance was \$5,029 unfavorable to budget.
6. Total Utilities – \$2,433 favorable to budget. Water & Sewer was favorable to budget and Gas was unfavorable to budget.
7. Net Operating Income/(Loss) – \$9,189, which was \$4,576 favorable to budget.
8. Reserve Income - \$294,344 favorable to budget due to the Special Assessment accrual.
10. Reserve Expenses - \$163,499 unfavorable to budget due to the roof expenses (\$12,645).

As of yesterday, \$138,151 has been collected for the Special Assessment.

**Motion:** Chuck Montoya moved to approve the financials. Dan Schwarz seconded and the motion carried.

#### **VI. LAUNDRY UPDATE**

Chuck Montoya has been working with Bob and Jeff from CSC. Jeff is taking care of the machine repairs but is waiting for parts. They vented the two machines that needed it. They have hired someone to do collections. CSC made one collection in July and one in August.

#### **VII. DELINQUENCIES**

Patti Lewis said one owner made a payment of over \$4,000 but still has a balance of almost \$3,000. She will follow up with Patti Vande Zande.

#### **VIII. WATER REPORT**

Bryan Brunvand will have another report in October.

#### **IX. PROPERTY REPORT**

Heber Rojas reviewed the following items:

1. DJ Roofing finished J Building. I Building should be finished tomorrow. The inspector is scheduled to come on Monday to inspect both buildings. Once the inspector gives approval, the final payment can be issued.
2. There was a leak in I304 caused by the roofing project. The insurance company for DJ Roofing will pay for repairs.
3. Two Speed Excavations replaced six window wells. Dan Schwarz commented that the paint was not adhering to the Flex-seal on the grates. He suggested leaving them white.
4. The siding project on the east side of D Building has been completed.
5. The electrical meter for H105 was damaged due to carbon build-up in the main panel. This has occurred in other buildings and is likely to reoccur because the panels are 50 years old. The panels belong to the Association but the meters belong to Xcel. Full replacement of the panels for all buildings is estimated to cost \$40,000 per 18-unit

building. The replacement would take three to four days, during which time there would be no power, permits would be required and it is likely the County would find other items that no longer meet code. Ascent Electrical can could do preventative maintenance, including cleaning out the carbon build-up to prevent shorting and burning and replacing the individual breakers for each unit at a total cost of \$19,200. The work would take about six hours per building. Chris Heer confirmed that there is enough money in Reserves.

**Motion:** Chuck Montoya moved to approve Ascent Electric to do the preventative maintenance for the panels. Patti Lewis seconded and the motion carried.

**Action Item:** Nancy Peters will schedule the contractor to start as soon as possible.

6. Concrete Stabilization Technologies will provide a bid to repair the concrete crack by C104.
7. The G Building soffits will be painted.
8. A key broke off in I Building in one of the security doors. The locksmith got it out.

Dan Schwarz requested a Board member provide a mock-up and cost estimate to replace the property signs at the end of each driveway and adding solar lights. Bryan Brunvand volunteered. Eric Nicholds suggested checking the website Smart Sign.

## X. OLD BUSINESS

### A. *Recap of Annual Meeting*

The meeting went well. Some of the main topics of discussion were the dues increase and Special Assessment. One owner was upset that both were occurring in the same year but another owner pointed out that the dues increase of about 5% was lower than the 9.8% inflation rate. There has not been a Special Assessment since 2008 and there were several years with no dues increases. Owners asked what they can do to keep costs down. Suggestions included proper dumpster use and picking up after pets.

### B. *Website*

The website has been updated.

## XI. NEW BUSINESS

### A. *Property Management Report Storage*

Focus should be posting the property management report in Google drive.

### B. *Property Walks*

Dan Schwarz found the property walks to be disappointing. Chris Heer said there were a lot of little things. Heber Rojas will create a building inspection sheet, tour each building every week and document all items and actions.

### C. *Action Items from Last Two Property Walks*

Dan Schwarz said he and Chris Heer provided a list of items needing repair. Nancy Peters said about 80% - 90% have been completed.

*D. Bylaws & Declarations Update  
This agenda item was not discussed.*

*E. Rules and Regulations Update  
This agenda item was not discussed.*

**XII. SET NEXT MEETING DATE**

The next Board Meeting was scheduled for Thursday, September 22, 2022 at 6:30 p.m.

**XIII. ADJOURNMENT**

Dan Schwartz adjourned the meeting at 7:35 p.m.

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