

**DILLON VALLEY WEST CONDOMINIUM ASSOCIATION  
BOARD OF DIRECTORS MEETING  
December 8, 2022**

**I. CALL TO ORDER**

The meeting was called to order by Dan Schwarz at 6:31 p.m. in the Basic Property Management conference room and via videoconference (\*).

**II. ROLL CALL**

Board members present were:

Dan Schwarz, President	Chuck Montoya, Vice President
Chris Heer, Secretary	Patti Lewis, Director
Bryan Brunvand, Director*	Jeff Kirk, Director

Representing Basic Property Management (BPM) was Gary 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 October 27, 2022 Board Meeting minutes as presented. Chuck Montoya seconded and the motion carried.

**IV. OWNER CONCERNS**

An owner has requested a payment plan for the Special Assessment.

Patti Lewis said the pipes in her ceiling are still banging. Repairs were made but this did not resolve the problem. Heber Rojas believes the cause is a stuck zone valve, possibly in the upstairs unit.

Heber Rojas said a resident complained about the lack of plowing after 2" of accumulation. Heber explained the plowing policy to him.

**V. FINANCIALS**

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

Chris Heer reported that as of October 31, 2022, the Association balances in the Alliance accounts totaled \$280,665, Accounts Receivable were \$81,768, Other Assets were \$12,690, Fixed Assets were \$408, Total Liabilities were \$158,000 and Total Liabilities and Equity was \$408,812.

Income Statement variances year-to-date were:

1. Total Income – \$2,211 favorable to budget due to unit washer fees.
2. Total Administrative – \$1,510 unfavorable to budget due to an overage in Professional Services.
3. Total Clubhouse – \$3,750 unfavorable to budget due to overages in Clubhouse Maintenance, Gas and Electric.

4. Total Repairs & Maintenance - \$20,466 unfavorable to budget due to overages in General Building Maintenance, Plumbing and Heating and Grounds Maintenance. Snow Removal was favorable to budget.
5. Total Utilities – \$5,191 unfavorable to budget. Gas was unfavorable to budget and Water and Electric were favorable to budget.
6. Total Expenses – \$27,929 unfavorable to budget.
7. Net Operating Income/(Loss) – (\$22,643).
8. Reserve Income - \$284,776 favorable to budget due to the Special Assessment.
9. Reserve Expenses - \$63,642 is going into Reserves.

**Motion:** Dan Schwarz moved to approve the October Financial Report. Jeff Kirk seconded and the motion carried.

Chris Heer recommended increasing dues 1% – 2% annually going forward.

## VI. LAUNDRY UPDATE

There were \$1,704 in commissions in November and \$9,265 collected year-to-date compared to \$10,983 last year. Chuck Montoya said the latest from CSC is they will provide new machines by the end of this month. All Board members agreed they were not in favor of extending the CSC contract when it expires.

## VII. DELINQUENCIES

Patti Lewis reported that there was one significant delinquency and one owner in collections.  
**Action Item:** BPM will send a reminder letter to all owners that the Special Assessment is due no later than January 31, 2023.

## VIII. WATER REPORT

The next water report will be provided at the January meeting.

## IX. PROPERTY REPORT

Heber Rojas reviewed the following items:

1. Extra tile for the hot tubs will be kept in inventory for future repairs.
2. A gasket and circulation pump were replaced in the hot tub.
3. There is a hairline crack in one sand filter. A new filter would cost \$3,000. It may be possible to find a used replacement.  
**Motion:** Chuck Montoya moved to approve replacement of the sand filter. The motion was seconded and carried.
4. The cleaning and inspection of the electrical panels has been approved but has not yet been scheduled by the contractor.
5. The foundation work has been approved but has not yet been scheduled by the contractor. Heber Rojas has been in communication with the unit owner.
6. The contractor said no glycol has been added in the system since 2011. It would take 4 – 6 hours to add it to all boiler systems. The cost would be \$2,500 per 55 gallon barrel or about \$3,100 per building plus tax, installed. He will provide a quote to the Board for budgeting purposes. He said there may be a low water cutoff issue causing the noise in Patti Lewis' unit.

**X. OLD BUSINESS**

- A. *Street Signs*  
Bryan Brunvand will send an update to the Board in the next week.

**XI. NEW BUSINESS**

- A. *Bylaws & Declarations Update*  
Chris Heer is working on this project. Gary Nicholds said most changes required by law are addressed in Policies and Procedures.
- 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, January 26, 2023 at 6:30 p.m. The meeting to review the budget was scheduled for Saturday, January 21, 2023 at 11:00 a.m. at the Clubhouse.

**XIII. ADJOURNMENT**

Dan Schwarz adjourned the meeting at 7:45 p.m.

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