

**DILLON VALLEY WEST CONDOMINIUM ASSOCIATION  
BOARD OF DIRECTORS MEETING  
August 24, 2023**

**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**

Dan Schwarz, President\*  
Parker Wrozek, Treasurer\*  
Jeff Kirk, Director  
Patti Lewis, Director\*

Chuck Montoya, Vice President\*  
Chris Heer, Secretary  
Bryan Brunvand, Director\*

Owner Holly Fulton (A104) was a guest at the meeting.

Representing Basic Property Management (BPM) were Gary Nicholds and Eric Nicholds. Representing HM Realty were Heber Rojas, Alan Rojas and Carol Alvarado. Erika Krainz of Summit Management Resources was recording secretary.

**III. APPROVAL OF PREVIOUS MEETING MINUTES**

**Motion:** Dan Schwarz moved to approve the June 22, 2023 Board Meeting minutes as presented. Jeff Kirk seconded and the motion carried.

**IV. OWNER CONCERNS**

1. An owner reported that Unit B102 was using a charcoal grill. The grill was removed by management.
2. Holly Fulton asked about applying for improvement grants and volunteered to research opportunities. Dan Schwarz recommended that she join the Board when there is a vacancy. Chris Heer noted that some grants have a requirement that it benefit the entire community but there could be opportunities for landscaping and pedestrian paths. The Board authorized her to research grants.
3. The owner of D206 asked about renter pets. She was informed that they are allowed but owners are responsible for the behavior of the renter's pets.
4. The owner of H203 reported noise violations and a pet urinating on the deck. Heber Rojas posted a violation notice and notified the unit owner.
5. The owner of I203 passed away in the unit last Saturday and was discovered by the police during a welfare check on Wednesday.
6. There was an email received from an owner regarding radon mitigation. Parker Wrozek noted the fan would need to be quiet so it does not disturb neighboring units.  
**Action Item:** Gary Nicholds will research what has been done in other complexes.  
**Action Item:** Parker Wrozek will respond to the unit owner.

## V. FINANCIALS

### A. 2022/2023 Year-to-Date as of July 31, 2023

Parker Wrozek reviewed the Balance Sheet. Total Cash was \$351,410, Accounts Receivable were \$24,237, Fixed Assets were \$11,573, Other Assets were \$5,596 and Total Assets were \$392,816. Total Liabilities were \$188,927 and Total Equity was \$203,889.

Income Statement variances were:

1. Total Income – \$228,469, which was \$3,064 unfavorable to budget due to lower Washer/Dryer Income.
2. Total Administrative – \$78,796 which was \$4,727 favorable to budget.
3. Total Clubhouse – \$1,658, which was \$6,504 favorable to budget.
4. Total Insurance - \$11,739, which was \$2,239 unfavorable to budget.
5. Total Repairs & Maintenance - \$24,113, which was \$10,637 favorable to budget.
6. Total Utilities – \$88,887, which was \$2,761 unfavorable to budget.
7. Total Expenses - \$205,203, which was \$16,857 favorable to budget.
8. Excess Revenue/Expenses – \$23,266.
8. Reserve Income - \$31,049, which was \$1,976 unfavorable to budget.
11. Reserve Expenses - \$53,605, which was \$20,278 favorable to budget.

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

## VI. LAUNDRY UPDATE

There were no commission payments for June or July. Dan Schwarz hopes to receive commissions for both at the same time.

**Action Item:** Chuck Montoya will call CSC tomorrow to ask about the timeframe for delivery of the new machines.

## VII. DELINQUENCIES

Four owners came current, two owners were sent statements, two are making payments and three are in collections. The past due balance is about \$17,500.

## VIII. WATER REPORT

Brian Brunvand sent the updated report to all Board members. He has calculated projections for next year with assumptions for rate increases. The average annual increase has been around 4%. Building J usage is out of line. Alan Rojas said there are some units with high occupancy, with an estimated 25 people in three units. Dan Schwarz said tracking occupancy is the unit owner's responsibility. If there are unsafe conditions, it should be reported.

## IX. PROPERTY REPORT

Heber Rojas reviewed completed projects.

1. The north and south walls have been completed and the parking lot area has been started.

2. The siding should be done by next week and painting will start the first week of September with completion by mid-September.
3. Fernando put asphalt in all excavated areas. In Building D, a small ridge was added to divert water away from the window well. Leftover asphalt was put in the storage lot entrance at no charge.
4. Two electricians were contacted about the electrical panels in Building G but they were too busy to provide an estimate. Heber Rojas may have a Denver electrician who can provide an estimate but he would charge a \$300 trip fee. There are also some problems finding parts. Heber can try to schedule the electrician by next week. Parker Wrozek felt the affected owners should be offered use of the Clubhouse kitchen or provided a hot plate since they have not had use of their stoves for over a month.  
**Motion:** Dan Schwarz moved to approve a \$300 expense for the electrician to provide and opinion and try to find parts. Jeff Kirk seconded and the motion carried.  
**Action Item:** Dan Schwarz will send notification of the progress to the Building G owners.  
**Motion:** Jeff Kirk moved to purchase two burner hot plates for all affected unit owners. Dan Schwarz seconded and the motion carried.
5. The engineer said it would be less expensive to tear off and rebuild the three decks on Building I than to repair them. It will entail digging new holes and installing new posts. Heber Rojas forwarded a bid of \$36,000 for the tear down and rebuilding.  
**Action Item:** Heber Rojas will solicit two or three more bids and send them to the Board by email for review and a vote.
6. The irrigation blow out is scheduled in mid-September.

## X. OLD BUSINESS

- A. *Street Signs to Replace Wooden Ones*  
This project is tabled until next year.

## XI. NEW BUSINESS

- A. *Bylaws and Declarations Update*  
Chris Heer recommended tabling this project until next year based on upcoming expenses.
- B. *Newsletter*  
Given the low attendance at the Annual Meeting, Chris Heer recommended sending a fall newsletter with updates on current issues such as the financial situation, electrical panel upgrades and painting.  
**Action Item:** Chris Heer will draft a newsletter for Board review.
- C. *Rules & Regulations Update*  
Discussion of this agenda item was tabled since it is tied to the Bylaws and Declarations update.

*D. Glycol in the Heating System*

This project is necessary but there are financial constraints.

**XII. SET NEXT MEETING DATE**

The next Board Meetings were scheduled for September 28, 2023 at 6:30 p.m. and tentatively for December 7, 2023.

**XIII. ADJOURNMENT**

Dan Schwarz adjourned the meeting at 7:47 p.m.

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