

**DILLON VALLEY WEST CONDOMINIUM ASSOCIATION  
BOARD OF DIRECTORS MEETING  
December 7, 2023**

**I. CALL TO ORDER**

The meeting was called to order at 6:30 p.m. in the Basic Property Management conference room and via videoconference (\*).

**II. ROLL CALL**

Dan Schwarz, President\*  
Parker Wrozek, Treasurer  
Bryan Brunvand, Director\*

Chuck Montoya, Vice President\*  
Chris Heer, Secretary\*  
Patti Lewis, Director\*

Owners Holly Fulton (A104)\* and Andrew Blossom (H304)\* were guests at the meeting.

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

**III. APPROVAL OF PREVIOUS MEETING MINUTES**

**Motion:** Chris Heer moved to approve the October 26, 2023 Board Meeting minutes as presented. Dan Schwarz seconded and the motion carried.

**IV. OWNER CONCERNS**

Dan Schwarz has been communicating with an owner in H Building who is very unhappy about the laundry situation. He invited her to attend a Board Meeting.

The Board received an email from the management team regarding their interaction with the owners of H304. The parking issues related to the owners were discussed. He has a one bedroom unit but was issued three parking passes. Per the policy, he is only entitled to two parking passes. He is also renting a space in the storage lot. He said there are issues with access caused by the staff doing work on vehicles in the middle of the lot and the lot not being plowed. It was agreed that new parking passes should be issued for all of Building H. Chuck Montoya noted that there is no requirement to plow the storage lot. If the rent for the space is not paid, the vehicle will be towed. Carlos Rojas recommended issuing new parking passes that are color coded to reflect how many passes are allowed per unit.

**Action Item:** Heber Rojas will provide Andrew Blossom a storage space contract and collect the rent for December.

**Action Item:** Chris Heer and Chuck Montoya will request clarification of the towing law from the attorney.

**Action Item:** Heber Rojas will do an audit of the storage lot and parking passes.

The owner of D201 requested a check of the register in the back bedroom, which does not appear to be working.

Andrew Blossom commented that when the roof was replaced on Building H, some of the gutters and heat tape were not reinstalled. Dan Schwarz said the only gutters that will be replaced going forward are the ones over the doors.

## V. FINANCIALS

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

Parker Wrozek reviewed the Balance Sheet. Total Cash was \$270,987, Accounts Receivable were \$25,690, Fixed Assets were \$11,198 and Other Assets were \$12,780. Total Liabilities were \$130,858 and Total Equity was \$189,797.

Income Statement variances were:

1. Total Income – \$2,290 unfavorable to budget due to W/D income.
2. Total Administrative –\$8,730 favorable to budget due to the Management Contract.
3. Total Clubhouse – \$4,618 favorable to budget.
4. Total Insurance - \$4,477 unfavorable to budget.
5. Total Repairs & Maintenance - \$19,638 favorable to budget.
6. Total Utilities –\$6,305 unfavorable to budget. Water was \$24,327 unfavorable to budget.
7. Total Expenses - \$20,112 favorable to budget.
9. Reserve Income - \$1,751 unfavorable to budget.
10. Reserve Expenses - \$35,444 favorable to budget.

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

## VI. LAUNDRY UPDATE

Chuck Montoya is trying to get the executives at CSC to take action. He wrote a letter to the attorney.

**Motion:** Dan Schwarz moved to remove the laundry as an amenity from the website. Chuck Montoya seconded and the motion carried.

## VII. DELINQUENCIES

Patti Lewis reported that \$8,000 was received from one delinquent owner, \$2,000 was received from a second owner, one owner was sent a delinquency notice and one owner can be sent to collections.

## VIII. WATER REPORT

Brian Brunvand reported that for the third quarter, usage in several buildings jumped up to 200,000 gallons. The per unit cost was \$323/unit for the second quarter and \$380/unit for the third quarter. Eric Nicholds believes the higher cost is due to high occupancy and usage in certain units.

**Action Item:** Dan Schwarz will draft a friendly reminder regarding water conservation to be sent out by group text.

**IX. PROPERTY REPORT**

Carlos Rojas provided a proposal to resolve the parking lot situation using “barnacles” that stick to the windshield using suction cups. The vehicle owner calls the number on the barnacle, pays the fine, receives a code and removes the barnacle. There would not be any cost to the Association.

**Action Item:** Chuck Montoya and Chris Heer will research this option and work with Carlos and Heber Rojas.

Heber Rojas reviewed highlights of completed projects.

1. Installed a heat exchanger in J Building.
2. Replaced two circulation pumps in D Building and the Clubhouse.
3. Starting to paint some hallways. The Association is paying for the materials only.
4. Ice melt has been purchased and put out around the property.
5. Replaced two J Building gate valves.
6. Two storage spaces are available.

**X. OLD BUSINESS**

A. *Grant Funding*

Holly Fulton researched potential grant funding for projects. She and Parker Wrozek met with High Country Conservation. They have up to \$50,000 in grant funding available for energy conservation projects, such as attic insulation and air sealing. He suggested focusing on the buildings that have had roof replacement first. Cold climate heat pumps and EV chargers would also be eligible projects. Grants are available through the first quarter of 2024. Patti Lewis suggested asking if unit door replacement could be covered since there are large air gaps in some areas. Dan Schwarz noted that water conservation, if eligible, would provide the most significant savings.

**Action Item:** Parker Wrozek will do further research on opportunities.

**XI. NEW BUSINESS**

A. *Bylaws & Declarations Update*

This project is on hold due to financial considerations.

B. *Rules & Regulations Update*

This project is on hold as it is related to the governing document update.

C. *Glycol in the Heating System*

**Action Item:** Parker Wrozek will add glycol to the budget for next year.

**XII. SET NEXT MEETING DATE**

The next Regular Board Meeting was scheduled for January 25, 2024 at 6:30 p.m. A budget planning meeting was scheduled for January 20, 2024 at 11:00 a.m.

**XIII. ADJOURNMENT**

Dan Schwartz adjourned the meeting at 8:05 p.m. and convened Executive Session to discuss collections.

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Board Member Signature