

**DILLON VALLEY WEST CONDOMINIUM ASSOCIATION  
BOARD OF DIRECTORS MEETING  
May 22, 2025**

**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\*

Chris Heer, Secretary

Jeff Kirk, Member

Chuck Montoya, Treasurer\*

Patti Lewis, Member\*

Parker Wrozek, Treasurer\* (joined the meeting in progress)

Representing Basic Property Management was Eric Nicholds. Alan Alvarado and Heber Rojas were present representing HM Realty. Erika Krainz of Summit Management Resources was recording secretary.

With five Board members participating, quorum was confirmed.

**III. APPROVAL OF PREVIOUS MEETING MINUTES**

**Motion:** Jeff Kirk moved to approve the April 24, 2025 Board Meeting minutes as presented. Chris Heer seconded and the motion carried unanimously.

**IV. OWNER CONCERNS**

1. F106 is for sale with a pending contract. The new owner contacted Dan Schwarz asking about radon mitigation. He was advised to work with HM Realty.
2. The owner of G303 contacted Dan Schwarz regarding an electric grill. He was told this is allowed at the present time but is subject to changes in insurance restrictions.
3. Owners and tenants are very happy with the new laundry equipment.
4. Chuck Montoya received a call from an owner's guest whose car was booted. She was advised to obtain a visitor parking pass. Heber Rojas suggested sending communication to owners instructing them to provide HM Realty a photo of overnight visitor vehicles.

**V. FINANCIALS**

*A. 2024/2025 Year-to-Date as of April 30, 2025*

Chris Heer reviewed the Balance Sheet as of April 30, 2025. Total Cash was \$235,090, Accounts Receivable was \$5,185, Fixed Assets were \$8,390 and Prepaid Insurance was \$35,400. Other Receivables were \$2,029. Total Assets were \$286,095. Total Liabilities were \$76,075. Total Equity was \$210,020.

Income Statement variances for the year were:

1. Total Income – \$1,079 unfavorable to budget due to lower Parking Permits & Clubhouse Rentals.
2. Total Administrative –\$4,675 favorable to budget.

3. Total Clubhouse – \$2,767 unfavorable to budget due to overages in Clubhouse Supplies, Hot Tub Supplies and Clubhouse Gas.
4. Total Insurance - on budget.
5. Total Repairs & Maintenance - \$64,852 favorable to budget due to savings in Snow Removal and Grounds Maintenance.
6. Total Utilities –\$60,102 unfavorable to budget due to high Trash and Water & Sewer expenses.
7. Net Income – \$13,146 favorable to budget.
9. Reserve Income - \$19,083 favorable to budget due to the Special Assessment.
10. Reserve Expenses - \$74,000 favorable to budget.

There are a few past due owners. The first owner made a payment. Owners 3 – 5 on the report did not make payments this month

**Action Item:** Patti Lewis will follow up with Madison Tomson at the beginning of June regarding the delinquent owners.

*B. Check Register Approval*

**Motion:** Chris Heer moved to approve the April 30, 2025 check register as presented. Dan Schwarz seconded and the motion carried.

**Motion:** Chris Heer moved to approve the April 30, 2025 Financials as presented. Dan Schwarz seconded and the motion carried.

**VI. LAUNDRY UPDATE**

Chuck Montoya reported that laundry revenue was \$1,027 for March and \$1,002 for April. He suggested opening up the laundry room to outside operations to generate additional revenue. Chris Heer noted there could be a restriction in the Declarations regarding use of the facilities for commercial purposes. There was agreement not to open the laundry facilities to non-residents and not to pursue installation of a laundry detergent dispenser.

**VII. WATER REPORT**

Jeff Kirk recommended challenging the Water Department regarding the excessive usage. Patti Lewis and Chuck Montoya volunteered to work with Brian Brunvand on this issue.

**Action Item:** Chuck Montoya will send a communication to the Water District.

**VIII. PROPERTY REPORT**

*A. Stack Door Locks Status*

The locks have not yet been received.

*B. Contract for 2025/2026*

Dan Schwarz will execute the contract.

*C. Project Update*

Alan Alvarado presented the Property Report.

1. The sprinkler system repair was completed.
2. A pump for the outside hot tub failed. The hot tub is currently closed.
3. High Country Aquatech installed a new LED light for the pool.

4. The order for 304 pieces of siding has been placed. The siding replacement is tentatively scheduled to start June 2<sup>nd</sup>.
5. There is one owner with three storage spaces in the lot who has not paid the rent and is not responding to messages.

**Action Item:** Chris Heer will send the owner a letter informing him that his property will be removed if payment is not received.

**IX. OLD BUSINESS**

There was no old business.

**X. NEW BUSINESS**

*A. Annual Meeting Slides*

Dan Schwarz has started working on the Annual Meeting slides and will send links to Board members so they can update their slides online.

*B. Water District Work*

Parking for Buildings H, I and J will be affected by Water District sewer line work in June. The schedule has not yet been finalized. A communication regarding the work should be sent to owners.

*C. Bylaws & Declarations Update*

This project is on hold.

*C. Rules & Regulations Update*

This project is on hold.

*D. Glycol in the Heating System*

This project is on hold.

**XI. SET NEXT MEETING DATE**

The next Board Meeting was scheduled for June 26, 2025 at 6:30 p.m. The Annual Meeting will be held on July 19, 2025 at 10:00 a.m.

**XII. ADJOURNMENT**

Dan Schwarz adjourned the meeting at 7:21 p.m.

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

Date: \_\_\_\_\_