

**DILLON VALLEY WEST CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS MEETING
February 26, 2026**

I. CALL TO ORDER

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

II. ROLL CALL

Dan Schwarz, President

Kyle Gorman, Treasurer

Bryan Brunvand, Member

Chuck Montoya, Vice President*

Jeff Kirk, Member

Parker Wrozek, Member*

Representing Basic Property Management was Eric Nicholds. Heber Rojas, Carlos Rojas, Alan Alvarado and Guillermo. were present representing HM Realty. The minutes were transcribed from recording by Summit Management Resources.

With six Board members participating, a quorum was confirmed.

III. APPROVAL OF PREVIOUS MEETING MINUTES

Motion: Dan Schwarz moved to approve the January 22, 2026 Board Meeting minutes as presented. Jeff Kirk seconded and the motion carried.

IV. OWNER CONCERNS

1. There was a question about the pet policy and if rental tenants are allowed to have pets. Dan Schwarz noted discrepancies in the Declarations and Rules and Regulations and advised that the Association follows the same policy for owners and renters. The Association does not prohibit renter pets, but owners may restrict pets in their leases. The governing documents and Rules will be updated during the next fiscal year.
2. There was a complaint about a neighbor parking in a unit's reserved space. Owners should contact HM Realty immediately regarding parking violations.
3. There was a complaint about a drafty back bedroom. Alan Alvarado reported HM had already filled the affected area with foam and stated the repair should also help prevent pests. The apparent cause of the draft was settling outside of the unit. Insulation may be added if needed.

V. FINANCIALS

A. Financial Report as of January 31, 2026

As of January 31, 2026, the balances were \$87,000 in Operating, \$309,000 in Reserves, \$10,900 in Receivables, \$18,000 in Payables, \$21,000 in Prepaid Assessments, and \$13,000 in Prepaid Insurance. There was \$26,000 in Fixed Assets with \$19,000 in depreciation. Total Income was \$3,000 favorable to budget, due to Laundry income being almost double the budgeted amount. Total Expenses were \$143,000 favorable to budget due to savings in Snow Removal timing of Gas and Electric billing (which will hit later in the month).

Reserve activity remained consistent. Some Reserve projects, including the window wells, have not yet occurred, which contributes to the favorable position.

There were reports of banking and system-related issues affecting some owners, including incorrect charges or payment issues. Any owners experiencing late fees or payment issues should contact BPM.

There was a year-end surplus, largely due to savings in Water and Sewer and credits received from the vendor due to issues in the system. The surplus can be retained (which would incur taxes), refunded to owners, or moved into Reserves. Transferring to Reserves is often recommended, but the tax treatment depends on the Association's tax filing status and owner occupancy mix. Kyle Gorman requested CPA input and recommended including a tax line item in next year's budget.

Motion: Dan Schwarz moved to approve the January financial reports. Bryan Brunvand seconded and the motion carried.

B. Check Register Approval

Motion: Kyle Gorman moved to approve the January 2026 check register. Jeff Kirk seconded and the motion carried.

C. Status of Expected Cost for Reserve Study for Budget

Action Item: Kyle Gorman will include the Reserve Study figure in the budget materials for the next meeting, once he has received the cost.

D. Insurance for 2026/2027

The renewal quote was \$107,000, which was higher than budgeted. Jeff Kirk noted that the increase was still lower than many other associations in the area.

Action Item: Kyle Gorman will include the renewal amount in the next budget draft to determine the effect on dues and Operating budget.

VI. PROPERTY MANAGER'S REPORT

A. Maintenance Updates

1. Unit C104 Leak – There was a domestic hot water recirculation line leak that caused damage to the kitchen ceiling. A temporary repair was completed and a permanent repair is scheduled for next week.
2. Clubhouse Boiler Room Leak – There was a pinhole leak in an older copper pipe in the Clubhouse boiler room. Damage was limited to a small section of drywall and there was no damage to the pool or hot tub equipment.
3. Indoor Hot Tub – The indoor hot tub continues to lose water. Sealer reduced the water loss, but the leak appears to be in the underground circulation piping. The Board agreed to drain the hot tub and to keep it out of service.
4. Clubhouse Storage Tank – One of the older Clubhouse storage tanks is leaking. The leak is not yet critical, but replacement may be needed and sourcing a replacement is becoming more difficult.

- Action Item:** HM will begin looking for a replacement tank so the work may potentially be scheduled in April.
5. Building F Boiler Room – The Building F boiler room remains a critical issue. Andrew from K Mechanical recommended installation of an indirect water heater to replace the existing equipment.
Action Item: HM will obtain and circulate updated pricing so the Board can consider approval by email.
 6. High Water Usage – Two high water usage notices were received. In Building C, the cause was a leaking shower valve, which was repaired. In Building F, the water loss was related to the hot water system leak.
 7. Additional Leaks – HM is still working to identify leaks affecting the units below B102 and J301/J201. The source may be original gate valves or the heat loop piping.
 8. Snow Removal – There were no plowing hours this month.

B. Project Status

1. Puck Vents – The estimate includes \$1,500 in labor plus materials and \$100 for a boom lift rental. Dan Schwarz requested a bid for materials for Building C using the strip vent style installed on the newer buildings.
Action Item: HM will provide pricing for materials and boom lift rental for strip vents at Building C.
2. Window Wells – The estimate to replace the worst window wells is \$5,270 each, including labor, excavation, asphalt patching, the window well and the cover. The Board discussed replacing about half of the listed wells as a first phase. HM is also waiting for Fernando to provide a quote.
3. Sinking Concrete at Clubhouse Garage – The estimated cost is approximately \$1,500 in labor plus about \$2,000 in materials. This project will be revisited in March or April.
4. Fence by Building A – The estimate to power wash and stain the fence near Building A is approximately \$2,500 for materials, with labor to be completed under HM contract hours.
5. Clubhouse Flooring – Replacement of the party room carpet with vinyl plank and in one or two stack entry landing areas was discussed.
Action Item: HM will investigate vinyl plank flooring options for the Clubhouse and return with samples.
6. Building Letters and Parking Signs – Reflective signage was recommended.
7. Gutters and Heat Tape – A verbal estimate from R&M Roofing was \$10,300 for the smaller buildings and \$12,800 for Buildings C and I, including labor, materials and electrical connection work. The Board discussed the need for a long-term solution as freeze-thaw cycles continue to damage the gutters.

VII. COMMITTEE REPORTS

A. Laundry

The laundry income has been about double the budgeted amount.

- B. *Water*
Bryan Brunvand expects to complete the water report and distribute the missing information within the next few days for further discussion at the next meeting.
- C. *Rules & Regulations*
The Rules & Regulations update remains on hold. Dan Schwarz has been working on updates to the storage lot rules.
- D. *Landscaping*
Patti Lewis was not present. Dan Schwarz reported that Patti has on her list to look at planting one tree on the south side of each building and two trees on the north side of Building D as part of the beautification process.

VIII. OLD BUSINESS

- A. *Bylaws & Declarations Update*
This agenda item was discussed under Sections IV.1 and VII.C.
- B. *Rules & Regulations Update*
This agenda item was discussed under Section VII.C.

IX. NEW BUSINESS

- A. *New (Used) Arcade Games*
Bryan Brunvand said the local movie theater is expected to close within the next two years. He suggested purchasing a few arcade games from the theater for the Clubhouse or laundry area as an amenity and potential source of income. Options discussed included a 40-in-1 console, Guitar Hero, Lethal Enforcers and a coin changer. The Board discussed cost, available space, cash handling, monitoring and return on investment. The Board tabled a decision.

X. OWNER FORUM

There were no owner comments.

XI. EXECUTIVE SESSION

There was no Executive Session.

XII. SET NEXT MEETING DATE

The next Board Meeting is scheduled for Thursday, March 26, 2026 at 6:30 p.m.

XIII. ADJOURNMENT

Dan Schwarz adjourned the meeting at 7:29 p.m.

Approved By: _____ Date: _____
Board Member Signature