

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

**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  
Kyle Gorman, Treasurer\*  
Parker Wrozek, Member\*

Bryan Brunvand, Member  
Jeff Kirk, Member  
Patti Lewis, Member\*

Representing Basic Property Management (BPM) was Eric Nicholds. Carlos Rojas was present representing HM Realty. Brian Jewson & Rachel Davis from Aether Electric were guests at the meeting. 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 February 22, 2026 Board Meeting minutes as presented. Jeff Kirk seconded and the motion carried.

**IV. OWNER CONCERNS**

1. The flooring replacement in Unit B102 is complete. The project was finished in approximately four days, saving the HOA around \$4,000 in labor. HM did the majority of the work.
2. The matter involving a broken shower faucet and unit flooding has been referred to legal counsel. The attorney will not respond to the demand letter. The owner will need to pursue the matter in court if further action is desired.

**V. FINANCIALS**

*A. Financial Report as of February 28, 2026*

As of February 28, 2026, the balances were \$128,263 in Operating cash, \$324,629 in Reserves, \$14,700 in Accounts Receivable (with an allowance of \$6,308), and \$6,800 in Prepaid Insurance. There was \$34,000 in Accounts Payable, and \$37,000 in Accrued Payables. Prepaid Assessments totaled \$20,000. Net Income was \$133,000 in Operating and \$39,000 in Reserve. About \$5,000 is due from Reserves to Operating.

Year-to-date Income is \$3,400 favorable to budget, driven primarily by Laundry income. Operating Expenses reflect savings in miscellaneous Administrative line items. Repairs and Maintenance were \$4,000 favorable, as delayed Snow Removal billing offset a Plumbing and Heating overage. Year-to-date Utilities were favorable to by \$100,000 due to earlier Water credits. The overall Operating Surplus was

\$125,000. Reserve Income is favorable, aided by the Special Assessment of \$139,000. Reserve Expenses were \$47,000 favorable, as roof and soffit repairs and window wells have not yet occurred.

**Motion:** Dan Schwarz moved to approve the February 2026 financial report. Jeff Kirk seconded and the motion carried.

*B. Check Register Approval*

The February check register was not available through the Vantaca portal at this time.

**Action Item:** Kyle Gorman will obtain the February check register from Madison Tomson and circulate it for a vote via email.

*C. Status of Expected Cost for Reserve Study for Budget*

Advanced Reserve Solutions submitted a bid of \$3,150 for a basic Reserve Study with enhanced photo documentation available for an additional \$250. The bid from Reserve Data Analyst was \$5,750 or \$7,500 for a three year program and the bid from Reserve Advisors was \$5,750 for a Level 1 study (with available higher tiers).

**Motion:** Kyle Gorman moved to engage Advanced Reserve Solutions for a Reserve Study including enhanced photo documentation at a total cost of \$3,400. Jeff Kirk seconded and the motion carried.

**Action Item:** Kyle Gorman will contact Advanced Reserve Solutions to schedule a property walk-through.

*D. Insurance for 2026/2027*

The Farmers renewal quote was \$114,000, a 43% increase over the previous year, attributable in part to an outstanding claim and industry-wide premium increases. Options included increasing the deductible from \$5,000 to \$10,000 (reducing the premium to \$112,000) or to \$25,000 (reducing the premium to approximately \$106,000). A 5% wind and hail deductible option was not supported, as it would shift too much cost to ownership and the property's location presents meaningful wind exposure. The Association has made one claim in the last ten years.

The Board discussed exploring alternative carriers. Since the policy must be underwritten before month-end, the decision was made to renew with Farmers and to allow time for a competitive market review. A mid-term switch remains possible if a refund of the semi-annual premium can be obtained.

**Motion:** Dan Schwarz moved to renew the policy with an increase to the deductible to \$25,000 for the 2026/2027 policy year. Bryan Brunvand seconded and the motion carried with five in favor and Parker Wrozek opposed.

*E. 2026/2027 Budget Ratification*

The proposed 2026/2027 Budget includes a 5% increase to dues, a 2% increase to the Management Fee, and a Total Operating Expense budget of approximately \$1.1 million (\$1.3 million including Reserves). Insurance, including the Directors & Officers policy, was budgeted at \$117,345. The dues increase takes effect June 1, 2026.

Budgeted Reserve expense items include roof repairs (\$60,000–\$70,000), window wells (\$18,000), boilers (\$40,000–\$50,000), Building J parking lot resurfacing (\$30,000, pending quotes) and a Bylaws and Declarations Update (\$15,000). Reserve Income is budgeted at \$208,000 and Reserve Expenses at \$178,000, for a projected Net Surplus of \$30,000. Working Capital remains at \$10,000.

The budget will be ratified at the April 23, 2026 Board of Directors Meeting.

**Motion:** Parker Wrozek moved to approve the proposed 2026/2027 Budget as presented. Dan Schwarz seconded and the motion carried unanimously.

**Action Item:** Kyle Gorman will send the finalized budget to Madison Tomson for distribution to owners via email and mail, including notice of the April 23, 2026 Budget Ratification meeting.

## VI. PROPERTY MANAGER'S REPORT

### A. Maintenance Updates

1. Clubhouse Hot Water Storage Tank – KM Mechanical estimated \$8,000 to replace the leaking storage tank, including removal, disposal, and new piping.  
**Action Item:** The Board will vote on approval via WhatsApp.
2. Unit C104 Leak – Repairs to Unit C104 are complete. The leak originated at a PVC to copper connection. Special parts were required.
3. Indoor Hot Tub – The hot tub remains out of service. All accessible leak points have been sealed. The leak may be in the underground circulation piping.
4. Building F Water Heater – The options are to replace the storage tank only with no warranty for \$20,000 or to replace the storage tank with a new indirect water heater, expansion tank, and updated piping with a six-year warranty at \$25,000.  
**Motion:** Jeff Kirk moved to approve the Building F water heater replacement with a new indirect water heater and six-year warranty at \$25,000. Bryan Brunvand seconded and the motion carried unanimously.
5. Drain Maintenance – Drains were cleared by Ace Sewer at Units G106, I102, and D303 due to hair buildup and a possible sewer backup.  
**Action Item:** HM Realty will send owners a reminder regarding basic drain maintenance, including the use of a manual drain snake for hair buildup and advising against the use of chemical drain cleaners.
6. Snow Removal – Six hours were logged for the month.
7. Unit D101–Re-leveling and concrete work will be scheduled for summer.
8. Pest Control – Inspections are on schedule.
9. Water Usage – No high water usage reports were received this month.

### B. Project Status

1. Stack Entry Flooring – Smart Core Pro pine finish vinyl plank flooring is waterproof, interlocking, and estimated to cost \$100 per landing.  
**Motion:** Dan Schwarz moved to proceed with Smart Core Pro pine finish vinyl plank installation in one stack entry landing as a pilot. Bryan Brunvand seconded and the motion carried.

**Action Item:** HM will purchase Smart Core Pro pine finish vinyl plank flooring for one stack entry landing and coordinate installation.

2. Clubhouse Party Room and Stairway Flooring – The work would be scheduled during the off season, with labor covered under HM contract hours.

**Action Item:** HM Realty will obtain pricing for Clubhouse party room and stairway carpet replacement and submit to the Board for approval via WhatsApp.

## VII. COMMITTEE REPORTS

### A. *Laundry*

The laundry equipment is functioning well with no reported issues.

### B. *Water*

No high water usage reports were received this month. Water use restrictions and rate increases are anticipated this summer due to drought conditions.

### C. *Rules & Regulations*

The Rules & Regulations update is planned for the upcoming fiscal year.

### D. *Landscaping*

Quotes have been requested from two landscaping vendors. Concerns were noted about committing to new tree plantings given anticipated water restrictions this summer. Quotes will be available for Board review within the week.

### E. *Landing & Clubhouse Flooring*

This agenda item was discussed under Section VI.B.

## VIII. OLD BUSINESS

### A. *Refrigerator Magnets / Contact Information*

Purchase of refrigerator magnets (\$0.50 each for 100–200 units) was deferred.

**Action Item:** Carlos Rojas will update the contact information sheets for each stack entry with current HM Realty contact information in a large, readable format.

### B. *Bylaws & Declarations Update*

This agenda item was discussed under Sections V.E and VII.C.

### C. *Rules & Regulations Update*

This agenda item was discussed under Sections V.E and VII.C.

## IX. NEW BUSINESS

### A. *Annual Owners Meeting*

The Annual Owners Meeting is scheduled for July 18, 2026. Jeff Kirk and Patti Lewis confirmed their intent to stand for re-election and Bryan Brunvand confirmed he will be moving but he will remain on the Board.

**B. Guest Presentation - Electrical Inspection Program**

Brian Jewson of Aether Electric presented a membership-based electrical safety inspection program to the Board. He noted aging electrical infrastructure throughout the community, including the absence of GFI protection in many units, improperly bonded grounds and neutrals, loose panel connections, and a lack of arc fault protection. These issues are consistent with construction dating to the late 1970s and early 1980s. Units are grandfathered and owners are not legally required to make upgrades, though the conditions present fire and shock hazards.

Under the program, unit owners would receive a free electrical inspection and a one-year membership offering 15% off labor. All contracts are between the electrician and the individual owner and the Association bears no liability. Reports would be provided to both the owner and the Board using a red/yellow/green classification system. Approximate repair costs: GFI/arc fault receptacles -\$40 each, breakers -\$65-\$80 each, with a full kitchen and living area upgrade estimated at approximately \$2,000 maximum per unit. The Board noted the value of having a responsive, vetted local electrician available on short notice.

**Motion:** Dan Schwarz moved to have Jeff Kirk coordinate with the electrician and BPM to communicate the program to homeowners via email. Jeff Kirk seconded and the motion carried.

**Action Item:** Jeff Kirk will work with the electrician and BPM to draft and send a communication to homeowners regarding the free electrical inspection program.

**X. OWNER FORUM**

There were no owner comments.

**XI. EXECUTIVE SESSION**

The Board convened Executive Session at 8:18 p.m. to discuss legal matters and delinquencies and reconvened Regular Session at 8:19 p.m.

**XII. SET NEXT MEETING DATE**

The next Board Meeting is scheduled for Thursday, April 23, 2026 at 6:30 p.m. The primary agenda item will be Ratification of the 2026/2027 Budget.

**XIII. ADJOURNMENT**

Dan Schwarz adjourned the meeting at 8:20 p.m.

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

Board Member Signature