

**DILLON VALLEY WEST CONDOMINIUM ASSOCIATION**  
**BOARD OF DIRECTORS MEETING**  
**April 23, 2026**

**I. CALL TO ORDER**

The meeting was called to order by Dan Schwarz at 6:32 p.m. in the Basic Property Management conference room and via videoconference (\*).

**II. ROLL CALL**

Dan Schwarz, President  
Kyle Gorman, Treasurer  
Patti Lewis, Member\*

Bryan Brunvand, Member\*  
Chuck Montoya, Member\*

Representing Basic Property Management (BPM) was Gary Nicholds. Carlos Rojas was present representing HM Realty. The minutes were transcribed from recording by Summit Management Resources.

With five Board members participating, a quorum was confirmed.

**III. APPROVAL OF PREVIOUS MEETING MINUTES**

**Motion:** Dan Schwarz moved to approve the March 26, 2026 Board Meeting minutes as presented. Kyle Gorman seconded and the motion carried.

**IV. OWNER CONCERNS**

No owner concerns were received. The electrical inspection program was mentioned.

**Action Item:** Jeff Kirk will finalize the letter to owners regarding the electrical inspection program and will send to Brian Brunvand to review the letter before it is sent to the Board.

**V. FINANCIALS**

*A. Financial Report as of March 31, 2026*

As of March 31, 2026, Operating cash stood at \$161,000 with a Reserve balance of \$350,000 across two accounts. Net receivables totaled \$5,200 and total payables were \$74,000. There were favorable variances in Laundry income (\$5,600), Administrative (\$6,200), Snow Removal (\$13,000) and Repairs and Maintenance (\$10,262). Total Expenses were \$146,000 favorable to budget. Operating net income was \$156,000. Reserve income was \$558,000 favorable to budget, including \$144,000 in Special Assessments. Reserve expenses were \$47,000 favorable to budget. Year-to-date total net income was \$219,327.

**Motion:** Dan Schwarz moved to approve the March 2026 financial report. Chuck Montoya seconded and the motion carried.

*B. Reserve Study Update*

The Reserve Study contract has been signed and the invoice approved. A site visit with Richard Hirsch to review fixed assets has not yet been scheduled. The visit is expected to take several hours.

**Action Item:** Kyle Gorman will notify the Board once the Reserve Study site visit date is confirmed.

C. *2026/2027 Budget Ratification*

Dan Schwarz said the budget was sent to owners and there were no questions.

**Motion:** Dan Schwarz moved to ratify the 2026/2027 Budget as presented to owners. Kyle Gorman seconded and the motion passed unanimously.

D. *Check Register Approval*

Kyle Gorman reviewed the February and March bank register reports and confirmed that all checks were recorded correctly and paid to the appropriate vendors.

**Motion:** Dan Schwarz moved to approve the February 2026 and March 2026 check register. Chuck Montoya seconded and the motion carried.

## VI. PROPERTY MANAGER'S REPORT

A. *Maintenance Updates*

1. Building F Water Heater Project – KM Mechanical scheduled the project for next week, with parts and materials on site. Work is expected to begin Monday and be completed by Tuesday or Wednesday. Hot water will be offline during the project.
2. Clubhouse Hot Water Storage Tank – KM Mechanical completed replacement of the Clubhouse hot water storage tank. The building is fully operational, and the old tank was disposed of at the local landfill at no cost.
3. Indoor Hot Tub – The hot tub is still out of service.  
**Action Item:** Carlos Rojas will contact American Leak Detectors to locate the indoor hot tub leak.
4. Outdoor Hot Tub – The hot tub is still out of service. A new pump has been received.  
**Action Item:** HM Realty will install the new outdoor hot tub pump.
5. Parking Enforcement – Several vehicles were booted and two were towed during the reporting period. Ten vehicles were booted the prior week.
6. Laundry Equipment – A card reader issue was resolved by rebooting the internet router.
7. Dump Runs – Additional dump runs were conducted due to residents leaving furniture near the dumpsters upon move-out.
8. D202 Stack Entry Flooring – LVP flooring was installed in the D202 hallway at a material cost of approximately \$450–\$500, with labor covered under HM Realty's monthly hours. The Board expressed interest in using the same material in the Clubhouse party room, noting the flooring's durability and scratch resistance.  
**Action Item:** Carlos Rojas will provide cost and labor estimates for Clubhouse party room flooring replacement.
9. Unit D101 Drain – A drain blockage was cleared with no further concerns reported.
10. Pest Control – Inspections are current for all buildings requiring service.

11. Manager Unit Renovations – Renovations to the manager unit are planned for July, including LVP flooring, bathroom updates, and kitchen cabinet work.  
**Action Item:** Carlos Rojas will submit cost information to the Board.
12. Landscaping and Irrigation – Lawn aeration, fertilization, and irrigation are scheduled for May. Current water restrictions allow up to two watering days per week, with some areas to be hand-watered as needed and limited use of large sprinklers.

*B. Project Status*

1. Outdoor Hot Tub Fence – Fencing adjacent to the outdoor hot tub was repaired and new siding was installed in deteriorated areas.
2. Trash Walks – HM Realty continued regular trash walks and the property is reported to be in good condition.
3. Property Walkthrough – Dan Schwarz intends to visit the property this week to assess the condition of the complex
4. Pending Quotes – It was noted that quotes are pending for several projects, including stack entry flooring.  
**Action Item:** Carlos Rojas will obtain quotes for pending projects.
5. HM Realty Contract – Financial figures for the HM Realty contract have been reviewed. The contract is expected to be finalized within the next few days.  
**Action Item:** Dan Schwarz will finalize the HM Realty contract and forward it to Alan and Heber for signature.

## VII. COMMITTEE REPORTS

*A. Laundry*

No significant issues were reported. All machines are currently operational.

*B. Water*

The most recent water report has been distributed. The next report is expected in July.

*C. Rules & Regulations*

This agenda item was discussed under Section VIII.B

*D. Landscaping*

Patti Lewis is coordinating with Mountain Works Landscape to obtain a quote for tree planting near Buildings D and H. The Board discussed concerns regarding planting viability under current water restrictions, noting that additional manual irrigation may be required.

**Action Item:** Patti Lewis will meet with Mountain Works Landscape and will report findings to the Board.

**Action Item:** HM Realty will assess supplemental irrigation options if planting proceeds.

*E. Landing & Clubhouse Flooring*

This agenda item was discussed under Section VI.A.8.

**VIII. OLD BUSINESS**

*A. Bylaws & Declarations Update*

Jeff Kirk has been researching the cost and timeframe for the Bylaws and Declarations revision. Dan Schwarz would like to commence the revision process in May or June.

**Action Item:** Jeff Kirk will provide an update on the cost and timeframe for the Bylaws and Declarations revision at the next Board meeting.

**Action Item:** Gary Nicholds will contact the attorney to inquire about cost and timeframe for the Bylaws and Declarations revision.

*B. Rules & Regulations Update*

The revision remains on hold. No further updates were reported.

**IX. NEW BUSINESS**

*A. Annual Owners Meeting*

Dan Schwarz confirmed his attendance at the Annual Owners Meeting.

**Action Item:** Dan Schwarz will complete the Annual Owners Meeting presentation slides for Board review prior to the next meeting.

**X. OWNER FORUM**

There were no owner comments.

**XI. EXECUTIVE SESSION**

The Board convened Executive Session at 6:57 p.m. to discuss legal matters and delinquencies.

**Action Item:** Patti Lewis will instruct Madison Tomson to file a lien on DVW102406 if the owners do not make a payment by the end of the month.

**XII. SET NEXT MEETING DATE**

The next Board Meeting is scheduled for Thursday, May 28, 2026 at 6:30 p.m.

**XIII. ADJOURNMENT**

Dan Schwarz adjourned the meeting at 7:05 p.m.

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

Board Member Signature