

**DILLON VALLEY WEST CONDOMINIUM ASSOCIATION  
BOARD OF DIRECTORS MEETING  
February 27, 2020**

**I. CALL TO ORDER**

The meeting was called to order by Dan Schwarz at 6:39 p.m. in the Basic Property Management office.

**II. ROLL CALL**

Board members participating (\*via teleconference) were:

Dan Schwarz, President*	Chuck Montoya, Vice President*
Chris Heer, Treasurer*	Bryan Brunvand, Director*
Jeff Kirk, Director	Patti Lewis, Director

Representing Basic Property Management was Gary Nicholds and Representing Focus Property Management was Heber Rojas. Erika Krainz of Summit Management Resources was recording secretary.

**III. APPROVAL OF PREVIOUS MEETING MINUTES**

**Motion:** Chuck Montoya moved to approve the January 23, 2020 Board meeting minutes as presented. Dan Schwarz seconded and the motion carried.

**IV. OWNER CONCERNS**

The owner of F201 reported that the resident in F301 dumped dog urine on the deck, which leaked onto his deck. Focus cleaned up and the owner was fined and billed for the cleaning.

The resident in J105 reported that someone has been parking in her spot. She was advised to contact Focus. Heber Rojas said one car was towed and violations were issued.

**V. FINANCIALS**

Chris Heer reported that the loan was paid off in January. She reviewed the Balance Sheet as of January 31, 2020:

1. Total ICS Savings - \$323,429
2. Total Other Cash - \$219,592
3. Total Checking/Savings - \$543,021
4. Total Current Assets - \$561,118
5. A/P - \$23,017
7. Total Liabilities - \$43,169
8. Total Liabilities & Equity - \$563,979

Chris Heer reviewed the Profit & Loss as of January 31, 2020:

1. Total Income - \$568,687, which was \$12,762 favorable to budget. Unit Washer Fees were \$3,540 favorable, Parking Permits were \$2,079 favorable and Washer/Dryer Income was \$8,063 favorable.
2. Total Expenses – \$532,732, which was \$22,906 favorable to budget. Insurance was \$2,140 favorable, Water & Sewer was \$3,559 favorable, Electric was \$1,385 favorable, Gas was \$12,138 favorable, General Building Maintenance was \$7,762 unfavorable, Plumbing &

Heating was \$7,032 favorable, Total Building was \$2,326 unfavorable, Pest Control was \$3,850 unfavorable, Snow Removal was \$5,715 favorable, Clubhouse Maintenance was \$1,947 favorable, Pool & Hot Tub Maintenance was \$2,537 unfavorable and Total Clubhouse & Recreational was \$1,644 unfavorable.

3. Net Operating Income – \$35,956, which was \$35,668 favorable to budget.
4. Reserve Income – \$140,305, which was \$2,128 favorable to budget.
5. Reserve Expenses – \$200,504, which was \$36,254 unfavorable to budget.
6. Net Reserve Income – (\$60,200), which was \$34,127 unfavorable to budget.
7. Combined Operating and Reserve Income – (\$24,244) loss, which was \$1,541 favorable to budget.

**Motion:** Jeff Kirk moved to accept the financial report. Chuck Montoya seconded and the motion carried.

#### **VI. LAUNDRY UPDATE**

Dan Schwarz said the collection for January was \$3,310, the largest amount thus far.

#### **VII. DELINQUENCIES**

Patti Lewis will be following up on delinquencies with Patti Vande Zande and email the Board if any action is required.

#### **VIII. WATER REPORT**

Bryan Brunvand did not have a report.

#### **IX. PROPERTY REPORT**

Heber Rojas reviewed the following:

1. Building J had two large holes in the copper pipes in J106 and between J201 and J101. Both holes were repaired with new sections of pipe. There is some ceiling drywall damage in J101 and J201. The carpet and floor in J106 were very wet. The main lines in the building were replaced with Pex a few years ago.
2. Heber Rojas will establish a What's App group for the Board to send photos, videos and have live chats.
3. Building H roof had a leak. A roofer was called to remove the ice. The shingles were damaged and were replaced. The drywall in the affected unit will be repaired tomorrow. All attics in the building were checked and no other leaks were identified.
4. The hot water tank in Building H was replaced under warranty at no cost.
5. There have been 37 hours of plowing.
6. There is a large leak in the outdoor hot tub. It is losing about 1' of water each night. American Leak Detection will be on site tomorrow to locate the source of the leak. They charge \$600 for the first two hours of work.
7. The original quote for new ATV with a plow was \$21,668. It was possible to negotiate a discounted price of \$17,228 including the plow by participating in a bulk. The old ATV can be sold for \$2,500 - \$3,000.
8. Heber Rojas suggested removing some of the snow from the roofs to prevent leaks and reduce the snow load weight.
9. There is a hole in a copper pipe outside the bathrooms in the Clubhouse. It will be repaired next week.

**Motion:** Chuck Montoya moved to approve purchase of the new ATV. Jeff Kirk seconded and the motion carried.

**Action Item:** Heber Rojas will advertise the old ATV for \$4,000 so he has room for negotiation.

**Motion:** Jeff Kirk moved to have roof snow removed as necessary. Chuck Montoya seconded and the motion carried.

**X. OLD BUSINESS**

There was no Old Business.

**XI. NEW BUSINESS**

A. *Management Contract*

Chuck Montoya is negotiating the new Management Contract and will forward it to the Board once he has received the rates for labor and plowing from Focus.

**XII. SET NEXT MEETING DATE**

The next regular Board Meeting will be Thursday, March 26, 2020 at 6:30 p.m.

**XIII. ADJOURNMENT**

**Motion:** Dan Schwarz moved to adjourn at 7:18 p.m.

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

Board Member Signature