

**DILLON VALLEY WEST CONDOMINIUM ASSOCIATION  
BOARD OF DIRECTORS MEETING  
February 28, 2019**

**I. CALL TO ORDER**

The meeting was called to order at 6:30 p.m. in the Basic Property Management office.

Board members participating (\*via teleconference) were:

Chuck Montoya, President	Chris Heer, Treasurer
Jeff Kirk, Member*	Dan Schwarz, Member
Patti Lewis*	Justin Timblin, Member*

Owners Jerry Koelsch (H206) and Daniel Grabacki & Leah Terrell (B204) were guests at the meeting. Justin Center of Summit Air Solutions was present.

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

**II. OWNER CONCERNS**

Daniel Grabacki presented some ideas to improve plowing:

1. Use the small plow on the ATV to pull back the snow from the side of the building so it can be plowed away using the larger plow. Heber Rojas said the ATV does not have enough power or traction to pull snow backwards. The Association would have to purchase a mid-sized Bobcat to remove snow in that fashion and it would increase the time required to clear the lot.
2. Improve email communication. Dan Schwarz said he would like to add a contact management system to the website for sending regular communications to owners. Adding functionality for email and automatic translation from English to Spanish will be an additional cost. Heber Rojas pointed out that email blasts to owners would not be very effective since many units are renter occupied.
3. Add a striped area at the bottom of each staircase to the parking lot to allow for ADA access. Nancy Peters noted that there are not enough parking spots as it is and striping areas would reduce the number of spaces. Chuck Montoya said as soon as there is a resident who needs ADA access, the Board will take action.

Chuck Montoya summarized that the Board is working to identify the most effective solution. Plowing will continue to start after 9:00 a.m. If there are still cars parked in the lot, Focus should knock on doors but the Board will continue to explore options.

Jerry Koelsch said he was having a problem with removing steam from his west bathroom. He discovered that the vent pipe was not connected because it was about 12” too short. He believes the siding contractor pulled out the pipes, threw them in a pile and reinstalled the pipe sections in the wrong units. He is concerned about mold developing. Heber Rojas suggested putting a camera in all vents in the spring to determine if this situation exists in other units. Justin Center of Summit Air Solutions was asked to provide an estimate for repairing Jerry’s unit.

### III. APPROVAL OF PREVIOUS MEETING MINUTES

**Motion:** Jeff Kirk motioned to approve the January 24, 2018 Board meeting minutes as presented. Dan Schwarz seconded and the motion carried.

### IV. FINANCIALS

Chris Heer reviewed the Balance Sheet as of January 31, 2019:

1. ICS Savings - \$476,933
2. Other Cash - \$168,235
3. Total Cash - \$645,168
4. Total Assets – \$658,953
5. Total Liabilities - \$158,443. A/P was \$36,640 and the Alpine Bank line of credit was \$72,501.
7. Total Equity - \$529,600
8. Total Liabilities & Equity - \$654,953

Chris Heer reviewed the Profit & Loss as of January 31, 2019:

1. Total Income - \$8,518 favorable to budget. Washer/Dryer income was \$7,350 favorable to budget.
2. Total Expenses - There were favorable variances in Insurance, Electric, Gas, General Building Maintenance, Clubhouse Plumbing & Heating, Clubhouse Electric and Clubhouse Gas. There were unfavorable variances in Water & Sewer, Plumbing & Heating, Total Grounds Maintenance, Clubhouse Maintenance and Total Clubhouse & Recreational.
3. Net Ordinary Income - \$20,334, which was \$14,644 favorable to budget.
4. Reserve Income - \$23,602 unfavorable to budget.
5. Reserve Expenses – \$10,377 favorable to budget. Paint, Siding/Resurfacing and Parking Lots were unfavorable to budget and Boiler System Replacement was favorable to budget.
6. Combined Operating and Reserves Net Income – (\$40,213), which was \$1,419 favorable to budget.

**Motion:** Dan Schwarz motioned to accept the Financial Report. Justin Timblin seconded and the motion carried.

### V. DELINQUENCIES

There were no owner delinquencies.

### VI. PROPERTY REPORT

Heber Rojas reviewed highlights of the report:

1. The Building B hot water storage tank was replaced.
2. The Building I heat exchanger was replaced.
3. Two contractors looked at the concrete settling at Building J. CST provided a bid to inject expanding polymer to fill the void and lift the concrete at a cost of \$3,400. Chuck Montoya believes the concrete will need to be removed, new fill added and compacted and the concrete replaced. There are three other landings that have the same issue but not to the same degree.

- Action Item:** Nancy Peters will call Rod Martins Basement Systems about providing a second opinion.
4. Ordered three pallets of ice melt.
  5. Pin hole leaks in the J204 pipes resulted in water leaks in the ceiling of J104. Focus made repairs to the ceiling.
  6. Dan Schwarz will continue to work with the laundry equipment vendor on adding/changing washing machines. Chuck Montoya will pick up a laundry folding table in Boulder.
  7. Nancy Peters spoke to the trash driver today. He reported that there have not been any problems and no additional charges since the signs were put up.

## VII. NEW BUSINESS

- A. *Budget Meeting*  
The Budget Meeting will be March 16<sup>th</sup> at 10:30 a.m. There will be a teleconference line open.
- B. *Exterior Lights*  
Some extra lights have been ordered for the ends of the building. Dan Schwarz emphasized the importance of continuity.
- C. *Indoor Hot Tub*  
The jets were rebuilt.
- D. *Heat Tape Fire*  
Nancy Peters said some heat tape started sparking on the roof of the Clubhouse due to deterioration of the heat tape coating. The fire did not affect the shingles. This topic will be further discussed at the Budget Meeting. Nancy will determine where heat tape is needed while there is snow on the roofs, take photos and provide a recommendation.

## VIII. SET NEXT MEETING DATE

The next Board Meeting was scheduled for March 28, 2019 at 6:30 p.m.

## IX. ADJOURNMENT

**Motion:** Chuck Montoya motioned to adjourn at 7:48 p.m.

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