

**DILLON VALLEY WEST CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS MEETING
March 23, 2023**

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*

Chris Heer, Secretary

Patti Lewis, Director*

Chuck Montoya, Vice President*

Brian Brunvand, Director*

Jeff Kirk, Director* (joined at 6:45)

Owner Mike Mirzatk (G201) was a guest at the meeting. (left at 7:02)

Representing Basic Property Management (BPM) were Gary Nicholds and Eric Nicholds. Representing Goodway Towing were Brad Rush, Mario and Annette. Representing Focus Property Management was Nancy Peters. Laina Orlando of Taking Minutes LLC transcribed the minutes from recording.

III. APPROVAL OF PREVIOUS MEETING MINUTES

Motion: Chuck Montoya moved to approve the February 23, 2023 Board Meeting minutes as presented. Chris Heer seconded and the motion carried.

IV. OWNER CONCERNS

1. Mike Mirzatk asked about the proper procedures to follow when there is an issue in a unit, such as the plumbing backup his tenant experienced, and it impacts another unit. Chuck Montoya responded that if the Property Manager has to take care of the issue, they will submit a bill for the repairs to the owner. The labor fee is \$55 per hour. Mike asked that the procedure for emergency work by the Property Management be shared at the Annual Meeting.
2. Concerning C208 building damage, the work to the interior and exterior has been completed, and Parker Wrozek approved payment to Ortiz Construction for the second half of the work. The trailer has been removed.
3. The B104 violator of quiet hours paid the \$100 fine.

V. FINANCIALS

A. Fiscal Year Budget Approval

No one objected to the proposed Budget and per CCIOA it was approved.

B. 2022/2023 Year-to-Date as of February 28, 2023

Chris Heer reported that on the Balance Sheet, Total Cash was \$351,136, Accounts Receivable was \$20,431 up due to the outstanding special assessments,

Fixed Assets were \$12,198, Other Assets were \$22,026, and Total Assets were \$405,792. Accounts Payable, which includes the Line of Credit and Pre-Paid Assessments, was \$184,210. Total Equity was \$221,582 and Total Liabilities and Equity were \$405,792.

Income Statement variances year-to-date were:

1. Total Income – \$671,644, which was \$1,383 unfavorable to budget. Parking Permits and Washer and Dryer income were lower than expected and are favorable in Operating Dues.
2. Total Administrative – \$249,045, which was \$2,455 unfavorable to budget, primarily due to professional services and interest for the line of credit not budgeted last year.
3. Total Clubhouse – \$34,272, which was \$11,939 unfavorable to budget due to overages in Gas, Electric, Hot Tub Maintenance and General Maintenance.
4. Total Insurance - \$25,833, which was \$3,333 favorable to budget.
5. Total Repairs & Maintenance - \$132,221, which was \$31,637 unfavorable to budget due to overages of \$14,098 in General Building Maintenance and \$21,721 in Plumbing and Heating, and favorable in Snow Removal. The work performed in two units contributed to the variance.
7. Total Utilities – \$312,742, which was \$40,242 unfavorable to budget due to overages in Gas of \$37,080 and \$7,317 for Trash.
8. Net Income – \$82,479, which was \$83,504 unfavorable to budget.
9. Reserve Income - \$439,580, which was \$277,143 favorable to budget primarily due to the \$300,000 Special Assessment.
10. Working Capital - \$13,750 unfavorable to budget due to the slowing down of unit sales.
11. Reserve Expenses - \$345,196, allocated as follows: \$69,180 for painting, \$212,645 for Roofing, \$37,350 for Foundation work, and \$21,000 for Special Electrical and should lower future panel work.

Motion: Dan Schwarz moved to approve the February Financial Report. Jeff Kirk seconded, and the motion carried.

VI. LAUNDRY UPDATE

Collections were \$2,646 in January, \$2,093 in February, and \$1,704 for the first part of March, matching February collections. Credit card collections will happen next week. The commissions for December and January were \$1,354.

The current in-unit laundry fee is \$240 per year and was raised a few years ago.

Chuck Montoya stated that CSC has DVW on the schedule for the open repair tickets. Not all machines have been adjusted for the \$2 fee and some credit card readers are not functioning.

Action Item: Check Montoya will contact CSC to correct \$2 fee and have the credit card readers repaired.

VII. DELINQUENCIES

Patti Lewis reported that there were five current owner delinquencies, and all will be turned over to collections. Delinquency letters were sent to two of them and after thirty days, they will be sent to collections.

VIII. WATER REPORT

This agenda item was not discussed.

IX. PROPERTY REPORT

Nancy Peters reviewed the following items:

1. Snow fall was minimal so there was not much of a need to plow in March.
2. Water checks will begin in April to prevent overflows of the creek.
3. A couple of roof leaks were taken care. Linus Roofing replaced some of the roofing on Building B over unit B302.
4. The hit and run damage to Building C has been repaired (see Section IV. Owners Concerns, Item 2).
5. The team is keeping up with ice melt and icicles.
6. During parking lot checks, 69 warnings were issued. The Night Manager has been putting violation stickers on cars.
7. Goodway Towing Discussion (see Section XI. New Business, Item A.). There was a shared concern that guests coming over for dinner would be ticketed or booted, although there are repeat offenders that need to be dealt with. Eric Nicholds suggested contacting properties that are currently under contract with Goodway Towing for additional information on how things are working, as well as contacting other companies that monitor parking. Dan Schwarz would like a written proposal and references. Chuck Montoya prefers that the management company deal with the parking violations.

Action Item: Jeff Kirk will contact Goodway Towing and Heber Rojas.

X. OLD BUSINESS

- A. *Street Signs to Replace Wooden Ones*
This agenda item was not discussed.

XI. NEW BUSINESS

- A. *Parking Lot Patrol Service*
Brad Rush stated they are offering property patrol and management of vehicles without permits by enforcing the HOA parking rules to resolve the parking problems. Their fee is \$10 per month per unit, which can be added to the HOA dues. Once Goodway Towing reviews the HOA parking policy and understands the needs of the community, they will advise on how to move forward. The process would unfold as follows: 1) Placing signage on the property that Goodway Towing is enforcing the DVW parking policies. 2) Placing violation

stickers on car windows. 3) Placing boots to immobilize vehicles for 24 hours. 4) Removal via impound of abandoned vehicles per Colorado guidelines. The cost to the violators is \$140 if booted or \$160, plus \$25 per day if impounded. Videos and pictures will be taken as proof of violations. All violation notices include Goodway Towing's contact information. Response time is one hour before 5:00 p.m. and up to 2 hours after 5:00 p.m.

Parking lot signage, sticker warnings, and communication with owners provides the best results in mitigating booting or impounding vehicles. Booting is the deterrent that usually avoids impounding. The typical times for booting are evenings, weekends, and holidays.

B. Owner Notifications

Dan Schwarz shared that his wife suggested future mailings should be double-sided to save money on postage. Patti Lewis agreed.

C. Discuss DVW Calendar

Dan Schwarz created a calendar and will start incorporating due dates, including insurance, roof shoveling, etc.

D. Bylaws & Declarations Update

Action Item: Chris Heer and Dan Schwarz will connect and start the updates.

E. Focus Contract

Dan Schwarz sent the H&M proposal to the Board prior to the meeting for review. The start date will be effective May 1, 2023.

Motion: Chuck Montoya moved to approve the contract. Jeff Kirk seconded and the motion carried.

Chris Heer thanked Nancy Peters for all her work for DVW. The Board congratulated her on her retirement.

XII. SET NEXT MEETING DATE

The next Board Meeting was scheduled for Thursday, April 27, 2023 at 6:30 p.m.

XIII. ADJOURNMENT

Dan Schwarz adjourned the meeting at 7:41 p.m.

Approved By: _____ Date: _____

Board Member Signature