

**DILLON VALLEY WEST CONDOMINIUM ASSOCIATION**  
**BOARD OF DIRECTORS MEETING**  
**April 23, 2020**

**I. CALL TO ORDER**

The meeting was called to order by Dan Schwarz at 6:32 p.m. via teleconference.

**II. ROLL CALL**

Board members participating were:

Dan Schwarz, President

Chris Heer, Treasurer

Jeff Kirk, Director

Chuck Montoya, Vice President

Bryan Brunvand, Director

Patti Lewis, Director

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.

**III. APPROVAL OF PREVIOUS MEETING MINUTES**

The March 26, 2020 Board meeting minutes will be approved at the next meeting.

**IV. OWNER CONCERNS**

There were no owner comments.

**V. FINANCIALS**

Chris Heer reviewed the Balance Sheet as of March 31, 2020:

1. Total ICS Savings - \$148,473
2. Total Cash - \$416,293
3. Total Cash/Savings - \$564,766
4. Prepaid Insurance - \$29,500
5. Total Current Assets - \$595,931
6. Total Liabilities - \$77,050
7. Total Equity - \$538,284
8. Total Liabilities & Equity - \$615,334

Chris Heer reviewed the Profit & Loss as of February 29, 2020:

1. Total Income - \$691,178, which was \$12,336 favorable to budget. Unit Washer Fees were \$3,540 favorable and Washer/Dryer Income was \$9,124 favorable.
2. Total Expenses – \$667,281, which was \$15,587 favorable to budget. Bad Debt (there was none) was \$1,833 favorable, Common Area Insurance was \$2,616 favorable, Water & Sewer was \$7,851 favorable, Electric was \$1,723 favorable and Gas was \$13,081 favorable. General Building Maintenance was \$5,251 unfavorable, Plumbing & Heating was \$2,679 favorable, Pest Control was \$4,350 unfavorable and Security and Fire Safety was \$3,088 favorable. Grounds Maintenance was \$8,124 unfavorable due to snow removal and Clubhouse & Recreational was \$2,010 unfavorable due to hot tub repairs and maintenance.
3. Net Operating Income – \$23,897, which was \$27,923 favorable to budget.
4. Reserve Income – \$169,837.

5. Reserve Expenses – \$200,504, which was \$25,574 unfavorable to budget.
6. Net Reserve Income – (\$30,668), a \$24,800 reduction.
7. Combined Operating and Reserve Income – (\$6,770) loss, which was \$3,123 favorable to budget.

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

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

Dan Schwarz said the commission check should be received later this week or next week. April appears to have been a bit slower than March. Nancy Peters confirmed that laundry room activity was down significantly.

**Action Item:** Dan Schwarz will call the laundry vendor tomorrow about addressing the equipment issues.

#### **VII. DELINQUENCIES**

Patti Lewis reported that there was one owner who did not make a payment. There is one owner in collections who is being assessed late fees and the attorney is handling the account.

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

Bryan Brunvand will present the quarterly report next month.

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

Nancy Peters sent out the written report a few days ago. The following items were discussed:

1. Bathtub drain back-ups – This was an Association issue because it was related to the main drain line. The lines are usually jetted every other year.  
**Action Item:** Nancy Peters will contact Ace Sewer and Drain for a recommendation.
2. Roof repairs – The approved repairs have been completed.
3. Hot tub – Efforts continue to identify the source of the hot tub leak.
4. Violations – There were 15 violations.
5. J103/104 hallway repair – A pipe burst today. The permanent repairs will be made tomorrow.

Nancy Peters reviewed recommended summer projects. They include siding repairs, pool maintenance, parking lots and repair of steps as needed. Some of the lots cannot be resealed and need an overlay. She will be obtaining cost estimates for three parking lots. The Board has discussed extending the B and F lots.

**Action Item:** Focus will request a bid to overlay and extend the F lot.

The Board requested that all safety issues be addressed as soon as possible. Patti Lewis commented that her patio is covered with 2” – 3” of ice during the winter due to drainage.

**Action Item:** Focus will explore solutions such as redirecting the drainage, grading, gutters or trimming the trees to provide more sunlight to melt the ice.

The siding has been inspected. Last year, the two least expensive buildings were addressed. Buildings J, I and B need the most work. The material used has been Choice Deck, which is similar to Trex, but Nancy is not sure it is still available. Trex would be five times more expensive

and requires no maintenance. Nancy Peters needs the Board to verify the main body and trim colors.

Nancy Peters said the Board has discussed adding gutters with downspouts over the entrances. The gutters on other areas of the roof are not consistent and have not been replaced when they fail. Chuck Montoya did not think gutters would be functional without heat tape.

**Motion:** Chris Heer moved to approve the Neils Lunceford contract (\$990) for weed control and to submit it immediately to receive the 5% discount. The motion was seconded and carried.

There is moisture seeping out of the siding in the Building F landings. It can be cleaned but the permanent solution would be to tear off the siding and add vapor wrap. The siding is in good condition and does not appear to have any rot. Jeff Kirk recommended power washing.

**X. OLD BUSINESS**

There was no Old Business.

**XI. NEW BUSINESS**

A. *Annual Owners Meeting*

The Annual Meeting will be held July 18, 2020. Gary Nicholds recommended that the Board consider options for a remote meeting in case there are still restrictions in place. There will be one vacant Board seat up for election

**Action Item:** Gary Nicholds will determine which other Board seats will be up for election.

**XII. SET NEXT MEETING DATE**

Available Board members will meet for a property tour with Focus next Thursday. The next regular Board Meeting will be Thursday, May 28, 2020 at 6:30 p.m.

**XIII. ADJOURNMENT**

**Motion:** Dan Schwarz moved to adjourn at 7:36 p.m.

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