

**DILLON VALLEY WEST CONDOMINIUM ASSOCIATION
ANNUAL HOMEOWNER MEETING
July 21, 2018**

I. CALL TO ORDER

The meeting was called to order at 10:00 a.m. in the Dillon Valley West Clubhouse.

Board members present were:

Chuck Montoya, President, C308
Jeff Kirk, Member, D202

Chris Heer, Treasurer, A106
Daniel Schwarz, Member, D201

Owners present were:

Debra Cohen A101
Holly Fulton, A104
Daniel Grabacki, B204
Jerry Koelsch, H206
Cheryl Lisella, D105
Mark Meyer, B103
Dennis & Elaine Procter, G303
Ann Shabshab, G206
Edith Webster, A106

Robert Doerfler, Jr., J206
Theresa Fry, H301
Holly Osgood, G305
Scott Lawrence, F202
Thomas & Mary Alice McDougal, H106
Nancy Peters (five units)
Susan Schwarz, D201
Bryan Swain, I207

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. PROOF OF NOTICE OF MEETING & CERTIFICATION OF PROXIES

Gary Nicholds said notice of the meeting was sent by email and regular mail. With 19 units represented in person and 34 by proxy a quorum was confirmed.

III. VISION

Chuck Montoya said the goals of the Board were to continue to take steps to bring the Association to a solid financial position, to work with Focus and Basic Property Management, to build up Reserves and to prioritize projects for the current and next five years.

IV. APPROVAL OF 2016 ANNUAL MEETING MINUTES

Daniel Schwarz motioned to approve the July 22, 2017 Annual Meeting minutes as presented. Jeff Kirk seconded and the motion carried.

V. MANAGEMENT REPORT

A. Property Management Review

Gary Nicholds thanked Focus for working well with Basic Property Management (BPM). Gary reviewed the services provided by Basic Property Management. They include accounting and administrative duties, following up on owner delinquencies, working with the Board and attorneys, completing questionnaires for realtors and

answering questions for potential buyers. Currently, Property Managers are required to be licensed but this law may sunset next year. Owners were reminded to provide updated contact information to the management company. Owners must opt-in to allow sharing of their email and phone number to the membership.

B. 2017/2018 Projects

Heber Rojas reviewed projects over the past year:

1. Siding Repair – Numerous areas of siding were repaired and repainted with high-end Sherwin Williams paint.
2. The landings were power washed.
3. The lawn was aerated and fertilized. The amount of irrigation has been reduced since the water usage is now metered.
4. Repaired a heater gate valve in Building G.
5. Repaired cracks in the tennis court. The bid from a professional company was \$70,000. The work was done by in house staff.
6. Installed a new irrigation system by Building F and did major repairs.
7. Updated the Clubhouse bathrooms.

Owner reminders:

1. Owners should ensure the shower gaskets are in good condition to prevent leaks.
2. Owners should ask their tenants to report maintenance issues.
3. Owners were asked not to leave trash or other items outside the dumpster.
4. Owners should inform their tenants of the rules.
5. There is currently one space available in the long-term storage lot.
6. Owners were encouraged to provide suggestions to the Board for additional improvements around the property.

VI. YEAR-TO-DATE FINANCIAL REPORT

A. 2017/2018 Year-End (April 30, 2018)

As of April 30, 2018, the Association had \$712,276 in Cash with \$476,773 in the ICS Funds, \$405,294 in Reserves, Total Equity of \$569,875, Total Liabilities of \$163,708 and a loan balance of \$103,106.

Operating Revenue was \$736,241, Reserve Revenue was \$181,390, Operating Expenses were \$643,502 and Reserve Expenses were \$212,125. Total Operating Income was \$92,739 and the Total Reserve Income was a deficit of \$30,735.

B. Projection for May 2018 through April 2019

1. Operating Revenue - \$739,395
2. Reserve Revenue - \$177,249
3. Operating Expenses - \$739,270
4. Reserve Expenses - \$188,000
5. Net Operating Income - \$125
6. Net Revenue Income/(Loss) – (\$10,626)

D. Maintenance Items List

1. Buildings – siding and painting for 2017 (\$107,000), deck railings, entrance doors, replace zone and gate valves and window wells. Hardiplank is being used for the siding replacement to reduce maintenance costs and additional water barrier and insulation is being added.
2. Parking Lots – expand and repave.
3. Clubhouse – back exterior stairway, pool and spas, tiling of entrance to pool, pool area windows, building entrance and atrium and deck over garage. Completed items included restrooms, locker rooms and tiling the locker rooms.
4. Other – tennis court upgrades (the cracks have been sealed), playground area, bike racks, signs, lighting upgrades and quarterly pest control.

E. Five Year Plan

Items included in the five year plan are siding, parking lot repaving, painting (three buildings in 2019), decking and grass removal between walkway and street.

General comments were as follows:

1. Owners are now responsible for any costs for mitigating bed bugs in their unit.
2. An owner suggested individually metering the water for the units.
3. Daniel Schwarz commented that Lowe's will extend a 10% discount for Dillon Valley West owners who purchase low flow toilets.
4. Owners were encouraged to report issues at the property to Focus or Basic Property Management.
5. The Board meets on the fourth Thursday of every month at the Basic Property Management office. Owners are welcome to attend or join by teleconference.

VII. BOARD OF DIRECTORS ELECTION

There were three Board seats up for election. The terms of Chuck Montoya and Daniel Schwarz expired and both were interested in running again. Justin Timblin and Milton Gutierrez submitted self-nominations. Secret ballots were distributed and tallied. Chuck Montoya, Daniel Schwarz and Justin Timblin were elected.

VIII. NEW BUSINESS

A. Board Comments

1. Dues – No dues increase is anticipated for next year. This could change if water or sewer rates are increased by the Town.
2. Paint – There have been complaints about the condition of the paint but the only way to address all painting issues would be to levy a Special Assessment.
3. Water – Owners were reminded to help reduce water consumption by reporting leaks immediately. The water expense is about 8% of the total budget. An owner suggested a bulk purchase of low flow toilets. The Board will talk to Gary Nicholds about sending a letter to all owners to determine the level of interest.
4. Windows – Millennium is doing the window replacement and the craftsmanship has not been as good as expected. Chuck Montoya recommended that owners not pay their bills until they are satisfied.

5. Insurance - Owners were encouraged to have insurance for their unit contents, including loss assessment coverage.
6. Keys - Owners were asked to provide keys for their units to management to ensure access for routine inspections and emergencies.
7. Parking – Owners were reminded to display their parking pass.
8. Snow Removal – Owners were reminded to move their cars after snowstorms to facilitate plowing of the lots. Cars can be parked by the Clubhouse when the lots are being plowed. An owner suggested a rolling plowing schedule so all lots do not have to be emptied simultaneously.
9. Pets – Owners were asked to clean up after their pets. Owners will be held responsible for tenants who do not clean up after their pets and may be fined.
10. Dumpster – Trash, furniture, mattresses and electronics should not be left outside the dumpster.
11. Rules and Regulations – Jeff Kirk is reviewing the Rules and Regulations and will be providing recommendations for revisions. Owners interested in assisting were encouraged to contact him.

B. Fire Safety and Insurance Values

Gary Nicholds noted that with the current high fire danger, Associations should check the property valuation for the building insurance. Owners should carry an individual H06 policy for the unit contents. All important papers should be kept in a box that can be easily transported in the event of an evacuation. Owners were encouraged to sign up at www.scalert.org to receive emergency notifications.

IX. OPEN FORUM

Owner comments addressed the following topics:

1. Susan Schwarz said the unit upstairs from theirs is a rental. The lock box is mounted by the unit door and the main entrance lock is sometimes taped open. She was asked to provide the unit number so the Board can address the situation.
2. An owner asked about unit sales prices. Chuck Montoya said two bedroom units were selling for \$260,000 – \$300,000 and three bedrooms for \$275,000 - \$385,000.
3. An owner asked about adding recycling bins. Chuck Montoya said the previous attempt at providing recycling was unsuccessful because the recycling bin was constantly filled with regular trash. Recycling is available at Dillon Town Hall.

X. SET NEXT MEETING DATE

The next Annual Meeting was set for Saturday, July 20, 2019 at 10:00 a.m.

XI. ADJOURNMENT

Thomas McDougal motioned to adjourn at 11:55 a.m.

Approved By: _____ Date: _____
Board Member Signature