

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

**I. CALL TO ORDER**

The meeting was called to order by Dan Schwarz at 6:37 p.m. via teleconference.

**II. ROLL CALL**

Board members participating were:

Dan Schwarz, President	Chris Heer, Treasurer
Bryan Brunvand, Director	Jeff Kirk, Director
Chuck Montoya, Vice President (joined the meeting in progress)	

Owner Lydia Faussett (B202) was a guest on the call.

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

**III. APPROVAL OF PREVIOUS MEETING MINUTES**

**Motion:** Dan Schwarz moved to approve the June 26, 2020 Board Meeting minutes as presented. Jeff Kirk seconded and the motion carried.

**IV. OWNER CONCERNS**

There were no owner comments.

**V. FINANCIALS**

*A. Year-to-Date Financials*

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

1. Total ICS Savings - \$175,086
2. Other Cash - \$351,600
3. Total Cash - \$526,686
4. Total Current Assets - \$550,474
5. Total Liabilities - \$107,804
6. Total Equity - \$461,579
7. Total Liabilities & Equity - \$569,383

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

1. Total Income - on budget. Parking Permits was \$600 unfavorable to budget and Washer/Dryer Income was \$1,130 favorable to budget.
2. Total Expenses – \$176,820, which was \$9,485 favorable to budget. There were favorable variances in Gas (\$7,209), General Building (\$1,910) and Clubhouse (\$1,072) and an unfavorable variance in Grounds Maintenance (\$1,216).
3. Net Operating Income – \$17,186, which was \$9,191 favorable to budget.
4. Reserve Income – on budget.
5. Reserve Expenses – \$156,359, which was \$56,609 unfavorable to budget. There was an unplanned \$26,290 expense for concrete repairs and Parking Lots was

\$51,110 unfavorable to budget and Siding and Resurfacing was \$25,321 unfavorable to budget. There is \$14,679 remaining for budgeted projects.

6. Net Reserve Income (Loss) – (\$109,816).
7. Combined Operating and Reserve Income – (\$92,631) net loss, which was \$47,350 unfavorable to budget.

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

## VI. LAUNDRY UPDATE

Revenue was \$2,900 in July and \$2,727 to date in August, excluding credit card income.

## VII. DELINQUENCIES

Patti Lewis was not present to provide a report.

## VIII. WATER REPORT

Bryan Brunvand has been trying to get the water reports. The Water Department sent him the first quarter data last week but have been uncommunicative since then.

## IX. PROPERTY REPORT

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

1. Siding – Building A is finished. The new handrails are a different type and are difficult to install but they look nice. Building J east, north and south sides siding have been repaired and painted. Siding on the west side will start next week.
2. Building F Sprinkler Leak – A leak was discovered and repaired.
3. Fire Hydrant #15 in Front of Building B – The hydrant was replaced. The grounds around it needs to be repaired.
4. Texting App – The service would cost \$25/month for up to 500 messages. The service offers a free two-week trial. Focus will manage the app. Jeff Kirk will help with set up and training. The system will be revisited in January.

**Motion:** Dan Schwarz moved to approve setting up the app at a cost of \$25/month. Bryan Brunvand seconded and the motion carried.

5. Towing Contract - JD Towing submitted a proposed contract for towing. The Board agreed that the contract should be modified to remove the exclusivity if JD Towing is not able to respond within two hours.

**Action Item:** Nancy Peters will contact JD Towing about modifying the contract exclusivity clause.

## X. OLD BUSINESS

### A. *Re-Opening the Clubhouse and Pool*

Chris Heer reviewed the restrictions, which have not been changed significantly by the Governor or Health Department. The requirements still include lane swimming only, frequent cleaning, an attendant to monitor use, tracking use to facilitate contact tracing and a reservation system. There was Board agreement that there were still too many requirements to safely and affordably reopen at this time. The Board will continue to evaluate the situation at the monthly meetings.

**XI. NEW BUSINESS**

A. *Appointment of Board Member*

**Motion:** Dan Schwarz moved to appoint Lydia Faussett to the vacant Board seat. Chris Heer seconded and the motion carried.

**XII. SET NEXT MEETING DATE**

The next regular Board Meeting will be held September 24, 2020.

**XIII. ADJOURNMENT**

**Motion:** Dan Schwarz moved to adjourn at 7:23 p.m.

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