

**DILLON VALLEY WEST CONDOMINIUM ASSOCIATION  
BOARD OF DIRECTORS MEETING  
September 26, 2019**

**I. CALL TO ORDER**

The meeting was called to order by Chris Heer at 6:34 p.m. in the Basic Property Management office.

Board members participating (\*via teleconference) were:

|                           |   |
|---------------------------|---|
| Chris Heer, Treasurer     | Patti Lewis, Director*                          |
| Justin Timblin, Director* | Bryan Brunvand, Director (joined at 6:42 p.m.)* |

Owner Parker Wrozek, F305 joined at 6:42 p.m.

Representing Basic Property Management was Jason Blarjeske. Representing Focus Property Management was Heber Rojas. Erika Krainz of Summit Management Resources was recording secretary.

**II. OWNER CONCERNS**

Parker Wrozek asked how to get access to the attic to do electrical upgrades. Heber Rojas said there is common access from the hallway. Parker said he would do the work himself, pull a permit if necessary and have the work inspected. Parker was asked to provide a written description of the planned work and to coordinate the project with Heber.

**III. APPROVAL OF PREVIOUS MEETING MINUTES**

**Motion:** Justin Timblin moved to approve the August 22, 2019 Board meeting minutes as presented. Bryan Brunvand seconded and the motion carried.

**IV. FINANCIALS**

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

1. ICS Savings - \$477,071
2. Total Checking/Savings - \$614,221
3. Total A/P – \$110,631
4. Total Liabilities - \$31,494. The Alpine Bank line of credit was \$47,858.
5. Total Liabilities & Equity - \$629,629

Chris Heer emailed Patti Vande Zande about moving the 2018/2019 net income to Reserves but it is not reflected on this report.

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

1. Total Income - \$255,798, which was \$7,165 favorable to budget. Washer/Dryer income was \$6,340, which was \$3,540 favorable to budget.
2. Total Expenses - Water & Sewer was \$1,160 favorable to budget, Gas was \$9,672 favorable to budget, General Building Maintenance was \$4,920 unfavorable to budget, Plumbing & Heating was \$6,191 favorable to budget, Grounds and Parking Maintenance was \$3,913 unfavorable to budget, Clubhouse Maintenance was \$1,159 favorable to

- budget, Pool & Hot Tub Maintenance was \$2,132 unfavorable to budget and Total Clubhouse and Recreation was \$1,238 unfavorable to budget.
3. Net Ordinary Income – \$21,811, which was \$15,542 favorable to budget.
  4. Reserve Income – Resale Contribution was \$9,177, which was \$3,177 favorable to budget.
  5. Reserve Expenses – \$112,464, which was \$23,536 favorable to budget.
  6. Combined Operating and Reserves Net Income/(Loss) – (\$28,057), which was \$42,262 favorable to budget.

**Motion:** Patti Lewis moved to accept the financial report. Justin Timblin seconded and the motion carried.

Washer and Dryer income for the month of July was \$932.

## V. DELINQUENCIES

Patti Lewis said there were five owner delinquencies. Two owners have made payments.

## VI. PROPERTY REPORT

Heber Rojas reported the following:

1. Washed and scraped the landings.
2. Neils Lunceford sprayed the weeds.
3. There was a sewer backup in Building I. Ace Sewer and Drain cleaned both lines. All the lines will be jetted as preventative maintenance next week.
4. The irrigation system was blown out.
5. The window enclosures were replaced for I101, H101, H102, H103, C102 and C104. The cost was \$3,000.
6. The drainage for the new asphalt by the bus stop was tested. The water flowed out to the street.
7. Crack sealing was done in the parking lots. The parking lots for Buildings F, G and between I and J are in very poor condition. Heber recommended that the Board consider replacement next year.
8. Emily is doing a great job tracking the rules and regulations and patrolling the parking lots. She issued several violations at the beginning of the month and did a second round two weeks later. She is also inspecting the hallways.
9. All boilers will be inspected and maintained before the winter.
10. The pool will be shut down October 7<sup>th</sup> – 9<sup>th</sup> so the water can be drained and replaced.
11. The exterior painting has been completed. The buildings will be inspected in April and a list created for the buildings that should be painted in 2020. The Board will need to decide if they want to repaint the trim on the building that is grey with blue trim to match the other buildings that are grey with darker grey trim.

## VII. OLD BUSINESS

### A. *Parking Lot Expansion*

Chris Heer asked any available Board members to walk the property with her and Heber Rojas in October to determine which parking lots might be candidates for expansion.

**VIII. NEW BUSINESS**

There was no New Business.

**IX. SET NEXT MEETING DATE**

The next Board Meeting will be October 24, 2019 at 6:30 p.m.

**X. ADJOURNMENT**

**Motion:** Chris Heer moved to adjourn at 7:15 p.m.

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