

**DILLON VALLEY WEST CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS MEETING
December 6, 2018**

I. CALL TO ORDER

The meeting was called to order at 6:33 p.m. in the Basic Property Management office.

Board members participating (*via teleconference) were:

Chuck Montoya, President	Chris Heer, Treasurer*
Jeff Kirk, Member	Daniel Schwarz, Member*
Patti Lewis*	Justin Timblin, Member*

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

II. OWNER CONCERNS

Nancy Peters received an email from the owner of I208. He filed a complaint with Summit County Environmental Health about trash overflowing from the dumpster. He has never contacted Nancy about this issue. She responded to him this morning by email and copied the Board and Summit County Environmental Health. She informed him that Waste Management installed extra dumpsters, which increased the capacity by 25% and the trash is emptied daily. There are new trash rules. She provided contact information for the management company and Board. Heber Rojas said he has determined that some owners who do not live in their units are dumping construction trash in the I Building dumpster at night.

Action Item: Heber Rojas was asked to try to get photos of the violations in progress.

Action Item: Chuck Montoya will draft a letter to the offending owners.

III. APPROVAL OF PREVIOUS MEETING MINUTES

Motion: Jeff Kirk motioned to approve the October 25, 2018 Board meeting minutes as presented. Chris Heer seconded and the motion carried.

IV. FINANCIALS

Chris Heer reviewed the Balance Sheet as of October 31, 2018:

1. ICS Savings - \$476,873
2. Other Cash - \$144,267
3. Total Cash - \$621,140
4. Total Current Assets – \$635,521
5. Total Assets - \$640,168
6. Total Liabilities - \$136,310. A/P was \$33,330 and the Alpine Bank line of credit was \$82,829,
7. Total Equity - \$503,857
8. Total Liabilities & Equity - \$640,168

Chris Heer reviewed the Profit & Loss as of October 31, 2018:

1. Total Income - \$3,204 favorable to budget, primarily due to Washer/Dryer Income.
2. Total Expenses - \$15,436 favorable to budget. Water Sewer was \$10,448 unfavorable to budget, Electric was \$3,594 favorable to budget, Gas was \$15,342 favorable to budget, Grounds and Parking Maintenance was \$4,942 unfavorable to budget, Grounds Maintenance was \$3,911 unfavorable to budget and Total Clubhouse and Recreation was \$11,137 favorable to budget.
3. Net Ordinary Income - \$18,640 favorable to budget.
4. Reserve Income - \$20,178 unfavorable to budget due to overcharging for Reserve contribution.
5. Reserve Expenses – \$5,342 favorable to budget.
4. Combined Operating and Reserves - \$3,804 favorable to budget.

Motion: Daniel Schwarz motioned to accept the Financial Report. Patti Lewis seconded and the motion carried.

V. DELINQUENCIES

Patti Lewis reported there were only three owners on the list. The third owner no longer lives in the unit. Nancy Peters is trying to hand deliver the notice since the owner closed his post office box.

VI. PROPERTY REPORT

Heber Rojas reviewed highlights of the report:

1. Cars Not Moved for Plowing – Heber Rojas suggested booting cars that are not moved for plowing. Chuck Montoya was concerned about employee safety and the potential for a confrontation. Nancy Peters said unit owners should be fined for tenant violations. The steps taken to try to contact the car owner before issuing a fine will be documented. The notice that is posted on the doors needs to be posted on the website.

Action Item: Daniel Schwarz will post the notice on the website.

2. Laundry Room – Chuck Montoya said CSC informed him Monday that some of the new equipment was damaged during shipment and cannot be installed. The installation date was rescheduled for January 8th. The drywall behind the machines has been replaced with panels so sections of the wall can be removed when necessary to repair pipe leaks. The contractor has been asked to paint the panels white. The work should be completed by tomorrow night and the functioning washers and dryers will be reinstalled. All washer lines and the main drain were jetted. CSC will be asked to remove the old equipment and install the new in one day. If CSC cannot install on January 8th, Chuck will contact the attorney to discuss breach of contract. Chris Heer noted that the washer/dryer prices should be increased once the new equipment is in place.

Action Item: Nancy Peters will call for service on the existing equipment that is not currently working.

3. Insurance Inspection – The insurance inspection is scheduled for December 17th.

4. Nancy Peters will be out of town December 19th – January 5th.

VII. NEW BUSINESS

A. *Internet for Clubhouse*

Jeff Kirk obtained bids from Comcast for internet in the Clubhouse. The cost for 25 Mbps would be \$86/month and 75 Mbps would be \$116/month, both with three-year contracts. Comcast will honor this pricing until next Friday.

Motion: Jeff Kirk motioned to contract with Comcast for internet service for the Clubhouse at 75 Mbps for \$116/month. Chris Heer seconded and the motion carried.

Action Item: Jeff Kirk will call Comcast to schedule installation. The Sundial service will be cancelled once the Comcast service is up and running.

B. *Rules Update*

Daniel Schwarz retyped the Rules document and sent it to all Board members. He reorganized the information so general policies are separated from specific rules addressing issues such as parking and pets. Jeff Kirk said he had proposed some revisions. Chuck Montoya asked all Board members, Nancy Peters and Heber Rojas to review the rules by December 13th. The Board will approve the final document by email and post for 30 days for owner comment before they are put into effect. Language should be added clarifying that construction debris cannot be put in the dumpster and the dumpsters are for use by owners and renters living on site only.

C. *Budget Meeting*

The Budget Meeting was scheduled for Saturday, January 19, 2019 at 10:00 a.m.

VIII. SET NEXT MEETING DATE

The next Board Meeting was scheduled for January 24, 2019 at 6:30 p.m.

IX. ADJOURNMENT

Motion: Chuck Montoya motioned to adjourn at 7:27 p.m.

Approved By: _____ Date: _____
Board Member Signature