

**DILLON VALLEY WEST CONDOMINIUM ASSOCIATION  
BOARD OF DIRECTORS MEETING  
December 12, 2019**

**I. CALL TO ORDER**

The meeting was called to order by Dan Schwarz at 6:46 p.m. in the Basic Property Management office.

**II. ROLL CALL**

Board members participating via teleconference were:

Dan Schwarz, President	Chuck Montoya, Vice President
Chris Heer, Treasurer	Patti Lewis, Director
Bryan Brunvand, Director	Jeff Kirk, Director

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

**III. APPROVAL OF PREVIOUS MEETING MINUTES**

**Motion:** Jeff Kirk moved to approve the October 24, 2019 Board meeting minutes as presented. Chuck Montoya seconded and the motion carried.

**IV. OPEN FORUM**

Heber Rojas spoke to the owner of Unit H101 about the shooting incident and Nancy Peters spoke to the tenant.

It was believed that a resident of Building D Unit 302 slipped in the parking lot and broke her leg. Heber Rojas stated that she broke her leg at the school, not on Dillon Valley West property.

**V. FINANCIALS**

Chris Heer reviewed the Balance Sheet as of November 30, 2019:

1. ICS Savings - \$423,379. Other cash was \$139,455.
2. Total Other Current Assets - \$584,200
3. Total Current Assets - \$587,299
4. Total A/P – \$34,011
5. Total Liabilities - \$87,045. The Alpine Bank line of credit was \$15,082. The loan should be repaid in full by April 1, 2020.
6. Total Liabilities & Equity - \$ 587299

Chris Heer reviewed the Profit & Loss as of November 30, 2019:

1. Total Income - \$442,616, which was \$9,608 favorable to budget. Washer/Dryer Income, Parking Permits and In Unit Washer Fees were favorable to budget and Clubhouse Income was unfavorable to budget.
2. Total Expenses – Bad Debt, Common Area Expenses, Electric, Gas, Grounds and Maintenance and Plumbing were favorable to budget. Water and Sewer, Total Building Maintenance and General Building Maintenance were unfavorable to budget.
3. Net Ordinary Income – \$21,161, which was \$14,559 favorable to budget.

4. Reserve Income – \$108,517, which was \$1,046 favorable to budget due to Resale Reserve Contributions.
5. Reserve Expenses – \$174,478, which was unfavorable to budget. Concrete, Parking Lot, Boiler Replacement and Roof Repairs were unfavorable to budget.

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

## **VI. LAUNDRY UPDATE**

Dan Schwarz said the income was slightly lower (\$2,327) in November due to some equipment being out of service. New equipment has been installed and is operational.

## **VII. DELINQUENCIES**

Patti Lewis reported that there are three owners on the list. Two are one month behind and one is just under three months behind.

## **VIII. PROPERTY REPORT**

Heber Rojas reviewed the following:

1. Both hot water storage tanks started leaking in Building C. Heber Rojas purchased two replacement tanks in Denver and had them installed. The leaking tanks were almost 15 years old. The cost was \$4,355 for both tanks, excluding installation, travel and disposal.
2. The hot water storage tank in Building I has started to leak. Heber Rojas is getting pricing for a replacement.
3. Replaced the pool circulation pump.
4. Repaired the steps to B202.
5. Proposals were requested from three vendors for heat tape on the Clubhouse roof but none of them responded. Focus provided a proposal for installation above the laundry room entrance - \$4,600, above the main entrance - \$6,200 and above the two emergency doors on the west side - \$9,000. Heber Rojas has a vendor who can do the installation. He will ask the vendor to include clearing the snow from the roof at no additional cost.  
**Motion:** Dan Schwarz moved to approve installation of heat tape above the main entrance and laundry room at a cost of \$10,800. Chuck Montoya seconded and the motion carried unanimously.
6. There has been positive feedback from owners about the new laundry room equipment.
7. Heber Rojas ordered 230 bags of ice melt. The cost to purchase buckets with lids and placed around the property should not exceed \$150 and the total cost should not exceed \$500.

**Motion:** Jeff Kirk moved to install buckets with lids containing ice melt at each landing at a cost not to exceed \$500. Chris Heer seconded and the motion carried.

## **IX. OLD BUSINESS**

### **A. Focus Contract Renewal**

Heber Rojas and Nancy Peters are working on the updated agreement and will send it to the Board for review before Christmas.

Emily Solverson is doing a great job with owner services and unit inspections.

**X. NEW BUSINESS**

*A. Unit Access*

Several owners have replaced their locks with electronic keypad locks. Emily Solverson is following up with owners to ensure Focus has an operable key for all units in addition to the keypad punch code.

*B. Shooting Incident at Dillon Valley West*

The Board discussed the shooting incident. There is no restriction in the Rules and Regulations on firearms in the Clubhouse. There is an emergency response plan on the website but it has not been reviewed in years.

**Action Item:** Eric Nicholds will research the laws and regulations regarding signage that addresses the carrying of firearms.

**Action Item:** Jeff Kirk will review the emergency response plan and provide recommendations for changes.

**XI. SET NEXT MEETING DATE**

The next regular Board Meeting will be January 23, 2020 at 6:30 p.m. The Board will meet on Saturday, January 18, 2020 at 10:00 a.m. – 1:00 p.m. to review and revise the 2020 Budget.

**XII. ADJOURNMENT**

**Motion:** Dan Schwarz moved to adjourn at 7:37 p.m.

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