

**DILLON VALLEY EAST CONDOMINIUM ASSOCIATION
BOARD OF MANAGERS MEETING
May 20, 2019**

I. CALL TO ORDER

The meeting was called to order at 7:03 p.m. by Richard Garcia in the Dillon Valley East Clubhouse.

Board members present were Richard Garcia, Lisa Watkins and Mike Kurth. Carl Henry and Bob Price participated via teleconference.

Representing Basic Property Management were Gary Nicholds, Eric Nicholds and Matt Litowkin. Erika Krainz of Summit Management Resources was recording secretary.

II. APPROVAL OF PREVIOUS MEETING MINUTES

Motion: Lisa Watkins moved to approve the February 20, 2019 Board Meeting minutes as presented. Mike Kurth seconded and the motion carried.

Motion: Lisa Watkins moved to approve the April 15, 2019 Board Meeting discussion minutes as presented. Mike Kurth seconded and the motion carried.

III. TREASURER'S REPORT

A. 2019 Year-to-Date Operating Account Summary as of April 30, 2019

Mike Kurth reviewed highlights of the Balance Sheet and Income Statement.

1. Cash Balance - \$1,739,433.
2. Liabilities - \$351,491.
3. YTD Revenue – \$2,647 favorable to budget.
4. YTD Expenses – \$9,959 favorable to budget.
5. Net Income - \$12,606 favorable to budget.
6. Net Reserve Income – \$333 favorable to budget.
7. Net Reserve Expenses – \$49,656 favorable to budget.

Motion: Bob Price moved to accept the Financial Report. Lisa Watkins seconded and the motion carried.

IV. FINES AND HEARINGS

There were no fines or hearings to report.

V. MANAGER'S REPORT

A. Manager's Report

There were seven minor boiler repairs identified during the inspection. The smaller items on the list from the inspection have been completed. Matt Litowkin will determine if any of the repair expenses should be reclassified to Operating since the Reserve line item for boilers is \$4,787 over budget.

While installing the new washers and dryers, some failing shut off valves and wiring problems were identified. The valves were replaced and the electrician rewired some of the lines, cleaned up the breaker box, labeled the connections and installed new outlets for each machine. The breaker box does not need to be expanded.

B. Delinquency Report

Gary Nicholds distributed a written report. The current balance is \$5,484. Most owners are paying. The last owner has been sent a delinquency notice. The late owners are incurring finance charges and late fees.

VI. ARCHITECTURAL REVIEW COMMITTEE

There was no report from the ARC.

VII. OLD BUSINESS

There was no Old Business.

VIII. NEW BUSINESS

A. Asphalt Project for Buildings R & S Including Lane Striping

Matt Litowkin suggested an asphalt overlay of the Building R and S lots. The goal is to create proper drainage. He received a bid from A-Peak Asphalt last fall.

Matt addressed Bob Price's questions about the cost increase and the striping:

1. Cost– There was a \$3,100 increase for materials and sales tax for a total of \$58,505. Bruce Yankee supplied the price list for the materials reflecting the increase in price versus last year. The price for asphalt increased \$6 per ton and the two driveways will require 470 tons. The sales tax is 6.4%.
2. Striping – Mountain Striping did the lots two years ago. The cost has increased slightly. The longevity of the paint is affected by the frequency of plowing and age of the asphalt.

The striping of all lots was not done last year. Matt Litowkin proposed purchase of a professional line striper to do all the parking lots in house. A larger machine would use professional grade paint, which would last longer, instead of spray cans. It would be easier to schedule the striping using in house labor. There are several options for machines of varying grades ranging in price from \$800 - \$2,000.

Action Item: Matt Litowkin will do further research and provide a recommendation.

B. Replace & Paint Deck Boards on 20 Decks

All the deck boards have been replaced in the past five years, except for the 20 decks on Buildings I and AA. Those buildings are not on the schedule for painting this year. Matt Litowkin received a bid of \$26,000 to replace and paint the boards on both sides. The contractor will cut the boards to length, paint the undersides, remove the old deck boards, install the new boards and paint the top surfaces. The owner of the contracting company has guaranteed he will be in town and will be doing the work, which should prevent reoccurrence of the communication problems that occurred last year. The

project is anticipated to take around two weeks. The deck boards do not need to be on a regular painting cycle. They can be painted as needed depending on exposure and condition. They are usually painted about every five years.

C. Common Carpet Replacement

A Floor For You Carpet Service has done the carpet replacements for the past several years. Last year they did 16 stacks at a cost of \$26,918. The bid for 16 stacks this year is \$28,467, due in part to a new tax law. There could be some small incremental costs for repairing gypcrete on the landings if necessary. There is \$32,000 budgeted. Matt Litowkin will select the buildings based on the condition of the carpet.

D. Policy Stating HOA Stance on Short Term Rentals

Mike Kurth noted that owners who rent privately are now required to have a local agent to respond to issues.

Action Item: Richard Garcia will draft a policy for short term rentals.

E. Search for Two New Board Members

Action Item: Richard Garcia will send a solicitation to the owners for anyone interested in running for a Board seat.

IX. SET NEXT MEETING DATE

The next Board Meeting will be June 17, 2019 at 7:00 p.m. in the DVE Clubhouse.

X. ADJOURNMENT

Motion: Lisa Watkins moved to adjourn at 7:48 p.m.

Approved By: _____ Date: _____
Board Member Signature