

**DILLON VALLEY EAST CONDOMINIUM ASSOCIATION
ANNUAL MEETING
September 21, 2019**

I. ROLL CALL AND CERTIFICATION OF PROXIES

The meeting was called to order at 10:01 a.m. by Richard Garcia in the Dillon Valley East Clubhouse.

Board members present were:

Richard Garcia, President, T106
Mike Kurth, Treasurer, C101/S105
Nathan Willis, Member, F204

Lisa Watkins, Vice President, T305
Bob Price, Member, G305
Carl Henry, Member, U202

Homeowners present were:

Rachel Waltman, A104
Katherine Peterson, A203
Nancy Bain, B103
Laura Levesque, B304
Kyle Souhrada, B305
Kevin & Colleen Kaiser, D301
Janice Clark Vliet, Y205
Susan Kalamen, I105
Tibor Horvath, J101
Randall Seegers, J201/J209
Dolores Nelson, N306
Holly Holden, O102
Tony Dobrski, O203/T302
Frances & Charles Kachadoorian, Q305
Elaine Garcia, T106
Marc Whipp, T306
Edith Webster & Chris Heer, X204/X303

Tom Saunders, A104
John Regan, A204
Ken & Joyleen Helcoski, B106
Lindsay Budd, B305
Michelle Hulscher, C204
David Bittner, D302
Martha Finnen, G204
Barbara Slater, I305/E201
Cesar Munoz, J102
Wilem Hoevers, J206
Raechel Owens, O101
Jerry Schaefer, O103
Elpidio Romero, Q302
Mary Rolandini, R302
Chacon & Micaela Ontiveros, T301
J. Gordon Corn, W204
James & Nicole Allington, X205

Representing Basic Property Management were Eric Nicholds and Matt Litowkin. Margot Mayer of Summit Management Resources was recording secretary.

II. DETERMINATION OF QUORUM

With units represented in person and proxies received a quorum was confirmed.

III. PROOF OF NOTICE

Notice of the meeting was sent in accordance with the Bylaws.

IV. APPROVE PREVIOUS MEETING MINUTES

Motion: Holly Holden moved to approve the September 15, 2018 Annual Meeting minutes as presented. Tony Dobrski seconded and the motion carried.

V. REPORTS OF OFFICERS

A. *Board Member Introductions*

The Board members introduced themselves and presented biographical information. Board member Kent Hansen was not present. His term expired and he was not running for re-election. Owners interested in running for the Board were encouraged to talk to a Board member during the break.

B. *Short-Term Rentals in Summit County*

Richard Garcia stated that Summit County has implemented Short-Term Rental Regulations. The regulations require owners who rent to obtain a license and to have a designated responsible agent who has access and authority to assume management of the unit and can respond to issues 24/7.

The Dillon Valley East Condominium Association and Basic Property Management will not assume the role or be employed as the responsible agent for short-term rental units within the complex. The Board will create a short-term rental policy for the Association and adopt it in October 2019.

A handout with short-term rental regulations was provided and owners were encouraged to educate themselves by calling 970-990-4185 or research online using keywords “summit county co str”.

An owner commented that she has had unpleasant experiences with short-term rentals. She asked the Board to communicate and remind owners that the complex is a community with permanent residents. Richard Garcia said the short-term rental discussion will be in the meeting minutes and the policy will be posted on the website.

C. *Recognition*

Kari Rutan, Xfinity Communities, was recognized for supplying refreshments for the meeting, for her support in resolving concerns and for education about Xfinity. Lisa Watkins, formally of Starbucks, was recognized for providing Starbucks coffee for the meeting.

D. *Architectural Control Committee Report*

Patio doors and window frames must be beige, almond or off white. Owners should contact Property Management if their patio needs repair. Fences can be built around the patios. Size specifications, application instructions and fence requirements are posted on the website.

E. *Real Estate Report*

Lisa Watkins distributed a written real estate report.

VI. TREASURER’S REPORT

Mike Kurth stated that any surplus from the Operating account can be used to either offset future expenditures in the 2020 Budget or refunded to the membership.

Motion: Mike Kurth moved to transfer any 2019 Operating Budget surplus to the 2020 Operating Budget. Chris Heer seconded and the motion carried.

Mike Kurth does not anticipate a dues increase for the 2020 Operating Budget but dues will most likely increase in the future. Richard Garcia cautioned owners of a possible dues increase saying there has not been an increase in 10 years.

VII. MANAGEMENT COMPANY REPORT

Eric Nicholds introduced Matt Litowkin as the new onsite Manager.

A. Manager's Report

Matt Litowkin provided a slide show of completed projects. He thanked the staff for their work at the property.

1. Painted the exterior of Buildings B, C, D, E and G and did some minimal siding replacement. The dumpster enclosures for these buildings were also painted.
2. Painted railings above the boiler rooms in Buildings B, C, D, E and G.
3. New carpet was installed in the hallways, entries and stairs for 16 stacks.
4. All parking lots were re-striped in house, including both sides of the Clubhouse.
5. The parking lots for Buildings R and S were overlaid and re-striped.
6. New washers/dryers with credit card readers were installed. Owners should report problems to the Front Desk, Matt Litowkin or contact the vendor. The vendor's phone number is posted on a wall in the laundry area.
7. Removing snow during the winter.
8. Mowing of lawns and trimming weeds, bushes and trees.
9. Maintaining the irrigation system.
10. Vacuuming all entries, hallways and stairs on a weekly basis.
11. Daily maintenance of the pool and hot tub.
12. Cleaning the Clubhouse and restrooms daily.
13. Painted hallway entries and stairs where needed.
14. Routine boiler security checks.
15. Picking up trash around the property daily.
16. Checking the dumpsters daily.
17. Removing oversized furniture from dumpsters.

Matt Litowkin and his crew were thanked for their efforts on behalf of the Association.

B. Long Term Parking Lot Renewal

Email communication was sent to the membership about renewing their long-term parking lot agreement by October 1, 2019. The waiting list will be reviewed after that date. Owners should contact Matt Litowkin to get on the waiting list.

VIII. ELECTION OF MANAGERS

The terms of Mike Kurth and Kent Hansen expired and Mike Kurth has accepted a nomination to serve another term. There was one uncontested Board seat. Nominations cannot be taken from the floor.

Motion: Dave Bittner move to elect Mike Kurth to the Board. Chris Heer seconded and the motion carried.

IX. NEW BUSINESS

Owner questions and comments addressed the following topics:

1. Parking Passes – There are no plans to issue new parking passes.
2. Trash by Dumpster – Trash is often left outside the dumpster between Buildings O and P, even though the dumpster is not full and furniture was left by Building A. Management will put notices on doors reminding people to put trash into the dumpster. A security camera would be cost prohibitive.
3. Road Repairs - Straight Creek Drive is in poor condition and needs to be repaired. Owners can contact the County Road and Bridge Department for information about future maintenance plans by calling 970-668-3590.
4. Water and Sewer Lines – There have been some line failures due to shifting of the ground. Repairs will have to be made to the infrastructure at some point in the future.
5. Curbs – The street curbs will be repaired as needed by the County
6. Recycling – A request was made to install signage at each dumpster indicating the location of the recycling station and what material can be recycled. Matt Litowkin noted that Summit County no longer accepts glass for recycling. Items that can be recycled are cardboard, paper, aluminum and plastic #1 and #2. Plastic bags are not recyclable but can be dropped off at City Market. Glass recycling is still available at the Dillon Town Hall and near the ball field on Rainbow Drive.
6. Common Doors – The front door of Building X does not close properly. Matt Litowkin will have the door repaired. He asked owners to contact him about such issues.
7. Lights - There are two lights burned out on entry doors and one light is not working in the parking lot H. Matt Litowkin noted the comments.
8. Pool - The water in the pool is rarely drained and refilled and the water in the hot tubs is changed on an as needed basis, roughly once per month.
9. Ice Build-Up – An owner in Building J asked about ice removal in building J’s parking lot. The problem was addressed about five years ago with a center concrete drainage pan and regrading the lot. The ice buildup problem will be looked at again during the winter.
10. Building J Boiler – There is only one boiler for Building J. If the boiler fails, there is a possibility of freezing pipes. All other buildings have two boilers and a second boiler should be considered. Matt Litowkin said replacement parts are stored on site to ensure quick repair and space heaters would be distributed to each unit during repairs to prevent frozen pipes. The Board will discuss this topic and report back to the owner.
11. Window Washing – The Association does not budget for window washing.
12. Electric Vehicle Charging Station - It would be possible to install an EV charging station by the Clubhouse, but there are no funds budgeted. There are Tesla charging stations by Starbucks in Silverthorne.

X. SET NEXT MEETING DATE

The next Annual Meeting was set for Saturday, September 19, 2020 at 10:00 a.m. in the Dillon Valley East Clubhouse.

XI. ADJOURNMENT

Motion: Tony Dobrski moved to adjourn at 11:05 a.m. David Bittner seconded and the motion carried.

Approved By: _____
Board Member Signature

Date: _____