

**DILLON VALLEY EAST CONDOMINIUM ASSOCIATION
BOARD OF MANAGERS MEETING
January 16, 2013**

I. CALL TO ORDER

The meeting was called to order at 7:00 p.m. by Richard Garcia in the Dillon Valley East Clubhouse.

Board members present were Richard Garcia, Paul Hage, Bob Price and Glenn Johnson.

Owner Jason Connolly (O303) was present.

Representing Basic Property Management were Gary Nicholds, Giovanna Voge, Eric Nicholds and David Thompson. Erika Krainz of Summit Management Resources was recording secretary.

II. APPROVAL OF PREVIOUS MEETING MINUTES

A motion was made to approve the November 14, 2012 Board Meeting minutes as presented. The motion was seconded and carried.

III. QUESTIONS AND COMMENTS FROM THE FLOOR/COMMENT BOX

Jason Connolly said he was billed for a \$45 late fee. He has been paying with Smart Street for about 20 months, never made a late payment and it appears that the delay was due to non-renewal of his Smart Street account at the end of the year. He requested a waiver of the fee. Paul Hage made a motion to waive the \$45 late fee. Bob Price seconded and the motion carried. Giovanna Voge was asked to determine if all Smart Street accounts expire at the end of each calendar year or expire one year after the date of signing up.

IV. FINES AND HEARINGS

David Thompson said there had not been any fines.

V. MANAGER'S REPORT

A. Manager's Report

The written Manager's Report was distributed to all Board Members prior to the meeting. Highlights included:

1. There was a clog in a drain line in Building BB. There appear to be two problems. The first is an offset in the pipe and the second is a low spot between the building and the street. Both should be looked at in the spring.
2. David Thompson recommended establishing a policy for zone valve repairs since the zone valves are an individual owner responsibility but a leak could affect the surrounding units. When leaks are identified, the unit owner should be given a deadline for completing the repairs.

B. Delinquency Report

Gary Nicholds reviewed the written Delinquency Report. Paul Hage said he was very disappointed with the firm that is handling the delinquencies. In one case, they were very slow to react to an owner inquiry regarding establishment of a payment plan. He felt there should be more detail of their actions in the report they provide. He recommended finding another firm if they do not start to take more aggressive action. Gary will contact the firm tomorrow. Bob Price said the firm should be asked to defend the value they have provided and to provide a graphic representation of the financial results since they were hired for the next Board Meeting.

VI. TREASURER'S REPORT

A. 2012 Year-End Report as of December 31, 2012

1. Total Income - \$1,706,825 actual vs. \$1,685,772 budget (1.2% over budget).
2. Total Expenses - \$1,492,870 actual vs. \$1,544,882 budget (3.4% under budget).
3. Balance Sheet Budgeted Items - \$140,391 actual vs. \$140,890 budget.
4. Net Income – \$73,564 actual versus \$0 budget.

Year-end Reserve income was \$293,779 with \$446,255 in expenses, resulting in a net loss of \$152,476. The total budgeted expenses were \$451,779. Loan Fund expenses totaled \$64,492.

Bob Price questioned the Contingency amount. Paul Hage explained that it was used to pay for unanticipated expenses. The Contingency expenses included the Building J boiler and parking lot and curb stops. He will provide an itemized list.

The year-end Reserve Fund balance was \$651,184.

Bob Price made a motion to approve the Financial Report. Glenn Johnson seconded and the motion carried.

VII. BUILDINGS, GROUNDS AND LANDSCAPING COMMITTEE

Glenn Johnson said the owners should be informed of the procedure for clearing the snow in the parking lots and parking spaces.

VIII. ARCHITECTURAL REVIEW COMMITTEE

Cathy Brosius was not present to provide a report.

IX. OLD BUSINESS

A. Review Security Inspection Book, Hallway Cleaning Schedule Book, Boiler Inspection Book, Public Comments

Glenn Johnson will check the books after the meeting.

B. Reserve Study

Paul Hage will start updating the Reserve Study with new cost estimates in the spring.

C. Association Policies

The Board reviewed the proposed Policies. All references to the “Board of Directors” should be revised to read “Board of Managers”.

1. Adoption of Policies – Paul Hage did not think Section 2.b. should be included because there are different groups of members. This section will be struck. He recommended adding a provision for delivery of notifications by email. Bob Price noted that there should be consistency with referring to either “owners” or “members” and it should agree with the terminology in the Declarations.
2. Alternate Dispute Resolution – Paul Hage asked Gary Nicholds to clarify if mediation or arbitration would be binding. Bob Price felt there should be clarification of what occurs if the mediation or arbitration is successful. He thought there should be a requirement for owners to either be present or participate via a mutually agreed upon electronic means (such as by teleconference). There should also be an official written record of any agreements that are reached.
3. Collections – The word “quarterly” should be changed to “monthly”. Gary Nicholds noted that the Association already had a Collection Policy. A copy will be sent to all Board members for review.
4. Conduct of Meetings – Bob Price felt there should be clarification about whether CCIOA or Association documents have precedence in the event of a conflict. The word “Chairperson” should be struck.
5. Inspection and Copying of Association Records – Gary Nicholds will review the information he received at the CCIOA meeting in the fall that provides guidelines for what types of documents must be provided to owners and what can be withheld.
6. Investment of Reserve Funds – Bob Price proposed adding wording to indicate the Treasurer has the responsibility to recommend investments, with the investments to be approved by at least two other Board members or a committee. He felt a portion of the Reserve Fund should be invested. Bob requested adding an agenda item for next month to address investment of the Reserves.
7. Reserve Study – There were no changes to this Policy.
8. Enforcement of Declarations and Bylaws – The Board agreed this Policy should be reworded to refer to the existing Association Rules and Regulations.
9. Conflict of Interest – This Policy was not reviewed as it was drafted and approved previously.

X. NEW BUSINESS

A. Ratification of Budget Vote by Budget Committee in December

The dues for 2013 will remain the same as 2012.

Paul Hage made a motion to approve the 2013 Budget as presented. Glenn Johnson seconded and the motion carried.

B. Distribution of Money Set Aside for Acknowledgement of Maintenance Personnel

A number of owners indicated at the Annual Meeting that they were in favor of the Association funding bonuses for the staff. A memo with details of the proposed distribution was provided. Paul Hage made a motion to allocate up to \$3,000 for staff bonuses. Glenn Johnson seconded. In discussion, Bob Price said he felt management and David Thompson should decide how to allocate the funds. He supported providing the full \$3,000. The motion carried.

XI. SET NEXT MEETING DATE

The next Board Meeting will be February 20, 2013 in the Dillon Valley East Clubhouse.

XII. ADJOURNMENT

Paul Hage made a motion to adjourn at 8:48 p.m. Glenn Johnson seconded and the motion carried.

Approved By: _____ Date: _____
Board Member Signature

Treasurer's Report

**Dillon Valley East
Financial Summary
As of December 31, 2012**

Summary Balance Sheet				
	Operating	Reserve	Loan	Total
Cash Accounts	254,310.21	651,183.74	47,640.16	953,134.11
Other Current Assets	103,500.38	0.00	0.00	103,500.38
Fixed Assets (net of depreciation)	70,017.35			70,017.35
Total Assets	427,827.94	651,183.74	47,640.16	1,126,651.84
Current Liabilities	65,179.11	0.00	0.00	65,179.11
Long Term Liabilities	6,835.10	0.00	1,482,728.00	1,489,563.10
Donated Capital	2.00			2.00
Retained Earnings	141,856.84	803,659.50	(1,372,595.84)	(427,079.50)
YTD Net Income	213,954.89	(152,475.76)	(62,492.00)	(1,012.87)
Total Liabilities & Equity	427,827.94	651,183.74	47,640.16	1,126,651.84
Operating Fund P&L				
	Actual	Budget	Difference	
December Total Income	141,650.43	140,305.65	1,344.78	
December Total Expense	138,029.78	151,263.22	(13,233.44)	
December Net Income	3,620.65	(10,957.57)	14,578.22	
Balance Sheet Budgeted Items	11,800.14	12,018.85	(218.71)	
	(8,179.49)	(22,976.42)	14,796.93	
YTD Total Income	1,706,825.26	1,685,771.80	21,053.46	1.2%
YTD Total Expenses	1,492,870.37	1,544,882.12	(52,011.75)	-3.4%
YTD Net Income	213,954.89	140,889.68	73,065.21	
Balance Sheet Budgeted Items	140,390.58	140,889.68	(499.10)	
	73,564.31	0.00	73,564.31	

Major variances YTD:

- A little used, older truck was sold by the Association for \$3500 of unbudgeted income.
- Income from Delinquency fees was \$4014 over budget and finance charges on past due accounts \$5038 over. Income from Fines is \$600 under projection.
- Income from the washer/dryers is \$6577 more than budgeted.
- Bad debt expense is \$27,646 over budget as we finally booked much which had built up over time.
- Total Building Maintenance is \$13,010 under budget.
- Total clubhouse/recreational is \$2315 over budgeted expenses but also \$1727 over in projected income.
- Gas is \$30,027 under budget. Water & sewer is \$6800 under. Electric is \$1159 under. Cable TV is \$1124 over.
- Legal fees are \$1674 over and office expense is \$1302 over. Director's expense is \$4603 under.
- Snow removal is \$4000 under.
- Total Grounds Maintenance is \$3963 under budget.
- Truck and ATV expense is \$5036 under budget and loader expenses are \$1413 under. Truck insurance is \$955 under budget.

Treasurer's Report

- Common Area Insurance is \$6249 under and Depreciation Expense is 7225 under.

Reserve Fund P&L	
Actual	
December Total Income	24,502.19
December Total Expense	14,872.48
December Net Income	<u>9,629.71</u>
YTD Total Income	293,779.05
YTD Total Expenses	446,254.81
YTD Net Income	<u>(152,475.76)</u>

LOAN Fund P&L	
Actual	
December Total Income	0.00
December Total Expense	1,491.00
December Net Income	<u>(1,491.00)</u>
YTD Total Income	0.00
YTD Total Expenses	62,492.00
YTD Net Income	<u>(62,492.00)</u>

Notes from the President

Greetings

Good News – *Our monthly dues for this year will not increase.* This is the second year in a row we have not had to increase the dues. But there is a catch. The Town of Silverthorne is planning to install water meters on our buildings and charge us for installation fees and water usage. Because our buildings do not have individual water pipes feeding each condominium, we cannot install individual water meters for units and pass along the water usage fees to individuals. We will continue to pay for all water used. At this time, we do not know how our average water bill will change.

If you use SmartStreet to pay your monthly dues, you may want to check your account with them to insure your payments do not stop. Log into www.mysmartstreet.com to access your account and verify the end date for payments. For support, call (770)242-8582 or (888)705-0600. Our property management company does not have access to individual login information.

Winter Notes

- Please be careful when stepping from the building porch onto the parking lot. There is potential for ice buildup from the previous day of melting snow from roofs and freezing overnight. Each building entry has a bucket with salt to allow you to spread on ice.
- After a snowfall, our maintenance people will come by and plow the centers of the parking lots. The next day, the crew will remove snow near the buildings. This is a two-step snow removal operation that has worked well this winter.
- When starting your vehicle, please do not allow the vehicle to idle for an unreasonable amount of time. A reasonable amount of time would be to remove snow and ice from the vehicle with a quick trip back to the condominium to retrieve an item.
- Please do not set the room thermostat below 60 degrees. This will insure that heating pipes near exterior walls will not freeze. If you enjoy sleeping with a window open, please close it when you are not in the area.

Our swimming pool area reopened in December with a new ceiling. After 39 years, it was time to replace it.

Sincerely,

Richard Garcia
President
Dillon Valley East Condominium Association

**DILLON VALLEY EAST CONDOMINIUM ASSOCIATION
BOARD OF MANAGERS MEETING
February 20, 2013**

I. CALL TO ORDER

The meeting was called to order at 7:04 p.m. by Cathy Brosius in the Dillon Valley East Clubhouse.

Board members present were Paul Hage, Cathy Brosius and Glenn Johnson. Richard Garcia, Bob Price and Sylvia Dowty participated via teleconference.

Owners Lee Vroble (X302), Jeff Schramm (I205) and Carl Henry (U202) were present.

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

II. APPROVAL OF PREVIOUS MEETING MINUTES

Paul Hage made a motion to approve the January 16, 2013 Board Meeting minutes as presented. Glenn Johnson seconded and the motion carried.

III. QUESTIONS AND COMMENTS FROM THE FLOOR/COMMENT BOX

There were no questions or comments from the floor.

IV. FINES AND HEARINGS

David Thompson said there had not been any fines.

V. MANAGER'S REPORT

A. Manager's Report

The written Manager's Report was distributed to all Board Members prior to the meeting. Bob Price commented that several zone valves had failed recently. He was concerned given that most of them were replaced a few years ago. Gary Nicholds noted that not all zone valves were replaced. He will review the list to determine if the failing valves were included in the replacement project. Even if the valves were replaced, they would not be under warranty at this point. The zone valves are an owner responsibility.

B. Delinquency Report

Gary Nicholds reviewed the written Delinquency Report. Giovanna Voge prepared a report with details for the owners who are currently in the legal process. It will be scanned and sent to all Board members. The amount initially submitted to the attorneys was \$81,993 and \$57,297 has been collected. There are super liens for \$21,244, a current balance of \$20,858 and \$53,451 has been written off.

There was general discussion about the arrangement with the attorney and their success or lack thereof in collecting from the delinquent owners. Paul Hage did not feel much progress had been made but Bob Price felt there had been some success and was not in

favor of firing this firm. He noted there was not anyone on the Board or with the management company who would have the time or expertise to pursue collections.

VI. TREASURER'S REPORT

A. 2013 Year-to-Date Report as of January 31, 2013

1. Total Income - \$143,267 actual vs. \$140,367 budget (2.1% over budget).
2. Total Expenses - \$136,995 actual vs. \$136,728 budget (0.2% under budget).
1. Balance Sheet Budgeted Items - \$11,852 actual vs. \$11,798 budget.
3. Net Income – (\$5,581) actual loss versus (\$8,160) budgeted loss.

Year-to-date Reserve income was \$24,442 with \$5,069 in expenses, resulting in net income of \$19,373. There were no Loan Fund expenses. There is about \$47,000 remaining in the Loan Fund that has been designated for parking lot expansions.

Glenn Johnson made a motion to approve the Financial Report. Bob Price seconded and the motion carried.

VII. BUILDINGS, GROUNDS AND LANDSCAPING COMMITTEE

Glenn Johnson requested that the stairs into the building be shoveled during the winter to prevent ice buildup.

Glenn commented that the hot tub was closed on this past holiday weekend when many of the owners were in their units. David Thompson explained that the water occasionally has to be dumped and replaced when there is heavy usage; the water was extremely cloudy on Monday morning and could not be restored with chemical treatment. Management makes best efforts not to shut down the tubs on busy weekends.

Jeff Schramm suggested consideration of an alternative to salt as ice melt. The salt is eroding the concrete and damages the carpet inside the buildings.

VIII. ARCHITECTURAL REVIEW COMMITTEE

Cathy Brosius said one owner requested information for patio door replacement.

X. OLD BUSINESS

A. Review Security Inspection Book, Hallway Cleaning Schedule Book, Boiler Inspection Book, Public Comments

Glenn Johnson reviewed all books and confirmed that all were in order.

B. Reserve Study

Paul Hage will start updating the Reserve Study with new cost estimates in the spring.

Gary Nicholds said he would start to assemble bids for painting the building and repairing/replacing siding as needed. Paul Hage was in favor of hiring a consultant to look at the building and to provide a list of areas that need attention. Bob Price said a detailed scope of work should be provided to all contractors who will be providing bids.

C. Association Policies

Gary Nicholds said he revised the policies per the comments at last month's Board Meeting. The Board reviewed the amended policies:

1. Collection Policy – Paul Hage made a motion to adopt the Collection Policy as presented. Richard Garcia seconded and the motion carried.
2. Conflict of Interest Policy – This policy was previously approved.
3. Conduct of Meetings Policy – Paul Hage made a motion to adopt the Conduct of Meetings Policy with “may be voted on” added before “by any means” in Section 7. In discussion, additional clarifications were requested. Gary Nicholds will make the requested changes and send out a new draft to all Board members.
4. Reserve Study Policy – Paul Hage made a motion to adopt the Reserve Study Policy as presented. Glenn Johnson seconded and the motion carried.
5. Alternative Dispute Resolution Policy – Paul Hage made a motion to adopt the Alternative Dispute Resolution Policy as presented. Richard Garcia seconded and the motion carried.
6. Adoption and Amendment of Policies, Procedures and Rules – Glenn Johnson made a motion to approve the Adoption and Amendment of Policies, Procedures and Rules Policy as presented. Paul Hage seconded and the motion carried.
7. Retention, Inspection and Retention of Association Records Policy – Paul Hage made a motion to adopt the Retention, Inspection and Retention of Association Records Policy. Glenn Johnson seconded and the motion carried.
8. Enforcement of Bylaws, Rules and Regulations and Architectural Guidelines Policy – This information is provided in the Declarations.
9. Investment Policy – Paul Hage felt the Policy should cover all Association monies, not only the Reserve Fund. He noted that only \$250,000 of the total funds in the Alpine Bank is FDIC insured. Moving to laddered CDARS (Certificate of Deposit Account Registration) investments would make it possible to keep all funds in one bank by investing segments up to the maximum insured amount with different banks. He recommended looking at this program. Another option would be to invest in US Treasuries, which are guaranteed by the US government so it is not necessary to have the FDIC insurance. He was in favor of the CDARS program. Paul Hage will draft a plan for Board approval.

X. SET NEXT MEETING DATE

The next Board Meeting will be March 20, 2013 in the Dillon Valley East Clubhouse.

XI. ADJOURNMENT

Glenn Johnson made a motion to adjourn at 8:12 p.m. Paul Hage seconded and the motion carried.

Approved By: _____ Date: _____

Board Member Signature

Treasurer's Report

**Dillon Valley East
Financial Summary
As of January 31, 2013**

Summary Balance Sheet

	Operating	Reserve	Loan	Total
Cash Accounts	205,822.12	663,624.65	47,640.16	917,086.93
Other Current Assets	157,617.00	0.00	0.00	157,617.00
Fixed Assets (net of depreciation)	70,017.35			70,017.35
Total Assets	433,456.47	663,624.65	47,640.16	1,144,721.28
Current Liabilities	68,041.32	0.00	0.00	68,041.32
Long Term Liabilities	(3,498.66)	0.00	1,482,728.00	1,479,229.34
Donated Capital	2.00			2.00
Retained Earnings	362,639.97	644,252.06	(1,435,087.84)	(428,195.81)
YTD Net Income	6,271.84	19,372.59	0.00	25,644.43
Total Liabilities & Equity	433,456.47	663,624.65	47,640.16	1,144,721.28

Operating Fund P&L

	Actual	Budget	Difference	
January Total Income	143,266.51	140,366.76	2,899.75	
January Total Expense	136,994.67	136,728.48	266.19	
January Net Income	6,271.84	3,638.28	2,633.56	
Balance Sheet Budgeted Items	11,852.38	11,797.97	54.41	
	(5,580.54)	(8,159.69)	2,579.15	
YTD Total Income	143,266.51	140,366.76	2,899.75	2.1%
YTD Total Expenses	136,994.67	136,728.48	266.19	0.2%
YTD Net Income	6,271.84	3,638.28	2,633.56	
Balance Sheet Budgeted Items	11,852.38	11,797.97	54.41	
	(5,580.54)	(8,159.69)	2,579.15	

Major variances YTD:

- Income from Washer/Dryer Utility usage is \$2500 more than projected due to the timing of when payments were received vs. when that income was budgeted.
- Loader expenses are \$964 under budget, a timing issue as to when some significant expenses were expected but have not occurred yet.
- Bad debt expense is \$3021 over budget due to some first of the year write-offs.
- Total Building Maintenance is \$2089 under budget.
- Total clubhouse/recreational is \$1127 over budget due to repairs needed on the sand filter.
- Gas is \$1041 under budget. Electric is \$787 over.

Reserve Fund P&L

Actual

January Total Income	24,441.75
January Total Expense	<u>5,069.16</u>
January Net Income	<u><u>19,372.59</u></u>

YTD Total Income	24,441.75
YTD Total Expenses	<u>5,069.16</u>
YTD Net Income	<u><u>19,372.59</u></u>

LOAN Fund P&L

Actual

January Total Income	0.00
January Total Expense	<u>0.00</u>
January Net Income	<u><u>0.00</u></u>

YTD Total Income	0.00
YTD Total Expenses	<u>0.00</u>
YTD Net Income	<u><u>0.00</u></u>

Notes from the President

Greetings

The Board of Managers has approved several policies required by the State of Colorado. Not that we have been outside the law, but we must have certain policies in place and have them available for viewing. By this time next week, all polices should be available on our web site, www.DillonValley.org.

We are coming out of a mild winter and experiencing freeze/thaw cycles each night. Please be careful when exiting your building in the morning.

Your Board of Managers is taking a firm stance against owners who are delinquent with their monthly dues and against previous owners who allowed their condominiums to be foreclosed on. We engaged Orten Cavanaugh & Holmes, LLC Attorneys at Law to assist with the collection of assessments/dues on a consignment basis. This approach means that the collection process has good probability of redeeming money owed to all of us, the homeowners.

Some owners are unable to handle their income and do not pay their monthly dues. We first go through the normal process of sending reminders. If that does not work, we hand over the collection process to our attorneys. From there, the burden of expense mounts against the owner in default. The Association will take the owner to court and either take ownership of the condominium or if the unit is a rental, have the rent paid to the Association until dues, and assessments are caught up. By law, we can only recover six months dues and fines from a bank in a foreclosure case. But we can still go after the former owner for the balance of the dues/assessments beyond six months.

The clubhouse is having new tile and carpet installed and some of the rooms may not be available for a day or two.

Enjoy the Spring Snows

Richard Garcia
President
Dillon Valley East Condominium Association

**DILLON VALLEY EAST CONDOMINIUM ASSOCIATION
BOARD OF MANAGERS MEETING
March 20, 2013**

I. CALL TO ORDER

The meeting was called to order at 7:00 p.m. by Richard Garcia in the Dillon Valley East Clubhouse.

Board members present were Richard Garcia, Paul Hage, Cathy Brosius, Bob Price and Glenn Johnson.

Owners Carl Henry (U202) and Don and Laurel Gardey (Z202) were present.

Representing Basic Property Management were Gary Nicholds and David Thompson. Erika Krainz of Summit Management Resources was recording secretary.

II. APPROVAL OF PREVIOUS MEETING MINUTES

Paul Hage made a motion to approve the February 20, 2013 Board Meeting minutes as presented. The motion was seconded and carried.

III. QUESTIONS AND COMMENTS FROM THE FLOOR/COMMENT BOX

Don Gardey said there was loud noise emanating from the pipes in the unit above him. David Thompson said Dutch Tech Plumbing was aware of the pipe noise issues in Z Building and the contractor is determined to fix the problems. He believes that the problems are the result of the zone valves closing off during the warmer seasons. He will install a bypass tomorrow with a pressure regulator to maintain constant pressure at all temperatures. The cost for the work will be about \$1,000.

IV. FINES AND HEARINGS

David Thompson said there had not been any fines.

V. MANAGER'S REPORT

A. Manager's Report

The written Manager's Report was distributed to all Board Members prior to the meeting.

B. Delinquency Report

Gary Nicholds reviewed the written Delinquency Report. One delinquent owner has paid in full. He noted that he was pursuing full collection from one unit owner who wanted to negotiate.

VI. TREASURER'S REPORT

A. 2013 Year-to-Date Report as of February 28, 2013

1. Total Income - \$283,905 actual vs. \$282,737 budget (0.4% over budget).
2. Total Expenses - \$292,084 actual vs. \$295,781 budget (1.2% under budget), including the Balance Sheet Budgeted Items at \$24,595 actual vs. \$23,648 budget.
3. Net Income – (\$8,178) actual loss versus (\$13,043) budgeted loss.

Year-to-date Reserve income was \$48,873 with \$8,240 in expenses, resulting in net income of \$40,633. There were no Loan Fund expenses.

Cathy Brosius made a motion to approve the Financial Report. Glenn Johnson seconded and the motion carried.

VII. BUILDINGS, GROUNDS AND LANDSCAPING COMMITTEE

Glenn Johnson said the staff did a good job moving snow. He requested the staff to hand shovel the asphalt in front of the steps to the buildings to remove snow missed by the large equipment to prevent ice buildup. Cathy Brosius suggested adding signage reminding residents not to park close to the buildings so the ATV plow can pass through and clear those areas. David Thompson will develop a solution. Paul Hage suggested putting shovels in some buildings next winter as a test.

Gary Nicholds said the purple truck was failing. The two ATV's are also scheduled for replacement in the next few years. He suggested considering purchase of a couple of Tool Cats to replace those vehicles. They can be outfitted with a plow or mower, have a flat bed in the back and an enclosed cab. The base price is about \$35,000 plus the accessories.

VIII. ARCHITECTURAL REVIEW COMMITTEE

Cathy Brosius said there had not been any activity.

IX. OLD BUSINESS

A. Review Security Inspection Book, Hallway Cleaning Schedule Book, Boiler Inspection Book, Public Comments

Glenn Johnson reviewed all books and confirmed that all were in order.

B. Association Policies

1. Investment Policy – The Board reviewed the proposed Investment Policy that Paul Hage drafted. He noted that the total balance in the Alpine Bank was about \$900,000 but only \$250,000 is covered by FDIC insurance. One way to solve this would be to purchase (Certificates of Deposit Account Registry) CDAR's. Bob Price made a motion to approve the Investment Policy with correction to one typographical error. Glenn Johnson seconded and the motion carried.
2. Conduct of Meetings Policy – The revised draft of this policy was distributed to all Board members by email. Cathy Brosius made a motion to approve the

revised Conduct of Meetings Policy. Glenn Johnson seconded and the motion carried.

X. NEW BUSINESS

A. Investment of Association Funds

Paul Hage made a motion to invest \$700,000 of the Association funds currently held in the Alpine Bank in laddered CDAR's, broken out with \$175,000 in a six-month CDAR, \$175,000 in a two-year CDAR and \$350,000 in two one-year CDAR's. As the CDAR's mature, the balances will be reinvested in two-year CDAR's. Glenn Johnson seconded and the motion carried.

B. Water Meters

New water meters will be installed on each building by the end of July by Vowel Plumbing and Heating as directed by the Dillon Valley Water District.

C. RFP for Painting

Gary Nicholds said he was hoping to get three to five contractors to bid on the painting project for this summer. The goal is to start the project by June or July. He asked for a volunteer to help select the color schemes.

D. Pool Trusses

The engineering report has been received. There are two options for repair and Gary Nicholds is waiting for pricing.

E. Asphalt

Gary Nicholds will contact A-Peak to get the parking lot expansions on the schedule for this summer.

F. Grease in Drains

Management has agreed to investigate the purchase of containers for cooking grease by the Association for use by the residents. Gary Nicholds said he would also develop a list of instructions for proper disposal of grease.

XI. SET NEXT MEETING DATE

The next Board Meeting will be April 17, 2013 at 7:00 p.m. in the Dillon Valley East Clubhouse.

XII. ADJOURNMENT

Glenn Johnson made a motion to adjourn at 7:50 p.m. Cathy Brosius seconded and the motion carried.

Approved By: _____ Date: _____
Board Member Signature

**Dillon Valley East
Financial Summary**
As of February 28, 2013

Summary Balance Sheet				
	Operating	Reserve	Loan	Total
Cash Accounts	240,857.73	684,885.49	47,640.16	973,383.38
Other Current Assets	116,558.82	0.00	0.00	116,558.82
Fixed Assets (net of depreciation)	70,017.35			70,017.35
Total Assets	427,433.90	684,885.49	47,640.16	1,159,959.55
Current Liabilities	63,495.82	0.00	0.00	63,495.82
Long Term Liabilities	(15,120.32)	0.00	1,482,728.00	1,467,607.68
Donated Capital	2.00			2.00
Retained Earnings	362,639.97	644,252.06	(1,435,087.84)	(428,195.81)
YTD Net Income	16,416.43	40,633.43	0.00	57,049.86
Total Liabilities & Equity	427,433.90	684,885.49	47,640.16	1,159,959.55
Operating Fund P&L				
	Actual	Budget	Difference	
February Total Income	140,741.74	142,370.64	(1,628.90)	
February Total Expense	130,494.41	134,220.25	(3,725.84)	
February Net Income	10,247.33	8,150.39	2,096.94	
Balance Sheet Budgeted Items	12,742.28	11,850.20	892.08	
	(2,494.95)	(3,699.80)	1,204.86	
YTD Total Income	283,905.31	282,737.40	1,167.91	0.4%
YTD Total Expenses	267,488.88	272,132.73	(4,643.85)	-1.7%
YTD Net Income	16,416.43	10,604.67	5,811.76	
Balance Sheet Budgeted Items	24,594.65	23,648.16	946.49	
	(8,178.22)	(13,043.49)	4,865.27	

Major variances YTD:

- Washer/Dryer Income is \$681 more than planned and Washer/Dryer Utilities Usage is \$496 more than projected..
- Loader expenses are \$1314 under budget. Truck/ATV expense is \$774 under.
- Bad debt expense is \$1356 over budget due to some first of the year write-offs.
- Total Building Maintenance is \$2817 under budget.
- Total clubhouse/recreational is \$1750 over budget due to repairs needed on the sand filter and replacement of a security video recorder.
- Gas is \$802 under budget. Electric is \$567 under.

Reserve Fund P&L**Actual**

February Total Income	24,431.64
February Total Expense	<u>3,170.80</u>
February Net Income	<u><u>21,260.84</u></u>

YTD Total Income	48,873.39
YTD Total Expenses	<u>8,239.96</u>
YTD Net Income	<u><u>40,633.43</u></u>

LOAN Fund P&L**Actual**

February Total Income	0.00
February Total Expense	<u>0.00</u>
February Net Income	<u><u>0.00</u></u>

YTD Total Income	0.00
YTD Total Expenses	<u>0.00</u>
YTD Net Income	<u><u>0.00</u></u>

Notes from the Pres.

Exterior Painting

For this summer, we are looking at painting buildings AA, J, H, I, F, G, D, and E. The buildings were on our painting schedule from a few years ago. Because of better paint technology, we will inspect each building to see if painting is needed. In our harsh mountain environment, exterior paint does not live up to life expectancy.

Swimming Pool Ceiling

Last summer, we discovered some deficiencies in some of the ceiling support structure. There is no danger to users of the pool area, but we want to make sure there is no danger in future years.

Ice at Entrance to Buildings

Our maintenance staff will remove snow accumulation from the building entry areas after a snow fall. During the following days, please be aware of water accumulation and freezing at night at the entries. Please do not park so close to the building so ice and snow will not fall from the roof and damage your vehicle.

Cooking Grease/Fat

Some residents and owners use cooking grease/fat for cooking food. When the grease/fat is poured into a drain, the grease/fat solidifies when it reaches the cold underground pipes and causes an ugly backup of sewage water. Please pour grease/fat into a disposable container and place into the trash for disposal. If you have renters, please let them know the situation. To clear up the sewage problem, a contractor is called in to unclog the line. For this to happen, a resident's drain line in the kitchen must be opened for the equipment to operate. This is a big inconvenience to residents.

We are researching an idea to furnish containers for grease/fat to be poured into and disposed of. The containers would come with instructions for their use and would be free of charge. Our cost of the containers would be far less than our expense to have a contractor visit and clear plumbing clogs.

Water Meters

Water meters should be installed on each building this summer. We do not know what our scheduled date is. Your water delivery should not be interrupted for more than two hours and you will be notified of the date.

Installation of water meters for each unit is not financially possible. Therefore the Association will continue to pay the water bill for every unit.

Sincerely,
Richard Garcia
President
Dillon Valley East Condominium Association

**DILLON VALLEY EAST CONDOMINIUM ASSOCIATION
BOARD OF MANAGERS MEETING
April 24, 2013**

I. CALL TO ORDER

The meeting was called to order at 7:02 p.m. by Richard Garcia in the Dillon Valley East Clubhouse.

Board members present were Richard Garcia, Paul Hage, Bob Price and Glenn Johnson.

Owner Lee Vroble (X302) was present.

Representing Basic Property Management were Gary Nicholds, Eric Nicholds, Giovanna Voge and Elpideo Romero. Erika Krainz of Summit Management Resources was recording secretary.

II. APPROVAL OF PREVIOUS MEETING MINUTES

Glenn Johnson made a motion to approve the March 20, 2013 Board Meeting minutes as presented. Paul Hage seconded and the motion carried.

III. QUESTIONS AND COMMENTS FROM THE FLOOR/COMMENT BOX

Lee Vroble asked if the Association had done anything about fire safety, given that the upper end of the property is within 100 yards of the forest. He recommended development of a plan. Richard Garcia thanked him for this suggestion. He said he could have a Red Cross representative provide a presentation.

IV. FINES AND HEARINGS

There were not any owners present regarding fines.

V. MANAGER'S REPORT

A. Manager's Report

Elpideo Romero provided a written report.

B. Delinquency Report

Gary Nicholds reviewed the written Delinquency Report. Giovanna Voge noted that two owners on payment plans were paying regularly but they were not paying enough to get current. Gary will follow up with one of the owners.

VI. TREASURER'S REPORT

A. 2013 Year-to-Date Report as of March 31, 2013

1. Total Income - \$424,646 actual vs. \$423,104 budget (0.4% over budget).
2. Total Expenses - \$396,348 actual vs. \$404,422 budget (2% under budget). Including the Balance Sheet Budgeted Items they were \$431,998 actual vs. \$439,491 budget.
3. Net Income – (\$7,354) actual loss versus (\$16,387) budgeted loss.

Year-to-date Reserve income was \$73,248 with \$8,552 in expenses, resulting in net income of \$64,696. There were no Loan Fund expenses.

Bob Price made a motion to approve the Financial Report. Glenn Johnson seconded and the motion carried.

Paul Hage said he moved \$700,000 from the Savings account at Alpine Bank into four CDAR's. One was for a six-month term, two for one-year terms and one for a two-year term. One of the CD's will mature every six months.

VII. BUILDINGS, GROUNDS AND LANDSCAPING COMMITTEE

Glenn Johnson did not have a report.

VIII. ARCHITECTURAL REVIEW COMMITTEE

Cathy Brosius was not present to provide a report.

IX. OLD BUSINESS

A. *Review Security Inspection Book, Hallway Cleaning Schedule Book, Boiler Inspection Book, Public Comments*

Glenn Johnson reviewed all books and confirmed that all were in order.

B. *Request Bids for Painting Projects This Summer*

Gary Nicholds said he contacted seven contractors who were interested in submitting bids for painting Buildings AA, F, H, I and J. The goal is to have an approved bid by the end of May and to have all painting completed by the end of August. Gary will have a contractor provide an estimate for the amount of siding that will need to be replaced.

Paul Hage said Cathy Brosius had made a suggestion about changing the color schemes. He said he liked the current color schemes. He recommended keeping the same color schemes for this round of bids. He suggested having Cathy head up a committee if she wants to change colors. Gary Nicholds pointed out that since the buildings are painted in phases, it would take several years to update all buildings with the new colors. Richard Garcia thought it was worth investigating and it could be presented to the owners at the Annual Meeting. Bob Price felt it was a Board decision and that the Board should present a recommendation to the owners. He was also satisfied with the current color schemes. Richard will discuss the idea of a committee with Cathy.

C. *Pricing for Pool Trusses*

Gary Nicholds said the initial bid in January from Travis to reinforce the trusses was \$13,133. This past week, Travis Construction provided a new bid of \$20,750 based on the engineering drawings. If awarded the contract, Travis will refund half of the \$1,200 engineering study cost that has already been paid. Gary said there were several options, including replacement of the trusses, doing nothing or having the roof snow

accumulations removed as needed. Paul Hage asked Gary Nicholds to solicit at least one or two more bids. Board members agreed with the suggestion.

D. Railing Bids

Gary Nicholds said he had received two bids (\$49,125 and \$42,950) for the railings for 25 buildings. Elpideo Romero believes he can purchase the materials at Lowe's and do the work in house. There is \$43,000 budgeted for this project. The Board directed Gary to have Elpideo install the railings on one building as a test. Eric Nicholds will also get a bid from Strategic Fence.

E. Water Meters

The Dillon Valley Water District plans to start water meter installation in the boiler rooms in May. They will do one meter per day so it will take about one month. They will also install a backflow valve in the Clubhouse for the pool and hot tub. The cost for the backflow valve will be \$2,000 – 3,000. There will be no charge for the water meters. Gary Nicholds will check with the Dillon Valley Water district about potential liability for the Association.

F. Parking Lot Paving

Gary Nicholds will meet with the contractor in two weeks. He will tour the property with Paul Hage to confirm which areas will be expanded. There is \$6,000 remaining in the budget for crack sealing the pathway and \$47,000 for the parking lot expansions. The parking lots with good soil will be done first and the ones with bad soil will be left for last.

G. Grease in Drains

Grease containers can be purchased in bulk. The cost would be \$1.08 each for 1,000. Instructions would be put on the cans in English and Spanish. Glenn Johnson made a motion to purchase 1,000 grease cans for \$1.08 each. Paul Hage seconded. In discussion, Bob Price said he did not think there was a metric in place to determine if the program is successful. Paul Hage suggested sending a quarterly reminder to all occupants regarding proper disposal of grease. Glenn Johnson withdrew his motion.

X. SET NEXT MEETING DATE

The next Board Meeting will be May 15, 2013 at 7:00 p.m. in the Dillon Valley East Clubhouse.

XI. ADJOURNMENT

The meeting was adjourned at 8:11 p.m.

Approved By: _____ Date: _____
Board Member Signature

**Dillon Valley East
Financial Summary
As of February 28, 2013**

Summary Balance Sheet				
	Operating	Reserve	Loan	Total
Cash Accounts	240,857.73	684,885.49	47,640.16	973,383.38
Other Current Assets	116,558.82	0.00	0.00	116,558.82
Fixed Assets (net of depreciation)	70,017.35			70,017.35
Total Assets	427,433.90	684,885.49	47,640.16	1,159,959.55
Current Liabilities	63,495.82	0.00	0.00	63,495.82
Long Term Liabilities	(15,120.32)	0.00	1,482,728.00	1,467,607.68
Donated Capital	2.00			2.00
Retained Earnings	362,639.97	644,252.06	(1,435,087.84)	(428,195.81)
YTD Net Income	16,416.43	40,633.43	0.00	57,049.86
Total Liabilities & Equity	427,433.90	684,885.49	47,640.16	1,159,959.55
Operating Fund P&L				
	Actual	Budget	Difference	
February Total Income	140,741.74	142,370.64	(1,628.90)	
February Total Expense	130,494.41	134,220.25	(3,725.84)	
February Net Income	10,247.33	8,150.39	2,096.94	
Balance Sheet Budgeted Items	12,742.28	11,850.20	892.08	
	(2,494.95)	(3,699.80)	1,204.86	
YTD Total Income	283,905.31	282,737.40	1,167.91	0.4%
YTD Total Expenses	267,488.88	272,132.73	(4,643.85)	-1.7%
YTD Net Income	16,416.43	10,604.67	5,811.76	
Balance Sheet Budgeted Items	24,594.65	23,648.16	946.49	
	(8,178.22)	(13,043.49)	4,865.27	

Major variances YTD:

- Washer/Dryer Income is \$681 more than planned and Washer/Dryer Utilities Usage is \$496 more than projected..
- Loader expenses are \$1314 under budget. Truck/ATV expense is \$774 under.
- Bad debt expense is \$1356 over budget due to some first of the year write-offs.
- Total Building Maintenance is \$2817 under budget.
- Total clubhouse/recreational is \$1750 over budget due to repairs needed on the sand filter and replacement of a security video recorder.
- Gas is \$802 under budget. Electric is \$567 under.

Reserve Fund P&L

	Actual
February Total Income	24,431.64
February Total Expense	3,170.80
February Net Income	21,260.84

YTD Total Income	48,873.39
YTD Total Expenses	8,239.96
YTD Net Income	40,633.43

LOAN Fund P&L

	Actual
February Total Income	0.00
February Total Expense	0.00
February Net Income	0.00

YTD Total Income	0.00
YTD Total Expenses	0.00
YTD Net Income	0.00

Notes from the Prez

Greetings

Snow season is over and a new season, Fire Season, is approaching. I sent out information to owners who have elected to receive our meeting minutes by the internet about a Wildfire Preparedness presentation that takes place on Tuesday April 30th at Summit Middle School. For those who do not have access to email, you may contact your local American Red Cross to receive information about being Red Cross Ready. The information is free. If you do not have internet access, lookup Red Cross in the phone book of your area.

Be Red Cross Ready (3 Steps)

Disaster can strike quickly and without warning. It can force you to evacuate your neighborhood or confine you to your home. What would you do if basic services—water, gas, electricity or telephones—were cut off? Local officials and relief workers will be on the scene after a disaster, but they cannot reach everyone right away. Knowing what to do to protect yourself and your household is essential.

A recent national survey revealed that only 7 percent of Americans have taken the recommended actions to prepare for disasters. If you're in the remaining 93 percent, the Colorado Red Cross urges you to get ready for the unexpected.

1. **Get a Kit:** Learn to Make Your Own or Purchase a Kit from the Red Cross Store.
2. **Make a Plan:** Create a Communication and Evacuation Plan. Learn How Online.
3. **Be Informed:** Learn How and Where to Get Information When Disaster Strikes.

For complete information, log onto www.RedCross.org. In the Search box near the upper right of your screen enter *Get a kit* and click and hit the Enter key. Then click on the first item in the search results.

Our maintenance crew is preparing to aerate the turf and prepare for summer lawns. Please remove all toys from the lawn areas.

In a month or two, the Dillon Valley Water District will install water meters on each building. The meters will report the water usage for each building and in turn, we will receive a bill for water usage on a per building basis. We have no way to determine if individual units are using more water than others. So the Association will continue to pay for water out of the Budget. At this time, we do not know how our water bill will change.

We continue to have sewage backups caused by cooking fat being poured into drains. The cost to clear a drain line is about \$800 (eight hundred dollars) per occurrence. Please, if you use cooking fat or have fat to eliminate from cooking, use a disposable container to hold the fat until it hardens, and then toss the container into the trash. We

are unable to isolate the condominium units that are causing the sewage backups because the sewage blockage always happens in the main drain from the building.

We also continue to have building entry doors blocked open with items such as rocks, shoes, wood, etc. It is OK to block the door open while loading/unloading a vehicle, taking out the trash or if you are in the vicinity of the door where you can monitor who enters the building. But if the entry door is blocked open without purpose, it becomes an invitation for wildlife and unwanted guests who may do damage to your property and your neighbor's.

We will be checking buildings for painting needs and starting parking lot repairs in the next month.

Policies

We have 11 policies now in place. They are posted on our web site, www.DillonValley.org under [Documents](#) and available at the offices of Basic Property Management.

The policies are:

- [Adoption and Amendment of Policies, Procedures and Rules](#)
- [Alternate Dispute Resolution](#)
- [Collection Policy](#)
- [Conduct of Meetings](#)
- [Conflict of Interest](#)
- [Enforcement of Declarations, By-Laws, Rules, & Architectural Guidelines](#)
- [Front End Loader Use Policy](#)
- [Front End Loader Rental Agreement](#)
- [Investment of Reserve Funds](#)
- [Remodeling Policy](#)
- [Reserve Study Policy](#)
- [Retention, Inspection and Copying of Association Records](#)

Sincerely,

Richard Garcia
President
Dillon Valley East Condominium Association

DILLON VALLEY EAST CONDOMINIUM ASSOCIATION
BOARD OF MANAGERS MEETING
May 15, 2013

I. CALL TO ORDER

The meeting was called to order at 7:02 p.m. by Richard Garcia in the Dillon Valley East Clubhouse.

Board members present were Richard Garcia, Paul Hage, Bob Price, Cathy Brosius and Glenn Johnson.

Owner Carl Henry (U202) was present.

Representing Basic Property Management were Gary Nicholds, Eric Nicholds, Giovanna Voge and Elpideo Romero. Erika Krainz of Summit Management Resources was recording secretary.

II. APPROVAL OF PREVIOUS MEETING MINUTES

Paul Hage made a motion to approve the April 24, 2013 Board Meeting minutes as presented. Bob Price seconded and the motion carried.

III. QUESTIONS AND COMMENTS FROM THE FLOOR/COMMENT BOX

Carl Henry requested a lower wattage bulb for the fixture outside his unit.

IV. FINES AND HEARINGS

There were not any owners present regarding fines.

V. MANAGER'S REPORT

A. Manager's Report

Elpideo Romero provided a written report.

B. Delinquency Report

Giovanna Voge reviewed the written Delinquency Report. The owner with the highest delinquent balance is in receivership and is in the process of foreclosure. The sale is scheduled for June 14th. The write off will be about \$8,451 and \$2,124 can be collected for the priority lien. Another unit was foreclosed on March 1st. The write off will be about \$420 and the Association will receive \$3,286 for the priority lien and dues from March through May.

VI. TREASURER'S REPORT

A. 2013 Year-to-Date Report as of April 30, 2013

1. Total Income - \$565,552 actual vs. \$563,471 budget (0.4% over budget).
2. Total Expenses - \$521,630 actual vs. \$535,629 budget (2.6% under budget).
Including the Balance Sheet Budgeted Items they were \$570,035 actual vs. \$583,190 budget (2.3% under budget).

3. Net Income – (\$4,483) actual loss versus (\$15,237) budgeted loss.

Year-to-date Reserve income was \$97,657 with \$11,220 in expenses, resulting in net income of \$86,437. There were no Loan Fund expenses.

Cathy Brosius made a motion to approve the Financial Report. Glenn Johnson seconded and the motion carried.

VII. BUILDINGS, GROUNDS AND LANDSCAPING COMMITTEE

Glenn Johnson reported that work had started on the lawns. The lawns will be treated with weed and feed. Residents should be notified of the schedule. The flower barrels should be planted. Cathy Brosius volunteered to help with this project.

VIII. ARCHITECTURAL REVIEW COMMITTEE

Cathy Brosius said there had not been any activity. Cathy provided an excerpt of the Rules and Regulations addressing the most common violations. It will be translated into Spanish.

IX. OLD BUSINESS

- A. *Review Security Inspection Book, Hallway Cleaning Schedule Book, Boiler Inspection Book, Public Comments*

Glenn Johnson reviewed all books and confirmed that all were in order.

- B. *Request for Bids for Painting Projects This Summer*

Gary Nicholds has received three painting bids and expects two more shortly. The bids range from \$34,000 - \$39,000. He would like the Board to make a decision by the end of the month. There is \$55,000 budgeted for this project. The siding on the front of Building J is delaminating in some lower sections.

- C. *Pool Trusses*

Gary Nicholds obtained recommendations for several contractors. Jim Keller was at the property yesterday and did an inspection. He proposed accessing the truss area from the front side of the building by the exhaust fan because it would cause the least amount of damage and would be the easiest to fix. There should be minimal waste and it should be possible to use the Association dumpster. Gary hopes to have comments from another contractor by the end of next week. This project will be paid out of the Contingency account.

- D. *Water Meters*

Gary Nicholds has been trying to contact Bob Polich at the Dillon Water District regarding the indemnity and some other questions that were raised by the Board. Once the questions are answered, he will email the information to the Board.

The new meters will be read electronically. The meters are constantly monitored so leaks can be quickly recognized.

E. Parking Lot Paving

Gary Nicholds said there were three parking lots that could be expanded. Test holes will be dug to make sure the subsoil is stable. He should have a more definitive idea of what can be done by next Tuesday.

F. Phone for Gas Meter

The gas meter phone was connected through a VOIP system in the computer. This type of system does not work for this application so a regular land line had to be installed.

G. Grease in Drains

The Board decided not to purchase containers. A notice was posted at all units in English and Spanish. There was a pipe break in Building AA.

H. Bids for Railings for Boiler Room Roofs

Elpidio Romero purchased a sample railing from Lowe's. The cost for the materials will be about \$800 per deck plus the expense for concrete anchors and screws. The total expense will be about \$24,000. The schedule will be to do one deck per week during the summer months. Paul Hage recommended concentrating on the single buildings first so the street side of the property will have a uniform appearance. Gary Nicholds was directed to purchase enough material to add railings on the buildings with boiler roofs on the street side.

I. Deck Floor Information

Paul Hage suggested, with estimates for painting and siding replacement coming in much lower than budget that estimates for deck floor replacement be obtained. Due to budget limitations, consideration of any such work was postponed to next year when this year's budget was prepared. Bob Price noted he wanted more discussion before moving forward with any actual work.

X. SET NEXT MEETING DATE

The next Board Meeting will be June 19, 2013 at 7:00 p.m. in the Dillon Valley East Clubhouse.

XI. ADJOURNMENT

The meeting was adjourned at 7:45 p.m.

Approved By: _____ Date: _____
Board Member Signature

**Dillon Valley East
Financial Summary
As of April 30, 2013**

Summary Balance Sheet				
	Operating	Reserve	Loan	Total
Cash Accounts	255,907.49	730,689.41	47,640.16	1,034,237.06
Other Current Assets	122,677.31	0.00	0.00	122,677.31
Fixed Assets (net of depreciation)	75,524.35			75,524.35
Total Assets	454,109.15	730,689.41	47,640.16	1,232,438.72
Current Liabilities	84,254.63	0.00	0.00	84,254.63
Long Term Liabilities	(36,709.48)	0.00	1,482,728.00	1,446,018.52
Donated Capital	2.00			2.00
Retained Earnings	362,639.97	644,252.06	(1,435,087.84)	(428,195.81)
YTD Net Income	43,922.03	86,437.35	0.00	130,359.38
Total Liabilities & Equity	454,109.15	730,689.41	47,640.16	1,232,438.72
Operating Fund P&L				
	Actual	Budget	Difference	
April Total Income	140,905.66	140,366.64	539.02	
April Total Expense	127,888.09	131,207.72	(3,319.63)	
April Net Income	13,017.57	9,158.92	3,858.65	
Balance Sheet Budgeted Items	10,531.78	10,270.47	261.31	
	2,485.79	(1,111.55)	3,597.34	
YTD Total Income	565,551.73	563,470.68	2,081.05	0.4%
YTD Total Expenses	521,629.70	535,629.23	(13,999.53)	-2.6%
YTD Net Income	43,922.03	27,841.45	16,080.58	
Balance Sheet Budgeted Items	48,405.04	47,561.27	843.77	
	(4,483.01)	(19,719.82)	15,236.81	

Major variances YTD:

- Washer/Dryer Income is \$1613 more than planned and Washer/Dryer Utilities Usage is \$596 more than projected.
- Loader expenses are \$1068 under budget. Truck/ATV expense is \$1459 under.
- Bad debt expense is \$1161 under budget.
- Total Building Maintenance is \$3466 under budget.
- Total clubhouse/recreational is \$912 over budget due to repairs needed on the sand filter and replacement of a security video recorder.
- Summer Grounds Maintenance is \$3391 under.
- Gas is \$1621 under budget. Electric is \$505 under. Telephone is \$759 under.

Reserve Fund P&L

	Actual
April Total Income	24,409.62
April Total Expense	<u>2,668.18</u>
April Net Income	<u><u>21,741.44</u></u>
YTD Total Income	97,657.49
YTD Total Expenses	<u>11,220.14</u>
YTD Net Income	<u><u>86,437.35</u></u>

LOAN Fund P&L

	Actual
April Total Income	0.00
April Total Expense	<u>0.00</u>
April Net Income	<u><u>0.00</u></u>
YTD Total Income	0.00
YTD Total Expenses	<u>0.00</u>
YTD Net Income	<u><u>0.00</u></u>

DILLON VALLEY EAST CONDOMINIUM ASSOCIATION
BOARD OF MANAGERS MEETING
June 19, 2013

I. CALL TO ORDER

The meeting was called to order at 7:04 p.m. by Sylvia Dowty in the Dillon Valley East Clubhouse.

Board members present were Sylvia Dowty, Paul Hage, Cathy Brosius and Glenn Johnson.

Owners Lee Vroble (X302) and Carl Henry (U202) were present. Gregg Pooley (representing the owners of G106) was a guest at the meeting.

Representing Basic Property Management were Gary Nicholds, Eric Nicholds, Giovanna Voge, Geoff Merker and Elpideo Romero. Erika Krainz of Summit Management Resources was recording secretary.

II. APPROVAL OF PREVIOUS MEETING MINUTES

Paul Hage made a motion to approve the May 15, 2013 Board Meeting minutes as presented. Glenn Johnson seconded and the motion carried.

III. QUESTIONS AND COMMENTS FROM THE FLOOR/COMMENT BOX

Carl Henry asked for an explanation of a note that was posted at the property regarding car break-ins. Geoff Merker said this was a Board suggestion. There have been several incidents at Buildings E and R. There was also some graffiti on some of the buildings two weeks ago. The Sheriff has been asked to provide additional patrols at night.

IV. FINES AND HEARINGS

There were not any owners present regarding fines.

V. MANAGER'S REPORT

A. Manager's Report

Geoff Merker provided a written report before the meeting and there were no questions. One railing was installed today Elpidio Romero will pick up two more at Lowe's tomorrow.

B. Delinquency Report

Gary Nicholds reviewed the written Delinquency Report. The current balance was \$31,809. One owner paid an outstanding balance of \$3,382 in full today.

VI. TREASURER'S REPORT

A. 2013 Year-to-Date Report as of May 31, 2013

1. Total Income - \$706,485 actual vs. \$703,837 budget (0.4% over budget).

2. Total Expenses - \$649,934 actual vs. \$663,028 budget (2.0% under budget). Including the Balance Sheet Budgeted Items they were \$709,830 actual vs. \$722,230 budget (1.7% under budget).
3. Net Income – (\$3,345) actual loss versus (\$18,392) budgeted loss.

Year-to-date Reserve income was \$122,032 with \$17,018 in expenses resulting in net income of \$105,014. There were no Loan Fund expenses.

Cathy Brosius made a motion to approve the Financial Report. Glenn Johnson seconded and the motion carried.

Paul Hage reported that an audit was in progress and should be completed by the end of the month.

VII. BUILDINGS, GROUNDS AND LANDSCAPING COMMITTEE

Glenn Johnson reported that flowers have been planted by the sign. They will be planted by the Clubhouse shortly. Elpidio Romero and the staff have been working on the sprinkler system and added some new heads to improve irrigation coverage.

VIII. ARCHITECTURAL REVIEW COMMITTEE

Cathy Brosius said there had not been any activity. Lee Vroble has asked about the requirements for replacing his unit door. The Board agreed that either a door to match the existing or a solid core six-panel door would be acceptable.

IX. OLD BUSINESS

- A. *Review Security Inspection Book, Hallway Cleaning Schedule Book, Boiler Inspection Book, Public Comments*
Glenn Johnson reviewed all books and confirmed that all were in order.
- B. *Request for Bids for Painting Projects This Summer*
Gary Nicholds said the bid process had been completed.
- C. *Building Painting*
Gary Nicholds said he sent RFP's to about six contractors and selected two of them, Allman Painting and Summit Color Systems, to interview. He selected Allman Painting as their bid was about \$3,000 lower than the Summit Color Systems bid and they can start the work sooner. The plan is to start the first week of July. Gary inspected J Building this week to determine which areas of siding need to be replaced. He anticipated he would have to purchase eight to ten pieces of T-111 siding. The contractor will power wash and scrape any peeling areas of paint, including the horizontal deck supports. Cathy Brosius thought some of the wood under the decks might need to be sanded.
- D. *Pool Trusses*
Two very different bids were received. Gary Nicholds asked the low bidder to reconfirm his figures. They plan to enter through the vent by the soffit. They will fabricate the

supports and take them in to the ceiling to brace the beams that are not connected. The permit expense was not included in the bid and it is estimated the cost will be \$500 – \$1,200.

Paul Hage made a motion to proceed with having Jim Keller repair the rafters above the pool per his bid and to have the Association pay for the additional permit costs as required. Glenn Johnson seconded and the motion carried.

E. Water Meters

There was nothing new to report regarding the water meters.

F. Parking Lot Paving

Gary Nicholds met with Bruce Yankee of A-Peak last week. He provided bids for several areas of work:

1. Crack seal and seal coat the bike path - \$5,340. It is not in bad condition. There is \$6,000 in the budget for this work.
2. Crack seal, patch and seal coat the Z, T, U, R, S and Y Building parking lots - \$16,500. There is \$30,000 budgeted in the Reserve for this work.
3. Parking lot expansions – He will dig some test pits at R and S Building parking lots to make sure the soil is stable. The Y Building lot is also due for expansion but there could be a problem in that area with the loamy subsoil as well.

Paul Hage made a motion to proceed with the asphalt work per the bid from A-Peak. Cathy Brosius seconded and the motion carried.

X. NEW BUSINESS

A. Yard Sales

Cathy Brosius said there was no Association policy on yard sales. She was concerned about having outside traffic around the building. She suggested requiring yard sales to be staged in a specific location such as the Clubhouse parking lot or on the lawn by the sidewalk. Sylvia Dowty asked Cathy Brosius to develop a written policy for Board review.

B. Mortgage Approvals

Greg Pooley said he was currently involved in two transactions at the property. He has been going through the process of attempting to obtain Fannie Mae approval for the property but he is missing one key piece of information, namely the Management Agreement for the Association. He explained that if the property is not Fannie Mae approved, it cuts out a segment of buyers who can only afford a 3.5 – 5% down payment. Fannie Mae no longer approves properties; each individual mortgage company has to decide if they want to go through the process of obtaining the approval for each property and if something goes wrong, the mortgage company can be required to buy back the property. Once Fannie Mae financing is approved, it is valid for one year, but only with that particular mortgage company. He submitted requests to four different mortgage companies and three declined financing.

He was not sure why a copy of the Management Agreement is required but he speculated that they are looking for any reference to a front desk facility, the sale of lift tickets or tours, a mandatory rental pool requirement or a different compensation agreement for units that are in a rental pool with the management company. He noted that the unit valuation typically increases 8 – 10% if the complex is Fannie Mae/FHA approved.

Gary Nicholds expressed his reluctance to provide a copy of the Management Agreement since it contains proprietary information, and pointed out that there are a number of other questions that are answered without any requirement for verification documents.

Sylvia Dowty asked if there was any way to send the contract directly to the project approval department for the mortgage company. Gregg Pooley said only the person approving the project would have access to the document. Cathy Brosius suggested requiring the mortgage company to sign a confidentiality agreement before the contract is sent.

Paul Hage felt that Gary Nicholds should confer with his attorney. Gary was not in favor of providing the contract. The insurance company can be asked to write a letter answering questions 20 – 26. Gary will contact the loan processor at CMH on Monday.

Paul Hage made a motion to form a committee with members to include him, Sylvia Dowty and Gary Nicholds to work on this issue and to come back with a recommendation at the next meeting. Glenn Johnson seconded and the motion carried. Gary said he would try to reach his attorney before next Monday in an effort to move the process along for this particular buyer.

XI. SET NEXT MEETING DATE

The next Board Meeting will be July 17, 2013 at 7:00 p.m. in the Dillon Valley East Clubhouse.

XII. ADJOURNMENT

Glenn Johnson made a motion to adjourn at 8:28 p.m. Paul Hage seconded and the motion carried.

Approved By: _____ Date: _____
Board Member Signature

**Dillon Valley East
Financial Summary
As of May 31, 2013**

Summary Balance Sheet				
	Operating	Reserve	Loan	Total
Cash Accounts	297,744.62	749,266.25	47,640.16	1,094,651.03
Other Current Assets	84,351.46	0.00	0.00	84,351.46
Fixed Assets (net of depreciation)	75,524.35			75,524.35
Total Assets	457,620.43	749,266.25	47,640.16	1,254,526.84
Current Liabilities	82,943.68	0.00	0.00	82,943.68
Long Term Liabilities	(44,515.61)	0.00	1,482,728.00	1,438,212.39
Donated Capital	2.00			2.00
Retained Earnings	362,639.97	644,252.06	(1,435,087.84)	(428,195.81)
YTD Net Income	56,550.39	105,014.19	0.00	161,564.58
Total Liabilities & Equity	457,620.43	749,266.25	47,640.16	1,254,526.84
Operating Fund P&L				
	Actual	Budget	Difference	
May Total Income	140,933.07	140,366.64	566.43	
May Total Expense	128,304.71	127,398.52	906.19	
May Net Income	12,628.36	12,968.12	(339.76)	
Balance Sheet Budgeted Items	10,380.13	10,529.67	(149.54)	
	2,248.23	2,438.45	(190.22)	
YTD Total Income	706,484.80	703,837.32	2,647.48	0.4%
YTD Total Expenses	649,934.41	663,027.75	(13,093.34)	-2.0%
YTD Net Income	56,550.39	40,809.57	15,740.82	
Balance Sheet Budgeted Items	59,895.79	59,201.56	694.23	
	(3,345.39)	(18,391.99)	15,046.59	

Major variances YTD:

- Washer/Dryer Income is \$2219 more than planned and Washer/Dryer Utilities Usage is \$596 more than projected.
- Loader expenses are \$1068 under budget. Truck/ATV expense is \$1861 under.
- Bad debt expense is \$2770 under budget.
- Total Building Maintenance is \$488 under budget. This includes \$5000 in boiler inspection fees that were not budgeted.
- Total clubhouse/recreational is \$503 over budget due to repairs needed on the sand filter and replacement of a security video recorder. Club & Rec Income is \$770 more than planned.
- Summer Grounds Maintenance is \$4352 under.
- Gas is \$958 under budget. Electric is \$209 over. Telephone is \$942 under.

Reserve Fund P&L**Actual**

May Total Income	24,374.28
May Total Expense	<u>5,797.44</u>
May Net Income	<u><u>18,576.84</u></u>

YTD Total Income	122,031.77
YTD Total Expenses	<u>17,017.58</u>
YTD Net Income	<u><u>105,014.19</u></u>

LOAN Fund P&L**Actual**

May Total Income	0.00
May Total Expense	<u>0.00</u>
May Net Income	<u><u>0.00</u></u>

YTD Total Income	0.00
YTD Total Expenses	<u>0.00</u>
YTD Net Income	<u><u>0.00</u></u>

Notes from the Pres.

Greetings

I am back. You ask, "So what?". I am a volunteer with the American Red Cross and have been active with the wildfires in Colorado for over a month. I have become extremely sensitive to potential forest fires and flash floods and am a big planner for escape routes. In the southwest portion of Colorado a forest fire is burning, fueled by trees damaged by pine beetle and no way to control it. That's a normal way for nature to take out the trash and start clean. Sometimes humans get in the way with homes and towns. In about a hundred years the forest will be full of trees again.

So what does this mean to Dillon Valley East? From any parking lot, look around and you will see that our village is surrounded by dead trees. One lightning strike may light a ring of fire around us. So I encourage everyone to make a plan, build a kit.

Make a plan of escape. Smoke from the fires will make it difficult to breath and you may be forced to evacuate. When you evacuate, think about which route you will take and plan to get in line with all residents and tourists on either highways 70 or 9. Store all your valuable papers where you can grab and take them within a few minutes. If you have school age kids, know where they are while at play or school and know how to contact them and how they can contact you.

Build a Kit. Set aside a box containing enough food and water for 3 days. Include a flashlight with spare batteries, a list of contacts, note pad and pen/pencil, copies of prescriptions, a towel, and sleeping bag. Think of planning a 3 day camping trip and you will be OK.

When you evacuate, close all windows and doors. This may slow down smoke damage and prevent embers from entering your unit.

For information about Make a Plan, Get a Kit, Be Informed, [click here](http://www.redcross.org/prepare/location/home-family) or copy and paste <http://www.redcross.org/prepare/location/home-family> into your browser..

Have a safe summer and get ready.

Sincerely,
Richard Garcia
President
Dillon Valley East Condominium Association

**DILLON VALLEY EAST CONDOMINIUM ASSOCIATION
BOARD OF MANAGERS MEETING
July 17, 2013**

I. CALL TO ORDER

The meeting was called to order at 7:02 p.m. by Richard Garcia in the Dillon Valley East Clubhouse.

Board members present were Richard Garcia, Sylvia Dowty, Bob Price, Paul Hage, Cathy Brosius and Glenn Johnson.

Owner Lee Vroble (X302) was present.

Representing Basic Property Management were Gary Nicholds, Eric Nicholds, Giovanna Voge and Geoff Merker. Erika Krainz of Summit Management Resources was recording secretary.

II. APPROVAL OF PREVIOUS MEETING MINUTES

Paul Hage noted that in the second to last paragraph of Section X, the last two sentences should be attributed to Gary Nicholds. Paul Hage made a motion to approve the June 19, 2013 Board Meeting minutes as amended. Bob Price seconded and the motion carried.

III. QUESTIONS AND COMMENTS FROM THE FLOOR/COMMENT BOX

There were no questions or comments from the floor.

IV. FINES AND HEARINGS

There were not any owners present regarding fines.

V. MANAGER'S REPORT

A. Manager's Report

Geoff Merker provided a written report before the meeting for Board review.

B. Delinquency Report

Gary Nicholds reviewed the written Delinquency Report. The two owners with the highest balances have been sent to the attorney. The balance of the fifth owner on the list is growing and Gary Nicholds is trying to contact her. The total delinquent balance was \$28,582.

Paul Hage made a motion to instruct the attorney to proceed with foreclosure on Unit BB201. Glenn Johnson seconded and the motion carried.

Paul Hage noted that responsibility should be clarified for following up on the report items with the attorney so the issues do not continue to roll forward from month to month. Paul agreed to follow up on the report with Giovanna Voge when it is received each month. Giovanna Voge will request a report from the attorney for the owners of the units that have been foreclosed.

VI. TREASURER'S REPORT

A. 2013 Year-to-Date Report as of June 30, 2013

1. Total Income - \$847,646 actual vs. \$844,204 budget (0.4% over budget).
2. Total Expenses - \$769,400 actual vs. \$794,178 budget (3.1% under budget).
Including the Balance Sheet Budgeted Items they were \$841,043 actual vs. \$864,868 budget (2.8% under budget).
3. Net Income – \$6,603 actual net income versus (\$20,664) budgeted loss.

Year-to-date Reserve income was \$146,403 with \$25,280 in expenses, resulting in net income of \$121,123. There were no Loan Fund expenses.

Cathy Brosius made a motion to approve the Financial Report. Sylvia Dowty seconded and the motion carried.

Gary Nicholds said the gas rate was floating at the moment. The gas contract expires this month. The rate is usually locked for October through April. A teleconference will be scheduled with the gas representative.

Bob Price asked if there should be an accrual for water expenses since the Water District will start billing for usage in the fall. Paul Hage was not sure there would be any additional charges. The flat rate was doubled with the expectation that the metering would be revenue neutral. Geoff Merker will contact the Water District to request the meter readings throughout the summer so the Association can plan appropriately. Giovanna Voge will find out if all the buildings will be billed separately, and if the Water District can provide an estimate of any cost increase. Cathy Brosius suggested asking if the Water District will be offering any incentives for reducing water usage.

VII. BUILDINGS, GROUNDS AND LANDSCAPING COMMITTEE

Glenn Johnson reported that the grounds were looking nice. Geoff Merker did a good job on the tennis court repair.

VIII. ARCHITECTURAL REVIEW COMMITTEE

Cathy Brosius said there had been one request for a fence for T101. The request was approved but construction has not yet started.

IX. OLD BUSINESS

A. Review Security Inspection Book, Hallway Cleaning Schedule Book, Boiler Inspection Book, Public Comments

Glenn Johnson reviewed all books and confirmed that all were in order.

B. Pool Trusses

Gary Nicholds sent another email to Jim Keller yesterday. He has not been able to locate him since he confirmed his bid. If Gary does not hear from him by Friday he will approach some other contractors.

C. *Parking Lot Paving*

Bruce Yankee has called for locates for R and S Buildings. He will crack seal and sealcoat the bike path. He should be on site next week.

D. *Building Painting*

Gary Nicholds reported that the painting of J Building has been completed and AA Building should be done by the end of the week. He walked all the completed building and created punch lists. There were mostly small issues. The face boards on the bottoms of the balconies are beat up. Gary talked to the contractor about putting 1" x 10" boards over the existing to improve the appearance. He will get a cost estimate. This should be discussed during the budgeting cycle for next year.

E. *Policy for Yard Sales*

Cathy Brosius suggested allowing owners to hold yard sales between the end of the building and the street. This would reduce foot traffic around the property and provide better visibility. The Clubhouse parking lot might be another possible location. Since yard sales are not a frequent occurrence at this point, the Board agreed to continue to monitor them but not to establish a fixed policy at this time. Richard Garcia will include some reminders in the President's letter.

F. *Mortgage Approvals*

Paul Hage found that DVE has never had FNMA or FHA approval, only five condominium properties in the state currently have FNMA approval and that FHA approval on many condo properties has expired.. He was not in favor of pursuing approval for this property. Sylvia Dowty recommended that the Board keep tabs on the situation since the guidelines change frequently. FHA approval would help with unit appreciation and open up a new segment of buyers. Since it is not feasible to obtain approval at this time, the Board agreed to table this issue.

X. NEW BUSINESS

A. *Comcast*

By September, all Comcast signal will be digital. As part of the new contract, Comcast agreed to provide a digital converter for each unit and up to two adapters for additional televisions at no cost. The first option would be to have all the digital boxes on the Association account. Comcast will hire subcontractors put the equipment in each unit. Owners who do not provide access will have to pick up the equipment at the Comcast office. The problem with this approach, however, would be that the Association would be financially responsible if renters move out and take the equipment. The second option would be to have each owner obtain their own box and do their own installation. The Board agreed the second option was preferable. Paul Hage said notification should be sent to the owners as soon as possible. Gary Nicholds will ask Comcast if they have some standard verbiage that can be sent to the owners.

B. Annual Meeting Planning

The Annual Meeting will be September 21, 2013 at 10:00 a.m. Cathy Brosius and Glenn Johnson agreed to serve on the Nominating Committee. The terms of Sylvia Dowty and Dru Griffin expire this year. Self-nominations will be accepted from July 23rd – August 22nd, after which point only the Nominating Committee can make nominations.

C. Collection Policy

Paul Hage distributed a copy of the Collection Policy. The Policy needs to be revised for compliance with new Colorado legislation. The changes are mainly related to notifications. He will work on the revisions with Giovanna Voge.

XI. SET NEXT MEETING DATE

The next Board Meeting will be August 21, 2013 at 7:00 p.m. in the Dillon Valley East Clubhouse.

XII. ADJOURNMENT

Bob Price made a motion to adjourn at 8:14 p.m. Sylvia Dowty seconded and the motion carried.

Approved By: _____ Date: _____
Board Member Signature

**Dillon Valley East
Financial Summary
As of June 30, 2013**

Summary Balance Sheet				
	Operating	Reserve	Loan	Total
Cash Accounts	335,521.85	765,374.79	47,640.16	1,148,536.80
Other Current Assets	53,491.01	0.00	0.00	53,491.01
Fixed Assets (net of depreciation)	75,524.35			75,524.35
Total Assets	464,537.21	765,374.79	47,640.16	1,277,552.16
Current Liabilities	76,685.51	0.00	0.00	76,685.51
Long Term Liabilities	(53,035.95)	0.00	1,482,728.00	1,429,692.05
Donated Capital	2.00			2.00
Retained Earnings	362,639.97	644,252.06	(1,435,087.84)	(428,195.81)
YTD Net Income	78,245.68	121,122.73	0.00	199,368.41
Total Liabilities & Equity	464,537.21	765,374.79	47,640.16	1,277,552.16
Operating Fund P&L				
	Actual	Budget	Difference	
June Total Income	141,160.83	140,366.64	794.19	
June Total Expense	119,362.47	131,150.25	(11,787.78)	
June Net Income	21,798.36	9,216.39	12,581.97	
Balance Sheet Budgeted Items	10,636.34	10,377.94	258.40	
	11,162.02	(1,161.55)	12,323.57	
YTD Total Income	847,645.63	844,203.96	3,441.67	0.4%
YTD Total Expenses	769,399.95	794,178.00	(24,778.05)	-3.1%
YTD Net Income	78,245.68	50,025.96	28,219.72	
Balance Sheet Budgeted Items	71,642.74	70,690.11	952.63	
	6,602.94	(20,664.15)	27,267.09	

Major variances YTD:

- Washer/Dryer Income is \$2971 more than planned and Washer/Dryer Utilities Usage is \$596 more than projected.
- Loader expenses are \$1068 under budget. Truck/ATV expense is \$2086 under.
- Bad debt expense is \$5687 under budget.
- Total Building Maintenance is \$2404 under budget. This includes \$5000 in boiler inspection fees that were not budgeted.
- Summer Grounds Maintenance is \$4852 under.
- Gas is \$1083 under budget. Electric is \$593 over. Telephone is \$1117 under.

Treasurer's Report

Reserve Fund P&L

	Actual
June Total Income	24,371.16
June Total Expense	8,262.62
June Net Income	16,108.54
YTD Total Income	146,402.93
YTD Total Expenses	25,280.20
YTD Net Income	121,122.73
 LOAN Fund P&L 	
	Actual
June Total Income	0.00
June Total Expense	0.00
June Net Income	0.00
YTD Total Income	0.00
YTD Total Expenses	0.00
YTD Net Income	0.00

Notes from the Prez.

Annual Meeting

The Annual Meeting for Dillon Valley East will be on September 21st, 10:00 AM in the clubhouse. The terms of Sylvia Dowty and Dru Griffin expire this year. *Self-nominations will be accepted from July 23rd – August 22nd*, after which point only the Nominating Committee can make nominations.

Accepting nominations are: Cathy Brosius and Glenn Johnson.

Cathy Brosius 303-877-5611 c_ski@yahoo.com

Glen Johnson 303-210-2600 G22633@aol.com

Lunch will be provided at the conclusion of the meeting.

Late payments of dues or fines may be made before the meeting to allow one to participate in the meeting.

Please join us before the meeting for beverage and rolls.

Children in Parking Lots

Please do not allow your children to play in the parking lots. This is a very dangerous act that could result in death. We have an established play area next to the clubhouse for children.

Comcast Cable Service

Our cable TV is provided by Comcast. By September, all service will be digital and a converter box will be required by all who use our cable provided service. Information on how to obtain a converter will be sent to all owners and placed under doors. The Association and property management will not obtain or install the converter boxes. If you have TV service provided by satellite, you do not need a converter box from Comcast.

**DILLON VALLEY EAST CONDOMINIUM ASSOCIATION
BOARD OF MANAGERS MEETING**

August 21, 2013

I. CALL TO ORDER

The meeting was called to order at 6:58 p.m. by Richard Garcia in the Dillon Valley East Clubhouse.

Board members present were Richard Garcia, Sylvia Dowty, Bob Price, Paul Hage, Cathy Brosius and Glenn Johnson.

Owners Lee Vroble (X302) and Carl Henry (U202) were present.

Representing Basic Property Management were Gary Nicholds, Eric Nicholds, Giovanna Voge and Geoff Merker. Erika Krainz of Summit Management Resources was recording secretary.

II. APPROVAL OF PREVIOUS MEETING MINUTES

Paul Hage made a motion to approve the July 17, 2013 Board Meeting minutes as presented. Sylvia Dowty seconded and the motion carried.

III. QUESTIONS AND COMMENTS FROM THE FLOOR/COMMENT BOX

There were no questions or comments from the floor.

IV. FINES AND HEARINGS

There were not any owners present regarding fines.

V. MANAGER'S REPORT

A. Manager's Report

Geoff Merker provided a written report before the meeting for Board review.

B. Delinquency Report

Gary Nicholds reviewed the written Delinquency Report. The first owner on the list is in foreclosure. The second owner on the list was making payments but recently lost his job. The third owner on the list recently increased the amount of the monthly payment.

Bob Price requested an analysis of the collections versus the attorney expenses to date. Giovanna Voge was asked to send the "non-owners" monthly report from the attorney to the Board.

VI. TREASURER'S REPORT

A. 2013 Year-to-Date Report as of July 31, 2013

1. Total Income - \$987,958 actual vs. \$984,571 budget (0.3% over budget).
2. Total Expenses - \$883,311 actual vs. \$922,091 budget (4.2% under budget). Including the Balance Sheet Budgeted Items they were \$966,553 actual vs. \$1,004,526 budget (3.8% under budget).
3. Net Income – \$21,405 actual net income versus (\$19,955) budgeted loss.

Year-to-date Reserve income was \$170,775 with \$79,886 in expenses, resulting in net income of \$90,889. Painting is projected to be under budget, siding was under budget and paving will be close to budget. There were no Loan Fund expenses. The balance of the Loan Fund was about \$47,000 but there will be expenses for paving next month.

Bob Price asked Gary Nicholds to schedule a phone conference with the gas representative next Friday to discuss locking the gas price.

Bob Price made a motion to approve the Financial Report. Glenn Johnson seconded and the motion carried.

VII. BUILDINGS, GROUNDS AND LANDSCAPING COMMITTEE

Glenn Johnson reported that the maintenance buildings had been painted. The parking lot striping has been started by the Clubhouse and by some of the buildings. Two of the three totem poles have been painted.

VIII. ARCHITECTURAL REVIEW COMMITTEE

Cathy Brosius did not have anything to report.

IX. OLD BUSINESS

A. Review Security Inspection Book, Hallway Cleaning Schedule Book, Boiler Inspection Book, Public Comments

Glenn Johnson reviewed all books and confirmed that all were in order.

B. Pool Trusses

Gary Nicholds said he spoke to a contractor who indicated he could not do the job right now. Gary informed the contractor that the project needs to be completed before Thanksgiving. He is waiting for a return call from the contractor.

C. Water Meters

Geoff Merker reported that water meters were installed in every building. The Water District wants to install another isolation valve at the Clubhouse at their expense. This will entail shutting off the water in the building and should be scheduled around the Annual Meeting.

D. Parking Lot Paving

The expansion of R and S Building lots was completed and the lots were striped. The bike path has been crack sealed and seal coated. Gary Nicholds will meet with the contractor to determine what remains to be done and how much money is left. Gary will calculate how many spaces were added as a result of the project so it can be reported at the Annual Meeting.

E. Building Painting

The painting has been completed. Paul Hage said he toured the buildings and they look very good. The entry doors were also painted. The punch list was minimal. The project was budgeted for \$55,000 and it came in at around \$36,600. The siding replacement was also significantly under budget. The basketball court surface is being painted.

F. Annual Meeting

The Annual Meeting is scheduled for September 21, 2013 at 10:00 a.m. Notice of the meeting has been sent. The two nominees for the two open Board seats are Sylvia Dowty and Mike Kurth.

X. NEW BUSINESS

A. Owner Request to Install Laminate Floor at First Floor Landing

Per the Association documents, owners cannot install laminate flooring in the landing because it is common area. Some owners have already installed Pergo flooring in this area. These owners will be notified that they are responsible for replacing the carpet to address potential liability concerns for the Association.

B. Collection Policy

The Board reviewed the revised Collection Policy. The following corrections were noted:

1. Change "mount" to "amount" in the last sentence of the second paragraph.
2. In the second bullet point, strike the last sentence.
3. In the sixth bullet point, change "100" to "101".
4. In the Waiver section, strike "if" in the second and fourth bullet points.
5. In the Inspection of Accounting Record, correct the area code to "970".

Sylvia Dowty made a motion to approve the Collection Policy as amended. Cathy Brosius seconded and the motion carried.

C. Chimney Covers

Cathy Brosius suggested adding some type of chimney cap or secured hardware cloth to keep animals and birds out of the chimneys. The chimney cleaning contractor will be asked for a cost estimate to install a solution when they clean the chimneys.

D. Bathrooms

Geoff Merker said he obtained bids for the bathroom door replacement. The project will require permits for the electrical work. The Board agreed the size of the doors should not be changed. Geoff was asked to get an updated bid that includes no change to the door size.

E. Status of CD's

The four CD's that were purchased for \$175,000 each had balances of \$175,025, \$175,020 (two of them) and \$175,004.

XI. SET NEXT MEETING DATE

The next Board Meeting will be September 21, 2013 at approximately 1:00 p.m. following the Annual Meeting in the Dillon Valley East Clubhouse.

XII. ADJOURNMENT

Bob Price made a motion to adjourn at 7:50 p.m.

Approved By: _____ Date: _____
Board Member Signature

**Dillon Valley East
Financial Summary
As of July, 31, 2013**

Summary Balance Sheet				
	Operating	Reserve	Loan	Total
Cash Accounts	319,123.47	735,140.92	47,640.16	1,101,904.55
Other Current Assets	95,535.53	0.00	0.00	95,535.53
Fixed Assets (net of depreciation)	75,524.35			75,524.35
Total Assets	490,183.35	735,140.92	47,640.16	1,272,964.43
Current Liabilities	85,954.90	0.00	0.00	85,954.90
Long Term Liabilities	(63,060.67)	0.00	1,482,728.00	1,419,667.33
Donated Capital	2.00			2.00
Retained Earnings	362,639.97	644,252.06	(1,435,087.84)	(428,195.81)
YTD Net Income	104,647.15	90,888.86	0.00	195,536.01
Total Liabilities & Equity	490,183.35	735,140.92	47,640.16	1,272,964.43
Operating Fund P&L				
	Actual	Budget	Difference	
July Total Income	140,312.43	140,366.64	(54.21)	
July Total Expense	114,014.30	127,912.98	(13,898.68)	
July Net Income	26,298.13	12,453.66	13,844.47	
Balance Sheet Budgeted Items	10,488.72	10,634.21	(145.49)	
	15,809.41	1,819.45	13,989.96	
YTD Total Income	987,958.06	984,570.60	3,387.46	0.3%
YTD Total Expenses	883,310.91	922,090.98	(38,780.07)	-4.2%
YTD Net Income	104,647.15	62,479.62	42,167.53	
Balance Sheet Budgeted Items	83,242.08	82,434.94	807.14	
	21,405.08	(19,955.32)	41,360.39	

Major variances YTD:

- Washer/Dryer Income is \$3157 more than planned and Washer/Dryer Utilities Usage is \$596 more than projected.
- Finance charges on past due accounts is \$891 less than planned.
- Loader expenses are \$1068 under budget. Truck/ATV expense is \$2481 under.
- Bad debt expense is \$8604 under budget.
- Total Building Maintenance is \$3601 under budget. This includes \$5000 in boiler inspection fees that were not budgeted.
- Total Club & Recreational expense is \$2241 under budget.

- Summer Grounds Maintenance is \$5628 under.
- Gas is \$4969 under budget. Electric is \$452 over. Telephone is \$1230 under.

Notes from the Pres.

Greetings

Our Annual Meeting will take place Saturday, September 21st in the club house at 10:00 AM. Beverages and breakfast items will be available for early arrivals. Lunch will follow the meeting. Basic Property Management will be ready before the meeting to accept late payments of dues or fines, so please come early. Terms of Sylvia Dowty and Drew Griffin will expire. Sylvia has agreed to run for re-election and Mike Kurth has agreed to run for Board membership. Per our By-Laws, nominations are closed and nominations will not be accepted from the membership during the meeting.

Much of the United States is in water drought, but Summit County has received vast amounts of rain, which helped alleviate the threat of forest fire. But that is only temporary. A few weeks with little rain will place us back on high fire alert.

Our building painting is complete for this summer and our management team is preparing the sprinkler system and snow removal equipment for winter and we will be ready for the first big snow fall. Now is a good time to see if your heat system is working property. Turn up your thermostat for a few minutes and see if the registers (base board heater elements) are producing heat. If they are, then you are good to go for now. Please understand that our heating system is all mechanical and there will be failure to some units.

See you at the Annual Meeting.

Sincerely,

Richard Garcia
President
Dillon Valley East Condominium Association

**DILLON VALLEY EAST CONDOMINIUM ASSOCIATION
BOARD OF MANAGERS MEETING
September 21, 2013**

I. CALL TO ORDER

The meeting was called to order at 1:03 p.m. by Richard Garcia in the Dillon Valley East Clubhouse.

Board members present were Richard Garcia, Sylvia Dowty, Bob Price, Cathy Brosius, Mike Kurth and Glenn Johnson.

Debby Curd and Deborah Lemon-Leroux of Comcast were guests at the meeting.

Representing Basic Property Management were Gary Nicholds, Eric Nicholds, Geoff Merker and Giovanna Voge. Erika Krainz of Summit Management Resources was recording secretary.

II. APPROVAL OF PREVIOUS MEETING MINUTES

Glenn Johnson made a motion to approve the August 21, 2013 Board Meeting minutes as presented. Sylvia Dowty seconded and the motion carried.

III. QUESTIONS AND COMMENTS FROM THE FLOOR/COMMENT BOX

There were no questions or comments from the floor.

IV. FINES AND HEARINGS

There were not any owners present regarding fines.

V. MANAGER'S REPORT

A. Manager's Report

Geoff Merker provided a written report before the meeting for Board review. He will send an email blast in October to all owners about parking, zone valves and recommended thermostat settings for winter. He will also include a winter checklist.

B. Comcast Presentation

Debby Curd reviewed the Comcast service offerings. The switch to all digital signal will occur in early November. All units will need a digital receiver for the main television and adapters for additional televisions in order to receive all channels. One receiver and two adapters will be provided per unit at no charge. The new system will include 70 HD channels and expanded international programming as well as the ability to control home security, thermostats and lights remotely with a Smartphone application. There is a special contact number for bulk accounts.

Debby said the current contract for Dillon Valley East expires in 2015. Comcast is offering a reduced rate of \$30/unit/month including the devices for early renewal of

the contract for a five-year term. The normal rate for this service would be \$66.49/unit/month. The current bulk rate is \$32.01/unit/month. Comcast will also waive the next increase period. A “Double Play” option for internet and cable would be available for \$50/unit/month. The normal rate would be \$58.95/unit/month. The Board will need to respond by October 31, 2013 to take advantage of this offer.

VI. TREASURER’S REPORT

A. 2013 Year-to-Date Report as of August 31, 2013

1. Total Income - \$1,128,351 actual vs. \$1,124,937 budget (0.3% over budget).
2. Total Expenses - \$1,094,925 actual vs. \$1,146,115 budget (4.5% under budget).
3. Net Income – \$33,426.

Year-to-date Reserve income was \$195,151 with \$99,500 in expenses, resulting in net income of \$95,651. Loan Fund expenses totaled \$18,042.

Sylvia Dowty made a motion to approve the Financial Report. Glenn Johnson seconded and the motion carried.

VII. BUILDINGS, GROUNDS AND LANDSCAPING COMMITTEE

Glenn Johnson provided a full report during the Annual Meeting. Geoff Merker added that the irrigation was turned off on September 10th and the system is being blown out today.

VIII. ARCHITECTURAL REVIEW COMMITTEE

Cathy Brosius did not have a report.

IX. OLD BUSINESS

A. Review Security Inspection Book, Hallway Cleaning Schedule Book, Boiler Inspection Book, Public Comments

Glenn Johnson had not reviewed the books.

B. Pool Trusses

Gary Nicholds said he would be meeting with the contractor. The estimate from Travis was \$20,000 but he anticipated the work could be completed for less.

C. Water Meters

Geoff Merker said the Water District still wants to install another isolation valve at the Clubhouse at their expense. This will entail shutting off the water in the building.

D. Parking Lot Paving

Gary Nicholds said the potential expansion of the Y Building parking lot was on hold until the ground dries out. Expansion may not be feasible due to the subsoil.

E. Building Painting

The painting of five buildings has been completed. The contractor did a very good job and there were minimal touchups. Bob Price said some of the new paint on the deck spindles did not look very good. Gary Nicholds will follow up.

X. NEW BUSINESS

A. Comcast Contract

The Board directed Gary Nicholds to try to negotiate with Comcast for a \$28/unit/month rate for a seven-year term.

B. 2014 Budget

Richard Garcia appointed Paul Hage, Mike Kurth and Giovanna Voge as the Budget Committee. They were asked to present a 2014 Budget recommendation to the Board for the November meeting.

C. Election of Officers

Officers were elected as follows:

Richard Garcia – President
Sylvia Dowty – Vice President
Paul Hage – Treasurer
Cathy Brosius – Secretary

XI. SET NEXT MEETING DATE

The next Board Meeting will be October 16, 2013 in the Dillon Valley East Clubhouse.

XII. ADJOURNMENT

Richard Garcia made a motion to adjourn 2:17 p.m.

Approved By: _____ Date: _____
Board Member Signature

**Dillon Valley East
Financial Summary
As of August, 31, 2013**

Summary Balance Sheet				
	Operating	Reserve	Loan	Total
Cash Accounts	349,946.98	739,902.60	29,598.16	1,119,447.74
Other Current Assets	66,461.54	0.00	0.00	66,461.54
Fixed Assets (net of depreciation)	75,524.35			75,524.35
Total Assets	491,932.87	739,902.60	29,598.16	1,261,433.63
Current Liabilities	74,959.26	0.00	0.00	74,959.26
Long Term Liabilities	(73,275.75)	0.00	1,482,728.00	1,409,452.25
Donated Capital	2.00			2.00
Retained Earnings	362,639.97	644,252.06	(1,435,087.84)	(428,195.81)
YTD Net Income	127,607.39	95,650.54	(18,042.00)	205,215.93
Total Liabilities & Equity	491,932.87	739,902.60	29,598.16	1,261,433.63
Operating Fund P&L				
	Actual	Budget	Difference	
August Total Income	140,393.23	140,366.64	26.59	
August Total Expense	117,441.04	131,100.69	(13,659.65)	
August Net Income	22,952.19	9,265.95	13,686.24	
Balance Sheet Budgeted Items	10,939.08	10,486.50	452.58	
	12,013.11	(1,220.55)	13,233.66	
YTD Total Income	1,128,351.29	1,124,937.24	3,414.05	0.3%
YTD Total Expenses	1,000,743.90	1,053,191.67	(52,447.77)	-5.0%
YTD Net Income	127,607.39	71,745.57	55,861.82	
Balance Sheet Budgeted Items	94,181.16	92,921.44	1,259.72	
	33,426.24	(21,175.86)	54,602.10	

Major variances YTD:

- Washer/Dryer income is \$3,275 more than planned and Washer/Dryer Utilities Usage is \$596 more than projected.
- Finance charges on past due accounts is \$1,125 less than planned.
- Loader expenses are \$1,918 under budget. Truck/ATV expenses are \$2,790 under.
- Bad debt expenses are \$10,063 under budget.
- Total Building Maintenance is \$11,060 under budget. \$6,640 of this is for chimney cleans and crown resealing that have been budgeted but not yet paid.
- Total Club & Recreational expense \$2,214 under budget.
- Summer Grounds Maintenance is \$6,972 under.
- Gas is \$6,710 under budget. Electric is \$479 over. Telephone is \$1,410.

Reserve Fund P&L	
Actual	
August Total Income	24,374.29
August Total Expense	19,614.10
August Net Income	4,760.19
YTD Total Income	195,150.52
YTD Total Expenses	99,499.98
YTD Net Income	95,650.54
LOAN Fund P&L	
Actual	
August Total Income	0.00
August Total Expense	<u>18,042.00</u>
August Net Income	<u><u>(18,042.00)</u></u>
YTD Total Income	0.00
YTD Total Expenses	<u>18,042.00</u>
YTD Net Income	<u><u>(18,042.00)</u></u>

Notes from the Pres.

Thank you to members who were able to attend the Annual Meeting. It was the first clear day since July 1st.

Rejoining the Board of Managers is Mike Kurth. Mike was a previous member and took a break to start a family.

Comcast

Comcast in Summit County is switching to all digital service. If your cable TV is provided by the homeowner's association, you must visit the Comcast office to receive a free digital converter and two optional remote converters to receive TV signals after November. After November, if you have not acquired a digital converter from Comcast, you will not receive any TV broadcasts through cable. For those who receive internet service or premium service such as HBO, your rates may not change. Please call Comcast at 888-824-4010 with any questions. Be sure to let Comcast know you are with Dillon Valley East Condominiums.

Comcast Location:

249 Warren Ave #250, Silverthorne

Hours: Mon – Fri 9 AM – 6 PM, Sat 9 AM – 1 PM

888-824-4010

Our property is looking very good this year, thanks to a lot of moisture this summer. Parking lots are a large asset and we place emphasis on their maintenance going forward.

Owners and residents in first floor units. Please do not park in the parking lot to the west of you. That's the parking lot as seen from your patio door. After receiving much vocal response at our Annual meeting about residents who park in a lower lot for convenience, we will begin issuing warnings followed by fines. Usually, people behave for a few months, but then revert back to taking short cuts that infringe upon others.

Your Board members for this year are:

President Richard Garcia

Vice President Sylvia Dowty

Secretary Cathy Brosius

Treasurer Paul Hage

Member Glenn Johnson

Member Mike Kurth

Member Robert Price

Sincerely,

Richard Garcia

President

Dillon Valley East Condominium Association

**DILLON VALLEY EAST CONDOMINIUM ASSOCIATION
ANNUAL MEETING
September 21, 2013**

I. ROLL CALL AND CERTIFICATION OF PROXIES

The meeting was called to order at 10:07 a.m. by Richard Garcia in the Dillon Valley East Clubhouse.

Board members present were:

Richard Garcia, President, T106	Sylvia Dowty, Vice President, Y101
Cathy Brosius, Secretary, E106	Paul Hage, Treasurer, BB203/N305/Q205/Z104
Bob Price, Member, G305	Glenn Johnson, Member, S103/S104

Homeowners present were:

Joseph & Nancy Bain, B103	Utsarga Bhattarai, G104
Priscilla Calahan, B204	Gordon Corn, W204
Mark Coyne, E105	Anthony Dobrski, O203/T302
Susan Fiske, N205	Laura Fletcher, I202
Patrick Fogarty, N206/Z105	Theresa Goehrs, J208
Laura Hartman, R201	Lee Hewitt, Z205
Ed & Suzanne Husler, O306	Barbara Johnson, S103/S104
Paul Jones, N101	Frances Kachadoorian, Q305
Colleen & Kevin Kaiser, D301	Michael Kurth, C101/S105
Peter Lubin, P301	Steven & Jill Madzo, E204
Cesar Munoz, J102	Dolores Nelson, N306
Joyce Oleson, R101	Katherine Peterson, A203
John & Mary Regan, A204	David & Rita Ryan, A101
Jeffrey Schramm, I205	Richard Sears, E301
Jerome & Charlea Schaefer, O103	Gus & Jean Sturmfels, F103
Lee Vroble, X302	Gail Wepfer, I102
Nathan Willis, F204	Edith Webster & Chris Heer, X204/X303

Representing Basic Property Management were Gary Nicholds, Eric Nicholds, Geoff Merker and Giovanna Voge. Erika Krainz of Summit Management Resources was recording secretary.

II. DETERMINATION OF QUORUM

A quorum was confirmed with 48 units represented in person and 62 proxies received.

III. PROOF OF NOTICE

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

IV. APPROVE PREVIOUS MEETING MINUTES

The minutes of the September 22, 2012 Annual Meeting were approved as presented.

V. COMMENTS FROM THE PRESIDENT

A. 2013 Highlights

1. There have been recurring zone valve issues.
2. Grease being poured down the drains has caused sewer backups.
3. The Water District installed water meters. It is not known when there will be a cost increase or how much it might be.
4. Geoff Merker replaced David Thompson as Property Manager.
5. There was no dues increase in 2013.
6. All capital projects were on budget.
7. The Reserve Fund is strong.
8. An attorney has been hired to aggressively pursue owner delinquencies.
9. Installed bicycle area safety railings over the boiler rooms.
10. Expanded several of the parking lots where possible. It was determined that some of the lots could not be expanded without significant additional expense due to the loamy topsoil that would not provide adequate support for asphalt.
11. Installed several new boilers, which has resulted in energy savings.

Owner comments and questions included:

1. Jeff Schramm asked if there was any consideration to giving three bedroom units an additional parking space. Richard Garcia said the Board had counted all the parking spaces and determined this would not be possible unless a parking space is taken away from the one bedroom units. Jeff commented that some residents were parking in the lots for other buildings. Richard responded that the management staff handles the parking enforcement but only during the daytime hours. The staff is not expected to address parking violations at night due to safety concerns.
2. Chris Heer asked if there were two spots for each unit at each building. Richard Garcia said there were not. There is overflow parking available at the Clubhouse.
3. Jill Madzo felt some of the problems were due to renters not being informed of the rules. Richard Garcia responded that it was difficult to ensure that owners were providing this information to tenants. Owners were encouraged to report parking violations to Geoff Merker.
4. Nancy Bain asked if cars needed to have a permit to park at the Clubhouse. Geoff Merker said owners should obtain temporary permits from the Clubhouse.
5. Anthony Dobrski suggested selling the good topsoil from the parking lots.

B. 2014 Priorities

1. Maintain a safe, clean living environment for the residents.
2. Prepare a 2014 Budget requiring no dues increase.
3. Repair the Clubhouse trusses.
4. Complete and publish a Ten Year Plan.
5. Maintain and improve the parking lots.

VI. FINANCIAL REPORT

A. 2012 Year-End Financial Status

Paul Hage reviewed the Profit and Loss as of December 31, 2012:

1. Total Income - \$1,706,825 actual vs. \$1,685,772 budget (1.2% over budget).
2. Total Expenses - \$1,633,261 actual vs. \$1,685,772 budget (3.1% under budget).
3. Net Income – \$73,564.

Reserve income in 2012 totaled \$293,779 and expenses were \$446,255. The net income for the year was -\$152,476. There was \$62,492 spent from the remaining loan funds for parking lot expansions. The year-end Reserve Fund balance was \$651,184.

B. Year-to-Date Profit and Loss as of August 31, 2013

1. Total Income - \$1,128,351 actual vs. \$1,124,937 budget (0.3% over budget).
2. Total Expenses - \$1,094,925 actual vs. \$1,146,115 budget (4.5% under budget).
3. Net Income – \$33,426.

C. Reserve Fund Status

Year-to-date income for the Reserve Fund was \$195,151 and expenses totaled \$99,500.

Owner comments and questions included:

1. Jerome Schaefer asked if the Reserve balance goal was 40% of expenses. Paul Hage explained that his approach was to make sure the Reserve Fund balance is growing over time to address future projects.
2. Jeff Schramm requested an update on the loan. Paul Hage said the remaining cash available from the loan at the beginning of the year was \$47,640 and the remaining balance owed on the loan was about \$1.2 million. Approximately \$10,000 is repaid monthly. The loan term is ten years and the Association is now halfway through the third year.
3. An owner asked if the front-end loader was paid off. Paul Hage responded that the Association paid cash. It is not being rented out to other properties because of the potential for damage.
4. Jeff Schramm asked if there was income for functions held in the Clubhouse. Geoff Merker said there was a small fee collected. Only unit owners are allowed to use the facility.

Chris Heer made a motion to approve the Financial Report as presented. David Ryan seconded and the motion carried.

Paul Hage added that the Association purchased four CDAR's each with two-year maturities, staggered so one of them expires every six-months in order to keep all fund balances within the \$250,000 FDIC-insured limit.

D. 2013 Year-End Surplus

Anthony Dobrski made a motion to authorize transfer of any 2013 year-end Operating surplus to the 2014 Operating Budget. Jerome Schaefer seconded and the motion carried.

VII. COMMITTEE REPORTS

A. *Building and Grounds Committee Report*

Glenn Johnson reported that the irrigation system was expanded. The staff has done a great job maintaining the property and the grass looks really nice. Yellow lines were added in the parking lots for crosswalks and the spaces were striped. The walkways were repaired, cracks filled and surfaces seal coated. The cracks in the tennis courts were filled and the lines were repainted. The Clubhouse meeting room flooring, the carpet downstairs and the pool deck surface were replaced. The lockers were replaced.

B. *Architectural Control Committee Report*

Cathy Brosius said a number of owners had installed new doors and windows. She reminded owners that the frames must be almond colored. Several new patio fences were constructed. The design specifications for the fences and washer/dryer installation are available on the website. Only condensing dryers are permitted.

C. *Rules and Regulations*

Cathy Brosius reminded owners to inform their tenants of all rules. Window coverings must be a neutral color. Toys must be picked up at night. There continue to be problems with cigarette butts and parking. Comcast will be switching to all digital service in November. Owners will need to pick up a converter box and adapters at the Comcast office. Information regarding the signal transition will be sent to all owners.

Some owners have replaced their carpeting with laminate flooring. She asked owners to be considerate of the potential for noise affecting the units below, and to add area rugs where possible. She noted that the laminate cannot be extended into the lobby as that area is common property.

Owner comments and questions included:

1. Katherine Peterson commented that some items were being stored on balconies. Cathy Brosius asked owners to report items that are left on decks for more than a few days. Residents are permitted to hang one bike or kayak on the balcony.
2. Anthony Dobrski asked if there was an updated set of Rules and Regulations. Cathy Brosius said the document had not been updated. Anthony suggested that owners who rent should post a laminated copy on the back of the unit door. Richard Garcia said the Board would work on creating a condensed version of the Rules and Regulations. The current information is available on the website.
3. An owner asked if he could make repairs and repaint his balcony. He was directed to contact Geoff Merker. Owners were asked not to make their own repairs due to liability concerns.
4. Jill Madzo asked if owners could sand and paint their unit door. Richard Garcia said owners could repaint their unit door as long as the outside of the door is a neutral color. Geoff Merker can provide color recommendations.

E. Real Estate Report

Sylvia Dowty said there were 22 units sold since in the past year but prices for one bedrooms have not moved up yet. The last three-bedroom sale was for \$179,900 and there are no three bedroom units currently listed for sale. There are currently three active listings. There is one two-bedroom unit listed for \$139,900 and two one-bedroom units listed below \$100,000. There are four pending sales of one bedroom units with list prices of \$82,000 – 100,000. There are no foreclosures or short sales at the moment.

Jeff Schramm asked if the property had been qualified for FHA loans. Sylvia Dowty explained this was pursued but it was not possible to obtain that designation. It would have required owner occupancy of at least 51% of the units. She sent a survey to determine how many units were owner occupied but only received responses from 20% of the membership. Paul Hage commented that only five properties in the state of Colorado are FNMA qualified and the process was onerous. Sylvia pointed out that loans can be obtained through the USDA that only require 3% down, and it is a much simpler process. She encouraged owners to upgrade their units.

VIII. MANAGEMENT COMPANY REPORT

Gary Nicholds reviewed the completed projects.

A. Project Update

1. Painted five buildings this year (AA, F, H, I and J).
2. Filled the cracks in the basketball court and repainted the surface.
3. Seal coated the bike path.
4. Installed new carpet in the game room.
5. Installed a new flag and planter by the property sign.
6. Purchased a used truck in very good condition from the Town of Silverthorne.
7. Painted the maintenance garage.
8. Installed new railings above the boiler rooms.
9. Installed concrete drain pans in some of the parking lots.
10. Painted the window well covers.
11. Painted stripes on the tennis courts for pickle ball.
12. Replaced the siding on one of the outbuildings.
13. Replaced the pool deck surface.
14. Installed a new ceiling in the pool area.
15. Expanded a couple of the parking lots.
16. Repainted the totem poles.
17. Repaired the parking lot asphalt and restriped some of the parking lots.

Jeff Schramm said there was a car leaking oil in his parking lot. Owners were asked to report these types of issues to Geoff Merker.

IX. GENERAL DISCUSSION

Owner comments and questions were as follows:

1. An owner asked if the rest of Straight Creek Drive would be repaved. The Board was not aware of any plans for additional repaving by the town.

2. Nathan Willis asked if there was any way to allocate an extra parking space at the Clubhouse for three bedroom units. The Board will consider this request.
3. Susan Fiske commented that the bubble in the pool wall was getting bigger. Geoff Merker said he was working on a solution. It may entail draining the pool. He will get a bid to replace the liner but he anticipated would be very expensive. It may be possible to remove the vinyl liner and resurface the original plaster.
4. Dolores Nelson said there were frequently loose dogs around the property. Geoff Merker asked owners to contact management about such issues. The Association rules specify that dogs must be leashed. Owners can also call Animal Control.
5. Patrick Fogarty proposed installation of solar thermal panels on the building. There would be rebates available. He suggested having an energy audit done for one building and the Clubhouse. Weatherization could immediately lower bills. A local solar installer has offered to attend the next Board Meeting to provide a presentation. Sylvia Dowty commented that the Board looked into installation of solar panels a few years ago and found the rebates were not available for commercial properties. Patrick said this could be handled by forming a corporation and leasing the system back to the Association.

X. ELECTION OF MANAGERS

There were two Board seats up for election. Candidates Sylvia Dowty and Mike Kurth provided biographical information. Chris Heer made a motion to elect the two candidates by acclamation. David Ryan seconded and the motion carried.

Richard Garcia thanked the Board members for their assistance.

XI. SET NEXT MEETING DATE

The next Annual Meeting was set for Saturday, September 20, 2014 in the Dillon Valley East Clubhouse.

XII. ADJOURNMENT

Anthony Dobrski made a motion to adjourn at 11:55 a.m. Jill Madzo seconded and the motion carried.

Approved By: _____

Board Member Signature

Date: _____

**DILLON VALLEY EAST CONDOMINIUM ASSOCIATION
BOARD OF MANAGERS MEETING
October 16, 2013**

I. CALL TO ORDER

The meeting was called to order at 7:00 p.m. by Richard Garcia in the Dillon Valley East Clubhouse.

Board members present were Richard Garcia, Bob Price, Paul Hage, Cathy Brosius, Mike Kurth and Glenn Johnson.

Owners Lee Vroble (X302), Lee Hewitt (Z205) and Nathan Willis (F204) were present.

Representing Basic Property Management were Gary Nicholds, Eric Nicholds, Giovanna Voge and Geoff Merker. Erika Krainz of Summit Management Resources was recording secretary.

II. APPROVAL OF PREVIOUS MEETING MINUTES

Bob Price made a motion to approve the September 21, 2013 Board Meeting minutes as presented. Glenn Johnson seconded and the motion carried.

III. QUESTIONS AND COMMENTS FROM THE FLOOR/COMMENT BOX

Lee Vroble asked if there was any additional information about the Comcast service changes. Richard Garcia answered that this would be covered later in the meeting.

IV. FINES AND HEARINGS

There were not any owners present regarding fines.

V. MANAGER'S REPORT

A. Manager's Report

Geoff Merker provided a written report before the meeting for Board review.

B. Delinquency Report

Gary Nicholds reviewed the written Delinquency Report. Basic Property Management continues to work in accordance with the applicable DVE policy to insure all delinquencies are dealt with in a similar manner and process. One delinquency shown on this month's report received Board concurrence to have a lien filed if no payment is received on or before November 1, 2013.

VI. TREASURER'S REPORT

A. 2013 Year-to-Date Report as of September 30, 2013

1. Total Income - \$1,269,335 actual vs. \$1,265,304 budget (0.3% over budget).
2. Total Expenses - \$1,114,314 actual vs. \$1,179,307 budget (5.5% under budget). Including the Balance Sheet Budgeted Items expenses were \$1,221,511 actual vs. \$1,284,990 budget (4.9% under budget).
3. Net Income – \$47,824 actual net income versus (\$19,687) budgeted loss.

Year-to-date Reserve income was \$219,522 with \$108,088 in expenses, resulting in net income of \$111,433. There was \$18,042 spent from remaining loan funds for the parking lot expansions. The remaining balance of just under \$30,000 will be carried forward.

Paul Hage said one of the four CD's matured. It will be rolled over to a two-year CD. There will eventually be four CD's with two-year terms with one maturing every six months.

Bob Price made a motion to approve the Financial Report. Glenn Johnson seconded and the motion carried.

B. Audit Report

The auditors indicated that the financial statements present fairly the financial position of the Association as of 12/31/12. They recommended that Giovanna Voge share the bank reconciliation with the Board Treasurer on a monthly basis. They proposed a couple of adjusting entries:

1. Make a \$2,500 entry to get the Accumulated Depreciation balance up to date.
2. Capitalize the \$2,600 expense for the washer/dryer in the Manager's apartment.
3. Make an entry to adjust the Accumulated Amortization.
4. Reduce the allowance for bad debt by \$16,000 in 2012.

Giovanna was not in favor of reopening the books to make adjustments for 2011 and 2012. She will make all changes effective for 2013. She will expense about \$4,000 to get all balances where they should be.

Paul Hage made a motion to accept the audit report and to make changes based on the auditor's recommendations for calendar year 2013. Mike Kurth seconded and the motion carried.

VII. BUILDINGS, GROUNDS AND LANDSCAPING COMMITTEE

Glenn Johnson said most of the summer items have been stored for the winter. The sprinklers have been blown out and the grass was mowed for the last time. Preventative maintenance was completed on all boilers. One issue was identified for the boiler in I Building and repairs will be made to improve efficiency. All the railings have been completed.

VIII. ARCHITECTURAL REVIEW COMMITTEE

Cathy Brosius did not have anything to report.

IX. OLD BUSINESS

- A. *Review Security Inspection Book, Hallway Cleaning Schedule Book, Boiler Inspection Book, Public Comments*
Glenn Johnson reviewed all books and confirmed that all were in order.

- B. *Pool Trusses*
Gary Nicholds reported that Kevin Allen of Acorn Creek Construction was planning to start work next week. Geoff Merker has applied for the permit, which will cost \$229. The cost for the truss repair will be \$6,160. The expense will be paid out of Reserves.

Bob Price asked a question on the plan to deal with a “bubble” in the pool liner. Geoff did not think it would be possible to repair the liner. Geoff Merker said he was going to try to make some repairs in the area where the vinyl is separating at the top of the pool. He believes there is also a leak, either in the pool shell or in the pipes. He will work with a pool contractor/service company on getting options which should include a price to redo the concrete surface under the liner as well as liner replacement along with the useful life of each option. He estimated it could cost about \$30,000. He will provide firm pricing for the Board.

- C. *Agreement with Comcast for Five-Year Service and Price Reduction*
Gary Nicholds said a receiver or adapter will be required after of November 19th in order to receive signal for channels above 50. All owners will need to obtain their own adapters (at no charge) from Comcast. All signal will be digital as of March 2014.

The cable contract comes up for renewal in 2015. Bob Price was able to negotiate a rate of \$28/unit/month (down from the current \$31/unit/month) by agreeing to increase the contract term from five to seven years. The contract will be effective as of November 1, 2013. The contract has an annual increase cap of 5%. The rate will be effective for the remainder of 2013 and all of 2014.

Cathy Brosius made a motion to approve the Comcast contract. Bob Price seconded and the motion carried.

X. NEW BUSINESS

- A. *Bathroom Remodel*
Geoff Merker obtained four bids for tiles for the Clubhouse bathrooms. He distributed a spreadsheet with the bid details. The bids did not include materials. He assumed an average cost of \$1.77/sq.ft. for tiles from Lowes. He also obtained bids

to remove the entryway tile and replace it to match the new bathroom tile. A higher quality tile would cost about twice as much.

Paul Hage made a motion to proceed with the bathroom remodel at a cost not to exceed \$10,000 using All Area Tile or Luna Specialty. Cathy Brosius seconded and the motion carried with one opposed.

B. Short Version of Rules

Bob Price recommended posting the short version of the rules by the east door of the stacks and on the patio doors on the first floor.

C. 2014 Budget Meetings

Paul Hage and Mike Kurth will work with Basic Property Management to develop a draft 2014 Budget for presentation at the November meeting. Giovanna Voge will send a preliminary draft to them by email for review.

XI. SET NEXT MEETING DATE

The next Board Meeting will be November 13, 2013 at 7:00 p.m. in the Dillon Valley East Clubhouse.

XII. ADJOURNMENT

Richard Garcia made a motion to adjourn at 8:01 p.m.

Approved By: _____ Date: _____
Board Member Signature

**Dillon Valley East
Financial Summary
As of September 30, 2013**

Summary Balance Sheet				
	Operating	Reserve	Loan	Total
Cash Accounts	377,803.60	755,685.37	29,598.16	1,163,087.13
Other Current Assets	41,430.40	0.00	0.00	41,430.40
Fixed Assets (net of depreciation)	75,524.35			75,524.35
Total Assets	494,758.35	755,685.37	29,598.16	1,280,041.88
Current Liabilities	57,378.61	0.00	0.00	57,378.61
Long Term Liabilities	(80,283.40)	0.00	1,482,728.00	1,402,444.60
Donated Capital	2.00			2.00
Retained Earnings	362,639.97	644,252.06	(1,435,087.84)	(428,195.81)
YTD Net Income	155,021.17	111,433.31	(18,042.00)	248,412.48
Total Liabilities & Equity	494,758.35	755,685.37	29,598.16	1,280,041.88
Operating Fund P&L				
	Actual	Budget	Difference	
September Total Income	140,984.11	140,366.64	617.47	
September Total Expense	112,059.91	126,115.47	(14,055.56)	
September Net Income	28,924.20	14,251.17	14,673.03	
Balance Sheet Budgeted Items	10,794.65	10,540.68	253.97	
	18,129.55	3,710.49	14,419.06	
YTD Total Income	1,269,335.40	1,265,303.88	4,031.52	0.3%
YTD Total Expenses	1,114,314.23	1,179,307.14	(64,992.91)	-5.5%
YTD Net Income	155,021.17	85,996.74	69,024.43	
Balance Sheet Budgeted Items	107,197.04	105,683.35	1,513.69	
	47,824.13	(19,686.61)	67,510.74	

Major variances YTD:

- Washer/Dryer Income is \$3898 more than planned and Washer/Dryer Utilities Usage is \$596 more than projected.
- Finance charges on past due accounts is \$1,339 less than planned.
- Loader expenses are \$1,476 under budget. Truck/ATV expense is \$3344 under.
- Bad debt expense is \$15,130 under budget.
- Total Building Maintenance is \$14,654 under budget.
- Total Club & Recreational expense is \$1442 under budget. Club & Rec income is \$1230 over.
- Extra trash items are \$1,000 under budget. Abandoned/Towed Vehicles is \$800 under.
- Summer Grounds Maintenance is \$7626 under.
- Gas is \$8,182 under budget. Electric is \$670 over. Telephone is \$1585 under.

Notes from the Pres.

Cable Service

If you use Basic Cable Service from Comcast that the Association provides and do not have a set-top box to receive digital service, you must visit the local [Comcast office at 249 Warren Ave, Suite 250, in Silverthorne](#), to obtain a free set-top box plus 2 adapters for extra Television sets you may have. The set-top box will allow you to receive channels above channel 50. This offer is available until November 19, 2013. After March 2014, all signals will be digital and if you do not have a set-top box, you will not be able to view any broadcast channels.

You or your renter may visit the Comcast office for the equipment. Be prepared with identification because you or your renter will be liable for the equipment and any extra service provided. If you have any questions about extra service and costs, please call Comcast at 888-824-4010.

Swimming Pool

Our swimming pool at the clubhouse is losing water either through a leak in a pipe or the liner. Once the Board of Managers receives recommendations and prices from our property manager, the pool will be emptied and repairs made. Because of the amount of water loss, the repair cannot wait until spring. We estimate the pool will be out of service for at least 4 weeks. The hot tub will remain in service as long as it is safe for users to access the area from the locker rooms.

Delinquencies

Our effort to collect delinquencies on dues and fines is paying off for us. We engaged Orten Cavanaugh & Holmes, LLC Attorneys at Law to assist with obtaining delinquencies. We are even going to prior owners for collections.

Parking

Yes, parking is an ongoing battle. For those who are on a first floor level and enjoy walking out to your vehicle from your patio door, prepare to find kind requests to park your vehicle in the lot the east of your building (That's the lot directly uphill from your building). These kind requests will turn into demand notes followed by fines and perhaps towing.

Sincerely,

Richard Garcia
President
Dillon Valley East Condominium Association

**DILLON VALLEY EAST CONDOMINIUM ASSOCIATION
BOARD OF MANAGERS MEETING
November 20, 2013**

I. CALL TO ORDER

The meeting was called to order at 7:02 p.m. by Cathy Brosius in the Dillon Valley East Clubhouse.

Board members participating were Richard Garcia (via teleconference), Bob Price, Paul Hage, Cathy Brosius, Mike Kurth and Glenn Johnson.

Owner Lee Vroble (X302) and Tracy Radek (H102) were present. Jon and Morgan Harrington of HomeNergyPro were guests at the meeting.

Representing Basic Property Management were Gary Nicholds, Eric Nicholds, Giovanna Voge and Geoff Merker. Erika Krainz of Summit Management Resources was recording secretary.

II. APPROVAL OF PREVIOUS MEETING MINUTES

Paul Hage made a motion to approve the October 16, 2013 Board Meeting minutes as presented. Glenn Johnson seconded and the motion carried.

III. QUESTIONS AND COMMENTS FROM THE FLOOR/COMMENT BOX

Tracy Radek said there was a problem with a rental tenant in a neighboring unit. Earlier this year he was arrested for harassment and breaking into a unit. His probation expired in September. He has been harassing people at the Clubhouse since 2008 and he is now harassing her new tenants. She suggested fining the owners of the unit. She submitted three written letters of complaint from her current tenants. Gary Nicholds said he and Geoff Merker had been very involved in this situation. They spoke to the owner of the unit today. The owner stated that she had contacted to the tenant; he is back on his medication and he is now parking in accordance with the rules. He also had counter-complaints about her tenants. Gary said he spoke to the Sheriff and he indicated they were taking the proper steps. The tenants need to call the Sheriff whenever there is an issue. The tenants should try to video or record encounters, encourage other witnesses to come forward and describe the incidents in writing.

IV. FINES AND HEARINGS

There were no owners present regarding fines. Cathy Brosius noted that there were still a number of cars that were not properly parked. Residents should be aware that fines will be issued going forward.

V. MANAGER'S REPORT

A. Manager's Report

Geoff Merker provided a written report before the meeting for Board review.

B. Delinquency Report

Gary Nicholds reviewed the written Delinquency Report. He commented that the individuals in O Building appear to have moved out. The collection attorney has experienced difficulties serving the first owner on the list.

VI. TREASURER'S REPORT

A. 2013 Year-to-Date Report as of October 31, 2013

1. Total Income - \$1,410,425 actual vs. \$1,405,671 budget (0.3% over budget).
2. Total Expenses - \$1,242,463 actual vs. \$1,302,181 budget (4.6% under budget). Including the Balance Sheet Budgeted Items expenses were \$1,361,424 actual vs. \$1,419,767 budget (4.1% under budget).
3. Net Income – \$49,001 actual net income versus (\$14,097) budgeted loss.

Year-to-date Reserve income was \$243,898 with \$120,690 in expenses, resulting in net income of \$123,208. There has been \$18,042 spent from the Loan Fund for parking lot expansions.

Bob Price made a motion to approve the Financial Report. Glenn Johnson seconded and the motion carried.

VII. BUILDINGS, GROUNDS AND LANDSCAPING COMMITTEE

Glenn Johnson said he was concerned about ice in front of the doorways that develops overnight. There are signs posted warning of the high alpine environment. Cathy Brosius suggested placing rubber or cocoa mats in the problem areas or installing a handrail on one side.

VIII. ARCHITECTURAL REVIEW COMMITTEE

Cathy Brosius did not have anything to report.

IX. OLD BUSINESS

A. Review Security Inspection Book, Hallway Cleaning Schedule Book, Boiler Inspection Book, Public Comments

Glenn Johnson reviewed all books and confirmed that all were in order.

Lee Vroble commented that there was an article in the local paper about cars being broken into. Geoff Merker was not aware of any recent incidents in Dillon Valley East. Owners should be reminded to keep their cars locked.

B. Pool Trusses

Gary Nicholds said the contractor planned to have the job done by Thanksgiving. He anticipates the work will take two or three days.

- C. *Agreement with Comcast for Seven-Year Service and Price Reduction*
The Comcast contract was renewed for a seven-year term with a significant price reduction. All televisions now require an adaptor in order to receive all channels.
- D. *Bathroom Remodel*
The bathroom remodel is in progress and is projected for completion by Thanksgiving.
- E. *Short Version of Rules*
The short version of the Rules has been posted around the property. The Rules will be enforced with tickets and fines.
- F. *Pool Liner Bubble*
Gary Nicholds spoke to Dan Ulmer, previous owner of Basic Property Management, and learned that the pool liner was installed because there was a crack by the drain. The plan is to remove the liner and restore the original surface. It will require a four to six week closure of the pool. The project has not yet been scheduled. The project is funded in the Reserve Study for next year.

X. NEW BUSINESS

- A. *Budget Committee Report*
The 2014 Budget as written results in net income of \$4,953. The 2013 net income is projected to be approximately \$61,043, which will be carried over. Bob Price asked why the boiler expenses continued to climb despite the new equipment. Paul Hage explained that a state inspection is required every other year and this was an unbudgeted \$5,000 expense.

In the 2014 Reserve Budget, there will be \$146,998 carried forward from 2013. Paul Hage reviewed the list of scheduled projects for 2014.

Bob Price made a motion to approve the 2014 Budget with no dues increase as presented. Mike Kurth seconded and the motion carried.

- B. *Clubhouse Dumpster*
The 8-yard garbage dumpster will be replaced with a 4-yard trash dumpster and a 4-yard single-stream recycling dumpster. Geoff Merker will post a list of acceptable recycling items by the recycling dumpster.
- C. *Storage Lot*
Geoff Merker was asked to provide an accounting of the items in the storage lot for review at the January Board Meeting.
- D. *HomeNergyPro Presentation*
Owner Patrick Fogarty asked Jon Harrington to speak to the Board about installation of solar panels on the buildings. Jon explained that there was no Xcel program that

would be applicable for an Association. One potential application would be solar hot water, which would provide a better payback than solar electric.

He recommended that the Board consider an energy audit for a sampling of different types of units. He would provide a report that includes payback timeframes. At other properties, the Associations paid \$135/unit for the audits and Xcel paid the remaining \$200/unit cost. There are rebates available through Xcel for insulation; adding insulation in the attic spaces might resolve the ice buildup issue in front of the doorways.

XI. SET NEXT MEETING DATE

There will not be a Board Meeting in December. The next Board Meeting will be January 15, 2014 at 7:00 p.m. in the Dillon Valley East Clubhouse.

XII. ADJOURNMENT

Paul Hage made a motion to adjourn at 8:07 p.m. Glenn Johnson seconded and the motion carried.

Approved By: _____ Date: _____
Board Member Signature

**DILLON VALLEY EAST CONDOMINIUM ASSOCIATION
BOARD OF MANAGERS MEETING
December 19, 2013**

I. CALL TO ORDER

The meeting was called to order at 7:00 p.m. by Richard Garcia.

Board members participating were Richard Garcia, Bob Price, Paul Hage, Cathy Brosius, Mike Kurth and Glenn Johnson.

Barbara Johnson, Rich Gorman, Lisa Price, Susan Nicholds, and Jeaniene Kurth were guests at the meeting.

Representing Basic Property Management were Gary Nicholds, Eric Nicholds, and Geoff Merker.

II. APPROVAL OF PREVIOUS MEETING MINUTES

Paul Hage made a motion to approve the November 20, 2013 Board Meeting minutes as presented. Glenn Johnson seconded and the motion carried.

III. QUESTIONS AND COMMENTS FROM THE FLOOR/COMMENT BOX

There were no comments from the comment box.

IV. FINES AND HEARINGS

There were no fines.

V. MANAGER'S REPORT

A. Manager's Report

Geoff Merker provided a written report before the meeting for Board review.

VI. TREASURER'S REPORT

There was no Treasurer's report.

VII. BUILDINGS, GROUNDS AND LANDSCAPING COMMITTEE

There was no report from the Buildings and Grounds committee.

VIII. ARCHITECTURAL REVIEW COMMITTEE

There was no report from the Architectural Review Committee.

IX. OLD BUSINESS

A. Review Security Inspection Book, Hallway Cleaning Schedule Book, Boiler Inspection Book, Public Comments

Glenn Johnson reviewed all books and confirmed that all were in order.

X. NEW BUSINESS

There was no New Business.

XI. SET NEXT MEETING DATE

The next Board Meeting will be January 15, 2014 at 7:00 p.m. in the Dillon Valley East Clubhouse.

XII. ADJOURNMENT

Paul Hage made a motion to adjourn at 7:07 p.m. Glenn Johnson seconded and the motion carried.

Approved By: _____ Date: _____

Board Member Signature