

**DILLON VALLEY EAST CONDOMINIUM ASSOCIATION
BOARD OF MANAGERS MEETING
January 16, 2017**

I. CALL TO ORDER

The meeting was called to order at 7:05 p.m. by Richard Garcia.

Board members present were Richard Garcia, Cathy Brosius, Paul Hage and Lisa Watkins. Bob Price participated via teleconference. Mike Kurth joined the meeting in progress at 7:22 p.m.

Representing Basic Property Management were Gary Nicholds, Eric Nicholds, Margarita Sherman, Patti Vande Zande 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 December 14, 2016 Board Meeting minutes as presented. Cathy Brosius 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 no fines or hearings.

V. MANAGER'S REPORT

A. Manager's Report

David Thompson provided a written report prior to the meeting for Board review.

B. Delinquency Report

1. Owner #1 – the account is with the attorney and the owner is abiding by the established payment plan.
2. Owners #2 and #3 – statements have been sent to both owners.

VI. TREASURER'S REPORT

A. 2016 Year-End Operating Account Summary as of December 31, 2016

Paul Hage reviewed the Operating accounts:

1. Cash Accounts - \$375,765
2. Current Liabilities - \$161,158
3. Total Revenue - \$1,486,189 vs. \$1,478,150 (0.5% favorable to budget).
4. Total Expenses - \$1,433,464 vs. \$1,478,150 (3% favorable to budget).
5. Net Income - \$52,725. This balance will be applied to retained earnings.

Paul Hage reviewed the significant variances. Boilers was \$6,408 unfavorable to budget, Gas was \$37,442 favorable to budget and Water & Sewer was \$10,133 unfavorable to budget.

Paul Hage reviewed the Reserve accounts:

1. Cash Balance - \$1,235,091.
2. Loan Balance - \$503,287.
3. Total Revenue - \$500,030 actual vs. \$495,438 budget.
4. Total Expenses - \$259,659 actual vs. \$321,086 budget.
5. Total Reserve Net Income - \$81,665

The Board previously approved a \$100,000 payment against the loan principle to be made this month.

Reserve Fund Income Statement:

1. Parking Lot Repairs - \$2,379 unfavorable to budget.
2. Sewer Line Repairs – \$26,893 unfavorable to budget due to two sewer line repairs that were about \$15,000 each.

Cathy Brosius made a motion to approve Financial Report. Lisa Watkins seconded and the motion carried.

VII. BUILDINGS, GROUNDS AND LANDSCAPING COMMITTEE

Lisa Watkins did not have anything to report. She thanked David Thompson for taking care of the snow removal.

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*

Lisa Watkins has not reviewed the books recently.

B. *Lamp Posts and Electrical at the Clubhouse*

David Thompson reported that this project has been completed.

C. *HC3 Recommendations and Suggestions for Energy Conservation*

Cathy Brosius will follow up with HC3 during the second quarter of 2017.

D. *Hallway Carpet*

A total of 17 hallways have been recarpeted. There are 23 more hallways scheduled for this year. David Thompson agreed to wait until late spring to get this project started again.

X. NEW BUSINESS

A. Additional Help

Gary Nicholds is working on getting some temporary help with shoveling snow.

B. New Accountant

Richard Garcia introduced Patti Vande Zande, who will be replacing Margarita Sherman.

C. Rules and Regulations

Cathy Brosius has distributed the draft Rules and Regulations. Richard Garcia asked all Board members to send comments to her. The document will be reviewed and approved for distribution at the next meeting.

D. Bonuses

Paul Hage made a motion to authorize a \$3,000 expense for employee bonuses. Mike Kurth seconded and the motion carried.

XI. SET NEXT MEETING DATE

The next Board Meeting will be Monday, February 20, 2017 at 7:00 p.m. in the Dillon Valley East Clubhouse.

XII. ADJOURNMENT

Richard Garcia made a motion to adjourn at 7:34 p.m.

Approved By: _____ Date: _____
Board Member Signature

**DILLON VALLEY EAST CONDOMINIUM ASSOCIATION
BOARD OF MANAGERS MEETING
February 20, 2017**

I. CALL TO ORDER

The meeting was called to order at 7:05 p.m. by Cathy Brosius.

Board members present were Cathy Brosius, Bob Price, Paul Hage and Mike Kurth. Richard Garcia participated via teleconference.

Representing Basic Property Management were Eric Nicholds, Patti Vande Zande and David Thompson. Erika Krainz of Summit Management Resources transcribed the minutes from recording.

II. APPROVAL OF PREVIOUS MEETING MINUTES

Mike Kurth made a motion to approve the January 16, 2017 Board Meeting minutes as presented. Paul Hage seconded and the motion carried.

III. QUESTIONS AND COMMENTS FROM THE FLOOR/COMMENT BOX

There were no questions or comments from the floor.

IV. CREDIT CARD ACCEPTANCE

Patti Vande Zande reviewed a program through which owners could pay dues online with a credit card. The monthly invoice would be sent directly to each owner by email. The cost for each payment would be 3.5% plus \$0.30 per transaction. These fees could be charged to the owner or paid by the Association. Patti said another Association using this system reduced delinquencies and substantially increased their cash flow.

Bob Price was not in favor of implementing this system. He felt it would only incur extra cost for the Association and noted that delinquencies were relatively low. Other Board members felt it would be a good option as long as the owner is responsible for paying the fees.

Paul Hage made a motion to approve the acceptance of credit cards for payment with fees of \$21 for three bedroom units \$16 for two bedroom units, \$13 for one bedroom units and \$8 for studios. Richard Garcia seconded and the motion carried with Bob Price abstaining.

V. TREASURER'S REPORT

A. 2016 Year-to-Date Operating Account Summary as of January 31, 2017

Paul Hage reviewed the Operating accounts:

1. Cash Accounts - \$130,563
2. Current Liabilities - \$130,875.

3. Total Revenue - \$121,253 actual vs. \$122,754 budget (1.2% unfavorable to budget).
4. Total Expenses - \$136,818 actual vs. \$130,737 budget (4.7% unfavorable to budget).
5. Net Loss – (\$15,564).

Paul Hage reviewed the significant variances. Snow Removal was over budget. Washer/Dryer income was under budget. Patti Vande Zande said she recently received a check from the vendor for \$2,700. Loader expenses were \$2,800 over budget due to extra fuel costs and a \$2,140 service. Truck/ATV expenses were \$3,070 over budget due to extra fuel costs and purchase of studded snow tires for the trucks.

There is a new line item in budget for snow removal. The current balance is just over \$3,500 for hauling snow away and temp labor. These expenses have not been incurred in the past several years. The Board agreed these expenses should be tracked in this new account for more transparency.

There is some overtime that does not show up on the January payroll. Paul Hage said some of the overtime incurred was due to the absence of Elpidio, a lead worker on the maintenance crew. The management contract specifies compensation for the Association if the Resident Manager is gone more than a certain number of days, but no other employees are included in this clause. The total amount involved is \$1,000 – 1,500 and Gary Nicholds is looking at it.

Paul Hage reviewed the Reserve accounts:

1. Total Revenue - \$41,673.
2. Total Expenses - \$32,175.
3. Total Reserve Net Loss – (\$4,228).
4. Reserve Cash - \$1,442,666.
5. Loan Balance – \$489,562.

Reserve expenses included payment to the electrician for parking lot work and purchase of a chemical feeder for the pool

Mike Kurth made a motion to approve Financial Report. Bob Price seconded and the motion carried.

VI. FINES AND HEARINGS

There were no fines or hearings.

VII. MANAGER'S REPORT

A. Manager's Report

David Thompson provided a written report prior to the meeting for Board review. There have been several leaks in the hot water return lines.

B. Delinquency Report

Patti Vande Zande reviewed the list of delinquencies.

VIII. BUILDINGS, GROUNDS AND LANDSCAPING COMMITTEE

Lisa Watkins was not present to provide a report.

IX. ARCHITECTURAL REVIEW COMMITTEE

Cathy Brosius said David Thompson was investigating the potential removal of a structural support in one of the buildings. A kitchen was remodeled and the photos seem to indicate the support pole was removed.

X. OLD BUSINESS

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

Lisa Watkins was not present to provide a report.

B. HC3 Recommendations and Suggestions for Energy Conservation

David Thompson will follow up with HC3.

C. Updated Rules and Regulations

The updated Rules and Regulations will be sent to all Board members for review prior to the next Board Meeting.

XI. NEW BUSINESS

There was no New Business.

XII. SET NEXT MEETING DATE

The next Board Meeting will be Monday, March 20, 2017 at 7:00 p.m. in the Dillon Valley East Clubhouse.

XIII. ADJOURNMENT

Cathy Brosius made a motion to adjourn at 7:52 p.m.

Approved By: _____ Date: _____
Board Member Signature

Treasurer's Report

May 31, 2016 Dillon Valley East
Financial Summary

Operating	Reserve	Total	
Cash Accounts	130,562.68	1,442,665.66	1,573,228.34
Other Current Assets	64,585.24	0.00	64,585.24
Fixed Assets -Net Of Depreciation	0.00	27,972.54	27,972.54
Total Assets	195,147.92	1,470,638.20	1,665,786.12
Current Liabilities	130,874.66	0.00	130,874.66
Long Term Liabilities	0.00	799,332.42	799,332.42
Retained Earnings	528,982.48	212,663.71	741,646.19
YTD Net Income	(15,564.31)	9,497.16	(6,067.15)
Total Liability & Equity	644,292.83	1,021,493.29	1,665,786.12
Actual	Budget	Difference	
Total Revenue For The Month	121,253.35	122,754.18	(1,500.83)
Total Expenses For The Month	136,817.66	130,736.98	6,080.68
Total Net Income For The Month	(15,564.31)	(7,982.80)	(7,581.51)
Total Revenue - YTD	121,253.35	122,754.18	(1,500.83)
Total Expenses - YTD	136,817.66	130,736.98	6,080.68
Net Income - YTD	(15,564.31)	(7,982.80)	(7,581.51)
Actual	Budget	Difference	
Total Revenue For The Month	41,672.50	41,803.17	(130.67)
Total Expenses For The Month	32,175.34	16,958.34	15,217.00
Net Month Income	9,497.16	24,844.83	(15,347.67)
<i>Balance Sheet Item - Loan Principal</i>			
Monthly LOC Principal Expense	13,724.78	12,666.67	1,058.11
Total Income Including LOC	(4,227.62)	12,178.16	(16,405.78)
YTD Revenue	41,672.50	41,803.17	(130.67)
YTD Expenses	32,175.34	16,958.34	15,217.00
Total YTD Net Income	9,497.16	24,844.83	(15,347.67)
<i>Balance Sheet Item - Loan Principal</i>			
YTD LOC Expense	13,724.78	12,666.67	1,058.11
Total YTD Income Including LOC	(4,227.62)	12,178.16	(16,405.78)
Operating Fund P & L			
Reserve P & L			

Major Variances, Year to Date

- Washer/Dryer income is \$2083 under budget. No payment received in January.
- Loader expenses are \$2799 over due to extra fuel costs and 3000 hour service at \$2140. Truck and ATV is \$3070 over due to extra fuel costs and new studded snow tires for the two pickups.

Treasurer's Report

- Boilers are \$1146 under. Basic maintenance is \$674 under.
- Winter Maintenance is \$613 over. Snow removal, a non-budgeted line item added to the report, is \$3523 over. Of that, \$2784 is for snow hauling and \$739 for temporary labor to help with snow removal.
- Water and sewer is \$1606 under budget.

Notes from the Pres.

Greetings Owners and Non-owners

Snow Removal

Thank you all for working with our maintenance crew at snow removal. We did not have to tow any vehicles in January or February for snow removal operation. And most vehicle owners were cooperative at moving their vehicles when asked.

Spring Break – Party Time

Spring break for schools nationwide has started. Not all colleges and high schools, have their breaks at the same time. Usually, there is an influx of guests for at least three weeks. If you are a non-resident owner renting with a rental unit, please let your guests know that quiet hours are from 10:00 PM – 6:00 A.M. If you use a rental agent, please advise your agent about spring break and quiet hours.

Rules and Regulations

An updated Rules and Regulations will soon be agreed upon by the Board of Managers. Then the revised Rules and Regulations will be sent via email and posted on the web site for owner input. Comments will only be accepted if an owner name and contact information is included with the comment.

Letter from Summit County Assessor

You received by now a letter from the Summit County Assessor regarding a 2017 reappraisal. That's good and bad news. For most owners, our value has risen, therefore higher taxes. For some, it means higher taxes. Notices of Value will be mailed out on May 1st by the Summit County Assessor. Please direct all questions to the Office of the Assessor, 970-453-3480.

Sincerely,

Richard Garcia
President
Dillon Valley East Condominium Association

**DILLON VALLEY EAST CONDOMINIUM ASSOCIATION
BOARD OF MANAGERS MEETING
March 20, 2017**

I. CALL TO ORDER

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

Board members present were Richard Garcia, Cathy Brosius, Paul Hage and Mike Kurth. Bob Price participated via teleconference.

Owner Carl Henry was a guest at the meeting.

Representing Basic Property Management were Gary Nicholds, Jason Blarjeski 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, 2017 Board Meeting minutes as presented. Mike Kurth seconded and the motion carried.

III. QUESTIONS AND COMMENTS FROM THE FLOOR/COMMENT BOX

There were no questions or comments from the floor.

IV. TREASURER'S REPORT

A. 2016 Year-to-Date Operating Account Summary as of February 28, 2017

Paul Hage reviewed the Operating accounts:

1. Cash Accounts - \$318,524.
2. Current Liabilities - \$136,987.
3. Total Revenue - \$247,826 actual vs. \$245,508 budget (0.9% favorable to budget).
4. Total Expenses – \$263,586 actual vs. \$257,524 budget (2.4% unfavorable to budget).
5. Net Income (Loss) – (\$15,760).

Paul Hage reviewed the significant variances. Washer/Dryer Income was \$1,865 under budget, Washer/Dryer Utilities Usage was \$2,650 over budget due to the budget spread, Loader expense was \$3,786 over budget due to extra fuel costs, the 3,000 hour service and a repair, Damage Claims was \$2,575 over budget for repair to a pinhole leak and flooring replacement, Electric was \$1,162 under budget, Gas was \$1,429 under budget, Snow Removal was \$3,523 over budget and Water and Sewer was \$3,211 under budget.

Paul Hage reviewed the Reserve accounts:

1. Cash Accounts - \$1,285,012.
2. Loan Balance - \$490,549.
3. Total Revenue - \$83,330 actual vs. \$83,606 budget.
4. Total Expenses - \$53,815 actual vs. \$23,917 budget.

5. Net Income - \$2,067 actual vs. \$34,356 budget.

Paul Hage noted the following:

1. Patti Vande Zande discovered a discrepancy in the amount booked for the loan payments as compared to the bank record. She adjusted the loan interest to \$17,700. The budgeted amount is \$3,333. Mike Kurth thought the discrepancy may be related to how the principal and interest were recorded.
2. David Thompson made arrangements to have some of the hallway carpets replaced. A \$20,000 check was cut but not issued since at the last meeting, the Board decided to table the project until after winter. The check will be cancelled. A new check will be issued once the project is rescheduled.
3. One of the ATV's is budgeted for replacement next year at a cost of \$10,500. It has required several repairs this year at a cost of over \$2,000 and David Thompson thought the replacement might need to be moved up to this year. The Board agreed to a \$1,000 cap for further repairs and will discuss the timing of the replacement in the fall.

Cathy Brosius made a motion to approve Financial Report. Mike Kurth seconded and the motion carried.

V. FINES AND HEARINGS

There were no fines or hearings.

VI. MANAGER'S REPORT

A. Manager's Report

David Thompson provided a written report prior to the meeting for Board review.

B. Delinquency Report

Gary Nicholds reviewed the list of delinquencies.

1. Owner #1 – made a \$948 payment.
2. Owner #2 – made a \$2,330 payment.
3. Owner #6 - \$1,756 balance. The owner made an \$800 payment on Friday.
4. Total Delinquent Balance – \$7,114 vs. \$10,653 last month.

VII. BUILDINGS, GROUNDS AND LANDSCAPING COMMITTEE

Lisa Watkins was not present to provide a report.

VIII. ARCHITECTURAL REVIEW COMMITTEE

Cathy Brosius said there was one request submitted for a replacement patio door. It was rejected based on the color.

IX. OLD BUSINESS

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

Lisa Watkins was not present to provide a report.

B. *HC3 Recommendations and Suggestions for Energy Conservation*
Cathy Brosius will follow up with HC3 during the second quarter.

C. *Updated Rules and Regulations*

Cathy Brosius reviewed the possible revisions:

1. Trailer Parking - David Thompson has suggested including a 10' maximum length and a requirement that the trailer fits in a regular space. Temporary parking could be allowed for loading and unloading.
2. Long Term Parking – David Thompson suggested changing the requirement for moving cars every four days to moving cars as required with 24 hours notice posted on the unit door to allow for parking lot maintenance and snow removal. Gary Nicholds will ask Dillon Valley West how they handle this type of situation.
3. Dogs – The Board agreed to eliminate the allowance for dogs to be under voice command and to require that all dogs be on leash.
4. Plowing - Cars must be moved after 3" of snowfall.

Cathy Brosius will revise the document and send it to Board for review.

X. EXECUTIVE SESSION

The Board convened an Executive Session at 7:56 p.m. to discuss a problem regarding parking of a camper and resumed Regular Session at 8:02 p.m.

XI. NEW BUSINESS

There was no New Business.

XII. SET NEXT MEETING DATE

The next Board Meeting will be Monday, April 17, 2017 at 7:00 p.m. in the Dillon Valley East Clubhouse.

XIII. ADJOURNMENT

Richard Garcia made a motion to adjourn at 8:02 p.m.

Approved By: _____ Date: _____
Board Member Signature

DILLON VALLEY EAST CONDOMINIUM ASSOCIATION
BOARD OF MANAGERS MEETING
April 17, 2017

I. CALL TO ORDER

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

Board members present were Richard Garcia, Cathy Brosius, Paul Hage, Bob Price and Lisa Watkins.

Owners Carl Henry and Kent Hanson were guests at the meeting.

Representing Basic Property Management were Gary Nicholds, Jason Blarjeski, Patti Vande Zande and David Thompson. Erika Krainz of Summit Management Resources was recording secretary.

II. APPROVAL OF PREVIOUS MEETING MINUTES

Bob Price made a motion to approve the March 20, 2017 Board Meeting minutes as presented. Cathy Brosius seconded and the motion carried.

III. QUESTIONS AND COMMENTS FROM THE FLOOR/COMMENT BOX

Kent Hanson presented a proposal for construction of raised garden beds north of Building O. He suggested two beds approximately 12' x 4' x 20" high to start at a cost of approximately \$230/bed for materials.

Lisa Watkins made a motion to authorize the construction of two raised garden beds as a pilot program for use by owners and tenants only. Cathy Brosius seconded and the motion carried.

Carl Henry commented that he has seen several owners walking three dogs and a couple of dogs tied up behind units. Richard Garcia said owners (and not renters) are only allowed to have one pet but noted that this rule was difficult to enforce. Cathy Brosius commented that there are a lot of renters with pets but it is difficult to distinguish between owners and renters. David Thompson said he contacted a new owner who had set up a dog run and she took it down. David will ask his staff to watch for residents walking multiple pets. David will create some signage that can be posted around the property regarding pets.

IV. TREASURER'S REPORT

A. 2017 Year-to-Date Operating Account Summary as of March 31, 2017

Paul Hage reviewed the Operating accounts:

1. Cash Accounts - \$153,177. Other Current Assets were \$60,367, including about \$42,000 in prepaid insurance.
2. Current Liabilities - \$176,058, including about \$48,000 in prepaid dues and an accrual for Water and Sewer.
3. Total Revenue - \$371,030 actual vs. \$370,288 budget (0.2% favorable to budget).

4. Total Expenses – \$396,999 actual vs. \$381,911 budget (4% unfavorable to budget).
5. Net Income (Loss) – (\$25,969).

Paul Hage reviewed some of the significant variances. Snow Removal, a non-budgeted line item added to the report, was \$4,075 over budget. Loader expenses were \$3,564 over budget for repairs and a 3,000 hour service. Truck/ATV was \$1,567 over budget due to purchase of studded snow tires for the two pickups and extra fuel costs. Boilers was \$6,052 over budget due to several circulation pump issues, a failed main boiler pump, leak repairs in one of the boiler rooms and replacement of a DHW heat exchanger.

Paul Hage reviewed the Reserve accounts:

1. Cash Accounts - \$1,526,842.
2. Loan Balance - \$476,125.
3. Total Revenue - \$125,129 actual vs. \$125,409 budget.
4. Total Expenses - \$37,102 actual vs. \$23,375 budget.
5. Net Income - \$88,028 actual vs. \$102,034 budget.

Bob Price noted that two CD's expired in June and December 2016 and one is coming due in June 2017. Patti Vande Zande said the 2016 CD's were rolled over. The new maturity dates for the two expired CD's are 1/26/19 and 1/26/18.

Cathy Brosius made a motion to approve Financial Report. Lisa Watkins seconded and the motion carried.

V. FINES AND HEARINGS

There were no fines or hearings.

VI. MANAGER'S REPORT

A. Manager's Report

David Thompson provided a written report prior to the meeting for Board review.

B. Delinquency Report

Patti Vande Zande reviewed the list of delinquencies. Several owners paid and dropped off the list but there were several new owners on the list. She sent six delinquency letters. Several owners have contacted her and indicated they will pay by the end of the month. Any accounts that are not paid within the 30 days will be sent to the attorney.

1. Owner #6 – the owner paid \$1,600.
2. Owner #5 – the ACH payment bounced.

VII. BUILDINGS, GROUNDS AND LANDSCAPING COMMITTEE

Lisa Watkins suggested a date of Saturday, June 3rd or 10th for a property Clean Up Day and to host a barbecue for the participants afterward. She will send an email with the proposed dates.

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

Lisa Watkins reviewed the books and all were in order. She commented that the grounds looked really nice.

B. HC3 Recommendations and Suggestions for Energy Conservation

David Thompson followed up with HC3. They will not provide rebates for LED bulbs in common areas. They will only do an assessment of the shower heads, aerators and LED bulbs in the individual units if at least 15% of the owners opt in.

C. Updated Rules and Regulations

Cathy Brosius sent the revised documents out for review today. Richard Garcia will send an email to all Board members for a vote.

D. Updated Agreement and Rules for Storage Lot

The Board reviewed the proposed policy drafted by David Thompson. He proposed an effective date of June 1st. The following revisions were requested:

1. Section 1.f – eliminate “No miscellaneous ... trailer” and add “It is not intended for” at the beginning.
2. Section 2.a – add “in good standing” at the end of the sentence.

Richard Garcia will send the final draft to the Board and an electronic vote will be taken and ratified during the next board meeting.

X. NEW BUSINESS

There was no New Business.

XI. SET NEXT MEETING DATE

The next Board Meeting will be Monday, May 15, 2017 at 7:00 p.m. in the Dillon Valley East Clubhouse.

XII. ADJOURNMENT

Richard Garcia made a motion to adjourn at 8:03 p.m.

Approved By: _____ Date: _____
Board Member Signature

**DILLON VALLEY EAST CONDOMINIUM ASSOCIATION
BOARD OF MANAGERS MEETING
May 15, 2017**

I. CALL TO ORDER

The meeting was called to order at 7:01 p.m. by Richard Garcia.

Board members present were Richard Garcia, Cathy Brosius, Paul Hage, Mike Kurth and Sylvia Dowty.

Owners Clark & Linda Davis (S206), Jeff Schramm (I205), June Hammond (R301), Laura Johns (R106/AA101), Carl Henry (U202), Ben Roehrs (I106), Nicole Luse & Justin Center (R202), Makenzi & Michael Worl (P303), Seth Cohen (P103), Amy Armstrong & TJ Dlubac (B305), Filiz Baltaci (A301), Jason Connelly (O303) and Holly Holder (O102) were guests at the meeting.

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

II. APPROVAL OF PREVIOUS MEETING MINUTES

Sylvia Dowty made a motion to approve the April 17, 2017 Board Meeting minutes as presented. Paul Hage seconded and the motion carried.

III. QUESTIONS AND COMMENTS FROM THE FLOOR/COMMENT BOX

There owner comments and concerns regarding the new long term parking lot addressed the following:

1. The proposed \$30/month fee is excessive.
2. The rate should not be the same for small vehicles and large campers.
3. The decision to start charging for vehicle storage was not communicated well to the owners.
4. Owners are not receiving monthly notification of the Board meetings. A suggestion was made to post the Board meeting agendas on the bulletin boards in each building.
5. There should be a formal budget and an explanation of anticipated costs and how the rental fees collected will be spent.
6. Owners should be able to access their vehicles outside of regular business hours. A suggestion was made to install a key card lock.
7. The lot should be plowed in the winter.
8. The Board should consider a lower rate for owners and a higher rate for renters.
9. The lot is not well secured.
10. The decision to charge a monthly fee was not documented in previous meeting minutes.
11. The Board should table implementation of the fee increase until owners have an opportunity to provide feedback at the Annual Meeting.
12. Owners should not be required to pay for the full year in advance.
13. Expansion of the lot has devalued the units in adjacent buildings because the RV's are parked very close to the bedroom windows.

14. Trees should be planted to screen the lot.
15. The lot should not be a for-profit enterprise.
16. There should be a fee for parking vehicles in the lot since not all owners will use it and there are costs associated.
17. The Town zoning ordinance may have been violated.

The Board responded as follows:

1. The Board meets the third Monday of each month at 7:00 p.m. in the Clubhouse. Notice is posted on the website. Owners are encouraged to provide their email address at the Annual Meeting to facilitate communication of Association issues.
2. The decision was made to expand the storage lot based on owner complaints about the lack of space in lot.
3. The October meeting minutes indicated that the Board would discuss rental rates at a later meeting to control the demand.
4. The monthly rate is lower than what is being charged in commercial lots.
5. The cost to grade and add road base was about \$8,000 (including the cost for the tennis court windscreen) and there will be additional maintenance expenses.
6. The rental fees will be credited to the general fund and will be used to administer and maintain the lot.
7. In terms of real estate value, the storage lot is an added value.

Richard Garcia suggested formation of a Committee to provide recommendations to the Board. Several owners present volunteered to serve and there will be at least one Board representative. A meeting will be scheduled sometime the week of June 12th and notice of the meeting will be sent to all owners. The list of issues discussed at this meeting will be posted for owner review and comment. The Committee should try to prioritize the items. Richard Garcia confirmed that the Board would postpone the rate increase pending a recommendation from the Committee.

IV. TREASURER'S REPORT

A. 2017 Year-to-Date Operating Account Summary as of April 30, 2017

Paul Hage reviewed the Operating accounts:

1. Cash Accounts - \$93,614. Other Current Assets were \$46,908, including about \$36,000 in prepaid insurance.
2. Current Liabilities - \$115,503.
3. Total Revenue - \$495,311 actual vs. \$492,817 budget (0.5% favorable to budget).
4. Total Expenses – \$544,212 actual vs. \$505,098 budget (7.7% unfavorable to budget) mainly due to expenses related to snow removal. Boilers were \$23,120 unfavorable to budget due to several repairs, replacement of a heat exchanger and boiler inspections. It appears the new gas provider did not send a bill for November 2016, causing the overage in this fiscal year of about \$13,000.
5. Net Income (Loss) – (\$48,901).

Paul Hage reviewed the Reserve accounts:

1. Cash Accounts - \$1,527,189.
2. Long Term Liabilities – \$775,345.

3. Loan Balance - \$461,871.
4. Total Revenue - \$166,762 actual vs. \$167,213 budget.
5. Total Expenses - \$54,672 actual vs. \$40,453 budget.
6. Net Income - \$55,962 actual vs. \$76,093 budget.

Mike Kurth made a motion to approve Treasurer's Report. Sylvia Dowty seconded and the motion carried.

V. FINES AND HEARINGS

There were no fines or hearings.

VI. MANAGER'S REPORT

A. Manager's Report

David Thompson provided a written report to the Board prior to the meeting.

B. Delinquency Report

Patti Vande Zande reviewed the list of delinquencies. The total balance was \$5,279, down from \$15,340 last month. Owner #8 is the only new addition to the list. Some of the delinquencies were due to ACH authorizations with Union Bank that expired. Owner #2 passed away and she has been in contact with the owner's husband.

VII. BUILDINGS, GROUNDS AND LANDSCAPING COMMITTEE

Lisa Watkins was not present to provide a report.

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

Lisa Watkins was not present to provide a report.

B. Updated Rules and Regulations

The updated Rules and Regulations will be distributed to the owners. The Board requested feedback be provided prior to the next Board Meeting.

C. Updated Agreement and Rules for Storage Lot

This agenda item was addressed earlier during the meeting.

D. DVE Cleanup Day June 3, 2017 at 9:00 a.m.

Lisa Watkins will be asked to contact Comcast about providing disposable gloves.

X. NEW BUSINESS

A. *Investment of Reserves*

The Association has over \$1.5 million in cash in the Reserve account. All account balances need to be within the \$250,000 FDIC-insured limit. The bank is phasing out the CDAR's program. The best replacement option is an ICS sweep account, with a yield of about 0.5%. The recommendation is to eliminate the Alpine T-Bill money market account and to move the balance into the Operating account, which is earning 0.9%. Any balance over \$250,000 in the Operating account will be transferred to the ICS sweep account. Paul Hage will research other options with a higher yield.

The current signers on all checks over \$2,000 are Richard Garcia and Paul Hage. Paul Hage recommended adding Mike Kurth as a signer on the account.

Paul Hage made a motion to close the Alpine T-Bill money Market account, to transfer the balance to the Operating account, to set a \$250,000 balance limit for the sweep and to add Mike Kurth as signer on the account. Sylvia Dowty seconded and the motion carried.

The Association has paid an extra \$100,000 toward the loan principle each year for the past two years. The balance is down to about \$440,000. Paul Hage recommended paying off the balance if possible since the interest rate is 6% and there are adequate funds in Reserve. Paul will investigate further before making a formal recommendation to the board

XI. SET NEXT MEETING DATE

The next Board Meeting will be Monday, June 19, 2017 at 7:00 p.m. in the Dillon Valley East Clubhouse.

XII. ADJOURNMENT

Richard Garcia made a motion to adjourn at 9:04 p.m.

Approved By: _____ Date: _____
Board Member Signature

**DILLON VALLEY EAST CONDOMINIUM ASSOCIATION
BOARD OF MANAGERS MEETING
June 19, 2017**

I. CALL TO ORDER

The meeting was called to order at 7:00 p.m. by Sylvia Dowty.

Board members present were Cathy Brosius, Lisa Watkins, Mike Kurth and Sylvia Dowty.

Owners Carl Henry (U202), Jenelle & Bryan Fabel (B302), Tom Sandowski (J110), Randall Seegers (J201/J209) and Marcus Dreux & Lea Chardonnet (T104) were guests at the meeting.

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

II. APPROVAL OF PREVIOUS MEETING MINUTES

Mike Kurth made a motion to approve the May 15, 2017 Board Meeting minutes as presented. Cathy Brosius seconded and the motion carried.

III. QUESTIONS AND COMMENTS FROM THE FLOOR/COMMENT BOX

There were no owner comments.

IV. TREASURER'S REPORT

A. 2017 Year-to-Date Operating Account Summary as of May 31, 2017

Mike Kurth reviewed the Operating accounts:

1. Total Revenue - \$3,336 favorable to budget.
2. Total Expenses – \$35,791 unfavorable to budget due to a warranty issue and boiler repairs. Boilers was \$23,529 unfavorable to budget, Snow Removal was \$4,075 unfavorable to budget and Gas was \$6,636 unfavorable to budget due to an invoice from the last fiscal year that was paid in the current fiscal year.
3. Reserve Revenue – \$631 unfavorable to budget.
4. Reserve Expenses – \$97,391 favorable to budget.
5. Net Income - \$96,760 favorable to budget. There are some upcoming expenses that will reduce the income.

Cathy Brosius made a motion to approve Treasurer's Report. Lisa Watkins seconded and the motion carried.

V. FINES AND HEARINGS

There were no fines or hearings.

VI. MANAGER'S REPORT

A. Manager's Report

David Thompson provided a written report to the Board prior to the meeting.

B. Delinquency Report

Patti Vande Zande reviewed the list of delinquencies.

1. Owner #3 – This owner is new to the report. The new owner recently made a large payment and should have the balance paid off in the next few months.
2. Owner #4 – The owner has promised payment in full by July 15th.

Patti said she was not concerned about any of the other owners on the list. She has sent out statements and received replies from many of the owners.

VII. BUILDINGS, GROUNDS AND LANDSCAPING COMMITTEE

Lisa Watkins did not have anything to report.

VIII. ARCHITECTURAL REVIEW COMMITTEE

Cathy Brosius did not have anything to report. David Thompson said there was one application approved to move the front wall of a closet.

IX. OLD BUSINESS

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

Lisa Watkins will review the books.

B. Updated Rules and Regulations

David Thompson said there were a few owner comments. He suggested providing a summary of the comments to the owners. The Board will need to vote to approve presentation of the finalized Rules and Regulations to the owners at the Annual Meeting.

C. Revised Long-Term Storage Parking lot Policy

Sylvia Dowty said the monthly rate has not yet been established. The location of the entrance is being discussed. There are currently five RV spaces on the far side of the lot. If the RV parking is moved to the area by the garage, there would only be three spaces available. David Thompson created another configuration using both of the back rows for pull-through RV spaces, but it significantly reduced the number of spaces in the lot. The Committee will need to decide what the priority and demand is for RV's and if several small spots can be sacrificed for the RV pull-through. The Board is still discussing the ideas that were presented by owners at the last meeting.

Randall Seegers requested copies of the information that has been discussed. All of the spots are currently spoken for but not all are occupied. Once the program starts, owners will have ten days to occupy their spot. Notification of the next meeting date will be provided to the owners who attended the first meeting.

D. Report on DVE Cleanup Day June 3, 2017

Lisa Watkins said there was not as much trash to pick up as last year. There were not many participants and she encouraged owners to provide suggestions to improve attendance. Sylvia Dowty thought there might be more participation if owners are asked to clean up only around their own buildings. Lea Chardonnet suggested trying to establish a Dillon Valley clean up on the same day as the County event. Cathy Brosius felt there should be an ongoing effort to pick up around the property throughout the year. David Thompson was thanked for his assistance in coordinating this project.

X. NEW BUSINESS

A. Siding

Randall Seegers suggested looking into corrugated steel for the bottom 3' of the building siding to eliminate the problem with the siding rotting from moisture.

B. Doors

Lea Chardonnet said she was planning to replace her doors. David Thompson said he could provide recommendations for products and contractors.

XI. SET NEXT MEETING DATE

The next Board Meeting will be Monday, July 17, 2017 at 7:00 p.m. in the Dillon Valley East Clubhouse.

XII. ADJOURNMENT

Mike Kurth made a motion to adjourn at 7:40 p.m. Lisa Watkins seconded and the motion carried.

Approved By: _____ Date: _____
Board Member Signature

**DILLON VALLEY EAST CONDOMINIUM ASSOCIATION
BOARD OF MANAGERS MEETING
July 17, 2017**

I. CALL TO ORDER

The meeting was called to order at 7:01 p.m. by Richard Garcia.

Board members present were Richard Garcia, Bob Price, Lisa Watkins, Mike Kurth and Sylvia Dowty.

Owners Jenelle & Bryan Fabel (B302) were guests at the meeting. Kari Rutan, Comcast Market Development was also present.

Representing Basic Property Management were Gary Nicholds, Eric Nicholds, Patti Vande Zande and David Thompson. Erika Krainz of Summit Management Resources transcribed the minutes from recording.

II. APPROVAL OF PREVIOUS MEETING MINUTES

Sylvia Dowty made a motion to approve the June 19, 2017 Board Meeting minutes as presented. Mike Kurth seconded and the motion carried.

III. QUESTIONS AND COMMENTS FROM THE FLOOR/COMMENT BOX

There were no owner comments.

IV. COMCAST PRESENTATION

The Comcast representative, Kari Rutan said Debby Kurd was working on drafting a proposal for internet bulk rate. She said Comcast could provide a discounted bulk price for internet for the owners. Comcast has installed complimentary wi-fi and an X1 box in the Clubhouse.

IV. TREASURER'S REPORT

A. 2017 Year-to-Date Operating Account Summary as of June 30, 2017

Mike Kurth reviewed the Operating accounts:

1. Total Revenue - \$4,520 favorable to budget.
2. Total Expenses – \$34,688 unfavorable to budget due in part to a warranty boiler repair, for which the Association will be reimbursed \$12,345. Snow Removal and Gas were unfavorable to budget. Trash Removal was \$614 unfavorable to budget. Gary Nicholds will request an explanation from the provider. He believes the extra charges were for extra pickups over the holidays.
3. Net Operating Income – \$30,168 unfavorable to budget.
4. Reserve Revenue – \$632 unfavorable to budget.
5. Reserve Expenses – \$127,459 favorable to budget.

Bob Price made a motion to approve Treasurer's Report. Lisa Watkins seconded and the motion carried.

V. FINES AND HEARINGS

There were no fines or hearings.

VI. MANAGER'S REPORT

A. Manager's Report

David Thompson provided a written report to the Board prior to the meeting. The following highlights were discussed:

1. The parking lots had to be plowed three days in May after the heaviest snowfall of the year.
2. The garden bed project is going very well and there is more interest than available space. Adding another bed should be considered next year. Residents from Buildings S, W, C, P, O, G, X, Q and E are participating.

B. Delinquency Report

Patti Vande Zande reviewed the list of delinquencies.

1. Owner #4 – Notification has been sent to the owner and he has been given until Monday, after which point the account will be turned over to the attorney.
2. Owners #7, #10 and #14 – Patti will follow up with these owners this week.

VII. BUILDINGS, GROUNDS AND LANDSCAPING COMMITTEE

Lisa Watkins had nothing to report.

VIII. ARCHITECTURAL REVIEW COMMITTEE

David Thompson had nothing to report.

IX. OLD BUSINESS

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

Lisa Watkins reviewed the books and all were in order.

B. Updated Rules and Regulations

A few owner comments were received and some minor changes were made.

Mike Kurth made a motion to approve the Rules and Regulations as presented. Sylvia Dowty seconded and the motion carried. The Rules and Regulations will be posted on the web site, www.dillonvalley.org and copies will be handed out at the annual meeting, September 16th.

C. Rules for Storage Lot

The Board discussed the issues listed on the handout related to the long-term storage parking lot and came to the following decisions:

1. The lot will not be fenced
2. A combination padlock will be put on the gate and owners will have 24-hour access.
3. No trees will be planted.

4. Snowmobiles will be reassigned to spaces along the north end of the tennis courts which are closer to the gate by the garage to facilitate entering and exiting the lot during the winter snow months.
5. The billing period will be annual rather than semi-annual to reduce paperwork. Owners who have paid for the year but leave early will be reimbursed for the remaining whole months. The annual billing cycle will run from September 1st – August 31st.
6. The rates will be \$10/space/month subject to change after the first year. Vehicles over 18' long will be charged \$20/space/month.
7. The two gates by building O will not be used.
8. The lot will be re-configured (see diagram "Lot Configuration #3"). The lot will be expanded and gravel will be put down to create three angled Long RV Spaces adjacent to the garage. The gate near the garage may be repositioned.
9. The row where the RVs are currently will be re-purposed as Regular Spaces, 9' x 18' and only accessible by the gate near the garage (not through the old gates near building O).

Sylvia Dowty made a motion to approve the Long-Term Storage Parking Lot Policy as discussed, to be effective September 1, 2017. Bob Price seconded and the motion carried.

X. NEW BUSINESS

A. Replace Surveillance Cameras at Clubhouse

The existing cameras were not professionally installed and are not commercial quality. Only five of the twelve are functioning, they are outdated and they cannot be replaced. Replacing the non-functioning cameras only with new equipment and keeping the old cameras would entail a complicated interface between the existing and new technology. A bid was received from Summit TV to replace all cameras for \$3,000. Alternatively, Comcast has a product that would have storage in the Cloud so the recorded footage would be preserved, the Board would have 24/7 access to the live feed online and the image would be high quality. A camera could probably be added by the long-term storage lot. The cost would be \$450/month including installation and all ongoing maintenance.

The Board agreed to proceed with the \$3,000 system, to have the work done in this budget year and to request pricing for adding cameras by the long-term storage lot.

B. Wood Pellet Grills

The Board agreed not to allow the use of wood pellet grills. The Rules and Regulations will be amended to reflect the decision.

C. Replace Clubhouse Communication System with Comcast Business System

This agenda item was discussed during the Comcast presentation.

D. Annual Meeting

The Annual Meeting will be Saturday, September 16, 2017 at 10:00 a.m. The terms of Bob Price, Paul Hage, and Richard Garcia will expire this year. All three indicated their willingness to run again. Currently, there are two vacant Board seats due to due to property sales and appointees for the positions will be approached.

E. Lawnmowers

Two of the mowers do not fit on the trailer (which is owned by Summerwood) and cannot be transported to the shop for annual maintenance. David Thompson researched prices for a new 10' x 6' utility trailer and found a new trailer would cost about \$2,000. He did not find any used trailers for sale on Craig's List and there are none available for rent in Summit County.

There is \$60,000 budgeted this year for a new pickup truck and plow. He has ordered a new truck for \$43,000 and he estimates the plow will cost \$10,000. That would leave a surplus of \$7,000. Paul Hage indicated that he approved of using some of those funds to purchase the trailer. David was asked to look into retrofitting the existing trailer.

XI. SET NEXT MEETING DATE

The next Board Meeting will be Monday, August 21, 2017 at 7:00 p.m. in the Dillon Valley East Clubhouse.

XII. ADJOURNMENT

Richard Garcia made a motion to adjourn at 8:20 p.m.

Approved By: _____ Date: _____
Board Member Signature

DILLON VALLEY EAST CONDOMINIUM ASSOCIATION
BOARD OF MANAGERS MEETING
August 21, 2017

I. CALL TO ORDER

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

Board members present were Richard Garcia, Bob Price, Lisa Watkins, Mike Kurth and Paul Hage.

Owner Karl Henry was present.

Representing Basic Property Management were Gary Nicholds, Eric Nicholds, Patti Vande Zande, Jason Blarjeske and Elpidio Romero. Erika Krainz of Summit Management Resources was recording secretary.

II. APPROVAL OF PREVIOUS MEETING MINUTES

Mike Kurth made a motion to approve the July 17, 2017 Board Meeting minutes as presented. Bob Price seconded and the motion carried.

III. QUESTIONS AND COMMENTS FROM THE FLOOR/COMMENT BOX

Anthony Dobrskia sent a note regarding chimney cleaning. He asked the Board to consider not using Service Monkey to inspect the fireplaces. He heard a rumor that they might recommend unnecessary repairs. Eric Nicholds said he has used Service Monkey for many years and has been satisfied with the service. The Board noted the comment.

IV. TREASURER'S REPORT

A. 2017 Year-to-Date Operating Account Summary as of July 31, 2017

Paul Hage reviewed the Operating accounts:

1. Total Revenue - \$4,801 (0.6%) favorable to budget.
2. Total Expenses – \$35,845 (4.1%) unfavorable to budget due to overages in Snow Removal and Snow Hauling. Boilers was \$22,637 unfavorable to budget but there will be a warranty credit of \$12,345 in September. There was an unbudgeted \$9,290 expense for the long-term parking lot but future rental fees will help to offset this overage.
3. Net Operating Income – (\$41,563).
4. Reserve Revenue – \$816 unfavorable to budget.
5. Reserve Expenses – \$243,530 favorable to budget. Painting has just started and there will be parking lot expenses. A new truck and mower will be purchased.
6. Net Reserve Income - \$98,001.

Lisa Watkins made a motion to approve Treasurer's Report. Bob Price seconded and the motion carried.

The loan balance is \$418,522. The loan interest rate has been at 6% but was just raised to 6.25%. Two extra payments were made last year and this year. The bank re-amortized the remaining balance and lowered the monthly payment from \$16,700 to \$11,136. The bank will be instructed to keep the payment at the higher amount and apply the excess to the principal so the loan will be paid off early.

V. FINES AND HEARINGS

There were no fines or hearings.

VI. MANAGER'S REPORT

A. Manager's Report

David Thompson provided a written report to the Board prior to the meeting. The following highlights were discussed:

1. There have been some overtime hours. Gary Nicholds has not yet billed the Association for these expenses.
2. FIRC uses the parking lot once or twice monthly for food distribution this summer. There have not been any problems or complaints. Gary Nicholds will ask if they have any photos of the event.
3. Bob Price requested data regarding the effectiveness of issuing violations in terms of repeat offenders. Some vehicles have been towed.

B. Delinquency Report

Patti Vande Zande reviewed the list of delinquencies.

1. Owner #2 – The owner promised payment by July 15th but did not send it and she has not been able to reach the owner. The account has been turned over for collection.
2. Owners #6 – The account will be turned over for collection on 8/28/17 if payment is not received.

VII. BUILDINGS, GROUNDS AND LANDSCAPING COMMITTEE

Lisa Watkins had no report.

VIII. ARCHITECTURAL REVIEW COMMITTEE

Richard Garcia said there was a request to allow installation of a wooden handicap ramp at BB204 at the owner's expense. The owner provided drawings that comply with the ADA Act and building code. Gary Nicholds has asked the attorney if the Association is responsible for maintenance, if the owner is responsible for removing and disposing of the ramp if he moves and if the owner can be charged for any parking lot restriping required. He has not yet received a response. One parking space may need to be enlarged to accommodate a handicapped vehicle. The Board approved the request and will create a letter of agreement to memorialize the intentions of all parties.

IX. OLD BUSINESS

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

Lisa Watkins reviewed the books and all were in order.

- B. *Replace Surveillance Cameras at Clubhouse*

David Thompson received a proposal from MDL for 16 cameras, one monitor and running cable for a total cost of \$4,732.

Bob Price made a motion to approve the proposal from MDL, with the expense to be paid out of the contingency. Paul Hage seconded and the motion carried.

- C. *Trailer for Mowers*

David Thompson determined that the existing trailer cannot be modified to accommodate the mower when it has to be transported for service. This item should be added to the next agenda.

- D. *Annual Meeting*

The Annual Meeting will be held on Saturday, September 16, 2017 at 10:00 a.m.

X. NEW BUSINESS

- A. *Internet Service for All Condominiums from Comcast*

Comcast is offering X1 HD service with 100 standard definition channels, over 100 HD channels and 45 streaming music channels. The cost would be an additional \$25/unit; legal advice is needed to determine if this cost should be charged per unit or allocated per square foot. This proposal will be presented to the owners at the Annual Meeting. Gary Nicholds will ask Comcast about the additional \$5 charge listed in the proposal.

- B. *Board Election*

There will be one Board seat up for election at the Annual Meeting. Jeff Schramm has expressed interested in serving. Richard Garcia recommended appointing Jeff Schramm to fill the remainder of Cathy Brosius' term. The Board approved the appointment. Richard Garcia will approach Lea Chardonnet (T104) about running for the other seat.

XI. SET NEXT MEETING DATE

The next Board Meeting will be Saturday, September 16, 2017 in the Dillon Valley East Clubhouse following the Annual Meeting.

XII. ADJOURNMENT

Richard Garcia made a motion to adjourn at 7:54 p.m.

Approved By: _____ Date: _____
Board Member Signature

Financial Report

Financial Summary

	Operating	Reserve	Total
Cash Accounts	154,653.70	1,511,891.82	1,666,545.52
Other Current Assests	22,899.50	0.00	22,899.50
Fixed Assets -Net of Depreciation	0.00	27,972.54	27,972.54
TOTAL ASSESTS	177,553.20	1,539,864.36	1,717,417.56
Current Liabilites	121,615.09	0.00	121,615.09
Long Term Liabilities	0.00	741,590.88	741,590.88
Retained Earnings	528,982.48	212,663.71	741,646.19
YTD Net Income	(41,563.19)	154,128.59	112,565.40
TOTAL LIAB & EQUITY	609,034.38	1,108,383.18	1,717,417.56

OPERATING FUND P & L

	Actual	Budget	Difference
Total Revenue for the month	122,810.21	122,529.18	281.03
Total Expenses for the month	121,365.96	120,208.40	1157.56
	1,444.25	2,320.78	(876.53)
Total Revenue - YTD	865,205.35	860,404.26	4801.09
Total Expenses - YTD	906,768.54	870,923.12	35845.42
Net Income - YDT	(41,563.19)	(10,518.86)	(31044.33)

RESERVE P & L

	Actual	Budget	Difference
	41,619.64	41,803.17	(183.53)
	17,567.04	133,638.34	(116071.30)
	24,052.60	(91,835.17)	115887.77
	14,692.04	12,666.67	2025.37
Total Income Incl LOC	9,360.56	(104,501.84)	113862.40
YTD Revenue	291,806.64	292,622.19	(815.55)
YTD Expenses	137,678.05	381,208.38	(243530.33)
	154,128.59	(88,586.19)	242714.78
	56,127.75	88,666.69	(32538.94)
	98,000.84	(177,252.88)	275253.72

Major Variances 2017 YTD

- Washer/Dryer Income is \$1,240 under budget. No payment received in January.
- Loader expenses are \$2,347 over due to extra fuel costs and 3,000-hour service at \$2,140 and a repair at \$1,237. Truck and ATV are \$519 over due to extra fuel costs and new studded snow tires for the two pickups.
- Bad debt expense is \$1,904 over budget.
- Basic maintenance is \$4,312 over budget, some of which is a timing issue.
- Boilers is \$22,637 over due to several circulation pump issues, a failed main boiler pump, leak repairs in one of the boiler rooms, replacing a DHW heat exchanger, replacing a boiler heat exchanger and payment of boiler inspections. We will receive a \$12,345 warranty credit in August for a boiler heat exchanger.
- Total club and recreational is \$1,845 under budget.
- Pest control is \$2,292 under.
- Electric is \$4,298 under budget. Gas is \$2,637 over due to a missed bill for November 2016. This should improve by year end.
- Summer maintenance is \$2,078 under.
- Long Term Parking Lot, unbudgeted is \$9,290 over. Lot rental fees will start coming in to help offset that.
- Snow removal, a non-budgeted line item added to the report, is \$4,075 over. Of that, \$2,784 is for snow hauling and \$739 for temporary labor to help with snow removal.
- Water and Sewer is \$1,964 over budget.
-

**DILLON VALLEY EAST CONDOMINIUM ASSOCIATION
ANNUAL MEETING
September 16, 2017**

I. ROLL CALL AND CERTIFICATION OF PROXIES

The meeting was called to order at 10:03 a.m. by Richard Garcia in the Dillon Valley East Clubhouse.

Board members present were:

Richard Garcia, President, T106

Lisa Watkins, Member, T305

Paul Hage, Treasurer, AA206/BB203/N305/Q205/Z104

Bob Price, Member, G305

Homeowners present were:

Katherine & John Peterson, A203

John Regan, A204

Monica Huso, A303

Laura Johns, AA101/R106

Nancy Bain, B103

Joyleen & Kenneth Helcoski, B106

Tim McMahan, B306

Rachel & Aldis Strautins, C102

Barbara Slater, E201/I305

Jill Madzo, E204

Utsarga Bhattarai, G104

Tibor Horvath, J101

Rebecca Pechinski, J104

Randall Seegers, J201/J209

Rachel Owens, O101

Jerry Schaefer, O103

Frances Kachadoorian, Q305

Joyce & John Oleson, R101

Lea Chandonnet, T104

Elaine Garcia, T106

Carl Henry, U202

J. Gordon Corn, W204

Edith Webster & Chris Heer, X204/X303

Robert Bristol, Y101

Anthony Leonard, Y102

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

II. DETERMINATION OF QUORUM

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

III. PROOF OF NOTICE

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

IV. APPROVE PREVIOUS MEETING MINUTES

Jerry Schaefer made a motion to approve the September 17, 2016 Annual Meeting minutes as presented. Nancy Bain seconded and the motion carried.

V. COMCAST PRESENTATION

Kari Rutan from Comcast reviewed the proposal to add internet in addition to the starter cable package that is already contracted. The agreement would be five years at a cost of \$25/unit including a modem/router combination, 180 Mbps speed (that could be upgraded up to 1 GB) and channel programming could be upgraded individually. Comcast would evaluate the wiring to the units, check the signal, upgrade the infrastructure as necessary and install. HD channels

could be added to the package for \$5/unit. The contract includes an allowance for an increase up to 5% annually. The installation would not be finalized until sometime next summer. The wiring would be done externally so it can be maintained. Each unit would have an individual modem. Owners would be responsible for upgrading their internal wiring if necessary. Paul Hage noted the total cost would be \$121,000 per year and if it was added as an operating expense, the cost would be prorated based on the unit square footage (approximately \$13 – \$37/unit).

In a straw poll, the owners present were split in their support of adding Comcast internet service. An owner suggested looking at other providers such as Century Link. The Board will explore other options before making a decision. The current cable contract costs \$153,000/year (\$15 - \$40/unit based on unit size) and is in year four of a seven year term.

VI. REPORTS OF OFFICERS

A. Real Estate Report

There are currently two Dillon Valley East units for sale and four under contract. Sales prices are at historic highs. The average days on the market is 18 and 49 units sold in the past year. Prices countywide are up more than 17% over last year and the number of sales is 12% ahead of 2016. It is the strongest seller's market in over 30 years.

B. 2016 Year-End Financial Status

Paul Hage provided the Financial Report. Operating Cash was \$374,765, Current Liabilities were \$161,158, Total Income was \$1,486,189, Total Expenses were \$1,433,464 and Net Income was \$52,725.

Reserve Cash was \$1,235,091, Long Term Liabilities were \$810,029 with \$503,287 of that amount constituting the loan balance, Total Income was \$500,030, Total Expenses were \$259,659 and Net Income was \$240,371.

C. Year-to-Date Profit and Loss as of August 31, 2017

Operating Cash was \$194,253, Current Liabilities were \$139,993, Total Income was \$993,634 (1.1% favorable variance to budget), Total Expenses were \$1,010,325 (2.1% unfavorable variance to budget, mainly due to overages in the Snow Removal accounts) and the Net Loss was \$16,691.

Reserve Cash was \$1,512,237, Long Term Liabilities were \$730,782 with \$404,061 constituting the loan balance, Total Income was \$333,438, Total Expenses were \$178,276 and Net Income was \$55,936 (including the loan payment).

D. 2017 Year-End Surplus

Paul Hage made a motion to authorize transfer of any 2017 year-end Operating surplus to the 2018 Reserve Fund. Chris Heer seconded. In discussion, Paul Hage clarified that any loan prepayment will be drawn from the Reserve Fund. The motion carried.

E. General Comments Related to Financial Reports

Paul Hage said there has not been a dues increase in five years. The Board will try to keep the dues flat next year but cannot guarantee this will be possible. If a decision is made to add internet service, it is likely there will have to be a dues increase.

The final loan payment is scheduled for January 10, 2021. The Board believes the loan balance can be paid off early without a negative financial impact. The monthly loan payment is \$16,700 including \$2,200 in interest, and the loan rate was recently increased from 6% to 6.25%. The Board will confirm the 20-year Reserve projection is accurate before taking any action. A \$100,000 prepayment has been made over the past two years.

F. Building and Grounds Committee Report

Lisa Watkins said the second owner clean-up day was held this summer and it went very well. There is a schedule and budget for deck replacement in a five-year cycle, corresponding to the painting cycle. All decks should be replaced within the next two years.

G. Long Term Parking Lot

The long-term parking fee is \$10/month. There are eight vacant spaces. There is also a \$100 deposit that is held to pay for towing vehicles if they are abandoned. Once rented, spaces must be occupied within ten days. Owners who sign up will be charged a prorated amount for the first year and future billings will be sent on September 1st. The rules are posted on the website. There is a combination lock on the gate to allow for 24-hour access.

H. Architectural Control Committee Report

Richard Garcia reminded owners that door and window frames must be beige or almond colored, not white. David Thompson should be informed of any planned interior work.

I. Rules and Regulations

The Rules and Regulations were reorganized and reworded. They are posted on the website www.DillonValley.org. Owners who wish to file a complaint about a violation can either communicate with David Thompson, in writing to the Board or attend a Board meeting. Parking violations should be reported to the Clubhouse. Noise complaints should be reported to the police.

VII. MANAGEMENT COMPANY REPORT

A. General Comments

Gary Nicholds said this Association was one of the best funded of any he manages. The Basic Property Management office is in the Dillon Commons building. He introduced the Office Manager Kerry Hartnett.

B. Manager's Report – "Behind the Scenes"

David Thompson provided a slide show of completed and pending projects.

1. Replaced the deck fascia boards.

2. Added an 8' boom to the ATV to spray the dandelions. Chris Heer requested spraying of the prickly weed that is growing along the parking lots.
3. Replaced the light posts in the parking lots. The trenching, concrete work and installation was done by in house staff and an electrician was contracted to do the wiring. There is an outlet at the base of each light post.
4. The property sign was moved back one foot so it was not in the right of way and lighting was added.
5. Pinhole leaks were repaired as required.
6. There were three major leaks in the water service lines that were repaired at a cost of \$15,000 - \$20,000 each.
7. Worked with FIRC to host the distribution site for a free lunch program during the summer. They distributed 320 lunches (38%) from the DVE parking lot.
8. The lights at the end of the buildings and on they are being replaced with LED lights as they fail.
9. Expanded the long-term lot from 22 spaces to 60.
10. Installed wind screens on the tennis courts.
11. There was a half-acre brush fire behind O Building by the highway sound wall in the spring.
12. Spread mulch that was provided for free in the playground.
13. Installed a French drain and seeded with grass behind Q Building to address groundwater accumulation. Owners were encouraged to report irrigation issues to David Thompson.
14. An owner built two vegetable planting beds with a total of 16 spaces. Owners interested in the program should contact the Clubhouse.
15. There was a clogged drain in S Building. Ace Sewer and Drain determined the line was filled with egg shells and grease.
16. Addressed mold under an area of the siding caused by melting snow seeping into the sheathing. Added concrete board and flashing, caulked the seams and reinstalled the siding.
17. Remediated noisy pipe issues upon request.
18. Installed a new security camera system.

VIII. ELECTION OF MANAGERS

The terms of Richard Garcia, Paul Hage and Robert Price expired and all three were willing to run again. There were no nominations received from the membership. There were two vacant seats and Jeff Schramm was appointed to one of the seats. Lea Chandonnet will be appointed to the second vacant seat after this meeting.

Jill Madzo made a motion to re-elect the three incumbents to the Board. Lea Chandonnet seconded and the motion carried.

IX. UNFINISHED BUSINESS

There was no Unfinished Business.

X. NEW BUSINESS

Owner questions and comments addressed the following:

1. Chris Heer asked if more parking lot expansion was planned. She has seen many cars parked on the grass. Richard Garcia said there was no more space for parking lot expansion. There is a continued effort to address cars parking in the wrong lots or residents with too many vehicles.
2. The Board was thanked for their efforts on behalf of the Association.
3. Barbara Slater said she did not support a bulk internet contract with Comcast.
4. Laura Johns commented that the hot tub cover had been off for a while. David Thompson said he received two bids for new covers but they were extremely high and he is still researching options.
5. An owner said the pool safety equipment was being used as a pool toy. He was asked to report such incidents when they occur. David Thompson said an AED defibrillator will be installed once the staff has been trained on its use. A new life ring will be purchased. He is trying to find a contractor to install an emergency shutoff switch for the pool. A suggestion was made to install signage that identifies the emergency equipment.
6. An owner commented there was no men's sauna. David Thompson explained that there used to be one but it failed and the cost to replace it was very high. The decision was made not to replace it based on very low usage.
7. Lea Chandonnet requested addition of some hooks outside the showers.
8. An owner requested addition of a handrail on the steps outside the laundry room.
9. An owner requested addition of another pipe to attach lock boxes since the existing pipe is full.
10. Chris Heer recommended that owners carry loss assessment insurance coverage for potential Special Assessments. Renters should also have a policy in case they are displaced.
11. An owner said there have been issues with smoking in the common area. He suggested implementing a 25' no smoking boundary around the building. Gary Nicholds will discuss this issue with attorneys at a seminar he is attending next week.
12. The owners recognized David Thompson for doing a great job at the property.

XI. SET NEXT MEETING DATE

The next Annual Meeting was set for Saturday, September 15, 2018 at 10:00 a.m. in the Dillon Valley East Clubhouse.

XII. ADJOURNMENT

Lea Chandonnet made a motion to adjourn at 12:16 p.m. Jill Madzo seconded and carried.

Approved By: _____

Board Member Signature

Date: _____

**DILLON VALLEY EAST CONDOMINIUM ASSOCIATION
BOARD OF MANAGERS MEETING
September 16, 2017**

I. CALL TO ORDER

The meeting was called to order at 1:02 p.m. by Richard Garcia.

Board members present were Richard Garcia, Bob Price, Lisa Watkins, Jeff Schramm and Paul Hage.

Owners Lea Chandonnet and Chris Heer 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

Bob Price made a motion to approve the August 21, 2017 Board Meeting minutes as presented. Lisa Watkins seconded and the motion carried.

III. QUESTIONS AND COMMENTS FROM THE FLOOR/COMMENT BOX

There were no comments or questions.

IV. TREASURER'S REPORT

A. *2017 Year-to-Date Operating Account Summary as of August 31, 2017*
Paul Hage reviewed the Financial Report during the Annual Meeting.

V. FINES AND HEARINGS

There were no fines or hearings.

VI. MANAGER'S REPORT

A. *Manager's Report*
David Thompson provided his report at the Annual Meeting.

B. *Delinquency Report*
Gary Nicholds did not have a report.

VII. BUILDINGS, GROUNDS AND LANDSCAPING COMMITTEE

Lisa Watkins presented her report at the Annual Meeting.

VIII. ARCHITECTURAL REVIEW COMMITTEE

Richard Garcia presented his report at the Annual Meeting.

IX. OLD BUSINESS

- A. *Review Security Inspection Book, Hallway Cleaning Schedule Book, Boiler Inspection Book, Public Comments*
Lisa Watkins will review the books.
- B. *Replace Surveillance Cameras at Clubhouse*
David Thompson said the camera installation has been completed. Some of the locations will be adjusted to provide better visibility. He will get instructions for viewing the feed from cell phones. He was asked to get pricing for adding two more cameras at the long-term parking lot.
- C. *Comcast Internet Service for All Condominiums*
Gary Nicholds said options to explore in addition to Comcast were Century Link, Sundial or Resort Internet. The straw poll of owners at the Annual Meeting was split regarding providing internet as an Association expense. The Board agreed not to pursue this issue further.
- D. *Trailer to Haul Lawnmower*
David Thompson said he tried to modify the existing Summerwood trailer to use for the mower but it was not large enough. He will determine if the mower deck can be removed so it will fit on the existing trailer. Jeff Schramm said he had a car trailer that might work. Further discussion was tabled until the next Board Meeting.

X. NEW BUSINESS

- A. *Election of Officers*
Bob Price made a motion to elect Richard Garcia as President, Lisa Watkins as Vice President and Paul Hage as Treasurer. Paul Hage seconded and the motion carried.
- B. *Appoint Lea Chandonnet to the Board of Managers*
Richard Garcia made a motion to appoint Lea Chandonnet to the Board of Managers. Paul Hage seconded and the motion carried.
- Bob Price made a motion to appoint Lea Chandonnet as Secretary. Richard Garcia seconded and the motion carried.
- C. *Establish Budget Committee*
Paul Hage and Mike Kurth were appointed to the Budget Committee. Paul Hage would like to work on the 20-year Reserve projections between September 28th and October 5th and to schedule the budget meeting between October 16th and 31st.
- D. *Pool Safety Equipment*
David Thompson was asked to install signage made that reads “For Emergency Use Only” next to the pool safety equipment.

E. Management Contract

Paul Hage said the Basic Property Management contract expires at the end of this year. He suggested forming a committee to negotiate the contract renewal. Bob Price volunteered to head the committee.

XI. SET NEXT MEETING DATE

The next Board Meeting will be Monday, October 16, 2017 in the Dillon Valley East Clubhouse.

XII. ADJOURNMENT

Richard Garcia made a motion to adjourn at 1:36 p.m.

Approved By: _____ Date: _____
Board Member Signature

Notes from the President

Greetings

Internet Service

During our Annual Meeting, we took a straw vote to get a feel of how the inclusion of internet service supplied by Comcast would be accepted by the attending owners. The service would be an “all in” or “stay the same” proposal. Meaning, all condominiums would be required to accept and pay for internet service supplied to each unit, whether you used it or not, or remain the way we are now. Monthly dues would be increased to cover the service based on the condominium size (Number of bedrooms).

From the vote, we received a unanimous vote of NO on the proposition. During our break after the meeting, many owners expressed their concerns for and against internet service.

During our Board meeting, we decided not to pursue internet service provided by Comcast. Each owner still can add the service directly through Comcast.

To order internet service, call the Bulk Call Center, 855-307-4896 and provide one of the following pieces of information; exact address, unit number of the condominium unit, a serial number from one of the digital boxes or modem in the unit, the Comcast house number or account number, or the phone number associated with the unit. If you are an owner and have someone assisting you, add them as authorized on your account by calling the Bulk Call Center at 855-307-4896.

Possible Monthly Dues Increase

It's been several years since we increased our monthly dues. Our property management and board have diligently worked at keeping costs from forcing a dues increase or an assessment. Year 2018 may be different. Please be prepared for a dues increase. At this time, we do not know how much if any. We will send a note out as soon as we figure out the 2018 budget.

New Board Members

Congratulations Lea Chandonnet and Jeffery Schramm. Lea and Jeffery are new board members. Both are residents of Dillon Valley east and will be a great asset by being part of the community and providing an inside view of the property and activities.

**DILLON VALLEY EAST CONDOMINIUM ASSOCIATION
BOARD OF MANAGERS MEETING
October 16, 2017**

I. CALL TO ORDER

The meeting was called to order at 7:01 p.m. by Paul Hage.

Board members present were Bob Price, Paul Hage, Mike Kurth and Lea Chandonnet.

Owner Marcus Dreux was a guest at the meeting.

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

II. APPROVAL OF PREVIOUS MEETING MINUTES

Lea Chandonnet made a motion to approve the September 16, 2017 Board Meeting minutes as presented. Mike Kurth seconded and the motion carried.

III. QUESTIONS AND COMMENTS FROM THE FLOOR/COMMENT BOX

There were no comments or questions.

IV. TREASURER'S REPORT

A. 2017 Year-to-Date Operating Account Summary as of September 30, 2017

Paul Hage reviewed the financial report.

1. Operating Cash - \$232,366.
2. Current Operating Liabilities - \$193,342.
3. Total Operating Revenue - \$1,120,994 (1.4% favorable to budget).
4. Total Operating Expenses – \$1,130,672 (1.6% unfavorable to budget).
5. Net Operating Income (Loss) – (\$9,678).
6. Reserve Cash - \$1,528,683.
7. Reserve Liabilities - \$719,068.
8. Loan Balance - \$389,592.
9. Total Reserve Revenue - \$375,068 (\$1,160 unfavorable to budget).
10. Total Reserve Expenses - \$214,638 (\$190,487 favorable to budget).
11. Loan Expenses - \$99,227.
12. Total Reserve Income - \$61,204.

Year-to-date Reserve expenses totaled \$214,638. The year-end total is projected to be \$311,000, including the mower (\$15,000), truck (\$55,000) and parking lot repair (\$20,000). Eric Nicholds was authorized to move forward with ordering the plow. Paul Hage estimated the Reserve expenses would be about \$90,000 under budget at year-end.

Paul Hage suggested moving the Manager's unit remodel project forward to this year so the work can be done while it is vacant. The bid from Lowe's was \$23,961.

Lea Chandonnet made a motion to approve the manager apartment remodel at a cost not to exceed \$25,000. Mike Kurth seconded and the motion carried.

V. FINES AND HEARINGS

There were no fines or hearings.

VI. MANAGER'S REPORT

A. Manager's Report

A written report was sent to the Board prior to the meeting.

B. Delinquency Report

Gary Nicholds said Owners 3, 5 and 10 are new to the list. Owner 10 called and said they would send a check next week. There are liens in place on Owners 2 and 9. Owner 9 is consistently late with payments but always pays before a lien is filed. Owner 6 paid dues and late fees directly to Basic Property Management but has not paid their legal fees.

VII. BUILDINGS, GROUNDS AND LANDSCAPING COMMITTEE

Lisa Watkins was not present to provide a report.

VIII. ARCHITECTURAL REVIEW COMMITTEE

Richard Garcia was not present to provide a report. Lea Chandonnet agreed to take over as Chair for this Committee.

IX. OLD BUSINESS

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

Lisa Watkins was not present to provide an update.

B. Replace Surveillance Cameras at Clubhouse

The cost to install a camera on the garage, hardwire it to the corner closest to the building and send the signal to the main system from there by wi-fi would be \$1,300. The Board agreed to table this project.

C. Trailer to Haul Lawnmower

It was determined that True Value has a trailer and they can transport the mower for a reasonable fee. This item can be removed from the agenda.

D. Budget Committee

The Budget Committee has not yet started work on the Operating Budget. They worked on the 20-year projection for Reserve expenses. Paul Hage commented on the following:

1. Boiler replacement was added in a five-year cycle starting in 2030.
2. Costs beyond 2018 are escalated at 3% annually.
3. The income does not include any escalation.

4. The balance remains above \$1 million throughout all 20 years.
5. He suggested the Board consider paying off the loan at the beginning of next year. The monthly interest is about \$2,200.

The Budget Committee will meet October 25th.

E. Parking Lot Signage

The posts at entrances to the parking lots have three signs and some of them are very worn. David Thompson had recommended removing all of them. Paul Hage felt there should be a “Permit Parking Only” sign. The Board agreed to replace the “Permit Parking Only” signs that are in poor condition and to remove the rest of them.

X. NEW BUSINESS

A. Gas Contract

Bob Price said in the past the Association has locked a price for 60% of the projected gas consumption. The projected average gas cost for November – March is \$3.20/decatherm. Bob Price was authorized to lock the price for 60% at \$2.96/decatherm.

B. December Meeting Location

Gary Nicholds is working on finding a location.

C. Board Service Recognition

Paul Hage commented that Cathy Brosius and Sylvia Dowty should be recognized for their Board service. The Board agreed to send them thank you cards.

XI. SET NEXT MEETING DATE

The next Board Meeting date will be set by email, possibly for the first week of December. There will not be a meeting in November.

XII. ADJOURNMENT

Mike Kurth made a motion to adjourn at 7:54 p.m. Lea Chandonnet seconded and the motion carried.

Approved By: _____ Date: _____
Board Member Signature

**DILLON VALLEY EAST CONDOMINIUM ASSOCIATION
BOARD OF MANAGERS MEETING
December 4, 2017**

I. CALL TO ORDER

The meeting was called to order at 7:05 p.m. by Richard Garcia via teleconference.

Board members participating were Richard Garcia, Jeff Schramm, Mike Kurth, Lisa Watkins and Lea Chandonnet.

Representing Basic Property Management were Gary Nicholds, Patti Vande Zande and Elpidio Romero. Emma Spofford of Summit Management Resources was recording secretary.

II. APPROVAL OF PREVIOUS MEETING MINUTES

Lea Chandonnet motioned to approve the October 16, 2017 Board Meeting minutes as presented. Mike Kurth seconded and the motion carried.

III. TREASURER'S REPORT

Patti Vande Zande reviewed the financial report.

1. Operating Cash - \$357,631.
2. Reserve Cash - \$1,374,314.
3. Operating Fund Deficit - \$6,933.
4. Surplus Operating & Reserves - \$162,661 with year-to-date net income of \$155,728.
This will be reduced by \$50,000 for the recent purchase of the new plow truck, which will be booked in November.
5. Accounts Receivable - \$14,466.
6. Prepaid Dues - \$44,008.

It was noted that the truck's depreciation schedule will be based on the Association's year-end net surplus and will most likely follow a five-year schedule.

Mike Kurth motioned to approve the financials. The motion was seconded by Lisa Watkins and carried.

IV. FINES AND HEARINGS

There were no fines or hearings.

V. MANAGER'S REPORT

A. Manager's Report

A written report was sent to the Board prior to the meeting. Elpidio Romero noted there had been a couple of emergency repairs that involved the main drain and a pump failure.

B. Delinquency Report

Gary Nicholds reported that a lot of the accounts that were reported with a high balance last month have been paid down. Owner #9 has been sent the final warning letter and if there is no response by December 17, this account will be turned over to collections. Owner #2 has been turned over to collections and will be going to court. There is a situation with Owner #6 and Gary explained the details. The owner came to the office to make a payment. The balance on file that was paid did not include legal fees incurred due to the account delinquency. The owner has contested payment of the outstanding legal fees as they were not included in the total that he was given when he made the payment to clear up the account. Basic Property Management and the owner paid \$700 each for mediation on this issue and a court date was set for November 27, which the owner did not attend. The owner also did not respond to the complaint. Gary believes the owner will most likely have to pay all that is owed as well as the November and December dues, which are now outstanding. Basic Property Management has now updated the delinquency list to ensure it includes legal charges and this document is also kept on file with the Association's attorney.

VI. BUILDINGS, GROUNDS AND LANDSCAPING COMMITTEE

There was no Grounds and Landscaping Committee report.

VII. ARCHITECTURAL REVIEW COMMITTEE

There was no Architectural Review Committee report.

VIII. OLD BUSINESS

A. Replace Surveillance Cameras at Clubhouse

Some of the surveillance cameras were replaced at the Clubhouse.

B. 2018 Budget

Two versions of the 2018 Budget have been created for Board consideration, one that includes paying off the line of credit and one that does not. Mike Kurth recommended paying off the line of credit. The current total due is \$370,000 and payment of the debt would leave approximately \$1 million in the Reserve accounts. Payment of the line of credit would save the Association three years of interest at \$25,000 per year and a monthly payment of \$15,000, which would help cash flow.

Jeff Schramm motioned to approve paying off the line of credit. The motion was seconded by Mike Kurth and carried.

Jeff Schramm motioned to approve the 2018 Budget without the line of credit. The motion was seconded by Mike Kurth and carried.

C. Plow Truck

The new Ford plow truck was purchased, and the snow plow was installed. The truck is now in service.

IX. NEW BUSINESS

A. Holiday Party

The holiday party will be held at the Bighorn Steakhouse in Keystone. Board members were asked to RSVP to Gary Nicholds' email.

B. Holiday Staff Luncheon

The holiday staff luncheon will be held at noon on Thursday, December 21. Board members are welcome to attend and were asked to RSVP to Gary Nicholds.

C. New Property Manager

A new Property Manager has been hired and will start on December 18.

D. Rules & Regulations Violations

It was noted that there may be some outstanding resident violations that pertain to dogs and parking that need to be followed up on. Gary Nicholds stated that he would discuss this item with the staff.

E. Holes by Building T

Lea Chandonnet stated there are some holes in the garden area by Building T that are a safety concern. Gary Nicholds replied that some signs were removed in this area and it is possible that the dirt in the holes may have settled. Gary will follow up on this item and will make sure this is not an issue around the other buildings.

X. SET NEXT MEETING DATE

The next Board Meeting will be held on January 15, 2018.

XI. ADJOURNMENT

The meeting was adjourned at 7:40 p.m.

Approved By: _____ Date: _____
Board Member Signature

**DILLON VALLEY EAST CONDOMINIUM ASSOCIATION
BOARD OF MANAGERS MEETING
December 18, 2017**

I. CALL TO ORDER

The meeting was called to order at 7:05 p.m. by Richard Garcia.

Board members participating were Richard Garcia, Jeff Schramm, Mike Kurth, Lisa Watkins and Lea Chandonnet.

Representing Basic Property Management were Gary Nicholds, Patti Vande Zande.

II. APPROVAL OF PREVIOUS MEETING MINUTES

Lea Chandonnet motioned to approve the December 4, 2017 Board Meeting minutes as presented. Mike Kurth seconded and the motion carried.

III. TREASURER'S REPORT

No report this evening. The report was given December 4th.

IV. FINES AND HEARINGS

There were no fines or hearings.

V. MANAGER'S REPORT

A. Manager's Report

Manager's Report was presented December 4th.

B. Delinquency Report

The Delinquency Report was presented December 4th.

VI. BUILDINGS, GROUNDS AND LANDSCAPING COMMITTEE

There was no Grounds and Landscaping Committee report.

VII. ARCHITECTURAL REVIEW COMMITTEE

There was no Architectural Review Committee report.

VIII. OLD BUSINESS

A. Holiday Party

The holiday party was held at the Bighorn Steakhouse in Keystone. Basic Property Management paid for the event.

B. Holiday Staff Luncheon

The holiday staff luncheon will be held at noon on Thursday, December 21. Board members are welcome to attend and were asked to RSVP to Gary Nicholds.

IX. NEW BUSINESS

Mike Kurth agreed to assume the role of Treasurer. President Garcia appointed Mike Kurth to the position of Treasurer

X. SET NEXT MEETING DATE

The next Board Meeting will be held on January 15, 2018.

XI. ADJOURNMENT

The meeting was adjourned at 7:10 p.m.

Approved By: _____ Date: _____
Board Member Signature