

**DILLON VALLEY EAST CONDOMINIUM ASSOCIATION  
BOARD OF MANAGERS MEETING  
January 15, 2018**

**I. CALL TO ORDER**

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

Board members participating were Richard Garcia, Jeff Schramm, Mike Kurth, Lisa Watkins and Bob Price.

Representing Basic Property Management were Gary Nicholds, Eric Nicholds, Jason Blarjeske, Patti Vande Zande and Matt Litowkin (Property Manager).

**II. APPROVAL OF PREVIOUS MEETING MINUTES**

Mike Kurth motioned to approve the December 18, 2017 Board Meeting minutes as presented. Lisa Watkins seconded and the motion carried.

**III. TREASURER'S REPORT**

Patti Vande Zande reviewed the financial report as of December 31, 2017.

1. Operating Cash - \$239,179.
2. Reserve Cash - \$1,021,907.
3. Accounts Receivable – (\$18,094) credit balance from prepaid dues. There was \$17,462 owed in dues as of 12/31/2017 and \$35,556 paid in advance.
4. Loan Fees - Patti wrote off the total amount of the loan fees because they were being amortized over the life of the line of credit. This line item will zero out as of year-end since the line of credit has been paid off.
5. Operating Fund Deficit - \$5,771.
6. Net Ordinary Income - \$185,871.
7. Net Income (Operating & Reserve) - \$180,100.

Bob Price asked about why there was an overage in the Operating Budget. Patti Vande Zande explained that there were some unbudgeted items. Bob Price noted a mistake in the bottom line formula. Excluding the unbudgeted items, the Association ended the year within 2% of budget.

Bob Price asked if all budgeted Reserve projects were completed. There was \$435,000 budgeted for projects and only \$318,000 was spent. Patti Vande Zande said parking lot repairs were budgeted for \$71,000 but only \$12,435 was spent. The playground equipment project was budgeted for \$5,000 but the previous Property Manager David Thompson said it did not need to be done.

It was confirmed that the Reserve Budget has been approved for next year.

The Manager's unit remodel actual cost was \$31,000 against a budget of \$8,500. The decision was made to do additional work after David Thompson left.

Bob Price motioned to approve the Financial Report. The motion was seconded by Mike Kurth 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. There were no urgent or emergency issues. There was a question regarding the number of hours worked. Matt Litowkin explained that the high number of hours worked was due to the snowfall on the holiday, which was a scheduled day off.

##### *B. Delinquency Report*

Patti Vande Zande reported the following:

1. Owner #1 paid in full.
2. Owner #2 left town and was turned over to collections. The owner sold the unit and the Association was paid in January, so it is not reflected on the current financials.
3. Owner #3 is getting close to being sent to collections.
4. Owner #6 has not been released from the attorney. The owner overpaid but has not paid the attorney fees. Although a payment has been received by the Association, the owner's account has not been credited since the attorney fees have not been paid. The lien on the unit remains.
5. Owner #8 was recently turned over to collections and there was no report from the attorney due to the holidays.

#### **VI. BUILDINGS, GROUNDS AND LANDSCAPING COMMITTEE**

There was no Grounds and Landscaping Committee report. Lisa Watkins will provide a report for the next meeting.

#### **VII. ARCHITECTURAL REVIEW COMMITTEE**

There was no Architectural Review Committee report. No plans have been submitted. Owners will be directed to submit requests to Matt Litowkin.

#### **VIII. OLD BUSINESS**

##### *A. Replace Parking Lot and Address Signs*

Matt Litowkin reported that 12 faded and bent parking lot signs were replaced and are located at the entrance of each parking lot. They are red and white and state that a permit is necessary. The 26 address signs were ordered last week and Showtime believes they will be installed in a couple of days. The cost will be about \$1,000.

#### **IX. NEW BUSINESS**

##### *A. CD Maturing on January 25th*

Mike Kurth stated that one CD is maturing next week. He checked on rates. One option is to set up a brokerage account and purchase CD's through that account. It would be possible to diversify by purchasing CD's from different banks to stay within the \$250,000

FDIC-insured limit. Mike recommended this option. The other rates included 1.85% to renew the current CD or 2% - 2.25% for various two-year CD's.

Mike Kurth motioned to remove the money from the Synchrony Bank CD and put it into an account with Charles Schwab so that the Association can purchase CD's. Lisa Watkins seconded and the motion carried.

Patti Vande Zande commented that two 12-month CD's will be maturing in June. She recommended the Board consider putting them in the same area to facilitate access for her. The total for these CD's will be about \$202,000 and the funds will need to be moved within ten days of maturity. The Board will discuss this in May.

Patti Vande Zande said the ICS sweep account value is over the FDIC-insured limit. The Board discussed putting the extra money into the new Charles Schwab brokerage account. Patti recommended leaving at least \$250,000 in the Alpine Bank account to cover Operating expenses such as the water bill. The Board agreed to move \$225,000 out of the account.

The Board discussed who the designated signers on the Charles Schwab account should be. They agreed Patti Vande Zande should have access to view and monitor the account.

*B. Painting Contract*

The new painting contract was discussed. There were two bids submitted. The Allman Painting bid was \$41,000 and Old World's bid was \$73,000. The Allman bid was for a three-year contract for five buildings and this price will hold for three years. Allman Painting has been painting the buildings for the last five years. There have not been any quality issues and the company has been easy to work with.

Bob Price motioned to approve the Allman Painting fixed price bid for \$41,000 for five buildings. Jeff Schramm seconded and the motion carried.

*C. Parking*

Richard Garcia and Matt Litowkin will create a policy to provide guidance for the employees regarding parking violation notices and stickers. The rules will be posted on the website so rental companies can access them.

**X. SET NEXT MEETING DATE**

The next Board Meeting will be held on February 19, 2018.

**XI. ADJOURNMENT**

The meeting was adjourned at 7:32 p.m.

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

**DILLON VALLEY EAST CONDOMINIUM ASSOCIATION  
BOARD OF MANAGERS MEETING  
February 19, 2018**

**I. CALL TO ORDER**

The meeting was called to order at 7:03 p.m. by Richard Garcia.

Board members participating were Richard Garcia, Bob Price (via teleconference), Mike Kurth, Lisa Watkins, Jeff Schramm and Lea Chandonnet.

Owner Carl Henry was a guest at the meeting.

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

**II. APPROVAL OF PREVIOUS MEETING MINUTES**

Lea Chandonnet motioned to approve the January 15, 2018 Board Meeting minutes as presented. Mike Kurth seconded and the motion carried.

**III. QUESTIONS AND COMMENTS FROM THE FLOOR/COMMENT BOX**

Carl Henry said there were 15 piles of dog feces below his unit and he believes the dog responsible belongs to renters. Matt Litowkin was asked to follow the prints to determine where the dog lives. There is also a car parked in his lot with no parking tag. He believes the unit upstairs from him has three or four vehicles parked in the lot. He was asked to provide specific information and photos so Matt can follow up.

**IV. TREASURER'S REPORT**

*A. 2017 Year-to-Date Operating Account Summary as of January 31, 2018*

Patti Vande Zande reviewed the financial reports.

1. Operating Cash - \$289,999.
2. Reserve Cash - \$1,045,575.
3. AR – (\$33,017) credit for prepaid dues.
4. Accrued Payables – \$48,000, which includes water, sewer and gas.

Profit & Loss:

1. Operating – \$7,141 deficit.
2. Reserve - \$21,338 surplus.
3. Overall – \$14,197 surplus.

The largest expense was \$14,000 to remedy the Building F boiler failure. The loan was paid off in December, about two years early. Mike Kurth is working on investing in CD's with Schwab.

Bob Price asked about the overages in the Taxes and Insurance line items. Patti Vande Zande said she received a \$600 refund for insurance today. The taxes are charged in January for the whole year.

Mike Kurth motioned to approve the financial report. Bob Price 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. The manager's unit remodel is completed except for the kitchen countertop, which is scheduled for installation on March 6<sup>th</sup>.

*B. Delinquency Report*

Patti Vande Zande reported the following:

1. Owner #3 – The owners were sent a letter of delinquency. The owners can propose a payment plan. If they do not, the account will be turned over for collection.
2. Owner #5 – The owner came to the office and promised to pay within the next 60 days.
3. Owner #7 – This owner is expected to establish a payment plan.
4. Owner #8 – The owner sent in half of the amount owed today.

**VII. BUILDINGS, GROUNDS AND LANDSCAPING COMMITTEE**

Lisa Watkins did not have anything to report.

**VIII. ARCHITECTURAL REVIEW COMMITTEE**

There was no report.

**IX. OLD BUSINESS**

*A. CD Maturing 1/25/18*

Mike Kurth said the funds that matured were invested in a CD with Schwab. He also took \$225,000 from the ICS account and purchased three laddered CD's with three month, six month and one year terms.

**X. NEW BUSINESS**

*A. Loose Dogs in Building G Stack 6*

Matt Litowkin was asked to review the Association rules to confirm that dogs must be on a leash (not under voice control) and to remind the owner in Stack 6 about the leash requirement.

**XI. SET NEXT MEETING DATE**

The next Board Meeting will be March 19, 2018 at 7:00 p.m. in the Dillon Valley East Clubhouse.

**XII. ADJOURNMENT**

Richard Garcia motioned to adjourn at 7:24 p.m.

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

**DILLON VALLEY EAST CONDOMINIUM ASSOCIATION  
BOARD OF MANAGERS MEETING  
March 19, 2018**

**I. CALL TO ORDER**

The meeting was called to order at 7:04 p.m. by Richard Garcia.

Board members participating were Richard Garcia, Bob Price (via teleconference), Mike Kurth, Lea Dreux, and Lisa Watkins (via teleconference).

Owner Carl Henry was a guest at the meeting.

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

**II. APPROVAL OF PREVIOUS MEETING MINUTES**

Mike Kurth motioned to approve the February 19, 2018 Board Meeting minutes as presented. Lea Dreux seconded and the motion carried.

**III. TREASURER'S REPORT**

*A. 2017 Year-to-Date Operating Account Summary as of February 28, 2018*

Patti Vande Zande reviewed highlights of the Balance Sheet:

1. Operating Cash - \$325,919
2. Reserve Cash - \$1,083,066
3. Unpaid Dues - \$13,236
4. A/R – (\$39,330) credit for prepaid dues.

Patti Vande Zande reviewed highlights of the Profit & Loss:

1. Operating – \$1,760 surplus.
2. Reserve - \$58,829 surplus.
3. Overall – \$60,589 surplus.

Lea Dreux motioned to approve the financial report. Mike Kurth seconded and the motion 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.

*B. Delinquency Report*

Patti Vande Zande reported the following:

1. Owner #1 – The owner has signed up for ACH and will be current as of 4/10/18.
2. Owner #2 – The owner established a payment plan.
3. Owner #3 – A notice of delinquency was sent and a letter was posted on the unit door. The owner paid \$600 on the account and she has given them until the end of the day Thursday to pay in full. If they do not pay the remaining balance due, she will turn them over to collections.
4. Owners #4 and #5 – Patti expects to receive payment soon.
5. Owner #6 – The account was sent to the attorney for collection.

**VI. BUILDINGS, GROUNDS AND LANDSCAPING COMMITTEE**

Lisa Watkins was not present to provide a report. Richard Garcia said the grounds look clean. There are some units with numerous items on their patios but they are within the confines of the concrete.

**VII. ARCHITECTURAL REVIEW COMMITTEE**

Richard Garcia said one owner would like to install part of a fence to provide separation from the adjacent unit. He will follow up with the owner to ensure she is aware of the specifications.

**VIII. OLD BUSINESS**

There was no Old Business.

**IX. NEW BUSINESS**

*A. Rules Revision for Pets*

Richard Garcia revised the section of the rules pertaining to pets.

Lea Dreux motioned to approve the revised Rules. Mike Kurth seconded and the motion carried.

*B. Website Change*

Richard Garcia will be modernizing the website to make it more user friendly.

**X. SET NEXT MEETING DATE**

The next Board Meeting will be April 16, 2018 at 7:00 p.m. in the Dillon Valley East Clubhouse. Mike Kurth will not be able to attend.

**XI. ADJOURNMENT**

Richard Garcia motioned to adjourn at 7:16 p.m.

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

**DILLON VALLEY EAST CONDOMINIUM ASSOCIATION  
BOARD OF MANAGERS MEETING  
April 16, 2018**

**I. CALL TO ORDER**

The meeting was called to order at 7:02 p.m. by Richard Garcia.

Board members participating were Richard Garcia, Bob Price, Carl Henry and Lea Chandonnet.

Owners Daniel Ramirez (B306) and Willy Hoevers (J206) were guests at the meeting.

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

**II. APPROVAL OF PREVIOUS MEETING MINUTES**

Lea Chandonnet motioned to approve the March 19, 2018 Board Meeting minutes as presented. Bob Price seconded and the motion carried.

**III. TREASURER'S REPORT**

*A. 2017 Year-to-Date Operating Account Summary as of March 31, 2018*

Patti Vande Zande reviewed highlights of the Balance Sheet:

1. Operating Cash - \$379,619
2. Reserve Cash - \$1,119,572
3. A/R – (\$36,115) credit for prepaid dues.

Patti Vande Zande reviewed highlights of the Profit & Loss:

1. Operating – \$2,246 surplus.
2. Reserve - \$94,672 surplus.
3. Overall – \$96,919 surplus.

Lea Chandonnet motioned to approve the financial report. Bob Price seconded and the motion carried.

**IV. FINES AND HEARINGS**

Matt Litowkin reported that the owner of Unit U102 was fined \$50 after proper notification for not picking up after her dog.

**V. MANAGER'S REPORT**

*A. Manager's Report*

A written report was sent to the Board prior to the meeting. Matt Litowkin will be following up on a parking issue in Building S. There appear to be multiple vehicles from residents of another building parked in that lot.

Bob Price reviewed the status of the Reserve projects scheduled for this year:

1. Apartment Remodel Clubhouse - \$10,000 budget. There are no immediate plans for this project.
2. Purchase of ATV – \$10,000. Matt Litowkin did not think either of the ATV’s needed replacement.
3. Building Painting – \$45,000. Bids have been obtained and Allman Painting will be doing the work. It is scheduled to start June 18<sup>th</sup>. The painting is expected to take two to three weeks, depending on the size of the crew. The siding repairs will be done in house.
4. Clubhouse Upstairs - \$34,000 budget. There are no immediate plans for this project.
5. Decks Floor Replacement - \$72,000. There are no immediate plans for this project.
6. Maintenance Shop Repair - \$5,000. There are no immediate plans for this project.
7. Manager’s Unit – There are no immediate plans for this project.
8. Parking Lot Repairs - \$54,000. There are some repairs needed.
9. Roof Repairs/Replacement - \$15,000. There are no plans to replace any of the roofs this year.
10. Sewer Line Cleanouts - \$15,000. The lines will be jetted.
11. Sewer Line Replacement - \$35,000.
12. Replace Hallway Carpet - \$32,000. The carpets are replaced every five years. This work will be scheduled in June.

*B. Delinquency Report*

Patti Vande Zande reported the following:

1. Owner #1 – The owner has signed up for ACH.
2. Owner #3 – The owner has spoken to Patti several times this month and has promised to have the balance paid in full by the end of next month.
3. Owner #6 – The owner was in collections last year and paid in full. The owner is late again and Patti has initiated the collection procedures.

**VI. BUILDINGS, GROUNDS AND LANDSCAPING COMMITTEE**

Lisa Watkins was not present to provide a report.

**VII. ARCHITECTURAL REVIEW COMMITTEE**

Richard Garcia said approval was granted to the owner of Unit J103 to build a patio fence. The owner will contact BPM if a sprinkler head needs to be moved.

**VIII. OLD BUSINESS**

There was no Old Business.

**IX. NEW BUSINESS**

*A. Town Clean-Up Day*

Lea Chandonnet said the Clean-Up Day will be scheduled for May 18<sup>th</sup> at 9:00 a.m. Matt Litowkin will be at the Clubhouse to pass out trash bags and will get food for a barbecue afterwards. Lea will put up a posting on the Facebook page. Comcast volunteered to donate coffee and doughnuts. Matt will post flyers on the external doors a few weeks prior to the event.

- B. *Clubhouse Use by Dillon Valley Elementary for one Afternoon August 1<sup>st</sup> or 2<sup>nd</sup>*  
The school has requested use of the Clubhouse for student registration. They will be required to sign a liability waiver, provide a \$100 deposit and pay a \$10 cleaning fee. They will be using the facilities from 2:00 p.m. – 6:00 p.m. The Clubhouse will remain open for the residents.
  
- C. *Appointment of New Board Member*  
Carl Henry was appointed as a new Board Member to fill Paul Hage’s seat with a term expiring in 2020.
  
- D. *Broken Water Main*  
There is a broken water main between Buildings Z and AA. The expense will be paid from the Reserve Contingency.
  
- E. *Sewer Back-Up*  
There was a sewer backup that caused considerable damage. Current expenses total about \$5,000 and Gary Nicholds anticipated total expenses would be at least \$6,000. Gary Nicholds will ask the insurance agent how a \$7,000 – 8,000 claim will affect the premium and future insurability.
  
- F. *Building Painting*  
Buildings N, O, P, Q and R will be painted this year and the chimneys will be cleaned, sealed and repaired on those buildings as needed.

**X. OWNER OPEN FORUM**

Owner Daniel Ramirez said there are regularly numerous cars in his lot without parking passes and he is often not able to find a space. There have also been cars parked that prevent emptying of the dumpster. He requested stricter enforcement. Matt Litowkin was instructed to issue one warning and then to tow. Daniel recommended replacement of the carpet in the hallways with carpet tiles. Daniel was encouraged to continue to report violations.

Owner Willy Hoervers reported that there is a problem with ice build-up at his building entry during the winter. The drain pan in the middle of the driveway does not have adequate slope and also develops ice in the winter. Richard Garcia said the drainage should be looked at the next time it rains.

**XI. SET NEXT MEETING DATE**

The next Board Meeting will be May 21, 2018 at 7:00 p.m. in the DVE East Clubhouse.

**XII. ADJOURNMENT**

Richard Garcia motioned to adjourn at 7:59 p.m.

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Board Member Signature

**DILLON VALLEY EAST CONDOMINIUM ASSOCIATION  
BOARD OF MANAGERS MEETING  
May 21, 2018**

**I. CALL TO ORDER**

The meeting was called to order at 7:02 p.m. by Richard Garcia.

Board members participating were Richard Garcia, Carl Henry, Jeff Schramm, Lea Dreux and Mike Kurth.

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

**II. APPROVAL OF PREVIOUS MEETING MINUTES**

Mike Kurth motioned to approve the April 16, 2018 Board Meeting minutes as presented. Lea Dreux seconded and the motion carried.

**III. TREASURER'S REPORT**

*A. 2018 Year-to-Date Operating Account Summary as of April 30, 2018*

Patti Vande Zande reviewed highlights of the Balance Sheet:

1. Operating Cash - \$319,783
2. Reserve Cash - \$1,155,960
3. A/R – (\$48,637) credit for prepaid dues. There is \$10,960 still owed and in arrears.

Patti Vande Zande reviewed highlights of the Profit & Loss:

1. Operating – \$5,567 surplus.
2. Reserve - \$131,061 surplus.
3. Overall – \$136,628 surplus. Patti noted that this surplus is due in part to timing of project expenses.

Unit H103 had a main line water backup. Based on the total expenses (for new carpet, vanities, paint, trim and asbestos remediation) and the deductible, the decision was made not to file an insurance claim. There were also two incidents of bedbugs that had to be treated.

Lea Dreux motioned to approve the financial report. Carl Henry seconded and the motion carried.

**IV. FINES AND HEARINGS**

Matt Litowkin reported that one car was towed from the Building S parking lot after proper notice.

## **V. MANAGER'S REPORT**

### *A. Manager's Report*

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

### *B. Delinquency Report*

Patti Vande Zande reported the following:

1. Owner #2 – The owner missed a payment. The account will be sent to the attorney.
2. Owner #1 – The owner made a \$1,148 payment.
3. Owner #7 – The owner made a \$1,344 payment and was released by the attorney. He now owes \$264.

## **VI. BUILDINGS, GROUNDS AND LANDSCAPING COMMITTEE**

Lisa Watkins was not present to provide a report.

## **VII. ARCHITECTURAL REVIEW COMMITTEE**

Richard Garcia said there was one request to build a patio fence at Building J. It was approved and has been constructed.

## **VIII. OLD BUSINESS**

### *A. Broken Water Main Buildings Z and AA*

The water main broke. The contractor dug down and found the first break. In the process, two more breaks were identified. They had to dig up some asphalt in the parking lot. Matt Litowkin has been in contact with the asphalt contractor, who recommended letting the soil settle before repaving. The disturbed grass was re-sodded. A shutoff valve was added to facilitate future repairs.

### *B. Sewer Backup Building H*

The repairs have been completed. The lines are being proactively jetted for the buildings that have cleanouts. Matt Litowkin suggested adding sewer cleanouts to the buildings that do not have them. He will obtain bids.

### *C. Building Painting – Buildings N, O, P, Q and R*

The painting is tentatively scheduled for the end of June. The damaged siding has already been replaced.

### *D. Community Clean-Up*

About 15 owners participated last Saturday. Lea Dreux recognized Matt Litowkin for his assistance. She felt it was successful and recommended doing it again next year. Matt commented that his staff did some clean-up after the snow melted.

**IX. NEW BUSINESS**

*A. Maturing CD's*

Patti Vande Zande said two \$100,000 CD's are maturing in June. She requested Board direction. Mike recommended rolling them over through the Schwab account so they can be invested with several different banks.

Mike Kurth motioned to cash out the two CD's that mature in June and to invest them through the Schwab account. Carl Henry seconded and the motion carried.

*B. Long Term Parking*

Matt Litowkin said an owner called regarding a long-term parking spot. It was explained that when the system was changed, owners were refunded \$100 and asked to sign up again if they wanted long-term parking. This owner did not respond. Matt Litowkin said there is one spot open. This owner is at the bottom of the waiting list, but several of the people ahead of him are renters. There was general agreement that owners should have priority. Richard Garcia will review his files and work with Matt on this issue.

Jeff Schramm commented that there is some junk being stored and requested that the owners be contacted.

Patti Vande Zande said there is an owner whose dues check routinely bounces. She thought there was a rule prohibiting owners who are late with dues from having a long-term spot. She was asked to inform Matt the next time a check bounces. The owner should be moved to the bottom of the list.

*C. Reserve Fund*

There is \$34,000 budgeted for the Clubhouse Upstairs. Matt Litowkin suggested upgrading the kitchen. The Board agreed to table a decision until later in the year, after the sewer line repair costs have been finalized.

**X. SET NEXT MEETING DATE**

The next Board Meeting will be June 18, 2018 at 7:00 p.m. in the DVE East Clubhouse.

**XI. ADJOURNMENT**

Richard Garcia motioned to adjourn at 7:43 p.m.

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

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

**June 18, 2018**

**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, Carl Henry, Lea Dreux, Lisa Watkins and Mike Kurth. Bob Price participated via teleconference.

Owner Karen Jones (E102) was a guest at the meeting.

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

**II. APPROVAL OF PREVIOUS MEETING MINUTES**

Mike Kurth motioned to approve the May 21, 2018 Board Meeting minutes as presented. Carl Henry seconded and the motion carried.

**III. TREASURER'S REPORT**

*A. 2018 Year-to-Date Operating Account Summary as of May 31, 2018*

Patti Vande Zande reviewed highlights of the Balance Sheet:

1. Operating Cash - \$382,411
2. Reserve Cash - \$1,135,777
3. A/R – \$11,843 owed and \$42,279 in prepaid dues.

Patti Vande Zande reviewed highlights of the Profit & Loss:

1. Operating – \$15,006 surplus.
2. Reserve - \$110,112 surplus.
3. Overall – \$125,118 surplus. She cautioned that there were several projects in process and the expenses will be reflected as they are completed.

Bob Price motioned to approve the financial report. Mike Kurth seconded and the motion carried.

**IV. FINES AND HEARINGS**

Matt Litowkin reported that one car was towed since the last meeting.

**V. MANAGER'S REPORT**

*A. Manager's Report*

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

Mike Kurth asked about Building Q drainage issue. Matt Litowkin said he noticed an accumulation of water at the west side of building. According to the staff, this situation occurs on an annual basis. He dug a hole and put in a pump. It dried out and remained dry for a period but water reappeared last week so he put the pump back in. He turned off the irrigation lines and water to the building to determine if there was a leaking pipe but it did not affect the water. He contacted someone from the water plant for assistance but it could not be determined if it is domestic or creek water. He continues to investigate the source. It could be a spring or high water table.

Lisa Watkins asked about an owner/tenant altercation. Matt Litowkin said a tenant in Building I parked in front of the building in a legal but non-numbered spot. Accessing the spot entails driving over the grass. An owner in the building objected to use of the spot. There was an altercation and the police were called. To prevent reoccurrence, the spot was striped so it is no longer a valid parking spot.

*B. Delinquency Report*

Patti Vande Zande reported the following:

1. Owner #2 – turned over to collections.
2. Owners #5 and #6 – Patti will send letters to the owners.
3. Owner #7 – habitually delinquent. The owner has a long-term storage spot and is on ACH but the withdrawals often bounce. The Board agreed to draft a letter informing the owner that his account must be paid in full and remain current if he wishes to retain the long-term parking spot. If the account is not paid in full within 30 days of the date of letter, the vehicle must be moved. The vehicle will be towed if it is not moved within 60 days.

**VI. BUILDINGS, GROUNDS AND LANDSCAPING COMMITTEE**

Lisa Watkins said the grounds look beautiful. She recognized Matt Litowkin for the attention to the grass and irrigation. She reported that the books were all in order.

**VII. ARCHITECTURAL REVIEW COMMITTEE**

Richard Garcia said there was no activity this month.

**VIII. OLD BUSINESS**

*A. CD's*

Two CD's matured. The money is at Schwab and will be invested tomorrow. The funds are being laddered in three-month increments.

*B. Painting Buildings N, O, P, Q and R*

Painting is scheduled to start July 16<sup>th</sup>. The buildings will be painted in alphabetical order. A contractor started working on deck board replacement last week and should have completed Building N today.

## **IX. NEW BUSINESS**

### *A. Upgrade & Replace Clubhouse Washers and Dryers*

Matt Litowkin spoke to the sales representative from the current vendor about bringing in new equipment to replace the existing washers and dryers (14 of each). The new equipment will have debit/credit card functionality in addition to accepting coins. There will need to be an Ethernet line run to the facility for the credit card payments. The current contract term is seven years with a 65% commission to the Association. Two proposals were provided for five years with a 61% commission or seven years with a 64% commission. He will determine when the current contract expires. It is anticipated that the revenue will not decrease because there will be higher use. He will ask the vendor who would pay the merchant fee. Bob Price asked Patti Vande Zande to provide an estimate of how the revenue might be affected by the lower commission percentage. Bob noted the contract should include clear specifications regarding expected service levels and service response time. Bob volunteered to review the contract.

### *B. Drain Clean-Outs*

Matt Litowkin called several companies and all are too busy to install drain clean-outs at this time. Roto Rooter provided a rough cost estimate of \$2,000 to scope the lines and \$4,000 - \$6,000 to install the clean-outs depending on the length of the line. There is \$15,000 budgeted. Matt was asked to develop a business model to justify the expense.

### *C. A-Peak Asphalt*

A-Peak is scheduled to do the necessary work including patching by Building AA, repairing two large potholes on the west side of the Clubhouse and seal coating the Clubhouse east side parking lot. The lot will be professionally striped after the seal coating.

### *D. Crack Seal All Parking Lots*

There will be some money remaining in the paving budget after the patching and seal coating. It could be spent to crack seal all the asphalt throughout the property. Another option would be a complete overlay of the Building R and S lots. Crack sealing was last done in 2016 at a cost of \$20,000. The Board authorized moving forward with the crack sealing.

### *E. Hallway Carpeting*

S&R Carpet will be installing carpet in 16 entries and hallways. The check has been cut so the materials can be ordered. The carpet should be delivered the first week of July. Matt Litowkin will post notice in the buildings before the work starts. It should be completed within five days. The vendor recommended including some funds for slab repairs.

## **X. SET NEXT MEETING DATE**

The next Board Meeting will be July 16, 2018 at 7:00 p.m. in the DVE East Clubhouse.

## **XI. ADJOURNMENT**

Lea Dreux motioned to adjourn at 8:06 p.m. Carl Henry seconded and the motion carried.

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

**DILLON VALLEY EAST CONDOMINIUM ASSOCIATION  
BOARD OF MANAGERS MEETING  
July 16, 2018**

**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, Carl Henry, Lisa Watkins, Bob Price and Mike Kurth.

Owner Brandon Beggs (P201) was a guest at the meeting.

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

**II. APPROVAL OF PREVIOUS MEETING MINUTES**

Bob Price motioned to approve the June 18, 2018 Board Meeting minutes as presented. Mike Kurth seconded and the motion carried.

**III. TREASURER'S REPORT**

*A. 2018 Year-to-Date Operating Account Summary as of June 30, 2018*

Gary Nicholds reviewed highlights of the Balance Sheet:

1. Operating Cash - \$400,723
2. Reserve Cash - \$1,127,504
3. Accounts Receivable – \$11,735 owed and \$37,378 in prepaid dues.

Gary Nicholds reviewed highlights of the Profit & Loss:

1. Operating – \$26,975 surplus.
2. Reserve - \$99,948 surplus.
3. Overall – \$126,923 surplus.

Mike Kurth motioned to approve the financial report. Lisa Watkins seconded and the motion carried.

**IV. OWNER FORUM**

Brandon Beggs said the work on his balcony was disappointing. The screws were not sunk, board spacing was not equal, posts were loose and there is a gap in the siding below the sliding door. He felt there should be a policy in the Association documents or included in the contract so the workmanship issues would have been identified earlier. Eric Nicholds said it was very difficult to find a contractor willing to do the work. The contractor he recommended is supervising the project from overseas. The contractor will be taking care of the issues personally when he is back in the country. Brandon suggested internal controls including daily inspections with a log, an inspection by a qualified individual and an inspection by the owner. Brandon was asked to send the recommendations to Matt Litowkin and the Board thanked him for the comments. Richard Garcia said Matt would check all the decks that had work done.

**V. FINES AND HEARINGS**

Matt Litowkin said there were no fines.

**VI. MANAGER'S REPORT**

*A. Manager's Report*

A written report was sent to the Board prior to the meeting. Matt Litowkin reviewed the following highlights:

1. Parking - Eight parking warnings were issued.
2. Water by Building Q – The sump pump drain pipe from the Clubhouse was extended to the road to determine if this would resolve the water accumulation by Building Q. It has been in place for two weeks as an experiment but has not reduced the amount of water by Building Q. The pipe to the road will be disconnected.

*B. Delinquency Report*

Gary Nicholds reported the following:

1. Owner #2 – the account is with the attorney.

**VII. ARCHITECTURAL REVIEW COMMITTEE**

Richard Garcia said there was no activity this month.

**VIII. OLD BUSINESS**

*A. Building Painting*

Buildings N, O, P, Q and R will be painted this summer. The estimate is four days per building. The buildings will be painted the same color and there will not be any work on Sundays.

*B. Upgrade & Replace Clubhouse Washers and Dryers*

The contract options are five years at 61% or seven years at 64%. The Board agreed to go with the seven-year contract providing it contains options requested by the Board. Matt Litowkin will request a copy of the contract and send it to Bob Price for review. Matt said the main issue was getting the coins emptied. The new equipment with the credit card option should eliminate this problem. The new equipment will automatically transmit a message when the credit card reader needs service. The contractor indicated there would be 24-hour turnaround for machine service. This should be included in the contract. The Board voted to approve the seven-year contract option. It was noted that the revenue would be taxable.

*C. Drain Clean-Outs*

This project is in progress. Further discussion was tabled until the next meeting.

*D. A-Peak Asphalt*

A-Peak provided a proposal. Areas slated for work are Lot BB, the potholes near the Clubhouse and seal coating Clubhouse parking lot. Matt Litowkin is waiting for A-Peak to provide the schedule.

*E. Hallway Carpeting*

The contractor started work today. The carpet will be replaced in 16 hallways and the contractor is completing 2 – 3 per day. Matt Litowkin will be communicating with owners and renters about moving items out of the hallways.

Lisa Watkins commented that the carpet in Building T was in rough condition, mainly due to the poor quality of the product. Matt Litowkin said he toured the property three times to identify the hallways in the worst condition and scheduled the replacements based on the available funds. Matt said contractor told him the quality of the carpet was changed for some of the previous replacements. They are now using a more commercial grade product. Bob Price commented that the carpet quality should be specified in the contract.

**IX. NEW BUSINESS**

*A. Owner Issues*

1. Lisa Watkins said she saw a woman being chased by a loose Chihuahua. She spoke to the dog owner and told him the dog must be leashed. She believes the owner is a renter. She will send the owner’s unit number to Matt Litowkin.
2. Lisa Watkins said the occupants of W203 are entering and exiting the unit through the window facing the parking lot. They are also propping the main entry door open. The windows are missing screens. Matt Litowkin left a note at the unit.
3. Lisa Watkins suggested doing something for Kent Hanson, who built the two raised beds at his own expense. Richard Garcia noted that the Board offered to subsidize the cost but he declined. The Board agreed to give him a restaurant gift certificate.

*B. Patio Slabs*

Four slabs will be replaced this year. Matt Litowkin selected them based on condition. The work will start this Wednesday. All four will be demolished in one day and re-poured the next day. The unit occupants have been notified of the schedule.

*C. Phones*

New phones were purchased for the staff and there is one extra phone. Gary Nicholds recommended giving it to Richard Garcia. The cost is \$32/month. Mike Kurth motioned to approve giving the phone to Richard Garcia. Lisa Watkins seconded and the motion carried.

**X. SET NEXT MEETING DATE**

The next Board Meeting will be August 20, 2018 at 7:00 p.m. in the DVE East Clubhouse. The Annual Meeting will be September 15, 2018 at 10:00 a.m. in the Clubhouse. Owners interested in running for a Board seat should submit a letter of interest by August 18, 2018. There is one vacant seat and Lisa Watkins will be up for re-election.

**XI. ADJOURNMENT**

Richard Garcia motioned to adjourn at 7:54 p.m.

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

**DILLON VALLEY EAST CONDOMINIUM ASSOCIATION  
BOARD OF MANAGERS MEETING  
August 20, 2018**

**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, Carl Henry, Lisa Watkins, Bob Price, Lea Dreux and Mike Kurth.

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

**II. APPROVAL OF PREVIOUS MEETING MINUTES**

Lisa Watkins motioned to approve the July 16, 2018 Board Meeting minutes as presented. Bob Price seconded, and the motion carried.

**III. TREASURER'S REPORT**

*A. 2018 Year-to-Date Operating Account Summary as of July 31, 2018*

Patti Vande Zande reviewed highlights of the Balance Sheet:

1. Operating Cash - \$361,454
2. Reserve Cash - \$1,091,670
3. Accounts Receivable – \$17,097 owed and \$31,358 in prepaid dues.

Patti reviewed highlights of the Profit & Loss:

1. Operating – \$44,166 surplus.
2. Reserve - \$62,441 surplus. There will be some large budgeted expenses in the coming months.
3. Overall – \$106,607 surplus.

Lea Dreux motioned to approve the financial report. Bob Price seconded and the motion carried.

**IV. OWNER FORUM**

There were no owners present.

**V. FINES AND HEARINGS**

Gary Nicholds said there were no fines. Bob Price reminded Gary to follow through with billing owners for whom staff moved the furniture from the decks for painting.

## **VI. MANAGER'S REPORT**

### *A. Manager's Report*

A written report was sent to the Board prior to the meeting. Richard Garcia reviewed the following highlights:

1. Building Q Water - Matt Litowkin dug a trench from Building Q to divert the water into the stream along the property line. This is a temporary fix. The source of the water still has not been identified. Matt will be contacting a hydrologist about this issue. Richard said this was a "last ditch" effort.
2. Concrete Stoops - Matt Litowkin is looking at repairing five concrete stoops but does not yet have a bid.
3. Patios – This project been completed.
4. Hallway Carpet – This project has been completed.
5. Asphalt – The Building BB, Clubhouse potholes and Clubhouse sealcoating have been completed. Crack sealing will be done in the fall.
6. Washers/Dryers - The contract has been signed with CSC for new washers and dryers. They are scheduled for installation in October.
7. Drains - Clean-outs are in progress Matt Litowkin is having difficulties getting contractors to respond.

### *B. Delinquency Report*

Patti Vande Zande reported the following:

1. Owner #1 – the owner has until 8/27/18 to pay in full. If payment is not received, legal proceedings will be initiated for the next step.
2. Owner #3 and #5 – these owners called today and said payment was in the mail.
3. Statements have been send to all others. She will send a delinquency notice to the habitual offenders if they do not pay by 8/31/18 and start legal procedures.
4. There is an open file for one owner whose unit was foreclosed five years ago. There have been about \$1,000 in legal fees incurred and the owner cannot be located. Patti recommended closing the account to avoid additional legal fees.

Bob Price motioned to stop collections on #4 and to pay the legal fees. Lisa Watkins seconded, and the motion carried.

The attorney will be asked how long collections should be continued when an owner cannot be located.

## **VII. ARCHITECTURAL REVIEW COMMITTEE**

Richard Garcia said there was no activity this month. One owner in Building U had a dish installed incorrectly without submitting the proper application. Matt Litowkin is working with the unit owner and tenant to correct the installation.

## **VIII. OLD BUSINESS**

All Old Business items were addressed under the Manager's Report.

**IX. NEW BUSINESS**

*A. Annual Meeting*

Richard Garcia will not be able to attend the Annual Meeting. Lisa Watkins will chair the meeting in his absence. Her Board seat will be up for election and no other nominations have been received.

*B. Gas Price Lock*

Gary Nicholds will meet with the gas company representative to discuss the timing of the rate lock.

**X. SET NEXT MEETING DATE**

The Annual Meeting will be September 15, 2018 at 10:00 a.m. in the Clubhouse. The Board will meet following the Annual Meeting.

**XI. ADJOURNMENT**

Richard Garcia motioned to adjourn at 7:22 p.m.

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

**DILLON VALLEY EAST CONDOMINIUM ASSOCIATION  
ANNUAL MEETING  
September 15, 2018**

**I. ROLL CALL AND CERTIFICATION OF PROXIES**

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

Board members present were:

Lisa Watkins, Vice President, T305  
Bob Price, Member, G305

Mike Kurth, Treasurer, C101/S105

Homeowners present were:

Katherine Peterson, A203  
Deborah Hage, A203/BB203/N305/Q205/Z104  
Bryan & Jenelle Fabel, B302  
Isabelle Campanella, E106  
Jill Madzo, E204  
Matthew Hage, F303  
Tibor Horvath, J101  
Rebecca Pechinski, J104  
Willem Hoevers, J206  
Dolores Nelson, N306  
Anthony Dobrski, O203/T302  
Frances & Charles Kachadoorian, Q305  
James Bachman & Amy Nelson, Q106  
Edith Webster & Chris Heer, X204/X303  
Catherine Pimm, X306  
Paul Knapp, Y202  
Lisa Amorosa, Z306

Jeffrey Johns, AA101/R106  
Nancy Bain, B103  
Kevin & Colleen Kaiser, D301  
Owen & Lara Provorse, E202  
Nathan Willis, F204  
Steven Dowswell, I304  
Cesar Munoz, J102  
Randall Seegers, J201/J209  
Marcia Pearce, N101  
Holly Holden, O102  
Donald Cryer, R301  
J. Gordon & Roger Corn, W204  
Andy Thomas, X101  
John Pirnat, X301  
Katrina Bristol, Y101  
Don & Laurel Gardey, Z202

Representing Basic Property Management were Gary Nicholds and Matt Litowkin. 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**

Deborah Hage motioned to approve the September 16, 2017 Annual Meeting minutes as presented. Tony Dobrski seconded and the motion carried.

**V. REPORTS OF OFFICERS**

Bob Price spoke in memory of former Board member Paul Hage, who passed away last year.

*A. Real Estate Report*

Lisa Watkins distributed a written real estate report.

*B. 2018 Year-to-Date Financial Status*

Mike Kurth reported that as of August 31, 2018, the Operating Cash balance was \$414,376 and the Reserve balance was \$1,100,592. The Operating surplus was \$52,848 and the Reserve surplus was \$70,473. The loan has been paid off.

Roof replacement is scheduled to start in 2021. The roofs will be evaluated and will only be replaced if necessary.

Holly Holden motioned to approve the Financial Report. Jill Madzo seconded and the motion carried.

*C. 2017 Year-End Surplus*

Mike Kurth said the Association ended 2017 with a deficit of \$1,456 so no motion was required for a transfer to Reserves.

*D. Natural Gas*

Bob Price said the Association has historically locked 50% of gas usage and paid market rate for the remainder. This year, 70% of the projected consumption was locked for budget planning purposes. The rate is lower than what was being paid last year. The Gas line item is currently favorable to budget for the year.

*E. Communication*

Owners were invited to sign up for email delivery of the meeting minutes.

*F. Architectural Control Committee Report*

Patio doors and window frames must be beige, almond or off white. Ventless dryers can be installed. A permit is required for installation of the electrical outlet and owners are charged an additional fee for water consumption. The application can be found on the Association website.

## **VI. MANAGEMENT COMPANY REPORT**

*A. General Comments*

Gary Nicholds announced that Matt Litowkin was hired as the new Property Manager after Dave Thompson retired last year.

*B. Manager's Report*

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

1. Installed new siding, deck boards and fascia on 60 decks on Buildings N, O, P, Q and R. Minimal siding boards were replaced.
2. The exteriors of Buildings N, O, P, Q and R were painted. The dumpster enclosures were painted to match.

3. Painted the railings above the boiler rooms of Buildings N, O, P, Q and R.
4. Inspected and swept chimneys in Buildings N, O, P, Q and R.
5. Repaired parking lot potholes behind the Clubhouse.
6. Seal coated and striped the main Clubhouse parking lot.
7. Repaired the parking lot and restriped between Buildings AA and Z.
8. Replaced four concrete patio pads.
9. Replaced carpet in 16 entries and hallways.
10. Planted perennials at the Clubhouse.
11. Sanded and stained the picnic tables at the Clubhouse.
12. Painted the maintenance buildings and pump room.
13. Installed new parking signs, stained the posts and moved the pet relief stations from the dumpster sheds to the posts.
14. Cut the parking posts to even heights and restained.
15. Cleared out the drainage ditch along the north perimeter of the property.
16. Continued the community garden program.
17. There were two large excavations required to repair a broken main water line and service valve between Buildings AA and Z (at cost of about \$30,000) and south of Building P (at cost of about \$15,000). Anthony Dobrski commented that State Farm now offers insurance for water main lines from the street to the property. Gary Nicholds will follow up.
18. There is an issue with standing water by Building Q. Efforts have been made to identify the source. It may be originating from an underground spring. A ditch was dug to the creek to provide drainage. The next step will be to have a hydrologist dig test pits.

Upcoming project include:

1. Crack seal every parking lot and bike path at the end of September or early October. The schedule will be posted at each building so residents will know when they need to move their cars.
2. Re-pour a few broken concrete entry steps.
3. Install new washer/dryer equipment within the next month. The new machines will accept coins or credit cards.
4. The irrigation lines will be blown out.
5. Complete general preparation for the winter season.

Owner questions and comments were as follows:

1. An owner asked about the irrigation schedule. Matt Litowkin said it was originally three times weekly for 20 minutes in each zone. This was changed to five times weekly for 10 minutes in each zone. Anthony Dobrski noted that it was better to water less frequently for longer duration to encourage deeper root growth.
2. An owner requested a stricter enforcement of the rules and fining for violations. Matt Litowkin said he contacts tenants about violations but the Association can only fine owners, not tenants.
3. An owner commented that there were units near her with a charcoal grill, tires and a box spring on the deck.

4. Renters – An owner said short term rental issues such as dogs, noise and excessive occupancy needed to be addressed. Gary Nicholds said this is a countywide issue. There will be a County Meeting next Monday at the Frisco Nordic Center about the planned implementation of short term rental regulations for properties in unincorporated Summit County.

Ideas for Improvement:

1. Payment for long-term parking is due October 1<sup>st</sup>.
2. Tenants should be reminded of general rules including keeping entryways and patios clean and neat.
3. Owners should update their email and phone numbers with the Clubhouse to facilitate communication.
4. Owners must provide a copy of their key to the Clubhouse so units can be accessed in case of emergency.

## **VII. ELECTION OF MANAGERS**

The term of Lisa Watkins expired and she was willing to run again. There were no nominations received from the membership.

Anthony Dobrski motioned to re-elect Lisa Watkins to the Board of Directors. Jill Madzo seconded and the motion carried.

## **VIII. NEW BUSINESS**

Owner questions and comments addressed the following:

1. John Pirnat requested an update on the cable and internet. Gary Nicholds said the Association signed a five-year contract with Comcast about three years ago. Any problems with service or reception should be reported to Comcast directly. Bob Price said the Board considered a bulk internet contract for the entire complex but decided against it based on the cost and the requirement for all owners to participate. Gary Nicholds will request updated pricing for internet.
2. An owner suggested installing a wi-fi tower on the Clubhouse. Gary Nicholds said this was considered but not implemented due to numerous issues.
3. Chris Heer said there is an invasive weed growing around the edges of the parking lot. Gary Nicholds will follow up with a horticulturalist.
4. Andy Thomas said there was a problem with ants on the ground floor. He was asked to follow up with the Board.
5. Willem Hoervers requested an update to the playground equipment.
6. Steven Dowswell asked if the parking lots would be restriped. Matt Litowkin said this will be done after the crack sealing.
7. Holly Holden requested stricter enforcement of the parking permit requirement.
8. Katherine Peterson said there is an electric vehicle with a power cord running to a unit and a camper that is sometimes removed from the truck and left on the ground. Matt Litowkin said has been trying to contact the responsible party.
9. Jill Madzo requested a reminder be sent in early December about parking only in designated spots.
10. Nancy Bain asked if there will be new parking permits issued. The Board is discussing this issue.

11. An owner commented that residents of Building I are using the Building J lot. Lisa Watkins said management should be informed about parking issues.
12. An owner said there was a problem with the entry door of her building being propped open. She was asked to contact management when this occurs.
13. An owner asked about overflow parking. Each unit has one assigned spot and a tag for second vehicle in the overflow unassigned spots in each lot. There is additional overflow parking available in the Clubhouse if all building parking lot spaces are full. The cost to expand the lots would be very high.
14. Donald Cryer said there was an issue with a full-time resident below him smoking in the unit. The smoke seeps into the hallway and other units. Lisa Watkins suggested forming a committee to explore options.
15. Rebecca Pechinski said there was an odor emanating from a unit in her building into the common area. Matt Litowkin said he can try to help in these situations on an anonymous basis. An owner suggested placing an air purifier in the common areas.
16. Isabella Campanella said there are patches of dead grass between her unit and C Building and by E104 that need to be seeded. She said she had a second sewage backup in her unit yesterday. Matt Litowkin said half of the buildings have cleanouts and the lines are jetted as preventative maintenance. The Board has discussed adding cleanouts to the buildings that do not have them. The problem is caused by putting the wrong materials in the drains. Owners were asked not to flush coffee grounds, vegetables, fruit, egg shells or grease down the drains.

Matt Litowkin can be contact by email at [matt@basicproperty.com](mailto:matt@basicproperty.com).

**IX. SET NEXT MEETING DATE**

The next Annual Meeting was set for Saturday, September 21, 2019 at 10:00 a.m. in the Dillon Valley East Clubhouse.

**X. ADJOURNMENT**

Willem Hoervers motioned to adjourn at 11:38 a.m. Chris Heer seconded and the motion carried.

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

Date: \_\_\_\_\_

**DILLON VALLEY EAST CONDOMINIUM ASSOCIATION  
BOARD OF MANAGERS MEETING  
October 15, 2018**

**I. CALL TO ORDER**

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

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

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

**II. APPROVAL OF PREVIOUS MEETING MINUTES**

Mike Kurth motioned to approve the August 20, 2018 Board Meeting minutes as presented. Carl Henry seconded, and the motion carried.

**III. TREASURER'S REPORT**

*A. 2018 Year-to-Date Operating Account Summary as of September 30, 2018*

Mike Kurth reviewed highlights of the Balance Sheet:

1. Operating Cash - \$454,982
2. Reserve Cash - \$1,136,907

Mike Kurth reviewed highlights of the Profit & Loss:

1. Total Revenue - \$10,490 favorable to budget.
2. Total Expenses - \$45,578 favorable to budget.
3. Total Reserve Revenue – \$4,962 favorable to budget.
4. Total Reserve Expenses – \$91,391 favorable to budget.

Bob Price motioned to accept the financial report. Lisa Watkins seconded, and the motion carried.

**IV. FINES AND HEARINGS**

Matt Litowkin said there were no fines.

**V. MANAGER'S REPORT**

*A. Manager's Report*

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

*B. Delinquency Report*

Eric Nicholds distributed a written report.

## VII. ARCHITECTURAL REVIEW COMMITTEE

There was no report from the ARC.

## VIII. OLD BUSINESS

- A. *Building Painting – Buildings N, O, P, Q and R*  
The painting of the five buildings has been completed.
- B. *Upgrade & Replace Clubhouse Washers & Dryers*  
The new machines have not yet been delivered. Matt Litowkin has been trying to reach the sales representative.
- C. *A-Peak Asphalt – Lot BB, Pot Holes Near Clubhouse & Seal Coat Clubhouse Parking Lot*  
The pot hole repairs and seal coating have been completed. Crack sealing is in progress.
- D. *Crack Seal All Parking Lots*  
The crack sealing is being done as weather permits.
- E. *Hallway Carpeting*  
The carpeting has been completed.
- F. *Patio Slab Replacement*  
Four patio slabs were replaced.
- G. *Q Building Underground Water*  
The area has been monitored and was completely dried out as of September. Matt Litowkin met with a hydrologist from Denver. He recommended digging a ditch next spring.

## IX. NEW BUSINESS

- A. *Election of Officers*  
Bob Price motioned to retain the same Officers: Richard Garcia – President, Lisa Watkins – Vice President, Mike Kurth – Treasurer and Lea Dreux – Secretary. All others will serve as Members at Large. Lisa Watkins seconded, and the motion carried.
- B. *Budget Meeting*  
The budget committee met earlier in the day (October 15<sup>th</sup>) and made a few changes to the draft. Another meeting to review the revisions will be scheduled.  
Patti Vande Zande will send it out by email to the Board once completed.

C. *Smoking Issue*

At the Annual Meeting, Donald Cryer (R301) suggested formation of a Smoking Committee to address smoke in the hallways. Gary Nicholds said he had some Colorado state law information he could pass on as a starting point.

X. **SET NEXT MEETING DATE**

The next Board Meeting will be November 12, 2018 at 7:00 p.m. in the Clubhouse. The Board holiday dinner will be Monday, December 17, 2018.

XI. **ADJOURNMENT**

Mike Kurth motioned to adjourn at 7:22 p.m. Lisa Watkins seconded, and the motion carried.

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

**DILLON VALLEY EAST CONDOMINIUM ASSOCIATION  
BOARD OF MANAGERS MEETING  
November 12, 2018**

**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, Lisa Watkins, Lea Dreux and Mike Kurth. Carl Henry and Bob Price participated via teleconference.

Owner presents were Jim Scheuneman (A205) and Marcus Dreux (T104).

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

**II. APPROVAL OF PREVIOUS MEETING MINUTES**

Mike Kurth motioned to approve the October 15, 2018 Board Meeting minutes as presented. Lea Dreux seconded and the motion carried.

**III. TREASURER'S REPORT**

*A. 2018 Year-to-Date Operating Account Summary as of October 31, 2018*

Mike Kurth reviewed highlights of the Balance Sheet and Profit & Loss

1. Operating Cash - \$400,105
2. Reserve Cash - \$1,169,530
3. Total Revenue - \$8,784 favorable to budget.
4. Total Expenses - \$54,806 favorable to budget.
5. Total Reserve Revenue – \$5,335 favorable to budget.
6. Total Reserve Expenses – \$103,047 favorable to budget.

Lea Dreux motioned to accept the financial report. Carl Henry seconded and the motion carried.

**IV. FINES AND HEARINGS**

Matt Litowkin said there were no fines.

**V. OWNER FORUM**

Jim Scheuneman said he cut a hole in his screen and ran an electrical cord out the window to plug in his car. He received a written warning that this was not permitted. Richard Garcia explained that a cord between the unit and the car is a safety hazard. The solution would be to install an electrical pedestal by the parking spot, which would be an individual owner expense. Jim commented that there was a camper and an oversized

work truck parked in the lot for the past two months. Matt Litowkin said the vehicles are being moved into the long-term lot.

## **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 distributed a written report. The first owner on the list has been turned over for collection and the second was sent a letter of delinquency. The remaining five owners on the list have lower balances and they have been sent statements.

## **VII. ARCHITECTURAL REVIEW COMMITTEE**

There was no report from the ARC.

## **VIII. OLD BUSINESS**

### *A. Upgrade & Replace Clubhouse Washers & Dryers*

Matt Litowkin has been calling the vendors weekly. The equipment has not yet been received.

### *B. Crack Seal All Parking Lots*

The crack sealing has been completed. The contractor also filled several potholes.

## **IX. NEW BUSINESS**

### *A. 2019 Budget Meeting*

Mike Kurth briefly reviewed the proposed 2019 Budget. As drafted, the Operating budget results in a \$1,830 year-end deficit and no increase to dues.

Lisa Watkins motioned to approve the 2019 Budget as presented. Lea Dreux seconded and the motion carried.

### *B. Smoking Issue in the Complex*

At the Annual Meeting, Donald Cryer (R301) suggested formation of a Smoking Committee to address smoke in the hallways. Lisa Watkins conferred with an attorney and was informed that nothing can be done unless the governing documents are amended, which would require an affirmative vote by 67% of the owners. Richard Garcia will make note on the website. Notices should be posted in the building.

C. *Holiday Clubhouse Hours*

The winter holiday hours have been posted on the website.

**Clubhouse Holiday Hours**

Thursday, 11/22	9:00 AM – 2:00 PM
Monday, 12/24	9:00 AM – 3:00 PM
Tuesday, 12/25	Closed
Monday, 12/31	9:00 AM – 4:00 PM
Tuesday, 01/01	12:00 AM – 8:45 PM

X. **SET NEXT MEETING DATE**

The Board holiday dinner will be Monday, December 17, 2018 with cocktails at 6:30 p.m. and dinner at 7:00 p.m. at the Snake River Saloon.

The next Board Meeting will be January 21, 2019 at 7:00 p.m. in the DVE Clubhouse.

XI. **ADJOURNMENT**

Mike Kurth motioned to adjourn at 7:36 p.m.

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

**DILLON VALLEY EAST CONDOMINIUM ASSOCIATION  
BOARD OF MANAGERS MEETING  
December 17, 2018**

**I. CALL TO ORDER**

The meeting was called to order at 7:00 p.m. by Richard Garcia in the Snake River Salon. Board members present were Richard Garcia, Lisa Watkins, Bob Price, and Mike Kurth.

Others present were spouses or friends of Board members and members of Basis Property Management with their spouses or friends.

Representing Basic Property Management were Gary Nicholds, Eric Nicholds and Matt Litowkin.

**II. APPROVAL OF PREVIOUS MEETING MINUTES**

Mike Kurth motioned to approve the November 12, 2018 Board Meeting minutes as presented. Bob Price seconded and the motion carried.

**III.** There was no formal business to discuss.

**IV. SET NEXT MEETING DATE**

The next Board Meeting will be January 21, 2019 at 7:00 p.m. in the DVE Clubhouse.

**V. ADJOURNMENT**

Mike Kurth motioned to adjourn at 7:05 p.m.

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