

**DILLON VALLEY EAST CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS MEETING
June 21, 2021**

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, Joyleen Helcoski, Bob Price and Willie Hoovers.

Representing Basic Property Management (BPM) were Gary Nicholds, Eric Nicholds and Matt Litowkin. Kate Willis of Summit Management Resources transcribed the minutes from recording.

II. APPROVAL OF PREVIOUS MEETING MINUTES

Motion: Bob Price moved to approve the May 17, 2021 Board Meeting minutes as presented. Joyleen Helcoski seconded, and the motion carried.

III. TREASURER'S REPORT

Richard Garcia reviewed the financial report as of May 31, 2021.

1. Operating Cash - \$300,107
2. Reserve Cash - \$1,234,929
3. Total Revenue – \$746 favorable to budget.
4. Total Expenses – \$54,891 favorable to budget.
5. Reserve Revenue - \$746 unfavorable to budget.
6. Reserve Expenses - \$29,686 favorable to budget

Water and Sewer was \$43,000 favorable to budget due to lack of irrigation and timing of the billing. Directors Expense was \$5,231 versus a budget of \$3,750.

Action Item: Gary Nicholds will follow up with Patti Vande Zande on the Directors Expense overage.

Motion: Willie Hoovers moved to approve the May financial report. Joyleen Helcoski seconded and the motion carried.

IV. FINES AND HEARINGS

Matt Litowkin issued a \$50 fine to an owner for their tenant based on multiple noise violations and littering cigarette butts. The management company for the unit is aware that the owner will be fined. The tenant will be evicted in the next month.

V. MANAGER'S REPORT

A. Manager's Report

Matt Litowkin distributed the report prior to the meeting. He confirmed that repairs to the irrigation system are ongoing.

B. Delinquency Report

Gary Nicholds reviewed the status of the delinquencies. The balances for the first three owners have decreased but the balances for the last three owners have increased. Two owners have been turned over to collections.

VI. ARCHITECTURAL REVIEW COMMITTEE

Richard Garcia did not have anything to report.

VII. OLD BUSINESS

A. Clubhouse/Hot Tub

The Clubhouse is now fully open. A vaccination clinic was hosted in the Clubhouse parking lot and there were six participants.

B. Rewrite the Declarations and Bylaws

Richard Garcia and Gary Nicholds met with Lindsay Smith, who has provided red-lined versions of the documents. Board members should send questions for Lindsay Smith to Richard Garcia or Gary Nicholds.

C. Change Rules to Allow Two Pets Per Unit

The language was revised to clarify that dogs must be registered in Summit County.

Motion: Joyleen Helcoski moved to approve the revised Section 3.3 pet rules as revised. Bob Price seconded and the motion carried.

D. Annual Meeting

The Board agreed the Annual Meeting should be a hybrid with Zoom and live options for participation. The Board seats of Lisa Watkins and Willie Hoovers will be up for election. The Annual Meeting will be held Saturday, September 18, 2021 at 10:00 a.m. followed by lunch.

E. Playground Upgrade Planning

Willie Hoovers and Matt Litowkin contacted several playground companies and two sent representatives to tour the property. He received several different bids for various configurations. There is no funding for playground equipment replacement in the Reserve Budget and the cost for new equipment would be around \$30,000. The amount of space required for “fall zones” is another consideration.

Action Item: Matt Litowkin will email the bids to the Board.

F. Non-Refundable Reserve Working Capital

There is a balance of \$381,000 in Working Capital. The original intent was to provide Working Capital when the Reserve balance was smaller. The Board discussed if contributions should be refundable or non-refundable.

Action Item: Gary Nicholds will check with the attorney about the legality of the Association spending the funds in the Working Capital for projects.

Motion: Bob Price moved that the Working Capital be refundable based on the assumption that should the Association need all or part of the funds, the Association has the right to use those funds. Willie Hoovers seconded and the motion carried.

VIII. NEW BUSINESS

A. *Report Covering All Contracts*

Gary Nicholds provided a list of all Association contracts:

1. Comcast – expires 12/1/25. Automatic two-year renewal unless minimum 60-day notice is given not to renew.
2. Timberline Waste Disposal – expires 2/28/22. Automatic one-year renewal unless 60-day notice is given not to renew. Service is trash twice weekly and recycling once weekly.
3. CSC Service Works – expires 8/2/25. Seven-year term, after which automatically extends for one month terms unless written notice is given not less than six months prior to expiration of original term. Association receives 64% of the monthly revenue.
4. BPM – Current term is 1/1/21 – 12/31/23.
5. AnswerOne – after hour answering service with no contract.
6. Allman Painting – three-year contract expires in 2023. \$41,800/year unless prices increase 10% or greater according to the Producer Price Index.
7. Century Link – ongoing for gas meter lines.
8. nTegra Gas – ongoing yearly.

Action Item: Gary Nicholds will ask Kerry Hartnett about setting up automatic reminders for the contracts that require advance notice of termination.

IX. SET NEXT MEETING DATE

The next Board Meeting will be held on Monday, July 19, 2021 at 7:00 p.m. at the Clubhouse.

X. ADJOURNMENT

Motion: Willie Hoevers moved to adjourn at 8:19 p.m.

Approved By: _____ Date: _____
Board Member Signature