

**DILLON VALLEY EAST CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS MEETING
November 15, 2021**

I. CALL TO ORDER

The meeting was called to order at 5:34 p.m. by Richard Garcia in the Dillon Valley Clubhouse and via videoconference.

Board members present (*via videoconference) were Richard Garcia, Mike Kurth, Lisa Watkins, Bob Price, Joyleen Helcoski*, Willie Hoovers and Holly Holden.

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

II. APPROVAL OF PREVIOUS MEETING MINUTES

The audio failed to record so there were no minutes for the October 18, 2021 Board Meeting.

III. TREASURER'S REPORT

Mike Kurth reviewed highlights of the financials through October 31, 2021:

1. Total Operating Revenue – \$3,167 unfavorable to budget due to storage rental.
2. Total Expenses - \$43,136 favorable to budget.

Motion: Bob Price moved to approve the financial reports. Lisa Watkins seconded and the motion carried.

IV. FINES AND HEARINGS

There were no fines or hearings.

V. MANAGER'S REPORT

A. Manager's Report

Matt Litowkin distributed the report prior to the meeting.

1. There have been numerous leaks at the connections between the various types of pipes. The “shark bites” that were used to connect the pipes are failing.
2. Some of the older copper pipes have developed pin hole leaks.
Action Item: Matt Litowkin will research if a water softener might help the situation.
3. Inventory – There are two heat exchangers, two hot water tanks and three expansion tanks in inventory.
4. Truck – The truck will cost \$47,000 and the plow will be \$15,000. The manufacturer is waiting for wiring harness and computer chip.

B. Delinquency Report

Gary Nicholds said numerous payments were made in October but there was still a total delinquent balance of about \$7,600. Patti Vande Zande said some of the delinquencies are

units that are for sale and the owners stopped paying. The Association should receive the unpaid dues at closing.

VI. ARCHITECTURAL REVIEW COMMITTEE

Richard Garcia did not have a report.

VII. OLD BUSINESS

A. Rewrite the Declarations & Bylaws

The amended documents were sent to the owners last Friday. Gary Nicholds suggested sending regular reminders to the owners about sending in their ballots. The deadline for voting will be January 19, 2022. BPM will create a spreadsheet to track the responses. Ideas for collecting ballots from apathetic owners were to send an email with video message from the President, make phone calls, issue a credit to owners who respond and/or post flyers at all buildings.

B. Town Hall Meeting October 20, 2021

There were six attendees at the Town Hall.

C. Playground Upgrade Planning

This project is on hold. There is \$60,000 in the Reserve budget.

D. Budget Committee for 2022

Mike Kurth, Patti Vande Zande and Matt Litowkin drafted the budget. There were a couple of adjustments made since the initial draft. Insurance was originally budgeted for \$84,000 and needs to be increased to \$86,500 based on the information from the carrier. A line item could be added for the working capital contributions (equating to three months of dues for new buyers).

The questions submitted by Bob Price were discussed. He felt there were some line items that were budgeted too high and could be adjusted.

1. Loader Tires - Matt Litowkin said the loader tire expense in Reserves should be increased from \$10,000 to \$17,000. The tires have been ordered and should be delivered some time in December.
2. Loader Expenses – The fuel cost year-to-date was \$483.16.

Other line items that were briefly discussed were Basic Maintenance, Boilers and Office Expense.

Interested Board members will meet by Webex on Friday, November 19th at 2:00 p.m. The dues have not been increased in 11 years. There was general agreement that a 3% - 4% dues increase would be acceptable.

E. December Board Meeting

A short special board meeting will be Monday, December 13, 2021 to ratify a vote on the 2021 budget,

VIII. NEW BUSINESS

A. Umbrella Liability Insurance Renewed as of 11/15/21

The umbrella insurance policy was approved and renewed today.

B. Long Term Lot Fee Deadline

Matt Litowkin reported that the fees are being paid. The deadline is December 1, 2021. He suggested posting a reminder on the website and adding a reminder to the flyers that will be posted at the property regarding voting for the Declarations amendment. Bob Price proposed issuing a monthly fine for several months for any owners who do not pay the fee, after which time the stored item may be removed.

IX. SET NEXT MEETING DATE

The next Board Meeting will be held on Monday, December 13, 2021 at 5:30 p.m.

X. ADJOURNMENT

Motion: Richard Garcia moved to adjourn at 6:37 p.m.

Approved By: _____ Date: _____

Board Member Signature