

**DILLON VALLEY EAST CONDOMINIUM ASSOCIATION  
BOARD OF DIRECTORS MEETING  
February 21, 2022**

**I. CALL TO ORDER**

The meeting was called to order at 5:32 p.m. by Richard Garcia via videoconference.

Board members participating were Richard Garcia, Bob Price, Joyleen Helcoski, Willie Hoeffers and Holly Holden. Lisa Watkins joined at 5:43 p.m.

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

**II. APPROVAL OF PREVIOUS MEETING MINUTES**

**Motion:** Bob Price moved to approve the January 17, 2022 Board Meeting minutes as presented. Joyleen Helcoski seconded and the motion carried.

**III. TREASURER'S REPORT**

Bob Price commented that electric and natural gas prices are up 37% on average compared to last year. The CPI jumped 7% in 2021, a 40-year high. The Association has very little control over about 80% of the budget

Bob Price reviewed highlights of the financials through January 31, 2022. Total Operating Expenses were \$2,200 unfavorable to budget. Washer/Dryer income was \$579 unfavorable to budget and all Utilities line items were over budget for a total of \$7,140.

The Balance Sheet reflected \$2.54 million in cash, including \$858,600 in Operating and \$1.68 million in Reserves.

There have not been any expenses for 2022 Reserve projects.

The trend for delinquencies is not good. The balance has increased steadily since June 2021, with the exception of November. The balance is now over \$10,000.

**Motion:** Holly Holden moved to approve the financial report. Joyleen Helcoski 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 his report prior to the meeting. Joyleen Helcoski commented that the pool room has been very cold. Matt Litowkin said it was due in part to the low exterior temperatures.

### B. *Delinquency Report*

Gary Nicholds reported there was a total delinquent balance of about \$11,089. There were 11 owners on the list, with four making up the bulk of the balance. Two owners were sent letters of delinquency and one was turned over for collections. All others were sent statements as a reminder.

**Action Item:** Gary Nicholds will follow up with Patti Vande Zande on the most recent status.

## VI. ARCHITECTURAL REVIEW COMMITTEE

Richard Garcia said an owner would like to reinstall a wood burning fireplace. He needs to determine if the Association would incur any liability.

## VII. OLD BUSINESS

### A. *Declarations & Bylaws Voting*

The court date should be scheduled sometime in June.

**Action Item:** Gary Nicholds will follow up with the attorney.

### B. *New Truck*

The truck is ready but the dealer is still waiting for delivery of the computer chip.

### C. *Playground*

Willie Hoervers said that since there is now a budget, he would like to ask the providers for a proposal within the budget parameters. There was a suggestion to hold back a bit some of the budget for a contingency. Board member concerns addressed the amount of current use and spending money to make improvements if there would not be increased use. Willie thought improvements would attract more use. Bob Price said one fundamental question was the targeted age group. Willie said he gave the providers an age bracket of 5 – 12 years old.

**Action Item:** Matt Litowkin will work with Willie Hoervers to review the bids that have been received and narrow down the desired items based on practicality and value for the amount spent.

### D. *Ratification of Email Vote for an \$8,500 Bonus Paid to DVE Staff*

**Motion:** Bob Price moved to ratify the email approval of the \$8,500 DVE staff bonus. Lisa Watkins seconded and the motion carried.

### E. *2022 Reserve Projects Review*

The total cost for the items on the 2022 project list is \$382,800.

Clubhouse

1. Upstairs upgrade - \$10,000 for furniture replacement, sound baffles, new lighting and paint.
2. Pool deck resurface - \$9,000. The pebbles are difficult to clean and are starting to pop out.
3. Pool pumps/filters/emergency shut off - \$5,000.

Buildings

1. Siding - \$3,000.
2. Paint 5 Buildings - \$45,800. Allman Painting has the project on their schedule. Holly Holden noted that she had problems with this contractor in the past and they should be reminded to be respectful of the property.
3. Patio Slabs - \$18,000. Matt Litowkin will inspect the patios in the spring to identify any that have major cracks.
4. Concrete Work - \$5,000. This will fund repairs to general concrete damage around the property.
5. Hallway carpet replacement - \$32,000. The project is scheduled every summer. Matt Litowkin has contacted the vendor who has done the work for the past six years and received a bid for material and labor per stack. He will share it with the Board in the next few days. The price of materials has increased and there will only be enough funding to do 15 stacks.

Grounds

1. Parking lot/path repair - \$88,000. Matt Litowkin will walk all parking lots with A-Peak in the spring to identify the priorities.
2. Playground renovations - \$60,000.

Utilities

1. Boilers/water tanks - \$15,000.
2. Sewer/water lines - \$35,000. Most of the buildings that need cleanouts have them. Matt Litowkin recommended using the funds to jet the lines.

Equipment

1. Loader tires - \$10,000. The tires were already purchased and installed in December.

*F. Storage Lot*

Matt Litowkin confirmed that most owners have paid.

**VIII. NEW BUSINESS**

*A. E102 Backups*

There have been one or two backups in the sink each year. Matt Litowkin is not able to pinpoint the cause. He suggested scheduling a clean out every January. A normal service call should cost about \$200. The Board authorized one annual clean out for this unit at a cost of \$200.

*B. Parking Passes*

New parking passes will be implemented in the spring.

*C. Vendor Contracts*

**Action Item:** Gary Nicholds will provide a list of contracts that will come up for renewal this year.

*D. Meetings*

Eric Nicholds suggested that any future in person/hybrid meetings be held at the BPM Office. There were no Board objections to this proposal.

**IX. SET NEXT MEETING DATE**

The next Board Meeting will be held on Monday, March 21, 2022 at 6:00 p.m. at the BPM Office and via Zoom.

**X. ADJOURNMENT**

**Motion:** Richard Garcia moved to adjourn at 6:50 p.m.

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