

**DILLON VALLEY EAST CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS MEETING
January 16, 2023**

I. CALL TO ORDER

The meeting was called to order at 5:34 p.m. in the Basic Property Management conference room and via videoconference (*).

Board members participating were Richard Garcia, Bob Price*, Holly Holden, Lisa Watkins*, Drew Frank*, Willie Hoevers, and Joy Helcoski*.

Homeowner participating was Laura Johns, R106* (joined at 6:04 p.m.)

Representing Basic Property Management (BPM) was Gary Nicholds. Laina Orlando of Taking Minutes, LLC was recording secretary.

II. APPROVAL OF PREVIOUS MEETING MINUTES

Motion: Holly Holden moved to approve the November 14, 2022 Board Meeting minutes as presented. Willie Hoevers seconded and the motion carried.

Motion: Bob Price moved to approve the December 12, 2022 Board Meeting minutes as presented. Holly Holden seconded and the motion carried.

III. TREASURER'S REPORT

Bob Price reported that inflation was down to 6.5% in December but fuel and energy costs continue to be high. He reviewed the variances as of December 31, 2022:

1. Operating Expenses - \$25,385 unfavorable for the month and \$20,606 unfavorable year-to-date due to rising natural gas costs.
2. Total Income – \$10,600 unfavorable to budget due to Washer/Dryer Income of \$7,200 and Storage Lot \$2,000.
3. Clubhouse Repairs & Maintenance was \$1,508 unfavorable to budget primarily due to Pool and Spa expense, which was \$1,300 unfavorable to budget.
4. Trash was \$1,450 unfavorable to budget. Repair & Maintenance was \$1,833 unfavorable to budget primarily due to truck repair and fuel. Natural Gas and Electric were \$20,338 unfavorable to budget. Bob Price has not received a response from Timberline explaining how they calculate the bill and is also looking for quotes from at least two additional companies for comparison. The natural gas price (NYMEX) trend continues to be favorable with expected cost in the \$5 - \$6/decatherm average for the winter months. For comparison, the price was \$9 in August and \$11 - \$12 prior to that.
5. Cash Position – The Association ended the year 98.8% on target with \$2.68 million in the bank including \$1.50 million in Operating Funds and \$1.18 million in Reserves.
6. Reserve Projects – The Reserve Budget ended the year \$198,374 favorable to budget. In December \$7,581 was spent on boiler and hot water piping costs due to the age of the infrastructure.

Joy Helcoski asked if the Insurance policy reflects the new Declarations. Gary Nicholds stated that the policy renewed mid-November and does not reflect the new Declarations where the owners will share in the risks with the Association.

Action Item: Gary Nicholds will inquire with the insurance provider about updating the policy to reflect the new requirements in the Declarations.

Motion: Willie Hoovers moved to approve the Financial Report. Holly Holden seconded and the motion carried.

IV. FINES AND HEARINGS

There were no fines or hearings.

V. MANAGER'S REPORT

Matt Litowkin distributed his report prior to the meeting as he was not present.

VI. DELINQUENCY REPORT

One owner was sent a letter of delinquency and one owner became current. There was \$2,300 collected in December and there is an outstanding balance of \$ 5,100.

VII. ARCHITECTURAL REVIEW COMMITTEE

An owner inquired about upgrading the electrical panels in their unit and was instructed to contact the County since these panels were installed in the early 70's and may not meet code.

VIII. OLD BUSINESS

A. *Water Leak in Building S*

Gary Nicholds reported that the attorney confirmed that this case falls under the old Declarations. The total repair cost for the water pipe leak was \$69,165.43. All the mold remediation has been completed including the gutting of the unit and full payment to Kinder Carpet. All that remains is to have the unit rebuilt around May or June according to Pat Egan, the contractor for Black Diamond Construction. The cost is estimated at \$27,000. Mold damage accounted for 45% of the total at \$31,153.84. Water damage accounted for 55% of the total at \$38,011.59. David Marlin of Philadelphia Life Insurance was the adjuster. Insurance has paid the mold cap of \$15,000.

Gary Nicholds offered three options for the Board to consider:

1. Charge the owner \$16,153.85, which is the balance due after the \$15,000 insurance cap for mold is applied to the \$31,153.84 total portion attributed to mold (45%).
2. Charge the owner \$12,495.68, which is 45% of the \$27,768.17 DVE still owes.
3. Charge the owner \$12,768.17, which is the remaining balance due by DVE less the \$15,000 mold cap

Action Item: Gary Nicholds will ask the attorney to send a demand letter to the owner for \$12,495.68.

B. *Playground*

Drew Frank, Willie Hoervers and Matt Litowkin will review the playground in the Town of Dillon and present their findings to the Board as a New Business item at a later date.

C. *Laundry Machine Contract*

Action Item: Bob Price will present details pertaining to the cost of breaking the current multi-year contract at the next meeting.

D. *Special Owners Meeting, November 18, 2022*

The 2023 Budget was ratified and notices were mailed to all owners by U.S. Postal Service.

E. *Parking Regulations*

Notices were sent to owners via email. Due to the lack of responsiveness to the emailed notices, Joy Helcoski shared that since strongly worded notices posted in her building seem to get people to follow the rules, notices on cars could be an additional step. Matt Litowkin places notices on cars during daylight hours but not at night. Bob Price read Section 5.3 of the Rules and Regulations, which states that vehicles on the far side of the parking lot must be moved at least once every four days. However, owners may park a vehicle in their designated space for more than four days so long as it is the owner's vehicle in the lot and the owner has made arrangements to have the vehicle removed off the lot within 24 hours of a sign being posted near the main entry door requiring vehicles be moved for parking lot repairs, roof repairs, or snow and ice removal. Bob Price and Drew Frank stated that if regulations are not policed there is no point in having them.

Action Item: Gary Nicholds will email, mail via U.S. Postal Service and post notices on the message boards by the doors of each building.

IX. NEW BUSINESS

A. *Front Loader maintenance*

Front loader maintenance expense of \$3,262.44 was approved.

B. *Water Leak in Building R*

On November 30th maintenance was called into a unit due to a leak that had already caused quite a bit of damage. On December 2nd there was another leak in the same pipe, 24 to 30 inches from the first leak. On December 14th there was a third leak, also 24 to 30 inches from the second repair. Two licensed master plumbers, Eric Fisher and Shannon Northrup were contacted to discuss this situation. The water pressure and temperature were checked and found to be within tolerance in this ten year old pipe. Shannon Northrup replaced the pipe. The issue now is that the owner does not have insurance. The owner believes the HOA should be responsible for all the remediation for the damage caused by the third leak. This situation falls under the new Declarations, which state that the HOA is responsible for the pipe and the homeowner for everything from the studs in. Matt Litowkin confirmed that the sheetrock damage was present when he was called and was not removed by maintenance. Water was shut off only during the repairs.

Motion: Bob Price moved to follow the Declarations and notify the owner that they are responsible for repairs from the studs in. Lisa Watkins seconded the motion carried.

C. *Recognition for Erika Krainz*

Bob Price suggested there be a recognition of Erika Krainz for over 20 years of service and Rich Garcia agreed.

D. EV Charging Station for DVE

Bob Price gave a presentation on EV charging stations. Colorado now requires all new residential construction to provide the capability for installation of an EV charging station. There are two Levels. Level 1 is 120 volts and Level 2 is 240 volts. The building’s electrical panels must be at least 100 amp service and able to accommodate new breakers. The Summit County Building Inspector Department does not need to be involved up front. The process starts with an electrical contractor developing an installation plan and submitting it with a permit application. After approval of the permit SCBI will inspect throughout the installation process.

The projected cost would involve three main considerations, including ensuring the current “house panel” has the minimum 100 amp service and the space for additional breakers, where and how far will the conduit run, be it along the building’s perimeter or in a trench and the cost of the equipment.

Next steps include Board agreement to undertake this project, selection of location(s) of the EV charging station(s), including selecting the building(s) and a central location at the Clubhouse, schedule an electrical contractor to do a site visit and provide a detailed cost estimate, which could cost approximately \$150, Board review and approval and schedule installation. Bob spoke with Mr. Danny Gnojok, of Ascent Electric Inspectors, who happens to be scheduled at Dillon Valley West tomorrow, January 17th, in which case he would not charge for the site visit. Otherwise the site visit would be about \$130.

DVE would incur cost to install the EV station(s) and the residents would pay for the electricity as these are self-pay stations. Drew Frank suggested the initial cost of the station(s) should be recovered through the individual charges. Holly Holden stated that this needs to be embraced and it should be a priority on the agenda. Bob Price recommended that the Association provide and own the EV stations, and the owners and renters pay for the electric.

Motion: Drew Frank moved to have an electrician perform a site inspection and provide a detailed cost estimate for the Board to study the EV Project. Holly Holden seconded and the motion carried.

Action Item: Garry Nicholds will ask Matt Litowkin to contact Danny Gnojok to perform the site visit tomorrow, January 17th.

Action Item: Bob Price will text Danny Gnojok tonight and let him know Matt Litowkin will contact him and coordinate the site visit between 10:00 a.m. and 12:00 p.m. tomorrow.

X. SET NEXT MEETING DATE

The next Board Meeting will be held on February 20, 2023, at 5:30 p.m.

XI. ADJOURNMENT

The meeting was adjourned at 7:00 p.m.

Approved By: _____ Date: _____
Board Member Signature

**DILLON VALLEY EAST CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS MEETING
February 20, 2023**

I. CALL TO ORDER

The meeting was called to order at 5:30 p.m. in the Basic Property Management conference room and via videoconference.

Board members participating were Richard Garcia, Bob Price, Holly Holden, Drew Frank, Willie Hoevers, and Joy Helcoski.

Homeowners participating were Dean & Debra Johnson (S103 & S104), and Jessica & Ben Wessendorf (S101).

Representing Basic Property Management (BPM) were Gary Nicholds, Eric Nicholds and Matt Litowkin. Laina Orlando of Taking Minutes, LLC was recording secretary.

II. APPROVAL OF PREVIOUS MEETING MINUTES

Motion: Willie Hoevers moved to approve the January 16, 2023, Board Meeting minutes as presented. Drew Frank seconded, and the motion carried.

III. TREASURER'S REPORT

Bob Price reported that inflation was down to 6.4% in January from 6.5% in December. He reviewed the monthly variances as of January 31, 2023:

1. Operating Expenses - \$4,246 unfavorable to budget due to timing of the washer and dryer income.
2. Total Income – \$1,900 unfavorable to budget due to Washer/Dryer Income of (\$1,300) and Storage Lot (\$700)
3. Clubhouse Repairs & Maintenance – \$400 favorable to budget.
4. Landscaping – \$700 unfavorable to budget. (don't need the parenthesis for variance report)
5. Trash – \$1,400 unfavorable to budget.
6. Winter Grounds – \$700 favorable to budget.
7. Repair & Maintenance – \$1,623 unfavorable to budget primarily due to front loader and boiler repair.
8. Utilities – \$3,430 unfavorable to budget. Natural Gas and Electric were \$4,595 unfavorable to budget, Cable and Internet were \$1,000 favorable to budget. The natural gas price (NYMEX) trend continues to be favorable with expected cost in the \$5 - \$6/decatherm average for the winter months. DVE's current contract rate is at \$5 for most of the gas volume used and for any excess it is at market price, which today would be \$5.31.
9. Reserve Projects – nothing has been spent to date against the \$252,000 budget.

Motion: Holly Holden moved to approve the Financial Report. Drew Frank seconded and the motion carried.

V. FINES AND HEARINGS

There were no fines or hearings.

V. MANAGER'S REPORT

Matt Litowkin distributed his report prior to the meeting.

1. The boiler room is checked one or two times per week to make sure all parts are working properly to mitigate loss of hot water or leaks. This is top of mind for the maintenance team.
2. Pest treatment was required due to increased reports of bed bugs. The bugs are usually brought in by renters, it is not easy to identify where they originate and must be treated immediately. Maintenance relies on the pest control experts to identify where the area of treatment is most warranted. The issue has been increasing over the last month and is being monitored. Maintenance relies on owners to report the issue as it is typically not the renters that report the bed bugs. These bugs can spread from unit to unit on a host such as a dog or a person. Gary Nicholds stated that 10 years ago DVE spent \$18,000 on bed bug mitigation. Treatment for infestation is currently taking place in Buildings R and T, both in stack 1.
3. Extra glycol was ordered in order to keep an extra barrel in each boiler room.

VI. DELINQUENCY REPORT

Bob Price shared that over \$4,000 was collected. The outstanding debt is \$3,900 with seven units involved and only one being greater than \$1,000.

VII. ARCHITECTURAL REVIEW COMMITTEE

Richard Garcia had nothing to report.

VIII. OLD BUSINESS

A. Water Leak in Building S

Gary Nicholds reported that United Drying completed the mold remediation work and Pat Egan from Black Diamond Construction has completed the demolition and the set-up work and is now working with the owners on their upgrades. The leak has been repaired.

B. Water Leak in Building R

Gary Nicholds shared with the owner, who is concerned about the number of leaks in her unit's plumbing, that a master plumber was brought on site to inspect the new pipes from pressure to temperature and ensure they are all within tolerance. The only explanation for the pipe bursts is due to product defect.

C. Review of all Long-Term Contracts

Bob Price reviewed three major DVE contracts. The purpose is to ensure we are in compliance with the pricing and related payments and that we plan for the next negotiation. Several price change questions were surfaced and Bob is working with the respective party to get more clarity.

Bob Price suggested that a "tickler file" system be set up so all contracts can be reviewed within the appropriate renewal or cancellation notice period. This will help prevent unnecessary automatic rollover terms that could establish unfavorable conditions for DVE.

E. Parking Regulations

Richard Garcia reported that notices were sent to all owners via U.S. Postal Service and email informing them of the Parking Regulations. The Parking Regulations state that all vehicles on DVE property must be properly registered and have current license plates. Illegally parked vehicles cannot be towed immediately. Colorado legislation requires multiple notices prior to towing. In Summit County, towing and parking of vehicles is very expensive and unavailable in most areas due to limited storage space.

Action Item: Matt Litowkin will look for vehicles with expired parking tags in the parking lot.

F. Recognition for Erika Krainz

Gary Nicholds will take care of this.

G. EV Charging Station for DVE

Matt Litowkin met with Danny Gnojok after his visit to DVW. He submitted a proposal to provide two 50-amp EV charging outlets on the back side of the Clubhouse that includes relocating three existing circuits at the cost of \$7,500. Questions to be addressed include the best location for the EV stations, the number of stations, hours of operation, signage, payment, snow removal, speed of charge, signup forms, membership, etc.

Danny Gnojok uses ChargePoint for the EV installations he has done for other HOAs. The payment set up would be similar to the laundry room where people pay for each charge and ChargePoint assists with the payment set up and the program to monitor the stations. Matt Litowkin suggested starting with two EV stations and placing them on the north side of the Clubhouse because the power source is nearby in the laundry area.

Action Item: Matt Litowkin will follow up with Danny Gnojok to ask for more detailed information.

IX. NEW BUSINESS

Owners Dean and Debra Johnson asked what they should do about their contractor, Black Diamond, who is doing sheetrock replacement in their unit S103 without a general building permit.

Action Item: Richard Garcia and Gary Nicholds will do some research and will send Debra Johnson a text message tomorrow between 3:00 and 4:00 p.m. to set up a conference call.

X. SET NEXT MEETING DATE

The next Board Meeting will be held on March 20, 2023, at 5:30 p.m.

XI. ADJOURNMENT

The meeting was adjourned at 6:46 p.m.

Approved By: _____ Date: _____

Board Member Signature _____

**DILLON VALLEY EAST CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS MEETING
March 20, 2023**

I. CALL TO ORDER

The meeting was called to order at 5:30 p.m. in the Basic Property Management conference room and via videoconference (*).

Board members participating were Richard Garcia, Bob Price*, Holly Holden (joined 5:46 p.m.), Drew Frank*, Willie Hoevers, Joy Helcoski and Lisa Watkins* (joined at 5:46 p.m.)

Homeowner Ann Rathurt #R103 was participating .

Representing Basic Property Management (BPM) were Gary Nicholds, Eric Nicholds and Matt Litowkin. Lauren Hitchell of Taking Minutes, LLC was recording secretary.

II. APPROVAL OF PREVIOUS MEETING MINUTES

Motion: Willie Hoevers moved to approve the February 20, 2023 Board Meeting minutes as presented. Joy Helcoski seconded and the motion carried.

III. TREASURER'S REPORT

Bob Price reported inflation continues to trend down and is at roughly 6%. He reviewed the variances as of February 28, 2023:

1. Operating Expenses - \$3,070 unfavorable to budget.
2. Washer/Dryer Income - \$6,174.
3. Clubhouse/Spa - \$272 unfavorable to budget due to the purchase of spa and pool chemicals to support Spring Break guests.
4. Landscaping/Trash - on budget and amendments for the trash services contract were executed by both parties.
5. Utilities – \$6,817 unfavorable to budget as Natural Gas was \$6,494 unfavorable to budget and Electric was \$409 unfavorable to budget. Bob Price is reviewing the gas contract and the current contract expires in September. Bob Price is working on an analysis of the volume that the Association hedges versus what the Association uses. He hopes to negotiate the gas cost down to \$3.
6. Reserve Projects – Nothing has been spent to date against the \$252,800 budget.
7. There was \$2.68 million in the bank, including \$800,000 in Operating, and \$1.88 million in the Reserve Account.

Motion: Drew Frank moved to approve the Financial Report. Willie Hoevers seconded and the motion carried.

Gary Nicholds informed the Board that March 31, 2023, will be Patty Vande Zande's last day with BPM and she is currently training her replacement, Madison Thomson, who will start April 3, 2023.

IV. FINES AND HEARINGS

There were no fines or hearings.

V. MANAGER'S REPORT

Matt Litowkin distributed his report prior to the meeting.

1. Pest Control - Matt Litowkin said there have been several comments from owners about how the pest control is being handled. He informed the owners that he is not a pest control manager, but they have been working closely with Evan at Local Pest Control. Matt Litowkin confirmed there is no official policy around pest control and he trusts Evan's professional opinion for how to handle each report. Joy Helcoski asked who handles the cost of the pest control calls and Matt Litowkin said that if the staff were to bring in the bed bugs, the Association would pay for the mitigation. Richard Garcia said that there is no way to pinpoint who brought in the bed bugs so the Association continues to pay for the mitigation and invoices. Matt Litowkin said Evan at Local Pest Control said that bed bugs continue to be an ongoing issue in the Dillon Valley area. Richard Garcia said that only the owners who have an infestation are being contacted.

VI. DELINQUENCY REPORT

Bob Price shared that \$1,900 was collected from delinquent owners bringing the current outstanding Accounts Receivables to \$5,900. Out of the seven owners, one owner brought their account current and all owners have been sent statements.

VII. ARCHITECTURAL REVIEW COMMITTEE

There was nothing to report.

VIII. OLD BUSINESS

- A. *Water Leak in Building S*
Gary Nicholds said that progress is being made on the water leak in Building S and they are completing the final touches. He said the Johnson's requested the general contractor's electrician check the 220 volt outlet for the stove. Gary Nicholds has sent the invoice and he is discussing the best way to write the letter requesting payment with the attorney.
Action Item: Gary Nicholds will send the letter requesting payment once it has been written.
- B. *Water Leak in Building R*
Gary Nicholds asked if the Board received the draft letter from Lindsey Smith for the lawyer. He said there were edits made to clarify certain items including specifying that the 20' run of Pex was replaced. Ann Rathurt asked if the letter was sent to the lawyer and Gary Nicholds confirmed that it was.
- C. *Laundry Machine Contract*
This was not discussed.
- D. *Review of Trash Contract*
Bob Price shared the amount of money paid over the last 16 months for additional trash items was only \$3,900 but what he found was that the unit rate went up from \$64.73 per unit to \$68.29 per unit (5.5%) five months after the contract was started. After another five

months, there was another 5% increase to \$71.70 per unit. Bob had a meeting with Timberline to discuss the additional \$5,700 paid with no notification to the Association as well as the fuel and materials surcharge increase from 5% to 16%. Bob added they were informed in the meeting that there was going to be an additional 16% increase effective December 1, 2023. After two months of negotiation, Bob secured the \$71.70 per unit rate for the remainder of the contract and a fixed rate for the surcharges at 6%. Bob drafted the amendment and it has been signed by all parties. Bob confirmed notice has to be sent out not more than 120 days and not less than 90 days, which would be October.

Action Item: Gary Nicholds will add the October deadline to provide notice of renewing or terminating their contract with Timberline to the calendar.

E. Comcast Contract

This agenda item was not discussed.

F. Parking Regulations

A note was sent via the U.S Postal service and email informing owners about all parking regulations.

G. EV Charging Station for DVE

Bob Price said the proposal from Ascent only includes the electric that will be used at the stations and none of the equipment or software. Drew Frank asked about the return on investment. Bob Price responded that it will depend on how much the Board decides to charge for the use. Eric Nicholds suggested that a committee should be put together to discuss this in more detail. Bob Price said that he is worried about future legislation for electric vehicle chargers that could affect the Association.

Action Item: Matt Litowkin will follow up with Ascent to confirm what their proposal includes and send it to the Board to review.

Action Item: Bob Price will reach out to Ascent for information about the company they use for the charging stations.

Action Item: Bob Price and Drew Frank will serve on the Electric Vehicle Committee.

IX. NEW BUSINESS

A. Ice Buildup at Entrances to Buildings

Matt Litowkin shared that one owner has voiced concerns about the ice buildup. He said that removal of the ice buildup is an ongoing task. Richard Garcia asked if BPM has ever thought of retrofitting heat tape. Eric Nicholds said the heat tapes need gutters and the electric bill would be thousands of dollars. Drew Frank asked if the heat tape can be added to the upcoming roofing project and how the ice melt buckets are being monitored. Matt Litowkin said his team monitors the ice melt buckets as often as they can and fill them 1/3.. Richard Garcia sent an email reminding owners to use caution when entering and exiting.

Action Item: Matt Litowkin will reach out to Drew Frank to discuss buying ice melt at a lower cost.

B. Ratification of Bonus to Maintenance Personnel

Richard Garcia said he was in error having the Board vote without following proper procedure for the \$10,500 in bonuses. He asked for ratification of the vote that approved

the \$10,500 given in bonuses that included office and outside personnel. Drew Frank said that he thinks bonuses go a long way and voiced his support for using the money to ensure good employees get compensated.

Motion: Holly Holden moved to approve a \$10,500 bonus for DVE personnel for work completed in 2022. Drew Frank seconded and the motion carried.

C. *Basic Property Management Seeking Maintenance Personnel*

This item was not discussed.

D. *Parking Permits*

Willie Hoervers asked when new parking permits will be issued. Matt Litowkin was not sure how to proceed with new replacements. Gary Nicholds said they are usually replaced every two to three years. Drew Frank asked if owner specific and guest specific permits could be issued. Matt Litowkin explained they typically do not issue permits for renters if they are there for one or two nights and renters staying for only a few nights are issued a handwritten permit.

Action Item: Matt Litowkin will research the cost to replace parking permits in the spring.

X. SET NEXT MEETING DATE

The next Board Meeting will be held Monday, April 17, 2023, at 5:30 p.m.

XI. ADJOURNMENT

Motion: Holly Holden moved to adjourn the meeting at 6:43 p.m. Willie Hoervers seconded and the motion carried.

Approved By: _____ Date: _____
Board Member Signature

DILLON VALLEY EAST CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS MEETING
April 17, 2023

I. CALL TO ORDER

The meeting was called to order at 5:31 p.m. in the Basic Property Management conference room and via videoconference (*).

Board members participating were Richard Garcia, Bob Price, Holly Holden, Drew Frank*, Willie Hoervers and Lisa Watkins.

The owners participating were Donny Cryer (R301), Nikki Luse (R202), Mary Tuttle (R201) and Mary Rolandini (R302). Evan Schafer of Local Pest Control and attorney Lindsay Smith were guests at the meeting.

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

II. APPROVAL OF PREVIOUS MEETING MINUTES

Motion: Holly Holden moved to approve the March 20, 2023; Board Meeting minutes as presented. Willie Hoervers seconded, and the motion carried.

III. TREASURER'S REPORT

Bob Price reported that inflation continues to trend down and is at 5%. He reviewed the variances as of March 31, 2023:

1. Operating Expenses - \$65,580 unfavorable to budget for the month and \$88,912 unfavorable to budget year-to-date due to insurance-related transactions that were moved to Reserves after the generation of the report.
2. Washer/Dryer Income - \$800 unfavorable to budget.
3. Clubhouse/Kitchen - \$276 unfavorable to budget. Some expenses were miscoded and will be transferred to Pool/Spa.
4. Landscaping/Trash - on budget.
5. Repairs & Maintenance – Boilers were \$2,829 unfavorable to budget, Loader Repairs was \$1,274 unfavorable to budget, Fuel was \$391 unfavorable to budget and Insurance Claims (moved to Reserve) was \$54,233 unfavorable to budget.
6. Utilities – \$5,754 unfavorable to budget. Natural Gas was \$4,333 unfavorable on the budget and Water & Sewer was \$1,384 unfavorable on budget.
7. There is \$2.79 million in the bank as of April 30; \$874,000 in Operating, and \$1.915 million in the Reserve Account.

For more than one year while natural gas averaged over \$7/MMBtu, DVE's locked rate was \$5/MMBtu. It is now below the \$5 mark. Bob Price asked the supplier about pricing for a new contract effective May 1st to blend and extend the supply contract through October 31, 2024, or for continuing under the existing contract until it expires October 31, 2023 and then contracting through October 31, 2024, Natural gas futures for 2023 and 2024 are averaging around \$2. For the first option, the cost would be \$4.50/MMBtu and the second option would be \$4.11/MMBtu. The purpose is not to beat the market, but to

provide stability for budgeting purposes. Without a locked rate, there would be significant fluctuation throughout the year.

The \$216 Reserve expense was moved from Manager's Unit Repair to Contingency. There have not been any other Reserve expenses.

Motion: Drew Frank moved to approve the Financial Report. Lisa Watkins seconded, and the motion carried.

IV. FINES AND HEARINGS

There were no fines or hearings.

V. MANAGER'S REPORT

Matt Litowkin distributed his report prior to the meeting. He is starting to line up contractors for the Reserve projects. A replacement has been hired and is in training. He lives on property. His name is Evinor Romero.

VI. DELINQUENCY REPORT

Bob Price stated that \$6,600 was collected from delinquent owners bringing the current outstanding Accounts Receivables to \$1,703. Out of the five owners, three owners brought their account current.

VII. ARCHITECTURAL REVIEW COMMITTEE

There was nothing to report.

VIII. OLD BUSINESS

A. Water Leak in Building S

A demand letter should be sent by the attorney this week. Elliot Singer, the legal representative for the unit owners, is communicating with the Association attorney.

B. Water Leak in Building R

The owner will be responsible for all maintenance in the unit.

C. Contract Term Review

1. CSC Service Works - \$20,000. The contract term is 7/18/2018 – 7/17/2025, cancellation requires 6 – 12 months' notice and the last day for cancellation notice is 1/17/25. The Board should discuss this contract in September 2024.
2. Timberline - \$100,000. The contract term is 8/1/21 – 7/31/24, cancellation requires 90 – 120 days' notice and the last day for cancellation notice is 5/1/24. The Board should discuss this contract in January 2024.
3. Xfinity - \$200,000. The contract term is 12/1/21 – 11/30/25, cancellation requires 60 days' notice and the last day for cancellation notice is 9/30/25. The Board should discuss this contract in July 2025.
4. Encore Energy - \$225,000. The contract term is 11/1/21 – 10/31/23, it can be terminated, and no notice is required. The Board should discuss this contract as needed.

5. Basic Property Management - \$507,000. The contract term is 1/1/15 – 12/31/23, cancellation requires three months' notice, the last day for cancellation is 10/1/23 and the Board should discuss this contract in July 2023.

Allman Painting should be added to the list. Bob Price suggested a Board member serve as the contract manager with BPM.

D. EV Charging Station for DVE

Bob Price explained that the reason for pursuing EV chargers is the government has proposed initiatives that indicate a huge mandate on the percentage of EVs by 2032. Currently, there are federal, state, and local incentives. It would also signal DVE's support for the environment, make living/buying in DVE more attractive, create a new revenue source, demonstrate a proactive approach to the homeowners and pre-empt questions at the Annual Meeting. Owners should be made aware that installing EV charges at individual condominiums/buildings is not an option.

Completed steps included introducing the project and gauging Board interest and obtaining Board approval to research and obtain cost data. Next steps will be to present sample preliminary cost data, engage the Board in brainstorming on other factors to consider including location, workload for staff (installation and recurring), enforcement of time in space, advertising for public use to increase ROI, additional lighting for security and signage/parking space painting. Matt Litowkin commented that the chargers should be near the Clubhouse. Potential impacts include use of parking spaces, snow removal and the need for a new breaker box at the Clubhouse.

The Board will discuss all other factors at the May meeting, put forth a motion to decide on the next actions to be taken and vote on the motion. If it is agreed to move forward, one or two more proposals should be solicited, a recommendation presented to the Board for approval and a checklist developed for the installation plan. There was a suggestion to develop an estimate of how much usage there will be.

The estimated cost is \$35,947 for three dual port Level 2 chargers, plus \$1,200/year for maintenance. Colorado's "Charge Forward Program" offers grants that could cover 80% - 90% of the cost. Drew Frank said the grant offers a \$9,000 maximum per station up to \$150,000 of total compensation if DVE is awarded the grant.

As for income from EV charging, DVE would be able to set and change pricing based on market and profit objectives.

IX. NEW BUSINESS

- A. *Ice Buildup at Entrances to Buildings*
The ice is now melting.

- B. *Parking Permits*
The board will discuss next month the matter of obtaining and issuing new parking passes.

Action Item: Matt Litowkin will obtain a bid to print 900 – 1,000 plastic tags.

C. *Bed Bug Policy*

Legal counsel has drafted a policy. It was noted that in Section 3, all references to “Board” should be changed to “Community Manager” throughout. Legal counsel will make changes to the draft policy.

For the current issue in building R, remediation will be paid for by the Association. R102 is now vacant. Evan Schaefer of Local Pest Control recommends that the unit sit empty for about 30 days but since the unit has been treated within the past six weeks, it may be possible to reduce that time to 20 days after the cleaning and chemical treatment. The entire stack will be treated, and the treatment can be started as soon as the unit is cleaned.

Action Item: Matt Litowkin will speak with the owner of R102 tomorrow.

All DVE Owners are asked to report any suspected infestation to management. If there is a report of bed bugs, Matt Litowkin will inspect the unit and bring in the exterminator to start remediation. The procedure will be the same for owners of neighboring units, which will also be inspected. An insect infestation report will be sent to the owner of the unit where the infestation is believed to have originated. The Association will have the authority to enter units to inspect if necessary.

There was a question about the Association being proactive about enforcing unit occupancy limits. Richard Garcia said that would be an invasion of privacy. Neighbors can report excessive occupancy to the Summit County Health Department, but the Association does not have any method of enforcement.

X. SET NEXT MEETING DATE

The next Board Meeting will be on May 15, 2023, at 5:30 p.m.

XI. ADJOURNMENT

Motion: Richard Garcia moved to adjourn the meeting at 6:54 p.m.

Approved By: _____ Date: _____
Board Member Signature

**DILLON VALLEY EAST CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS MEETING
May 15, 2023**

I. CALL TO ORDER

The meeting was called to order at 5:30 p.m. by Richard Garcia in the Basic Property Management conference room and via videoconference (*).

Board members participating were Richard Garcia, Bob Price*, Holly Holden, Drew Frank*, Willie Hoevers and Lisa Watkins.

The owners participating were Jeremy Uhlenbrock (U302), Donny Cryer (R301) and Nico Cruz (S304).

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 April 17, 2023 Board Meeting minutes as presented. Holly Holden seconded, and the motion carried.

III. OWNER COMMENTS

Jeremy Uhlenbrock said he slipped and fell on ice in front of his building entrance in March. There was significant ice accumulation due to drainage from the roof. He suggested some type of drainage management such as gutters and heat tape. Eric Nicholds responded that gutters and heat tape were considered for all buildings, but it would be extremely expensive to purchase, install and maintain and there would be an ongoing cost for the electricity. There would also have to be an area to drain the water. Bob Price suggested getting bids for gutters and heat tape when the roofs are replaced in about two years. Jeremy Uhlenbrock volunteered to assist with obtaining bids. **Action Item:** Matt Litowkin will ask Turner Morris for a per building bid for gutters and heat tape when they conduct the annual roof inspection.

Donny Cryer described a leak from the roof that occurred into his unit. Mold developed, which he has remediated. There have not been additional issues since the snow melted but it may reoccur next spring. He suggested caulking or flashing. Matt Litowkin said a contractor was on the roof twice and took photos. He could not determine the source and suggested it could have been moisture in the unit. Donny would also like an update on the bedbug situation and noted there is still furniture in R102.

Nico Cruz said there are \$25,000 - \$75,000 grants available for associations for waste reduction from Strong Futures, and the organization focuses on underserved population. He shared the link (<content/uploads/2023/04/strong-Future-Grants-RFA.pdf>) and volunteered to participate in the grant process.

IV. TREASURER'S REPORT

Bob Price reported that inflation continues to trend down and is at roughly 4.9%. He reviewed the variances as of April 30, 2023:

1. Operating Expenses - \$14,835 unfavorable to budget for the month and \$20,873 unfavorable to budget year-to-date.
2. Washer/Dryer Income - \$2,700 unfavorable to budget due to not receiving any payment from the vendor for the month.
3. Clubhouse/Pool & Spa - \$270 unfavorable to budget.
4. Landscaping/Trash – This expense has been moved to Utilities.
5. Repairs & Maintenance – Boiler Repairs was \$6,200 unfavorable to budget,
6. Utilities – Natural Gas was \$4,890 unfavorable to budget; Trash Removal was \$1,950 favorable to budget and Cable & Internet was \$16,800 favorable to budget due to timing.

There is \$2.67 million in the bank, including \$752,000 in Operating, and \$1,917 million in the Reserve Account.

Motion: Lisa Watkins moved to approve the Financial Report. Holly Holden seconded, and the motion carried.

Bob Price noted that the new tax valuations are significantly higher, and taxes could come close to doubling. The appraisal date for 2023 was June 30, 2022, when real estate prices were at their peak. Values increased significantly for all unit sizes. The deadline for owners to file an appeal is June 8, 2023. Looking ahead, homeowner pressures include increased credit card debt, higher credit card interest rates, inflation and taxes. He anticipates there could be higher delinquencies in 2024 and this should be considered in the budgeting process.

V. FINES AND HEARINGS

There were no fines or hearings.

VI. MANAGER'S REPORT

Matt Litowkin distributed his report prior to the meeting. The following items were reported:

1. P104 had several incidents when the bathroom sink drain backed up. It was determined that the occupants were the cause of the problem, and the owner should be responsible for the remediation cost.
2. BB103 had a kitchen sink backup. Ace Sewer and Drain used a camera to investigate the drainpipe and discovered a cracked drainpipe under the condominium floor. The pipe will be replaced.
3. There is a little slope under the hot tub in the clubhouse, which is causing water to pool. Matt does not believe there is a leak in the hot tub.

VII. DELINQUENCY REPORT

Bob Price stated that there was \$1,664 collected in April and the current balance is \$6,637. One account came current but five new units were added, three of which have a balance over \$1,000.

VIII. ARCHITECTURAL REVIEW COMMITTEE

There was nothing to report.

IX. OLD BUSINESS

- A. *Water Leak in Building S*
Gary Nicholds contacted the attorney last week. He has not heard back from the owners.
- B. *Water Leak in Building R*
This agenda item was discussed during Owner Comments.
- C. *Electrical Vehicle Charging Stations*
Bob Price said there is not much more he and Drew Frank can do until the Board decides to move forward with this project.
- D. *Pest Policy*
Motion: Lisa Watkins moved to approve the Pest Policy. Willie Hoervers seconded, and the motion carried.

X. NEW BUSINESS

- A. *Police Incident*
A drunk driver hit two cars in the parking lot of Willie Hoever’s building. The driver was caught due to footage from his camera in the parking lot.
- B. *Painting*
Bob Price asked if Allman Painting was raising the price this year. Matt Litowkin spoke to the owner of Allman Painting last week and confirmed the price increase will take effect in 2024. Bob Price said the 2023 price is \$41,800 plus \$3,188 for a total of \$44,988. There is \$45,800 approved in the budget. Allman’s new three (3) year proposal has pricing going up 15% for 2024 and 5% each 2025 and 2026. He was not inclined to agree to the terms. He felt it should be challenged and additional bids should be obtained for next year.
Action Item: Eric Nicholds will solicit additional bids for year 2024.
Action Item: Gary Nicholds will ask Allman Painting about the large increase for next year.

XI. SET NEXT MEETING DATE

The next Board Meeting will be held on June 19, 2023, at 5:30 p.m.

XII. ADJOURNMENT

Motion: Willie Hoervers moved to adjourn the meeting at 7:05 p.m.

Approved By: _____ Date: _____
Board Member Signature

**DILLON VALLEY EAST CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS MEETING
June 19, 2023**

I. CALL TO ORDER

The meeting was called to order at 5:34 p.m. in the Basic Property Management conference room and via videoconference (*).

Board members participating were Richard Garcia, Bob Price*, Holly Holden, Joyleen Helcoski, Willie Hoevers and Lisa Watkins.

Owner Donny Cryer (R301) was a guest at the meeting.

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

II. APPROVAL OF PREVIOUS MEETING MINUTES

Motion: Lisa Watkins moved to approve the May 15, 2023 Board Meeting minutes as presented. Joyleen Helcoski seconded, and the motion carried.

III. OWNER COMMENTS

Donny Cryer said he spoke with his tenants recently and the bed bug situation has been much better in the past few weeks. Richard Garcia confirmed that the issues appear to have been resolved.

Donny Cryer said Section 3.i. of the Bedbug Policy was not clear regarding owner responsibilities.

Action Item: Richard Garcia will contact the person who drafted the policy to request clarification.

IV. TREASURER'S REPORT

Bob Price reported that inflation continues to trend down and was at 4% in May, mainly due to lower energy prices. He reviewed the variances as of May 31, 2023:

1. Operating Expenses - \$11,136 favorable to budget for the month and \$9,737 unfavorable to budget year-to-date.
2. Washer/Dryer Income - \$3,972 unfavorable to budget year-to-date.
3. Insurance - \$5,262 favorable to budget due to timing.
4. Landscaping - \$1,600 unfavorable to budget due to summer grounds maintenance.
5. Repairs & Maintenance – \$2,872 favorable to budget.
Utilities – Electricity was \$850 favorable to budget, Natural Gas was \$479 favorable to budget and Trash Removal was \$895 favorable to budget. The natural gas rate was about \$2.30/MMBTU as of June 8, 2023.

The balances were \$775,000 in Operating and \$1.940 million in Reserves.

The Reserve expenses were \$26,630 for the damage claim, \$72 for the playground and \$2,277 for sewer/water lines. The building painting and hallway carpet replacement have started.

Motion: Lisa Watkins moved to approve the Financial Report. Joyleen Helcoski seconded, and the motion carried.

V. FINES AND HEARINGS

There were no fines or hearings.

VI. MANAGER'S REPORT

Matt Litowkin distributed his report prior to the meeting. The following items were discussed:

1. Overtime – There were 20 hours of overtime due to leaks.
2. Vent Pipe – Matt Litowkin had to drive to Eagle to obtain the pipe supplies needed to resolve deficiencies from the boiler inspection. There is now some extra pipe being kept in inventory.
3. Men's Bathroom – A corroded pipe under a urinal was replaced.
4. Sewer Line – The line has been repaired. The two outstanding items are the invoices from Ace Sewer and Drain for pipe replacement and for the flooring.

VII. DELINQUENCY REPORT

Bob Price stated that there was a spike in delinquencies in May. Only four owners have balances over \$1,000 and eight have balances of \$500 - \$999. New tracking alerts have been implemented.

VIII. ARCHITECTURAL REVIEW COMMITTEE

An owner requested approval to install a beige patio door. The project was approved.

IX. OLD BUSINESS

A. *Electrical Vehicle Charging Stations*

Drew Frank sent a memo regarding potential future legal changes. Richard Garcia will ask attorney Lindsay Smith for a summary of the Act.

X. NEW BUSINESS

A. *Community Garden*

Holly Holden reported that there is one unoccupied space. She deactivated the drip lines.

XI. SET NEXT MEETING DATE

The next Board Meeting will be held on July 17, 2023, at 5:30 p.m.

XII. ADJOURNMENT

Motion: Richard Garcia moved to adjourn the meeting at 6:04 p.m.

Approved By: _____ Date: _____
Board Member Signature

DILLON VALLEY EAST CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS MEETING
July 17, 2023

I. CALL TO ORDER

The meeting was called to order at 5:31 p.m. via videoconference.

Board members participating were Richard Garcia, Bob Price, Holly Holden, Joyleen Helcoski and Drew Frank.

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

II. APPROVAL OF PREVIOUS MEETING MINUTES

Motion: Drew Frank moved to approve the June 19, 2023 Board Meeting minutes as presented. Bob Price seconded and the motion carried.

III. OWNER COMMENTS

There were no owner comments.

IV. TREASURER'S REPORT

Bob Price reported that inflation continues to trend down and was at 2.97% in June. He reviewed the variances as of June 30, 2023:

1. Operating Expenses - \$13,008 favorable to budget for the month and \$23,246 unfavorable to budget year-to-date.
2. Income - \$2,400 unfavorable to budget for the month and \$2,800 unfavorable year-to-date due to lack of Washer/Dryer Income. Matt Litowkin said CSC has changed their technology to eliminate payment using regular credit cards. They have added instructional signage.
3. Insurance - \$19,946 unfavorable to budget for the month and \$4,800 unfavorable to budget year-to-date due to billing adjustment.
4. Repairs & Maintenance – \$625 unfavorable to budget for the month and \$7,100 unfavorable to budget year-to-date due to boiler repairs, pest control and loader repairs.
5. Administration – unfavorable to budget year-to-date due to staff bonuses.
6. Utilities – \$11,000 unfavorable to budget year-to-date. Natural Gas was \$5,900 favorable to budget for the month and \$13,400 unfavorable to budget year-to-date. Trash Removal was \$990 favorable to budget for the month and \$2,400 favorable to budget year-to-date. Water/Sewer was \$1,550 unfavorable to budget for the month and \$2,900 unfavorable to budget year-to-date. Bob Price has requested bids for locking 50% and 100% of natural gas usage for next winter/spring.

The balances were \$846,000 in Operating and \$1.929 million in Reserves.

The Reserve expenses totaled \$35,783 for the hallway carpet (\$33,524), major damage claims (\$26,630), playground (\$72) and sewer/water lines (\$4,370). A-Peak will be providing a bid to replace the A Building parking lot asphalt.

The building painting has been completed for five buildings. They did a great job and there was no overspray. Bob Price asked if bids were obtained for next year's painting. Eric Nicholds approached Great Divide Painting but they were not interested. Matt Litowkin received proposals from Allman Painting and Empire Painting, which was about double the Allman Painting bid.

It was noted that there should be a separate line item for staff bonuses in the next budget.

Motion: Holly Holden moved to approve the Financial Report. Joyleen Helcoski seconded and the motion carried.

V. FINES AND HEARINGS

There were no fines or hearings.

VI. MANAGER'S REPORT

Matt Litowkin distributed his report prior to the meeting. The following items were discussed:

1. Blue Overflow Hose – The drywell in the Clubhouse has a hose that drains the water near to the side of the basketball court. When it is dry, the overflow hose is sometimes spread over the lawn.
2. Drainage – Matt Litowkin toured the property and did not identify any drainage issues.

VII. DELINQUENCY REPORT

Bob Price reported that \$8,832 was collected in June. Four owners came current, four owners have balances over \$1,000, eight owners have balances of \$500 - \$999 and two owners have balances of \$499 or less.

VIII. ARCHITECTURAL REVIEW COMMITTEE

An owner in O Building would like to install a floating wood deck in place of the concrete patio. The owner would remove the concrete patio. It will be on common area so if permitted, the owner would need to sign an agreement to accept responsibility for maintenance of the wood deck and to accept liability for the concrete removal. Bob Price was concerned about the lack of uniformity.

Action Item: Matt Litowkin will follow up with the owner, request more detail and ask the owner to submit a written application.

Action Item: Richard Garcia and Gary Nicholds will review the governing documents to clarify responsibility for limited common areas.

IX. OLD BUSINESS

- A. *Electrical Vehicle Charging Stations*
Attorney Lindsay Smith will be sending a template for a policy for Board review.

X. NEW BUSINESS

- A. *Management Contract*
Gary Nicholds said the management agreement has been reviewed and modernized by the associations attorney. Administrative services (accounting, maintenance and contracted services) were moved into an Exhibit A. The cost for hours worked outside of the contract

(late night calls) are defined in Exhibit B. Language was added regarding maximum length for Board and Annual Meetings before an additional fee is incurred. Gary would prefer a multi-year contract. There has not been an increase to the management fee for six years and he will be proposing a 5% increase for next year.

Action Item: Gary Nicholds will send a markup copy of the current Management Agreement and the new draft to the Board for review.

B. Annual Meeting

The Annual Meeting will be held on September 16, 2023 at 10:00 a.m. at the Dillon Valley East Clubhouse. The terms of Richard Garcia, Holly Holden and Bob Price will be expiring. A Nominating Committee can be established but it is not required per the new Declarations. Holly Holden will not be running for re-election, unless there are no other candidates. Bob Price is not ready to commit to running again at this time. Matt Litowkin requested direction from the Board regarding the setup and food for the meeting.

XI. SET NEXT MEETING DATE

The next Board Meeting will be held on August 21, 2023, at 5:30 p.m. at the BPM Office and via videoconference.

XII. ADJOURNMENT

Motion: Richard Garcia moved to adjourn the meeting at 6:44 p.m.

Approved By: _____ Date: _____
Board Member Signature

**DILLON VALLEY EAST CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS MEETING
August 21, 2023**

I. CALL TO ORDER

The meeting was called to order at 5:30 p.m. in the BPM Conference Room and via videoconference (*).

Board members participating were Richard Garcia, Bob Price, Holly Holden*, Joyleen Helcoski*, Willie Hoervers, Lisa Watkins and Drew Frank.

Owners Jay & Torey Ivanic (U202) and Julie Allard (D204)* were guests at the meeting.

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: Willie Hoervers moved to approve the July 17, 2023 Board Meeting minutes as presented. Lisa Watkins seconded and the motion carried.

III. OWNER COMMENTS

Torey Ivanic commented that trucks come to the property late at night and dump construction debris in the dumpster.

IV. TREASURER'S REPORT

Bob Price reported that inflation continues to trend down and was at 3.2% in July. Inflation in Denver is the highest in the country at 4.7%. He reviewed the variances as of July 31, 2023:

1. Operating Expenses - \$30,206 favorable to budget for the month and \$6,960 favorable to budget year-to-date.
2. Income - \$4,000 unfavorable to budget year-to-date. Washer/Dryer Income was \$7,300 unfavorable to budget year-to-date.
3. Insurance - \$2,000 unfavorable to budget year-to-date.
4. Repairs & Maintenance – \$3,300 favorable to budget for the month and \$3,700 unfavorable to budget year-to-date.
5. Utilities – \$12,000 favorable to budget year-to-date. Natural Gas was \$22,000 favorable to budget for the month and \$9,200 unfavorable to budget year-to-date.

The balances were \$900,000 in Operating and \$1.9 million in Reserves. Roof replacement in the next few years will impact that balance. Potential Reserve expenses in the future include \$100,000 for the playground, \$200,000 for the tennis courts and \$90,000 for parking lot and pathway asphalt. Matt Litowkin is waiting for bid for the asphalt. There was \$44,988 booked in July for painting.

Gas is now around \$3/decatherm, down from a high of over \$9/decatherm in the fall of 2022. The fixed price last year was about \$8.50/decatherm including all fees. Bob Price plans to lock the rate for 50% of usage for the coming year.

Motion: Lisa Watkins moved to approve the Financial Report. Holly Holden seconded and the motion carried.

V. FINES AND HEARINGS

There were no fines or hearings.

VI. MANAGER'S REPORT

Matt Litowkin distributed his report prior to the meeting. The following items were discussed:

1. Mice – Pest control addressed a mouse problem.
2. Painting – The painting was completed on five buildings.

VII. DELINQUENCY REPORT

Bob Price reported that there were 13 delinquencies. Two units will be sent to collections pending Board approval. Three owners came current, three owners have balances over \$1,000, six owners have balances of \$500 - \$999 and one owner has a balance of \$499 or less. None of the amounts are very concerning.

VIII. ARCHITECTURAL REVIEW COMMITTEE

An owner in Building E requested permission to add a ramp with handrails to allow access for a physically challenged occupant. There would need to be a 48" x 48" landing in front of the door at the top of the ramp. Insurance would be required. The owner would be responsible for all costs for construction, plans, permits and insurance. Once completed, the Association would be responsible for maintenance since it would be on common area. The owner would be required to remove the ramp if the renter moves out. Rich Garcia said the Association is required to allow it by law. Bob Price said they should be required to submit engineering plans to the Board. The association's attorney will be asked to draft a contract after the owner notifies the association that they will proceed with the ramp.

Motion: Willie Hoevers moved to allow the owner of E203 to move forward with submission of plans for installation of a ramp for a physically challenged occupant. Drew Frank seconded and the motion carried.

IX. OLD BUSINESS

A. Electrical Vehicle Charging Stations

Lindsay Smith has sent a policy on EV Charging for the Board's consideration. The Association is required to make reasonable accommodation for EV chargers and it needs to be determined if putting in stations at the Clubhouse complies with the law. Matt Litowkin suggested one station with two bays by the laundry door.

B. Management Contract

Bob Price, Drew Franks and Lisa Watkins will work on the Management Contract and provide a draft for Board review.

C. Annual Meeting

Richard Garcia will send an email to owners to solicit Board candidates. A Nominating Committee is not required. Bob Price noted that Section 4.4 of Bylaws state that Annual Meeting notice must be sent by USPS or hand delivered.

The Annual Meeting will be held on September 16, 2023 at 10:00 a.m. at the Dillon Valley East Clubhouse in hybrid format. The terms of Richard Garcia, Holly Holden and Bob Price will be expiring. Holly Holden does not plan to run for re-election.

Action Item: Matt Litowkin will arrange for coffee, donuts and fruit.

X. NEW BUSINESS

A. Collection Policy

The association’s accountant followed the Collection Policy for notifying two delinquent owners. No response was received. The Board will discuss next steps in Executive Session.

B. Demand Letter for Building S

Gary Nicholds said a demand letter was sent. There was no response and the decision was made not to take further action. The amount involved is \$47,000. If further action is pursued, the amount could be higher than the amount involved.

Action Item: Gary Nicholds will follow up with the attorney regarding possible next steps.

C. Painting Contract

Bob Price sent back comments. In summary, three (3) alternative bids were received. Allman Painting was the low bidder but he feels the inflationary increases they proposed were out of line. He would be willing to meet with them.

Action Item: BPM will schedule a live meeting with Allman Painting, BPM and Bob Price.

D. 2024 Budget

The target date for completion of the 2024 Budget is around Thanksgiving. BPM accountant will prepare a first draft.

XI. SET NEXT MEETING DATE

The next Board Meeting will be held on September 16, 2023 after the Annual Meeting.

XII. ADJOURNMENT

Motion: Richard Garcia moved to adjourn the meeting at 6:45 p.m.

Approved By: _____ Date: _____
Board Member Signature

**DILLON VALLEY EAST CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS MEETING
September 16, 2023**

I. CALL TO ORDER

The meeting was called to order at 11:30 a.m. in the Dillon Valley East Clubhouse.

Board members participating were Richard Garcia, Willie Hoevers, Lisa Watkin, Drew Frank and Sarah Olson.

Representing Basic Property Management (BPM) were Gary Nicholds, Eric Nicholds and Matt Litowkin. Bob Price was a guest at the meeting. Erika Krainz of Summit Management Resources transcribed the minutes from recording.

II. WELCOME NEW BOARD MEMBERS

Richard Garcia welcomed the new Board members and reviewed the meeting schedule.

III. ELECTION OF BOARD OFFICERS

Motion: Lisa Watkins moved to nominate Richard Garcia for President. Drew Frank seconded and the motion carried.

Motion: Drew Frank moved to nominate himself for Vice President. Lisa Watkins seconded and the motion carried.

Motion: Richard Garcia moved to nominate Joy Helcoski for Secretary. Drew Frank seconded and the motion carried.

IV. SELECTION OF COMMITTEES

Motion: Lisa Watkins moved to nominate herself for the Architectural Review Committee. Drew Frank seconded and the motion carried.

V. APPROVAL OF PREVIOUS MEETING MINUTES

Motion: Drew Frank moved to approve the August 21, 2023 Board Meeting minutes as presented. Lisa Watkins seconded and the motion carried.

VI. TREASURER'S REPORT

Bob Price had a question regarding the insurance coverage. Gary Nicholds said the policy was initially only renewed for six months and there was a \$20,000 increase to the second installment payment. Natural gas was favorable to budget. The rate has been locked for one year for 50% of usage. Washer/dryer income was \$7,000 unfavorable to budget. The only Reserve expense was \$87 for a new swing.

Motion: Drew Frank moved to approve the Treasurer's Report. Lisa Watkins seconded and the motion carried.

VII. FINES & HEARINGS

There were no fines or hearings.

VIII. MANAGER'S REPORT

Matt Litowkin distributed his report prior to the meeting.

IX. ARCHITECTURAL REVIEW COMMITTEE

There was no report.

X. OLD BUSINESS

A. Electrical Vehicle Charging Stations

Waiting to hear back from Lindsay Smith regarding if the EV stations at the Clubhouse meet the legal requirements.

B. Management Contract

There are a couple of decisions to be made. Gary Nicholds reduced the management fee increase from 7% to 6% for the first two years of the contract. The escalation formula going forward will be 1% annually or the CPI for the Western Region, whichever is greater. The contract term is three-years with the first two years fixed, and then three one-year term renewals. Clauses were added that BPM will not do any maintenance that requires a governmental license or certification and to allow BPM the right to bill for monthly meetings over 1.5 hours or Annual Meetings over four hours from set-up to breakdown.

Allman Painting reduced the base contract price by \$900 and agreed to a similar escalation for the second and third years for materials based on CPI.

C. Ramp Request for Mobility Impaired at Building E

The ramp requirements were sent to the owner who made the request and there has not been any response.

XI. NEW BUSINESS

A. Establish a Budget Committee & Budget Committee Meetings

Drew Frank requested scheduling the meetings during lunch hour.

B. Parking

Lisa Watkins said there have been occasions when her assigned spot is taken and there are no other available spots. She suggested having a staff member work a split shift so they could sticker cars that are improperly parked in the evening. There was discussion of enforcement tools, such as a locking mechanism to prevent parking in owner spots and booting.

Action Item: Gary Nicholds will check with the attorney regarding the enforcement options.

XII. EXECUTIVE SESSION

Motion: Drew Frank moved to convene an Executive Session at 12:20 p.m. to discuss an owner delinquency. Sarah Olson seconded and the motion carried. The Board reconvened Regular Session at 12:22 p.m.

Motion: Drew Frank moved to send the delinquent owner account to collections. Lisa Watkins seconded and the motion carried.

XIII. ADJOURNMENT

Motion: Richard Garcia moved to adjourn at 12:22 p.m.

Approved By: _____ Date: _____
Board Member Signature

**DILLON VALLEY EAST CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS MEETING
October 16, 2023**

I. CALL TO ORDER

The meeting was called to order at 5:30 p.m. in the Basic Property Management conference room and via videoconference (*).

Board members participating were Richard Garcia, Willie Hoervers*, Lisa Watkins, Joyleen Helcoski*, Tammy Ramsay and Sarah Olson.

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: Lisa Watkins moved to approve the September 16, 2023 Board Meeting minutes as presented. Sarah Olson seconded and the motion carried.

III. TREASURER'S REPORT

Gary Nicholds reported that as of September 30, 2023, Operating Cash was 491,199 and Reserve Cash was \$2,312,215 for Total Cash of \$2,803,414. There was an overall surplus of \$148,138. There was an Operating deficit of \$6,182 and a Reserve surplus of \$154,320.

Motion: Lisa Watkins moved to approve the Treasurer's Report. Tammy Ramsay seconded and the motion carried.

IV. FINES & HEARINGS

There were no fines or hearings.

V. MANAGER'S REPORT

Matt Litowkin distributed his report prior to the meeting. Lisa Watkins asked about the water leak. Matt Litowkin notified the Water Department and they took care of the repair. Since the leak occurred in one of their lines, there was no expense for DVE.

VI. ARCHITECTURAL REVIEW COMMITTEE

There was no report.

VII. BUDGET COMMITTEE

There was no report.

VIII. OLD BUSINESS

A. *Electrical Vehicle Charging Stations*

A letter was received from a friend of Sarah Olson. She suggested adding 240 volt outlets on the outside building walls as an alternative to charging stations.

Action Item: Richard Garcia will forward the letter to the Board.

- B. *Ramp Request for Mobility Impaired at Building E*
The ramp requirements were sent to the owner who made the request and there has not been any response.

IX. NEW BUSINESS

- A. *Previous Year Operating Surplus*
Motion: Lisa Watkins moved to transfer \$640,863 in retained earnings from the prior year to Reserves. Tammy Ramsay seconded and the motion carried.
- B. *Owner Letter Regarding the Clubhouse*
An owner submitted a letter commenting that the Manager’s space is cramped and the furniture is old. She felt the office should be updated.
Action Item: Richard Garcia will respond and ask the owner to serve on a committee to provide a proposal.
- C. *Leak Damage*
A leak in a third floor unit damaged a second floor unit. The owner of the third floor unit indicated their insurance would not cover the cost for the damage to the lower unit. The owner of the second floor unit was advised to contact their insurance company or to consider legal action.
- D. *Policies*
The Delinquency, Conduct of Meetings and Enforcement of Covenants Policies have been signed.
- E. *Parking*
Lisa Watkins said there is a unit parking eight vehicles in the lot. She suggested posting signage indicating only two vehicles are allowed per unit.

X. NEXT BOARD MEETING

The next Board Meeting was scheduled for November 13, 2023 at 5:30 p.m. The Board dinner will be Monday, December 11, 2023 at Tavern West in Frisco.

XI. EXECUTIVE SESSION

The Board convened Executive Session at 6:11 p.m. to discuss owner delinquencies and the Management Contract and reconvened Regular Session at 6:20 p.m.

Motion: Sarah Olson moved to send owners #1, #2, #6 and #7 on the list to collections. Lisa Watkins seconded and the motion carried.

Motion: Lisa Watkins moved to approve the BPM Management Contract for a three-year term effective January 1, 2024. Tammy Ramsay seconded and the motion carried.

XII. ADJOURNMENT

Motion: Richard Garcia moved to adjourn at 6:22 p.m.

Approved By: _____ Date: _____
Board Member Signature

DILLON VALLEY EAST CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS MEETING
November 13, 2023

I. CALL TO ORDER

The meeting was called to order at 5:30 p.m. in the Basic Property Management conference room and via videoconference (*).

Board members participating were Richard Garcia*, Willie Hoevers, Lisa Watkins, Joyleen Helcoski, Drew Frank* and Sarah Olson.

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

II. APPROVAL OF PREVIOUS MEETING MINUTES

Motion: Drew Frank moved to approve the October 16, 2023 Board Meeting minutes as presented. Willie Hoevers seconded and the motion carried.

III. TREASURER'S REPORT

A. Year-to-Date

Madison Tomson reported that as of October 31, 2023, Operating Cash was \$423,000 and Reserve Cash was \$2.3 million for Total Cash of \$2.762 million. There was an Operating Surplus of \$562 and a Reserve surplus of \$180,780.

Motion: Joy Helcoski moved to approve the Treasurer's Report. Lisa Watkins seconded and the motion carried.

B. 2024 Budget

Madison Tomson reported that Operating Expenses increased 9% and the overall increase was 8.4% including Reserves, mainly due to increases to Management Fee (6%), Cable TV (5%), Water & Sewer (5%) and Insurance (120%). There was a small increase to the Reserve contribution. Budgeted Reserve projects include the playground, parking lot repairs, EV chargers and pool deck resurfacing.

There was discussion about options to reduce the insurance expense, such as increasing the deductible. The policy renews on November 15th. The total premium is \$245,699.

Action Item: The Board will review the proposed 2024 Budget and reconvene no later than Tuesday of next week based on Board availability.

Action Item: Gary Nicholds will ask Steve DeRaddo if the approval of the renewal can be postponed by about one week.

Motion: Joy Helcoski moved to accept the insurance renewal at a cost not to exceed \$245,699, if it cannot be postponed. Willie Hoevers seconded and the motion carried.

IV. FINES & HEARINGS

There were no fines or hearings.

V. MANAGER'S REPORT

Matt Litowkin distributed his report prior to the meeting. Joyleen Helcoski asked about the status of the bedbug issue in Q Building. Matt Litowkin said the unit owner is working with the pest control company.

VI. ARCHITECTURAL REVIEW COMMITTEE

There was no report.

VII. BUDGET COMMITTEE

This agenda item was discussed under Section III.B.

VIII. OLD BUSINESS

A. Electrical Vehicle Charging Stations

Drew Frank said the charging station could be a source of revenue and should be pursued. Bids have been obtained.

Action Item: Drew Frank will work with Matt Litowkin to identify the best locations and present a proposal to the Board.

B. Letter from Owner Regarding the Clubhouse

Rich Garcia sent the owner a letter regarding the Clubhouse. He has not received a response.

IX. NEW BUSINESS

A. Parking Enforcement

Brad Rush of Summit Parking/J&H Mountain Services reviewed their parking management program. They offer two levels of assistance. The first is parking management via patrols, putting stickers on vehicles and booting and the second includes a towing operation with a separate contract. The basic cost is \$1/month for each contract. They collect their reimbursement through fines and fees. They patrol from 4:30 p.m. – 11:30 p.m. Monday through Wednesday, Friday and Saturday. They can tailor their program to target problem areas. Owners can call to report parking issues but must prove that they live in the building and sign an authorization form for vehicles to be towed. Signage must be posted at all entrances and in the lots.

Action Item: Gary Nicholds will send the contract to the Board and attorney for review.

B. Pool Resurfacing

Drew Frank said the pool resurfacing was added back into the budget at a higher cost and needs to be done. Matt Litowkin has located a vendor who is supposed to be on site this week to provide a bid.

X. NEXT BOARD MEETING

The Board dinner will be Monday, December 11, 2023 at Tavern West in Frisco at 5:30 p.m.

XI. ADJOURNMENT

Motion: Rich Garcia moved to adjourn at 6:45 p.m.

Approved By: _____ Date: _____
Board Member Signature

**DILLON VALLEY EAST CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS MEETING
December 18, 2023**

I. CALL TO ORDER

The meeting was called to order at 6:15 p.m. at Tavern West in Frisco

The board members participating were Richard Garcia*, Willie Hoevers, Joyleen Helcoski, Drew Frank* and Sarah Olson.

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

II. Committee Reports

There were no committee reports.

IV. FINES & HEARINGS

There were no fines or hearings.

V. MANAGER'S REPORT

There was no report.

VI. ARCHITECTURAL REVIEW COMMITTEE

There was no report.

VII. BUDGET COMMITTEE

This agenda item was discussed under Section III.B.

VIII. OLD BUSINESS

A. No old business was discussed.

IX. NEW BUSINESS

A. There was no new business.

X. NEXT BOARD MEETING

The Board dinner will be Monday, January 25, 2024, at 5:30 p.m.

XI. ADJOURNMENT

Motion: Rich Garcia moved to adjourn at 6:25 p.m.

Approved By: _____ Date: _____
Board Member Signature