

**DILLON VALLEY EAST CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS' MEETING
September 20, 2025**

I. CALL TO ORDER

The meeting was called to order at 1:00 p.m. in the Dillon Valley East Clubhouse and via videoconference (*).

Board members present were:

Richard Garcia, President, T106

Joy Helcoski, Secretary, B106

Sarah Olson, Member, R305

Tammy Ramsey, G101/N105/P303/Z304*

Bob Price, Treasurer, G305

Willie Hoevers, Member, J206

Adrienne Isaac, Member, Y206*

With seven Board members present, a quorum was confirmed.

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

II. APPROVAL OF PREVIOUS BOARD MEETING MINUTES

Motion: Bob Price moved to approve the August 18, 2025, Board of Directors Meeting minutes as presented. Joy Helcoski seconded and the motion carried.

III. TREASURER'S REPORT

Bob Price presented the Treasurer's Report during the Annual Meeting.

IV. FINES & HEARINGS

There were no fines or hearings.

V. MANAGER'S REPORT

Matt Litowkin distributed his report prior to the meeting and noted that there have been many leaks recently.

VI. ARCHITECTURAL REVIEW COMMITTEE

Sarah Olson stated that there have not been any new applications for review.

VII. OLD BUSINESS

A. Insurance

Gary Nicholds reported that the broker is pursuing coverage and he expects information within the next two to three weeks.

B. DVE Vision 2025

Bob Price noted that since the Comcast contract and storage lot issues are being addressed, the Board should begin prioritizing next projects.

Action Item: Bob Price will prepare and circulate brainstorming ideas by email.

C. *Reserve Study*

Bob Price prepared a comparison spreadsheet of the current updated Reserve Studies for the Annual Meeting. He is reconciling the information with Richard Hirschman, who drafted the Reserve Study. A revised version will be provided in mid to late October. He offered to provide a third revision at no additional cost if needed.

D. *Universal Recycling Ordinance*

Sarah Olson reported she needs a W-9 and related documentation for grant reimbursement. The \$50,000 HC3 grant is funded through a mill levy, with funds available through 2027. Timberline Disposal provided options for dumpsters. Fines for non-compliance will begin in August 2026. Resident education will be critical, as contamination in recycling bins could result in additional costs to the Association. The Board authorized Sarah Olson to sign the grant letter to secure the \$50,000 in funding.

E. *Trees Above A and B Buildings*

Gary Nicholds reported tree work will be done in the spring at a cost of approximately \$8,750. A grant application is in process for additional wildfire mitigation and tree removal (about 70 trees were identified). The Association qualifies for a 100% reimbursable grant, with results expected early next year. The property line near A Building extends beyond the retaining wall and Dillon Water District indicated they may participate in tree removal.

F. *Comcast Cable Contract*

Comcast requires a signed service agreement before beginning wiring work. The contract ends November 30, 2025. Adrienne Isaac received four new service options. The Board agreed to review the options, finalize a homeowner survey and coordinate with Neil Hensler from Comcast. The survey will include unit numbers to prevent duplicate responses and will be distributed electronically. The survey will run approximately two weeks with results by early October.

Action Item: Adrienne Isaac will circulate the survey draft for Board review before sending it to owners.

G. *Long Term Storage Lot Rate Increase*

Joy Helcoski reported on feedback received from owners, including objections to the proposed rate increases. Dillon Valley West currently charges \$900 annually. There was discussion that the original two-year phased increase might be too aggressive and the second year increase should be reconsidered.

After discussion, the Board decided to simplify the structure by increasing the current annual rates to \$240 for small spaces \$480 for large spaces, effective October 1, 2025. The Board will revisit rates next year to determine whether further adjustments are warranted.

Motion: Joy Helcoski moved to approve the new storage lot rates of \$240/year for small spaces and \$480/year for large spaces. Bob Price seconded, and the motion carried unanimously.

H. *Long Term Storage Lot Policy*

Revisions to the Storage Lot Policy were approved at the prior meeting. Joy Helcoski noted her additional proposal to eliminate renter eligibility. Matt Litowkin agreed that with

only 60 spaces and two active waitlists, owners should be prioritized. Approximately 10 owners remain on the waitlist and several existing space holders may give up their spots in response to the increased fees. Owners who relinquish their space due to the rate change should have an opportunity to reclaim them if they reconsider. Renters will not be given access to spaces while an owner waitlist exists.

I. Roofing Project

Gary Nicholds confirmed the Monroe Roofing contract has been signed. A GAF warranty inspection is scheduled.

J. Booting

Gary Nicholds reported that the HM Realty booting contract has been signed. New parking tags will need to be ordered, and communication will be sent to residents once the system is ready. Carlos Rojas will inspect the property to confirm signage and determine whether additional signs are needed.

The Board agreed that a random numbering system should be implemented so vehicles cannot be tied to specific residences.

Discussion followed about enforcement priorities. Booting should initially target abandoned, oversized and long-term vehicles that take up multiple spaces, rather than visiting guests. Owners are expected to notify management in advance when they have guests staying overnight. Violators will receive a warning before being booted.

VIII. NEW BUSINESS

A. Election Proxy Removal

Owner Jacob Lockard left the Annual Meeting with physical proxy documents, which are legally Association property. BPM requested that he return the documents, but he refused to relinquish possession. A theft report was filed with the Summit County Sheriff.

Action Item: The Board will engage legal counsel.

B. Election of Officers

Motion: Adrienne Isaac moved to retain the same Officers. Sarah Olson seconded and the motion carried unanimously.

C. Plan for Budget Session

The Board discussed holding the budget session during the December meeting.

D. Other Discussion

Gary Nicholds introduced the concept of electronic election software, which could streamline contested elections and secret ballot voting, reduce errors and simplify tabulation. The Board agreed the option merits further research before next year's meeting cycle.

IX. NEXT MEETING

The next Board of Directors meeting will take place on October 20, 2025, at 5:30 p.m.

There was discussion about moving the Annual Meeting to a weekday evening and conducting the meeting by Zoom.

Motion: Sarah Olson moved to set the 2026 Annual Meeting for Monday, September 21, 2026, at 5:30 p.m. Joy Helcoski seconded, and the motion carried unanimously.

X. ADJOURNMENT

The meeting was adjourned at 1:50 p.m.

Approved By: _____ Date: _____
Board Member Signature