

**DILLON VALLEY EAST CONDOMINIUM ASSOCIATION  
BOARD OF DIRECTORS MEETING  
January 19, 2026**

**I. CALL TO ORDER**

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

Board members present were:

Richard Garcia, President, T106  
Joy Helcoski, Secretary, B106\*  
Bob Price, Treasurer, G305\*  
Sarah Olson, Member, R305\*

Owners Hilary Papp (F201)\*, Carole Horvath (J101)\* and Pamesh Agrawal (A303/H303/N103/T104/Z204)\* were guests at the meeting.

With four 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:** Joy Helcoski moved to approve the November 17, 2025 and December 2025 Board of Directors Meeting minutes as presented. Sarah Olson seconded and the motion carried.

**Motion:** Bob Price moved to approve the December 9, 2025 Budget Ratification Meeting minutes as presented. Joy Helcoski seconded and the motion carried.

**III. TREASURER'S REPORT**

Bob Price provided the Treasurer's Report. Total cash on hand as of December 31, 2025 was approximately \$1.450 million, including approximately \$1.08 million in the Reserve account, with the remaining balance in the Operating account. December Gas expenses were \$16,100 unfavorable to budget because the November Gas bill was not paid until December. December ended approximately \$16,100 unfavorable to budget for the month.

Year-to-date, the Association ended approximately \$196,700 unfavorable, with approximately \$162,800 attributable to insurance. The remaining unfavorable variance of approximately \$34,000 represented less than 2% of the total budget. Bob Price stated that insurance relief was a major driver contributing to the small increase in monthly assessments.

**Motion:** Joy Helcoski moved to approve the Treasurer's Report. Sarah Olson seconded and the motion carried.

**IV. FINES & HEARINGS**

There were no fines or hearings.

**V. MANAGER'S REPORT**

Matt Litowkin reported that current efforts have been focused on monitoring boiler rooms, noting that while there were no concerning issues, staff has been tracking activity related to boiler

components and parts expenditures. He also reported that there have been intermittent leaks occurring in some units.

Bob Price asked about a unit that had experienced multiple ceiling leaks. Matt Litowkin responded that the owner indicated an intent to bring in a restoration company.

## **VI. ARCHITECTURAL REVIEW COMMITTEE**

Sarah Olson reported that R101 has begun installation of an approved fence.

## **VII. OWNER FORUM**

1. Pamesh Agrawal asked if there is a plan in place to address ice dams during the winter season. He expressed concern due to a prior unit leak and requested a defined action or plan.

Richard Garcia confirmed that two contractors have been contacted regarding ice mitigation for the roofs. Pricing has been obtained and the Association intends to move forward. Contractors will be required to use methods that do not damage the roofing system and must carry appropriate insurance. Ice dam mitigation will occur during the current winter season.

2. Hilary Papp asked questions regarding parking enforcement, including how to report parking violations, whether enforcement was ongoing, and if written guidance exists outlining warnings, fines, and escalation steps for tenants and owners. She did not see clear dollar amounts or enforcement steps in existing materials and requested that the process be clearly defined in writing.

Richard Garcia responded that parking enforcement is ongoing and that violations should be reported at the Clubhouse. A parking policy is currently in draft form and is expected to be finalized and distributed in the coming days. The updated policy will include dollar amounts and clearer guidance and will be communicated repeatedly to ensure awareness. Enforcement will be handled by a contractor who services multiple properties and will not be on-site on a predictable schedule.

## **VIII. OLD BUSINESS**

### *A. DVE Vision 2025*

Bob Price reviewed the Board's prior DVE Vision 2025 brainstorming efforts, which were intended to identify potential cost savings and possible revenue opportunities. Increased storage lot fees went into effect on October 1, 2025. He stated that no additional Board members had volunteered to pursue other items on the Vision 2025 list.

He has begun researching potential grants for electric vehicle charging stations and has been consulting with the Association's insurance broker regarding possible insurance implications. He also has begun preliminary review of recreational memberships for non-owners and the potential rental of Association facilities for private functions. Further information is needed, particularly related to insurance and liability considerations before any business cases will be presented to the Board.

*B. Reserve Study*

Bob Price provided an update on the Reserve Study and stated that a revised version had been prepared following Board review of the initial draft. The revised Reserve Study reflects a funded level of approximately 78.7%, which includes the recent roof expenditures. The Reserve Study includes recommendations for annual Reserve contributions based on projected asset replacement needs.

The Board increased Reserve contributions for the current budget year but did not adopt the Reserve Study recommended full funding level. Bob Price noted that the intent is to continue increasing Reserve contributions incrementally, and stated that, in his view, there is no need for the Association to reach 100% funding by a specific date.

*C. Universal Recycling Ordinance*

Matt Litowkin reported that preliminary information and pricing have been received from Timberline Disposal regarding compliance with the Universal Recycling Ordinance. The information includes contract terms, container quantities, container sizes, and related logistics. Even with available grant funding, compliance is expected to increase costs. He recommended further review before determining an appropriate start date or entering into an agreement.

Sarah Olson noted that Adrienne Isaac serves on the Board for HC3 and may be able to provide additional insight regarding the ordinance.

*D. Trees Above A and B Buildings*

Matt Litowkin reported that some tree removal has occurred and additional removals are planned pending grant approvals. Approximately 50 additional trees have been marked for removal, with further work anticipated in the spring.

*E. Parking*

Richard Garcia stated that parking enforcement signage has been ordered and implementation is underway. Enforcement is expected to generate complaints during the initial rollout period and additional discussion regarding parking enforcement will occur during Executive Session.

*F. Laundry Facilities Lease*

Bob Price provided an update regarding ongoing negotiations with the Association's laundry vendor, CSC. The vendor has proposed a revised lease that includes replacement of existing machines with brand new machines and updated cashless payment technology. Bob Price has been reviewing contract language and is awaiting a finalized version of the agreement for review. The agreement remains subject to legal review prior to execution.

*G. Comcast*

Joy Helcoski reported that the wiring upgrade required for the Comcast transition is planned for late spring once ground conditions allow, likely in May or June. Comcast has agreed to bill the Association at the reduced internet-only rate beginning January 1 while the Association continues on a month-to-month basis for cable service until the transition is completed.

Bob Price confirmed that all required documentation has been executed and that the Association is awaiting suitable conditions to proceed with installation. Comcast representatives will be available to assist owners as the transition approaches.

**IX. NEW BUSINESS**

*A. Legal Matter*

Richard Garcia reported that a court summons had been issued involving the Dillon Valley East Condominium Association and Basic Property Management. The originally scheduled court date of February 9 has been continued and the matter will now be heard sometime in March. Further discussion will occur during Executive Session.

*B. Dog Rules*

Joy Helcoski raised an issue related to dogs being off leash on the property, including a reported incident in which a dog entered a unit. She asked Matt Litowkin to confirm that BPM could address situations in which an off-leash dog is observed and the unit associated with the dog is identified. BPM cannot proactively patrol for off-leash dogs, but if an owner can identify the unit associated with a dog, BPM can address the issue directly with that owner. Joy Helcoski suggested posting reminder notices at property entrances so that owners, tenants, and renters are aware of leash requirements. She offered to prepare signage for posting.

**Action Item:** Joy Helcoski will prepare reminder signage regarding dogs being required to be on leash.

*C. Annual Bonus for BPM Staff*

This agenda item will be discussed in Executive Session.

**X. NEXT MEETING**

The next Board Meeting was scheduled for Monday, February 23, 2026 at 5:30 p.m.

**XI. EXECUTIVE SESSION**

The Board convened Executive Session at 6:23 p.m. to discuss parking, BPM bonuses, and a legal matter, and resumed Regular Session at 7:00 p.m.

**XII. ADJOURNMENT**

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

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

Date: \_\_\_\_\_