

**DILLON VALLEY EAST CONDOMINIUM ASSOCIATION  
BOARD OF MANAGERS MEETING  
January 21, 2019**

**I. CALL TO ORDER**

The meeting was called to order at 7:00 p.m. by Richard Garcia in the Dillon Valley East Clubhouse.

Board members present were Richard Garcia, Mike Kurth and Carl Henry. Lisa Watkins and Bob Price participated via teleconference.

Sky & Katrina Bristol (Y101) were guests at the meeting.

Representing Basic Property Management 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 motioned to approve the December 17, 2018 Board Meeting minutes as presented. Carl Henry seconded, and the motion carried.

**III. TREASURER'S REPORT**

*A. 2018 Year-End Operating Account Summary as of December 31, 2018*

Mike Kurth reviewed highlights of the Balance Sheet and Income Statement.

1. Total Income - \$11,729 favorable to budget.
2. Total Expenses - \$53,654 favorable to budget. Total Building Maintenance was \$38,111 favorable to budget.
3. Net Operating Income - \$64,292 net income.
4. Reserve Income - \$12,115 favorable to budget.
5. Reserve Expenses - \$116,017 favorable to budget.
6. Total Net Income - \$198,200.

**Action Item:** Mike Kurth will check the common area insurance payments to confirm all invoices were received.

**Motion:** Carl Henry motioned to accept the financial report. Lisa Watkins seconded and the motion carried.

One CD matures this month. It will not be renewed and the balance will be moved to the Schwab account.

**IV. FINES AND HEARINGS**

The Bristol's submitted a complaint about the upstairs neighbor's pet urinating on the deck, cigarette butts being thrown off the deck and the front door being propped open. Richard Garcia said the unit owner has been warned and will be fined for the next violation by the tenant.

## V. MANAGER'S REPORT

### A. *Manager's Report*

A written report was sent to the Board prior to the meeting. The Board agreed the owner who used the fire extinguisher to put out a car fire should not be charged for replacement.

### B. *Delinquency Report*

Gary Nicholds distributed a written report. The first owner on the list has been turned over to the attorney for collection.

## VI. ARCHITECTURAL REVIEW COMMITTEE

There was no report from the ARC.

## VII. OLD BUSINESS

### A. *Upgrade & Replace Clubhouse Washers & Dryers*

Matt Litowkin has been in contact with the distributor weekly. The machines still are not in. The distributor indicated the equipment should be installed by the end of the month.

**Action Item:** Matt Litowkin will post notice at the property and on the website once the installation schedule is confirmed.

## VIII. NEW BUSINESS

### A. *Change Swimming Pool Closing Time to 8:30 p.m.*

**Motion:** Carl Henry motioned to change the pool closing time to 8:30 p.m. Mike Kurth seconded and the motion carried.

### B. *Tax Return Preparation*

**Motion:** Mike Kurth motioned to hire an outside firm to prepare the 2018 tax return. Carl Henry seconded and the motion carried.

**Action Item:** Gary Nicholds will contact Stuhr & Associates in Frisco.

### C. *Building H Sewer Issues*

Matt Litowkin said the Building H sewer backed up on Sunday. He tried to clear it with his equipment but was unsuccessful. He called Ace Sewer and Drain, and they cleared the clog. Units H101, H102 and H103 had gray water damage. Mountain Pride assessed the damage in the unit and cut out carpet and pad where necessary. The line was jetted

in March and October last year. The cause of the clog appears to be grease dumped down the drain. There is also a dip in the pipe under the building slab.

**Motion:** Matt Litowkin will talk to Ace Sewer and Drain about establishing a routine maintenance plan.

*D. Staff Bonuses*

**Motion:** Mike Kurth motioned to award a \$4,000 employee bonus, or the same amount as 2018, whichever is greater. Carl Henry seconded and the motion carried.

**IX. SET NEXT MEETING DATE**

The next Board Meeting will be February 18, 2019 at 7:00 p.m. in the DVE Clubhouse.

**X. ADJOURNMENT**

**Motion:** Mike Kurth motioned to adjourn at 7:52 p.m.

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