

# Apple Glen Townhome Association, Inc.

## Board Meeting

**July 6, 2017**

A Board meeting of the Apple Glen Townhome Association, Inc. was held on July 6th, 2017, at Glenwood Springs Parks & Recreation Center, Glenwood Springs, CO 81601.

**Present from the Board of Directors were:** Pamela Whittington, President, Lisa Richards, Secretary/Treasurer, and Constance Foreman, Board Member.

**Present from Cheryl&Co Real Estate representing the Management Company were:** Lindsay Jewell, HOA Manager

### **Homeowners present were:**

1. Maria Contreras
2. Kim Doose

### CALL TO ORDER

The meeting was called to order at 6:31pm by Pamela Whittington

### ESTABLISHMENT OF QUORUM AND ROLL CALL

With three of the three board members present a quorum was met.

### PROOF OF NOTICE

Notice of the Board meeting was distributed via email to all unit owners on June 29th, 2017.

### APPOINTMENT OF RECORDING SECRETARY

Pam Whittington appointed Lindsay Jewell as recording secretary.

### APPROVAL OF AGENDA

Agenda for the meeting was presented.

- **A motion was made by Lisa Richards to accept the agenda as presented. Pamela Whittington seconded the motion and unanimously carried.**

### APPROVAL OF PRIOR BOARD MEMBERS OCTOBER MEETING MINUTES

The minutes were made available prior to the meeting for review by Board.

- **A motion was made by Lisa Richards to approve the May Board meeting minutes as presented. Pamela Whittington seconded the motion and unanimously carried.**

### FINANCIAL PERFORMANCE REVIEW

- Lisa Richards presented her year to date tracking for budget, the Association is right in line with the budgeted expense for the year. Maintenance and Landscaping are on track and the uncollected dues is minimal. There are some unplanned expenses coming up for leaking windows and siding repairs, these expenses should fit within the budgeted maintenance expenses.

## MAINTENANCE UPDATE

- Landscaping: Pam feels the services have been satisfactory. The Association has asked that the lawn care company to assist cleaning of the alleys behind the garages as well as parking lots. This will be billed at a rate of \$45.00/hours.
- Irrigation Contracts: Big Timber Irrigation resigned from their contract with Apple Glen. Multiple Irrigation companies were contracted in an attempt to locate services for the remainder of the year but most were unable to accommodate with their schedules. All Valley Services is expected to provide a bid for irrigation within the week. It is anticipated to take two hours on a weekly basis for an irrigation contract to maintain the irrigation system. The McGraths unit needs a new sprinkler head replaced after their deck was installed.
- Pest Control: No complaints have been received this year regarding pest control. The Linden trees will need soil injections to assist with aphids, that should happen within two weeks.
- Tree Trimming: Owners trimmed trees themselves to save on costs, one Linden was missed on Red Valley Dr, Lisa will coordinate the trimming.
- Diambrosio Window: A bid has been approved by Board, still waiting on contractor to confirm scheduling.
- Garage Doors: Pam feels the weather stripping needs pulled off of the garages so the doors can be repainted with new weather stripping to prevent water absorption and swelling. This should be considered for a 2018 repair project. It needs to be determined if this would be an owner or Association expense.
- Signage: A new company had to be located for the engraving of the stone, Pam located a company in Rifle to engrave the stone and selected and purchased the stone for the sign. It was decided not to include building numbers on the sign but to include the full association name. Kim Doose volunteered to help review the signage before final approval. The sign will be set this year.

## NEW BUSINESS

- Lisa provided a proposed timeline for the remainder of the year to assist with scheduling the upcoming meetings as well as the Board Member Solicitation.
- Owner Assistance: The Board feels as if we may have asked for too much assistance from our owners this year with cost saving landscaping. Instead of asking for assistance with fall clean up as normal the Association will ask the Landscaping company to take care of this.
- Noise Complaint: Kim Doose and Maria Contreras are having issues with the noise level of the neighborhood children. The children from neighboring communities are visiting Apple Glen into the evening hours and there have been problems with theft off of patios. Unfortunately there isn't much the Association is able to do regarding children in the common area as the Association is a family friendly complex. However, after hours noise level complaints can be addressed by the association through violations but does have to be reported to the Association Manager.

## ADJOURNEMENT

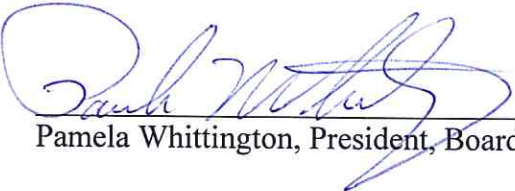
- **There being no further business to discuss, a motion was made by Pamela Whittington to adjourn the meeting. Lisa Richards seconded the motion and unanimously carried. The meeting adjourned at 7:54pm.**

Cheryl&Co Community Association Management

  
\_\_\_\_\_  
Lindsay Jewell, CAM Manager

Approved:

Apple Glen Townhomes Association, Inc.

  
\_\_\_\_\_  
Pamela Whittington, President, Board of Directors