

Apple Glen Townhome Association, Inc.

Board Meeting

May 4, 2017

A Board meeting of the Apple Glen Townhome Association, Inc. was held on May 4th, 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

CALL TO ORDER

The meeting was called to order at 6:10pm 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 April 28th, 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. Constance Foreman 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 Pamela Whittington to approve the October Board meeting minutes as presented. Constance Foreman seconded the motion and unanimously carried.**

ELECTION OF OFFICERS

This is the first Board meeting since the Owners meeting last November where Pam was relected to the Board. Officer positions were discussed.

- **A motion was made Lisa Richards to have the officer positions remain the same; Pamela Whittington, President. Lisa Richards, Secretary/Treasurer. Constance Foreman, Board Member. The motion was seconded by Connie Foreman and unanimously carried.**

FINANCIAL PERFORMANCE REVIEW

- Lisa Richards discussed the Actual vs Budget financials year to date for the association; however, did not have time to compile presentation as normally reviewed. There is a \$1,835 expense in the February financials for lawn care, there should not have been any lawn care at this time. This could potentially be a charge that was incorrectly coded. Lindsay Jewell will review the financials to determine what this charge is for.
- There was discussion that surrounded the transition of new management companies and the books to ensure that there is an actual vs. budget comparison when financials are presented by the management company. Lindsay Jewell will review and work on transitioning into this with the new bookkeeping.

MAINTENACNE UPDATE

- Summer Bark Project was discussed. Lindsay Jewell will coordinate ordering 3 pallets (65 bags/pallet) of medium bark from Lowes for owners to assist in spreading the bark. This project is scheduled for May 20th, 2017 to begin at 10:00AM, bark should be delivered between 8:00 and 9:30AM. Lindsay will also work on an owner communication to send to owners to notify of time and project.
- Connie Foreman will keep an eye on the bushes between her unit and the Velasquez unit to determine if the bushes need to be removed or if they will survive.
- Michelle James at 832B was approved to remove the small bush near her front door at her expense. The area can have additional bark added during the bark project.
- Maria Contreras would like to remove the bushes between their unit and the Doose unit. She will ask Kim Doose prior to removing any bushes.
- The larger house dropped junk pick up on Red Valley, last year they did not pick up Red Valley, Lindsay to call the City to determine if the pile needs to be moved for pick up. If not the pile needs to be removed.
- Lisa has proposed an annual inspection of the property by a maintenance professional to asses siding, windows, and any potential upcoming projects the Association needs to be aware of from a professional viewpoint. Lindsay to call Inspectors and Maintenance Companies to determine what pricing would be for an inspection and report on an annual basis.
- Consideration needs to be given to potential tree removal. Some of the trees have outgrown their spaces and may need to be removed strategically to allow the other trees the needed room.
- Maria Contreras mentioned that the sprinkler heads near her home need adjusted. They are currently hitting the siding, front door, and deck. Pam confirmed that John with Big Timber Landscaping will be on site to make the necessary adjustments and to adjust the watering time on the flower bed between the Doose and Contreras units.
- Lindsay will contact a pest control company to discuss a preventative treatment for pests this year.
- Lindsay to contact the City of Glenwood Springs to inquire about a light at the end of Red Valley for Security reasons to prevent loitering.
- Maria would like to know who is liable for injuries caused by the City drainage ditch running through Apple Glen property.

SINAGE UPDATE

- Pamela Whittington provided an update regarding the proposed signage project that funds were budgeted for \$2,000. The weather has not been warm enough for the work to begin for the etching on rocks. Stone should be at least 4' tall, the project should move forward within a month or so. Font still needs selected and Board will have final approval prior to moving forward.

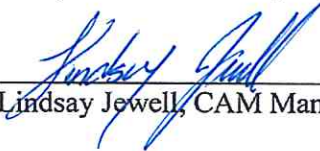
NEW BUSINESS

- Bray & Co gave the Association a notice of termination of their management agreement on March 6, 2017 due to exiting the association management business. Lindsay Jewell, who previously worked with the association through Bray's relationship moved to a new management company Cheryl & Co. The Board has executed a new management agreement as of March 31, 2017 with Cheryl & Co and will continue to work with Lindsay for association management services.

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 7:17pm.**

Cheryl&Co Community Association Management



Lindsay Jewell, CAM Manager

Approved:

Apple Glen Townhomes Association, Inc.



Pamela Whittington, President, Board of Directors