

Apple Glen Townhome Association, Inc.

Board Meeting

May 14th, 2018

A Board meeting of the Apple Glen Townhome Association, Inc. was held on May 14th, 2018, at Glenwood Springs Parks & Recreation Center, Glenwood Springs, CO 81601.

Present from the Board of Directors were: Pamela Whittington via conference call, President, Ismael Argueta-Cabera, Vice President, and Lisa Richards, Secretary/Treasurer.

Present from Cheryl&Co Real Estate representing the Management Company were: Laura Brown, HOA Manager.

Homeowners present were: Chris Kennedy

CALL TO ORDER

The meeting was called to order at 5:35 PM by Lisa Richards.

ESTABLISHMENT OF QUORUM AND ROLL CALL

With all 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 May 1st, 2018.

APPOINTMENT OF RECORDING SECRETARY

Lisa Richards appointed Laura Brown 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. Pam 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 the Board.

- **A motion was made by Lisa Richards to approve the October 30th, 2017 Board meeting minutes as presented. Pam Whittington seconded the motion and unanimously carried.**

FINANCIAL PERFORMANCE REVIEW

Lisa Richards presented the 2017 Year End Financial Performance against the Approved Budget. The Association's ended 2017 with a surplus of \$8,465. The association had savings against budget as snow removal was not as much as originally planned since we had a light snow year and we were able to find some savings in landscaping as well. In addition, the association collected some late fee and violation income that was not budgeted. The Board has some options with the surplus. One leave it in operations, two transfer some or all to reserves, or three refund ownership. Lisa Richards recommended moving \$6,500.00 to Reserves and leaving the remaining \$1,900.00 to compensate for the non-budgeted maintenance items (siding repairs) in Operating that have occurred during the beginning of 2018 not budgeted for 2018.

- **A motion was made by Lisa Richards to move \$6,500.00 of the \$8,465 surplus from the Operating Account to Reserves, leaving the remaining \$1,965 in Operating. Ismael Archueta-Cabera seconded the motion and was unanimously carried.**

2018 YTD financials through 2018 were also reviewed. Through the first quarter there were some line items over budget while others were under and overall the association is sitting \$1,340 better than budget as of April 30th. The two biggest expense line items for the association is landscaping and maintenance and these two items in the summer time ramp up so it's great to be starting the next quarter a little ahead of budget.

OPERATIONS/MAINTENANCE UPDATE

- **Landscaping:** Landscaping and Irrigation Start-Up received by Management. Integrated has been contracted to provide lawn care, minor trimming, and clean-up. Green Landscape has begun working on the irrigation lines, repairing several sprinkler caps and lines. Pam Whittington would like Management to confirm a bid for aeration around the entire Complex, the Orchard, and along the fence line. Pam Whittington discussed more trimming of the bushes and placing additional bark in the bare spots in the upper parking lot. Management estimated about 8 bags of bark. Pam also proposed a possible stone barrier to contain the bark. Management will work on bidding all of these projects out for board review and decide what items to execute on.
- **Tree Maintenance:** The tentative plan to remove certain trees around the complex was discussed with more information regarding the removal of healthy trees vs trimming. Management received a bid from Earthwise who suggested a "crown clean" trim that would reduce overgrowth rather than a complete removal on many areas being addressed. The Board would like an additional follow up scheduled with Earthwise to confirm which trees are to be trimmed vs removed. The small orchard needs address trees near 834 A & 834 D sidewalk. Trees near the upper parking lot and some dead tree behind building 836.
- **Three-Bedroom Repairs:** Management received two bids regarding the siding and gutter repair on the three-bedroom units. The total costs are more than \$20,000. The Board discussed Management's due diligence and to begin coordination of a full inspection of the capital projects, including roofs, siding, etc. from a third-party evaluator to prioritize the next 5-10 years necessary capital projects.
- **Bid Updates:**
 - Management confirmed the change of insurance providers from American Family to Farmer's who offered the same coverage without a policy price increase for 2018. Insurance renewal is May of each year.
 - Management has requested bids from four different companies for window washing. A discussion regarding vendors carrying insurance that would allow contractors to reach about 40+feet, as well as coordinating screen removal with Homeowners. This is not a budgeted expense for 2018 so the board will evaluate the bid costs and see if this is something that can be fit in to the budget for 2018 or not. A homeowner has requested cleaning of windows and the association is responsible for the exterior surfaces. The board will take a fair approach and if we cannot offer full widow cleaning to all units this will have to be a project to potentially evaluate for 2019.
 - Discussion about the parking lot repair and reseal that has not been scheduled took place where a Homeowner had questions regarding the type and quality of

products, time frame for reseal, and underground soil movement. Management will request information from Summit Sweeping.

NEW BUSINESS

- **Communication with Homeowners:** The Board discussed allowing Management to notify Homeowners of minor violations via phone call, rather than an official letter.
- Management was notified by a Homeowner that the dumpster lock is broken and needs to be repaired. Management will notify Waste Management to replace dumpster.
- Discussion related to violation letters and courtesy noticed for unpaid dues and collections.
- Ismael Argueta-Cabera requested information about a window AC unit for his tenants. Management will send Ismael all required documents via email for Board approval.

ADJOURNEMENT

- **There being no further business to discuss, a motion was made by Lisa Richards to adjourn the Board meeting at 6:57 PM.**

Cheryl&Co Community Association Management

Laura K. Brown
Laura Brown, HOA Manager

Approved:

Apple Glen Townhomes Association, Inc.

Pamela Whittington, President, Board of Directors