

Board Meeting

July 18th, 2018

A Board meeting of the Apple Glen Townhome Association, Inc. was held on July 18th, 2018, at Glenwood Springs Parks & Recreation Center, Glenwood Springs, CO 81601.

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

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

Homeowners present were: None

CALL TO ORDER

The meeting was called to order at 5:30 PM by Pam Whittington.

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 July 9th, 2018.

APPOINTMENT OF RECORDING SECRETARY

Pam Whittington appointed Laura Brown as recording secretary.

APPROVAL OF AGENDA

Agenda for the meeting was presented.

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

APPROVAL OF PRIOR BOARD MEETING MINUTES

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

- **A motion was made by Lisa Rocco to approve the May 14th, 2018 Board meeting minutes as presented. Ismael seconded the motion and unanimously carried.**

FINANCIAL PERFORMANCE REVIEW

- Lisa Rocco presented the 2018 2nd Quarter & YTD overall financial performance. Year to date through June operationally the association is tracking right on budget. This is great news as the finances are tracking well even with some unplanned expenditures that have occurred. Some highlights include:
 - Trash expense actual expenses coming in higher than budgeted
 - Siding repair work done & paid for operationally for building 834
 - Note board approved to leave some of the 2017 operating surplus (details from last meeting 5.14.18) in operations and this has helped the association stay on budget in 2018 through June with these unexpected expenses

There were some areas of question for the management company with insurance as it looks like there has been an overstatement in that amount paid YTD and Laura will look into. If this is the case the association would be better than budget YTD. Discussion surrounded the 2018 planned capital expenditures for the association this year (garage painting & parking lot reseal) to make sure they are accounted for properly and paid for out of the reserve account. In addition, there is some additional siding work that has come up and needs to be done to building 836 & 824. The board discussed that this would need to be paid for out of reserves as operations does not have the budget to pay for this, this year. The work cannot wait to be completed.

- Collections – Unit 824D is past due on their association dues since the beginning of the year. The board has followed their approved collection policy as it relates to collections from this owner. Lisa and management will now be working with legal counsel in next steps to ensure collection occurs as this unit is up for sale.

OPERATIONS/MAINTENANCE UPDATE

- Landscaping: Management discussed updates with the contracted vendors and sprinkler repairs for 2018 season. Some additional areas of concerns, including Green Landscapes contract with Apple Glen to come once a week on Thursdays at 8am to do a thorough zone check.
- Tree Maintenance: Tree trimming around the complex is scheduled for the Fall 2018.
- Parking Lot Reseal: The upper parking lot re-seal project is scheduled after Labor Day. A \$1,000.00 material deposit was made in May 2018.
- Bid Updates:
 - Management and the Board discussed the window washing estimate from Skyline Window Services for \$3,500 to wash the exterior of each window in the complex. A request from an owner was made for their windows to be washed. This is not a budgeted expense for 2018 and although the Board agrees this is an exterior surface that the association is responsible for per the condo docs, this project will have to be re-evaluated as the 2019 Budget is prepared as this is an item that must be kept equitable for all owners. The owner may choose to move forward with their own hire and coordination of their windows if so desired.
 - The siding repair on units 836A and 824B were scheduled for July 17th, 2018, however, the material ordered by Integrated was incorrect. Management will notify Homeowners when Integrated provides a reschedule date. This was an unbudgeted maintenance expense and will come from Reserves per board approval.
 - The Board discussed again the need for a full exterior maintenance review by a professional to clearly outline the major immediate replacement needs for the near future (a professional who doesn't have skin in the game for a bid on any of the work giving an unbiased third party opinion). The asset is approaching 20 years old and understanding upcoming capital expenditure needs is a priority. A reputable company will be approached to get a cost and timeline to move forward with.

NEW BUSINESS

- The Board would like to formalize a welcome letter to new owners explaining high level the most important items within the condo documents as well as the rules and regulations

such as parking rules, exterior maintenance obligations, pet rules, and collections. Management will draft a letter and send to Board for review and approval.

- The Board continues to stand firm on their decision to follow the pet rules with a couple of owners who have been in violation due unsupervised pets. Courtesy and violation letters have been sent and the board will look into further remedies after further violation letters are distributed.

ADJOURNEMENT

- **There being no further business to discuss, a motion was made by Pam Whittington to adjourn the Board meeting at 6:38 PM. Lisa seconded and unanimously carried.**

Laura K. Brown

Laura Brown, Cheryl&CO CAM

Approved:

Apple Glen Townhomes Association, Inc.



Pamela Whittington, President, Board of Directors