

**DILLON VALLEY WEST CONDOMINIUM ASSOCIATION**  
**BOARD OF DIRECTORS MEETING**  
**June 25, 2014**

**I. CALL TO ORDER**

The meeting was called to order at 6:31 p.m. in the Basic Property Management Conference Room.

Board members participating were Gaston Feuereisen (I104), Michelle Luevene (B204) and Jennifer Thigpen (C102) (all via teleconference).

Owner Agnes Swisshelm (H203) was a guest at the meeting.

Representing Basic Property Management were Gary Nicholds, Eric Nicholds, Margerita ?? and Giovanna Voge. Representing Focus Property Management were Nancy Peters and Heber Rojas. Erika Krainz of Summit Management Resources was recording secretary.

**II. BOARD MEMBER ELECTION**

Gaston Feuereisen made a motion to elect Agnes Swisshelm to the Board. The motion was seconded and carried.

**III. OWNER FORUM**

There were no owners present.

**IV. APPROVAL OF PREVIOUS MEETING MINUTES**

Jennifer Thigpen made a motion to approve the April 30, 2014 and May 28, 2014 Board Meeting minutes as presented. Gaston Feuereisen seconded and the motion carried.

**V. FINANCIALS**

*A. Profit and Loss as of May 31, 2014*

Michelle Luevene reviewed highlights of the financial report.

On the Operating Profit and Loss the following changes were requested:

1. The carpet cleaning expense should be reclassified from Reserve to Operating.
2. The new lock system and pool floor stripping expenses should be reclassified from Operating to Reserve.
3. The laundry room door replacement expense should be reclassified from Operating to Reserve.

Significant variance on the Reserve Profit and Loss included:

1. Boiler System Replacement - \$9,793 unfavorable to budget due to timing.
2. Hot Tub Reconditioning - \$1,628 favorable to budget due to timing.
3. Club House Upgrades – 1,493 unfavorable to budget due to timing.
4. Foundation Work - \$1,245 unfavorable to budget due to timing.

Overall the Net Income was a deficit of \$38,438 versus a budgeted deficit of \$16,416.

Gaston Feuereisen made a motion to approve the Financial Report with the three expense reclassifications requested. Michelle Luevene seconded and the motion carried.

*B. Owner Delinquencies*

1. Owner #3 – the owner agreed to a payment plan and signed up for automatic monthly deduction. There is \$624 being withdrawn monthly.
2. Owner #2 – The account is with the attorney. A payment of \$1,500 was received from the owner today.
3. Owner #9 – No payment has been received from the bank to date but the unit cannot be sold until the account is paid in full.

All owners who are on payment plans have been paying. Nancy Peters has repaid her loan in full.

Gaston Feuereisen requested a history of the payments received from Owner #6. He did not think the owner paid last month. Giovanna Voge said this information was provided on the report from the attorney. If the owner does not fulfill the payment agreement, the attorney will provide a description of the actions they are taking.

**VI. PROPERTY REPORT**

Nancy Peters sent the Board a written report several days ago. Heber Rojas said there was a hole in the circulation line in Unit F101. Mac Services will repair the pipe tomorrow and the ceiling drywall will be repaired and repainted. Summit Finest Carpet is taking care of the water extraction and repair of the carpet. Heber recommended implementing a monthly security check program for unoccupied units. Nancy Peters will provide a cost estimate for such a program.

**VII. NEW BUSINESS**

*A. Damaged Siding*

Gaston Feuereisen felt proposals should be obtained for a complete replacement of the siding. Nancy Peters was in favor of replacing the siding in sections. There is no waterproofing behind the original siding so this is added when the sections are replaced. Heber Rojas said they identified five critical areas that need to be replaced before next winter. The bids were about \$25,000 for those five areas. The budget includes \$10,000 for repair but that figure was based on the assumption that there would only be patching and not full replacement of sections. Heber said the Board could hire an engineer or expert to provide a plan that includes other options for materials. Nancy pointed out that the original siding lasted at least 30 years. Agnes Swisshelm made a motion to authorize Focus to proceed with repair of the five sections and to have Nancy Peters research options for materials and pricing for residing all the buildings. Michelle Luevene seconded and the motion carried.

*B. Rules and Regulations Status*

1. Key Policy and Fines – Management needs to be provided with keys for all units.
2. Washer/Dryer Charges – Gaston Feuereisen made a motion to charge units with washer/dryers a fee of \$120/year and for the owners to pay the hourly fee for management to turn the water on and off. Agnes Swisshelm seconded and the motion carried.

Agnes Swisshelm asked if there was any way to enforce a maximum occupancy for units. Gary Nicholds said he spoke with the Sheriff and was told there was not much that can be done legally. If there is overcrowding, it can be a fire safety issue but the question is if the Fire Department will enforce it. Agnes requested that the Board include some occupancy restrictions in the next set of revisions to the Rules and Regulations. Owners should be encouraged to inform Nancy Peters whenever they call the Police about violations and nuisances so she can track such incidents.

Nancy Peters suggested posting the updated Rules and Regulations on the website and sending an email to all owners informing them that they are available online. Gary Nicholds will check on the requirements for amending Rules and Regulations in the Association documents. The amended Rules and Regulations should be presented at the Annual Meeting.

*C. Annual Meeting*

1. Chuck Montoya will put together a slide presentation.
2. Michelle Luevene will present the budget.
3. Basic Property Management and Focus will work together to present a slide show of informational highlights from the property.
4. Gaston Feuereisen will make a presentation on the landscaping plan.

*D. Clubhouse Update*

Agnes Swisshelm will contact some designers she knows and ask if they can provide ideas for updating the Clubhouse. Gaston Feuereisen will also provide names of designers for Nancy Peters to contact. Agnes pointed out that the Board should agree on a basic style and concept.

**VIII. SET NEXT MEETING DATE**

The next regular Board Meeting will be Wednesday, July 23, 2014 at 6:30 p.m. in the Basic Property Management Conference Room.

**IX. ADJOURNMENT**

Gaston Feuereisen made a motion to adjourn at 8:10 p.m.

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