

Red Canyon Townhomes Association
Board Meeting Minutes
Thursday, October 22, 2020, 6:00PM
Via Zoom

BOARD MEMBERS PRESENT VIA ZOOM: Susan Flock, Mario Giarratano, Bonnie Hahn, Audrey Powell and Patty Hodapp

BOARD MEMBERS NOT PRESENT: Michael Lavery and Deborah Hannon

ALSO PRESENT VIA ZOOM: Dan McNeill, Managing Agent, Brandi Resa, Bookkeeper and Sara Thurston McNeill, Secretary to the Meeting

- I. Roll Call. With five of seven Board members present via video conference call, a quorum was established. Dan McNeill called the meeting to order at just after 6:00PM.

- II. Review and Approval of the Minutes of March 25, 2020, Board of Directors Meeting. These minutes were previously drafted and distributed to the Board for review. They were approved via email vote in an action taken outside of a meeting and posted to the website: hoa.mcneillproperties.com.

- III. Financial Review and 2021 Budget Presentation. Brandi Resa, Bookkeeper, prepared the current (as of August 31, 2020) financial reports and she and Dan McNeill presented them to the Board. According to the Balance Sheet, the association currently has total assets, liabilities and equity of \$676,254.20, including \$251,882.77 cash in FirstBank and \$366,958.52 in certificates of deposit at Community Banks of Colorado and in Everbank. \$53,635.35 is being held in an annuity and there is \$2460.25 in prepaid insurance premiums. Accounts receivable totals \$1317.31, representing a few owners that owe for the current month.

The Profit and Loss Statement reveals that eight months through the year, the association has total income of \$91,815.17. Operating expenses total \$87,365.16 based on budgeted expenses of \$110,775.67. Therefore, the association is \$23,410.51 under budget. Net income is \$4450.01.

The current balance in Reserves is \$573,412.89 (including Garage reserves). Current year funding totals \$58,046.77 so far (\$8113.13 less than planned because of one month of dues relief due to the COVID-19 pandemic). Capital expenses

total \$9464.15 and include \$3111 for a large-scale pruning project and \$6352.50 for asphalt work. An additional \$22,800 is on deposit as working capital.

Dan and Brandi then reviewed the proposed 2021 Operating Budget with the Board. No dues increase is planned for the coming year. After detailed discussion, there was a MOTION: TO APPROVE THE 2021 BUDGET WITH NO DUES INCREASE. 2021 DUES WILL REMAIN AT \$825 / QUARTER / UNIT (WITHOUT A GARAGE) AND \$882 / QUARTER / UNIT (WITH A GARAGE). The motion was seconded and carried unanimously. The approved 2021 budget is hereto attached and incorporated into these minutes.

Bonnie asked whether the Board should approve the transfer of some checking account funds to a liquid asset account. Brandi responded with the interest rate at Community Banks CD, low rates being earned, and it was discussed that she did not think that the small amount of interest being offered on savings at FirstBank would warrant a transfer.

The Board and management expressed their sincere thanks to Brandi for her careful oversight of the financials.

IV. Manager's Report. Mario reported that recent roof repairs at 49 and 50 Chelsea Court are now substantially complete. The repairs included the removal of some of shingles, the addition of flashing, sheathing and a cricket to divert water. Some siding still needs to be re-installed. Dan noted that this cost of this project could be paid out of reserves as a one-time, non-recurring expense.

The front stoop at 39 Chelsea had to be mud-jacked due to settlement, and once this was completed the top of the steps were skim-coated.

Dan then reviewed the Reserve Study with the Board. 2021 capital projects under consideration include asphalt crack-filling, seal coating, striping (along with painting of numbers on the curbs), deck staining, hiring of a roof consultant (in advance of the Roof Replacement Project) and concrete work to steps / stoops.

Dryer duct cleaning at all units was done this past month at a cost of approximately \$3400 and should be reflected in the next set of financials. Is this correct? I thought he had just received bids and recommended getting done before winter. I did not think it was done yet.

The irrigation system is now winterized. Leaf clean up and gutter cleaning is scheduled to occur later this month. There was a request to empty the receptacles at the dog clean up stations more often.

- V. Other Business. The 2021 Annual Meeting was scheduled for Thursday, January 28, 2021, at 6:00PM. The location is to be determined. The meeting will be held via zoom if a physical location is not available, per Eagle County Public Health orders. Michael Lavery, Deborah Hannon and Mario Giarratano (appointed by the Board to serve out the remainder of Erin Carlson's term) have terms expiring at the 2021 Annual Meeting.

Brandi reminded the Board that the association incurs some fees for homeowners that choose to pay their dues via PayPal and suggested that Zelle is a less expensive option. One challenge with this payment method is that a valid email address and/or cell phone number must be associated with the account to which the payment is made; it is not well-suited for homeowner associations that hire a third-party bookkeeper. The Board will continue to monitor the fees on a regular basis and revisit payment options as warranted.

The Town of Eagle is now ticketing residents that park on Nogal Road during daytime hours. Now that snow plowing efforts have begun again, residents are reminded NOT TO PARK along the shoulder between 9AM to 5PM Monday-Friday.

- VI. Adjournment. There being no further business to come before the Board, the meeting adjourned at approximately 6:55PM.

Respectfully submitted,

Secretary to the Meeting