

Red Canyon Townhomes Association
Board Meeting Minutes
Thursday, July 21, 2016, 6:00PM
Eagle Public Library

MEMBERS PRESENT IN PERSON: Chris Juergens, Erin Carlson, John Hannon, Susan Flock, Kat Jahnigen and David McMichael

MEMBERS NOT PRESENT: Michael Lavery

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

- I. Roll Call. With six of seven Board members present in person, a quorum was established. Kobus Swanepoel attended the beginning of the meeting and explained to those present that since he has sold his home at Red Canyon, he is resigning from the Board of Directors. The Board and management thank Kobus for his many years of service on the Board and wished him well in his future endeavors. Dan called the meeting to order shortly after 6:00PM.

- II. Review and Approval of the Minutes of the March 3, 2016, Board of Directors Meeting. These minutes were previously distributed to all Board members for review and comments. There were no suggested changes, and so there was a MOTION: TO APPROVE THE MINUTES OF THE MARCH 3, 2016, BOARD OF DIRECTORS MEETING. The motion was seconded and carried unanimously.

- III. Financial Review. Brandi Resa prepared and presented the current (as of June 30, 2016) financial reports to the Board. According to the Balance Sheet, the association currently assets of \$459,797.36 including \$132,299.58 in the FirstBank checking account, \$211,167.90 in the Community Banks money market checking account, \$46,0434.59 in one Certificate of Deposit with Community Banks and \$63,332.38 in a second Certificate of Deposit with Community Banks. Accounts receivable totals \$1123.91 and \$5840 is prepaid insurance premiums. Brandi reported that as of the date of the meeting, all homeowners are now current with their dues.

Some owners still owe for their annual dog fee (or plan to volunteer their time to pick up dog waste instead).

The Board directed Brandi to contact some other banks to see if more interest could be garnered on either money market accounts or CDs. The insurance policy renews on September 23rd. Management will get some comparable proposals to the Board for review by September 1st.

The Profit & Loss (Budget vs. Actual) Statement reveals that six months through the year, the association has total operating expenses of \$70,328.28, based upon budgeted expenses of \$73,270.48. Overruns have been experienced in the line items of Landscape Maintenance – Weeding, Irrigation System and Roof Shoveling. Savings have been garnered in Maintenance—General, Pet Clean Up and Snow End Loader. Some of the weeding expenses should be reclassified as pruning to more accurately reflect the actual work being done. Some of that pruning expense could also be reclassified as a capital expense.

The balance in the Reserve Fund is \$422,944.89. \$40,184.41 in capital expenses have been incurred so far this year about \$25,000 of which is for the Deck Project (repairs, power washing, staining, materials and labor) and \$14,318.95 of which is for the new playground equipment, installation and materials.

IV. Manager's Report. Dan reviewed the Reserve Spending Plan with the Board. The year beginning balance in Reserves was \$422,945, and the association will contribute an additional \$71,716 over the course of 2016. 2016 capital projects under consideration include some asphalt repairs (patching of the area in front the Chelsea Court dumpster and crack-filling throughout the rest of the complex), roof inspections and related repairs, gutter & heat tape repairs / additions, fence work and some cottonwood tree removal.

Dan was directed to have an arborist identify the cottonwood trees at the highest risk for falling / potential for damage to asphalt and concrete, and spend up to \$5000 to have those trees removed. Owners with homes near these trees will be notified. The trees will be cut down, the stumps grinded and root systems treated to prevent further “suckers.” Dan will get recommendations from the arborist for tree replacement, planned for this fall.

Management is still garnering bids for infra-red patching to the asphalt in front of the dumpster enclosure on Chelsea Court. This work is estimated to cost between \$7000 and \$8000.

Management distributed the updated Projects List to the Board. The List is compiled during the Spring Walk Through and then distributed to all owners for comments and additions. Mike Skellion and his crew then work through the items on the List throughout the summer and fall months, according to priority and budget constraints.

Management presented the Lawn Care Contract from Avalanche Property Maintenance and Services to the Board. The comprehensive 2016 contract for weekly mowing and trimming totals \$10,500. Dan asked that a decision be rendered soon, pointing out that the Board is free to contact other service providers for this work. In the meantime, Avalanche will continue to mow.

Dan distributed the bi-weekly code enforcement report to the Board. At the Board's direction, inspections were increased to two times per week (at an added monthly cost of \$350). There was consensus to cut back to six inspections per month, whereby saving the association \$175 per month. Recent code violations include an air conditioner in a window and renters with dogs.

- V. Other Business. The Board discussed the process for Window and Door Replacement at Red Canyon. Chris Juergens suggested that one manufacturer be identified that can provide replacement windows (such as Pella, Anderson or Marvin), and that three choices (good, better, best) be specified. Any replacement windows and doors will need to match the look of the existing windows and doors from the exterior. Installation and flashing details will need to be professionally drawn and will be made available to any owner who is planning to replace windows and exterior doors, in the same manner that deck expansion plans have been engineered and approved. It is the Board's intention to have these specifications in place by January 1, 2017. The cost of having the specifications compiled is estimated to be between \$5,000 and \$10,000 and will be done by a licensed engineer or architect. It was duly noted that one owner is currently replacing the glass in several windows, but not removing the frame or sash to do so.

The next Board Meeting was scheduled for Thursday, October 20, 2016, at 6:00PM. This will serve as the annual budget planning meeting.

- VI. Adjournment. There being no further business to come before the Board, the meeting adjourned at approximately 7:20 PM.

Respectfully submitted,

Secretary to the Meeting

