

Hiland Hills Townhouse Owners Association
Board of Directors Minutes
January 11th , 2011

The monthly Hiland Hills Townhouse Owners meeting was held at the
Hiland Hills Townhouse Clubhouse, 7995 E. Mississippi Avenue in
Denver, Colorado on Tuesday, January 11th , 2011

Board Members Present

President	Charmayne Smith
Vice President	Naomi Geidel
Treasurer	Jay Cunha
Secretary	Joy Giles
Members at Large	

A quorum was present

Property Personnel Present

Property Manager	Solena Hernandez
Maintenance	Lawrence Cremean

Homeowners Present

Ron Skoty E-10
Dmitry Gall A-4
Kathie DeRussy F-2
Jan Lechman H-16
Suzy Koch H-15

Call to Order

6:37 P.M.

Approval of November 2010 Minutes

Naomi motioned to approve November minutes
Joy 2nd

November & December's Financial Report

Jay gave the financial report
Attorney Hindman Sanchez gets 30% of whatever they collect
Some questioned whether or not to stay with them
Jay suggested to look into other options
Delinquencies were down from last month
Jan wanted to know how many owners are delinquent 90 days and over

From the delinquencies over 120 days home owners wanted to know who would get written off—Solena will check with Merle and get her recommendations.

Property Managers Report

- Collections
- Notices to home owners for violations
- Walked property
- Filing
- Worked with Hinton and Xcel on meter inspection
- Payroll
- Various Notices
- Accts payables & receivables
- Resident request
- Petty cash reconciliation
- Reviewed financials
- Vendor set up
- Dealt with Orkin & exterminating fences
- Worked with LCM in getting documents for insurance renewal
- Dealt with home owners, maintenance & insurance on waterline breaks
- Project Outline for Board
- Working with home owner on damage to fence
- Research, Bids and projections for Board's executive meeting
- Worked with vendors on sewer line break and sprinkler repairs
- Contacted Investment Brokers
- Spoke with roofing vendors
- Getting bids for Reserve study
- Contacted Engineer to inspect foundation of all 10 buildings
- Sent 4 accounts to the Attorney
- Smoke Alarm Certificates
- Wrote snow removal procedures for board to approve
- Typed up newsletter for Board to approve

Maintenance Report

For November and December

- Snow Removal
- Repaired heater in Managers apartment
- Repaired south side mail room door
- Worked with LDC on repairing several leaks
- Disconnected water hoses and delivered notices to home owners that they are to remain disconnected
- Several Home owner requests and work orders
- Made ready and checked out winter equipment
- Removed roots and vines along several fences
- Walked property with Allstate to identify where snow piles go
- Repaired shingles 19 shingles

- Made list of soffit repairs and prioritized
- Repaired soffits of D-1, D-13, C-2, B-15, F-10 and A-23
- Supervised work on retaining wall at K building
- Raked leaves
- Changed timer for clubhouse
- Purchased supplies as needed
- Transplanted 3 lilac bushes
- Put top soil down on repair at G-1
- Moved huge rock pile to shed for future projects
- Put up icy area signs
- Supervised temp workers on cleaning parking lots
- Repaired pool door handle, installed new door closer on pool door
- Bled heater lines for clubhouse
- Repaired speed limit sign by G-2
- Cut low hanging branches
- Tagged vehicles
- Removed flyers that solicitors left on gates
- Repaired fence and latch for B-15
- Daily Trash removal
- Painted vent for A-23
- Replaced flood lights on F-18, F-20, E and of A
- Cleaned area around boiler (per request of inspector)
- Patio Inspection
- Met with Vendors for asphalt repairs
- Dealt with a couple of burst pipes

Security Report

- Locked up pool room and checked all doors - nightly
- Lights out reports
- Dealt with 2 loud noise complaints
- Checked for expired tags
- Made rounds nightly checking for suspicious activity
- Confronted suspicious people walking around community late nights, verified lived on site, including suspicious people sitting in cars
- Escorted solicitor off the property after 7:00 pm at night
- Dealt with illegal parking issue

Discussion **Old Business**

- Ideas for the 3 choices of door colors (from an interior design team)

Joy motioned to approve 3 colors(our current blue color plus a red and a green)

Naomi 2nd

HOA will keep a gallon of each color on hand for homeowners who wish to paint their front doors. Homeowners must bring their own containers for their paint.

- Tree near F-2 appears to have some type of bug that is eating at it badly

Naomi suggested again to call CSU and make a bigger request to have them come and look at more trees on our property.

- Discuss finances for Electrical Project

\$216,000 needed to complete the electrical project

\$69,446 is in savings

\$56,000 is in reserves

One idea is to take \$100,000 out of investments and money from CDs and transfer them to savings so these funds can be used to complete this project

Suggestions for ways to get more money:

Check 1st Bank's interest rate to see if it is the best

Find out about CDs at other banks

To send out late notices in-house instead of using LCM with a savings of \$250/mo.

Solena will look at where our \$4,800 monthly operating money is being saved. She will make sure that \$2,400 is going to reserves and \$2,400 is going to 1st Bank savings account

New Business

- Registering for the HOA Database

Naomi motioned to pay Hindman Sanchez \$100 to register us in the HOA database by the March 1st deadline

Joy 2nd

- Meeting with Investment Brokers

• In the process of getting bids for: roofs, parking lot repair, reframing pool door
Various Roofers will be attending HOA meetings starting in February to talk to homeowners about their ideas on how to repair our roofs

- Engineers proposal for inspection of foundation for all 10 buildings

Jay will research ways to save money for foundation inspections. He will give the Board and Homeowners information as he gets it.

- Home Owner Request for Hardship leasing permit

A-2 has requested a hardship lease

Joy motioned to refuse this request

Jay 2nd

Open Forum

Solena said that the website is almost done. The bylaws and declarations are the last items to add.

Dmitry Gall A-4 offered to help Solena add these items to the website

Solena will contact more snow removal companies and ask surrounding businesses who they use for snow removal.

The outgoing mailbox was broken into. Solena will research prices on a new mailbox and will look into what the cost would be to put a security camera up in the mailroom

.

Adjourn

Approximately 8:30 P.M.