

Hiland Hills Townhouse Owners Association Board of Directors Meeting March 8th, 2011 @ 6:30pm

The monthly Hiland Hills Townhouse Owners meeting was held at the Hiland Hills Townhouse Clubhouse, 7995 E. Mississippi Avenue in Denver, Colorado on Tuesday, March 8th, 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

Ned Coons D-16
Ron Skoty E-10
Raelee Frazier F-24
Jan Lechman H-16

Call to Order

Meeting was called to order at 6:37 P.M.

Approval of January's Minutes

Naomi motioned to approve January's minutes
Jay 2nd

January's & February's Financial Report

- **January 2011 Financial Report**

Total Revenue \$34,946.54

Total Expenses \$23,698.74

= a positive cash flow of \$11,247.80

Explanation of Variances: Roofs, Pest Control, Landscaping, & Snow Removal were budgeted for and we did not use this month but could occur in an upcoming month.

- **February 2011 Financial Report**

Total Revenue \$37,834.86

Total Expenses \$24,846.51

= a positive cash flow of \$12,988.35

Explanation of Variances: \$2500 was budget for various landscaping projects and only \$500 was used, once contracts are signed and agreed upon then the money will come out of another months budget.

\$4600 was budgeted for building maintenance/repairs and \$3200 was spent \$17,000 was budgeted for utilities, \$15,000 was spent

Property Managers Report

- Collections
- Notices to home owners for violations
- Walked property
- Filing
- Worked with Hinton and Xcel on meter inspection Correction
- Payroll
- Various Notices
- Accts payables & receivables
- Resident request
- Petty cash reconciliation
- Reviewed financials
- Research, Bids and projections for Board's executive meeting
- Investigated 3 banks for better interest rates
- Spoke with roofing vendors
- Filled out paper work for Reserve study
- Worked with contractors on Bids for pool door and foundations
- Obtained bids from Tree Services
- Continued follow ups on Smoke Alarm Compliance forms
- Weekly Maintenance goal meetings to submit to Board
- Worked with maintenance on dumpster enclosure project
- Obtained bids on surveillance equipment for mailroom
- Ordered and replaced outgoing mailbox
- Worked on website
- Began Research for FHA
- Watched webinar for FHA approval process
- Contacted CSU regarding Honey Locust Tree by F building
- Dealt with Board, Maintenance and vendor on 7 roof leaks
- Dealt with Issue of rodent problem at K building

Minutes Hiland Hills Homeowners Association - March 8th, 2011

- Researched regulations regarding rental units
- Worked w/LCM investigating where our investments currently stand
- Assisted home owners with various requests, forms and information
- Deposited funds into Savings account
- Began review of new landscaping vendors for trees, shrubs and areation
- Began initial review for new June Budget

Maintenance Report

For January & February

- Snow Removal
- Laying of Ice melt
- Purchasing materials and supplies as needed
- Several Home owner requests and work orders
- Tagged vehicles
- Removed flyers that solicitors left on gates
- Repaired fence and latch for B-15
- Daily Trash removal
- Worked with lights on F building - intermittent outages
- Cleaned outside storage closet for elderly home owner
- Walked with vendors to inspect problematic areas in parking lot
- Dealt with Leak in G-16
- Worked with Calebs on several roof leaks
- Moved packed snow from in front of dumpsters so they could be emptied
- Chopped up ice in several areas in parking lot
- Repaired entrance light twice, repaired short
- Dealt with busted pipe at G-11
- Cleaned shop, removed stored rock
- Cut back plants around club house and in pool area
- Met with boiler inspector
- Worked with vendor on boiler repairs
- Repaired soffit of D-10, A-21, A-20, finished A-23
- Cleaned gutters on all 10 buildings
- Repaired light pole next to recycling bin
- Repaired flood light on north west corner of F building
- Repaired staircase in mailroom
- Cleaned out the downstairs storage room of clubhouse
- Dealt with busted pipe in K-11, K-9
- Busted pipe in B-12, and B-3, turned off water for home owner
- Replaced smoke alarm in clubhouse
- Put up new shelving in office
- Cleaned up and tightened screws and gates on all 13 dumpsters while making notes of further repairs needed

- Replaced car stop for E-15
- Repaired lights at C2 and B-10
- Made sample board for door paint
- Repaired 11 shingles
- Replaced door closure in mailroom
- Repaired utility door on K-8
- Put up screens on H building to deter squirrels from having access
- Repaired 3 lights around clubhouse
- Met with vendors/contractors for bids on tree service, landscaping service, pool door and foundation repair

Discussion

Jan Lechman suggested that we change verbiage from “profit” in the financial report to “negative or positive difference”

Old Business

- Registering for the HOA Database
We are now registered for HOA database \$8.00 registration fee and less than \$100 for Hindman Sanchez to do the paperwork
- Research on Investments and Interest Rates
Decided to use ING. Merle, Charmayne and Jay will need to sign paperwork.
Want to use First Bank account as the account we link into.
Solena will research minimum balance needed for First Bank before we decide how much to put in.

D-16 suggested that we check out how S&P, Moody’s and Goldman Sachs rates ING before we go with them.
- Engineers proposal for inspection of foundation for all 10 buildings
TABLED for now
- Honey Locust Tree by F building

Contacted CSU-They said it was a fungus. Will end up losing the eventually even with normal maintenance. Nothing can be done. Other companies said that the tree should come down. Other Trees on property seemed fine.

New Business

- Review and approve procedures for using Incident Reports
Naomi motioned to approve using new incident report forms
Joy 2nd
- LCM charges for Statements, can not separate charge from annual contract
- Options for collection fees with Attorney - Can bill per action or as a percentage of what is collected.
Decided to keep collections process as it is now
- Problem with rodents in K building - Orkin has inspected and treated \$350 for treatment. They will follow up this week.
Checked utility closets
Solena sent out notices to resident of K building about the rodent issue
- Video Camera for Mailroom
TABLED
- Reserve Study Costs and decision on Vendor to Utilize
Naomi motioned to use Reserve Data Analysis for \$860.00
Jay 2nd
- Letter of Appreciation from Home Owner for Snow Removal Efforts
- D-15 request to waive late fees
Naomi motioned to waive fees
Jay 2nd
- Replace Pool door and Jamb
Naomi made a motion to use Van Guard to replace pool door and door jamb
Joy 2nd

- K-8 Request approval for new front door, has submitted waiver, photo of door and additional required information.

Naomi motioned to approve request

Joy 2nd

- Landscaping/Tree Service - Need to Identify what services we are looking for
F-24 suggested using CSU. Also asked about finding out who our neighboring communities use.
Solena will need 30 more days to research more companies.
- Ron Skoty applied for position for full time seasonal grounds person
Naomi motioned to approve Ron for grounds person job
Joy 2nd
(will vote on possible 3rd person later)
- LCM request Denver water on autopay due to late payment

Minutes Hiland Hills Homeowners Association - March 8th, 2011

Naomi motioned to go with autopay for Denver Water
Joy 2nd

- JC Bateman - Roofing Representative as a guest speaker
 - Discussing options and cost for roof replacement

Vanguard Roofing

90% referral based company

Licensed and insured

BBB "A" rating

T.C.E.V. Teamwork, Constant improvement, Excellence, Value

Worked on new construction in Stapleton, Downtown (Larimer Square), Remodel 25th and Champa, Willy Matthews Studio

Use EPDM (Standard 60 Millimeter black or white rubber sheeting with a 15 year warranty)

5 year warranty on labor

Solena will research if there is a tax credit if white EPDM is used

They give 2-3 weeks notice before starting first building

Contractor decides which building to do first

Finished buildings receive 3 inspections

Company information available in office

Open Forum

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Adjourn

9:10 P.M.