

**Hiland Hills Townhouse Owners Association**  
**Board of Directors Meeting**  
**May 10<sup>th</sup> , 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, May 10<sup>th</sup> , 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**

Kathie de Russy F-2  
Cristian Ramos F-13  
Jan Lechman H-16  
Betty Speedie K-1  
Dmitry Gall A-4  
Suzy Koch A-15  
Raelee Frazier F-24

**Call to Order**

6:36 P.M.

**Approval of April's Minutes**

Jay motioned to approve April's Minutes  
Joy 2nd

## April's Financial Report

- **April 2011 Financial Report**

Total Revenue \$36,741.00

Total Expenses \$19,204.08

Positive Cash Flow \$17,537.28

- **Delinquency**

Over 30 days - \$2,384.07 Over 60 days - \$15,319.43 Over 90 days - \$4,240.90 Over 120 days - \$27,423.03

29 Members on Report (16%)

4 Confirmed foreclosures

1 Bankruptcy

## Property Managers Report

- Collections
- Notices to home owners for violations
- Walked property
- Filing
- Payroll
- Various Notices
- Accts payables & receivables
- Resident request
- Petty cash reconciliation
- Reviewed financials
- Spoke with roofing vendors and scheduled presentations
- Continued follow ups on Smoke Alarm Compliance forms
- Weekly Maintenance goal meetings to submit to Board
- Assisted home owners with various requests, forms and information
- Completed 2nd Draft of Budget
- Worked Board on projects for new budget
- Worked with vendors for valve replacement @ D building
- Reviewed Leasing permits and sent out follow up notices/violations
- Worked on springtime agenda
- Report on tabled and outstanding projects
- Reviewed Stucco Loan information
- Supervised removal of hot tub
- Worked with vendor and Maintenance on 2 valve replacements
- Reviewed Insurance Policy to verify in compliance with FHA

- Obtained information about renewal for Insurance (if we don't complete electrical)
- Developed and Initiated form to help Board make decisions on Budget/projects

### **Maintenance Report**

- Daily walked property for trash, sweeping in front of both mailroom doors and Poo Patrol
- Purchasing materials and supplies as needed
- Several Home owner requests and work orders
- Tagged vehicles
- Met with various landscaping vendors
- Delivered notices
- Repair Several Shingles
- Repaired Broken sprinkler heads and lines
- Dug two 5 foot holes for valve repair
- Replaced sidewalk that was removed for valve repair
- Replaced rock in French Drain
- Repairs on sprinkler lines, and heads
- Repaired 2 Flood Lights
- Set timing on all Sprinkler boxes and tested
- Worked with Ron on how to use gas powered equipment
- Pulled weeds in various rock beds and along fence @ Mississippi
- Repaired front sign light by fabricating a brace
- Worked with Ron on procedure and cost of deck for hot tub area
- Built abatement room and removed hot tub
- Cleaned around dumpster areas
- Spread grass seed
- Sprayed and pulled weeds
- Supervised temp worker
- Sprayed weed killer
- Fertilized the grass
- Worked with Manager on Maintenance/Grounds portion of Budget

## Security Report

- Locked up pool room and checked all doors - nightly
- Lights out reports
- 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
- Handled two loud noise complaints (one in a unit and one in the pool area)

## Discussion

### Old Business

- Landscaping Updates (see springtime agenda)
  - Appeal Decision on Trimming Bushes  
Board wants to keep trimming bushes in house. Solena concerned that will take too much time and too much work for Lawrence.  
A-15 suggested that because of our limited budget maybe we should choose to have only some trees trimmed.  
Other homeowners suggested having a community clean-up.
  - Temp Workers or Seasonal Worker for 30 to 60 days  
Eric Stratton, Hiland Hills resident (G-12) has inquired about seasonal work on the property. Board will interview him and accept his resume and application.  
Board feels that hiring a seasonal worker will be more cost effective than hiring temp workers.  
Solena will put up a flyer in the office advertising the opening for the seasonal worker position. Applications and resumes will be accepted from those who are interested.
  - Flowers or Not  
Flowers are wanted for the patio around the pool and in the barrel at the entrance to the complex.  
Ron suggested moss rose for the patio pots  
Board decided to wait to buy flowers until we decide what we want to plant.
  - When do you plant trees?  
F-24 suggested calling the Tree Farm or the City for their recommendations.  
\$2000 is budgeted for planting trees.  
Board decided to wait until Fall to plant.  
Naomi suggested starting to look for the trees we want in July.
- 5-Minute Fence Stain

A 50 quart container will cover 600 ft.

\$49.00/quart.

Product connects to the water hose. Grounds crew could do the entire property in a week.

Solena said that the natural cedar color matches best.

Product won't hurt plants or grass and has a 5 year guarantee.

Solena wants permission to try this product on the J building.

Joy motioned to try 5 Minute Fence Stain on the J building.

Naomi 2<sup>nd</sup>.

- Electrical Project - Hinton Needing Decision
  - Letter from insurance company
    - Solena researched this and found that our insurance will not change if we have to wait to finish this project.
    - Once all the buildings have been completed then we can lower the cost that we are paying now for our insurance.
    - A-15 suggested that we assess homeowners to cover the remaining cost to finish all the buildings.
    - Another homeowner suggested taking out a loan.
    - The electrical project was tabled for this meeting but will come up every month as unfinished business.

### **New Business**

- F-2 Request to plant flowers
  - Does not need board approval to plant in homeowners desired area.
- Cost to build deck in hot tub area
  - A deck would cost \$1050.98 to build in hot tub area.
  - To take the abatement down and fill the hot tub hole with concrete would cost \$100 approximately.
  - Joy motioned to pour concrete in the old hot tub hole for \$100.
  - Jay 2<sup>nd</sup>.
- Pay \$200 to cancel 1 line with Sprint
  - Joy motioned to pay \$400 to cancel both cell phone lines with sprint.
  - Jay 2<sup>nd</sup>.
- Sean w/1-derful Roofing
  - Information from this roofing company is available in the office.
- Mike w/Western Roofing
  - Information from this roofing company is available in the office.

**Open Forum**

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**Adjourn**

Meeting adjourned 9:15 P.M.

After meeting Naomi motioned to put \$10,000 into the electrical project fund.  
Jay 2<sup>nd</sup>.