

Hiland Hills Townhouse Owners Association

Board of Directors Meeting

Sept. 13th, 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, September 13th, 2011.

Board Members Present

President	Jay Cunha
Vice President	Charmayne Smith
Treasurer	Charmayne Smith
Secretary	Joy Giles

A quorum was present

Property Personnel Present

Property Manager	Solena Hernandez
Maintenance	Lawrence Cremean

Homeowners Present

Kathy DeRussy F-2
Eric Nelson A-24

Call to Order

6:39

Approval of August's Minutes

Joy made a motion to approve August minutes
Charmayne 2nd

August Financial Report

Read by Solena

- **August 2011 Financial Report**

Revenue - \$34,916.30

Expenses - \$44,323.64

Variances - \$11,000. on Roofs, \$3421. on Sewer, water line repairs

- **Delinquency**

- Over 60 days - \$8778.84 Over 90 days - \$8749.25 Over 120 days - \$41054.90
- 25 Members on Report (14%)
- 5 Confirmed foreclosures
- 1 Bankruptcy
- 15 accounts with Attorney
- 1 Acct w/Attorney for receivership
- 1 Acct w/Attorney we are foreclosing on
- 4 Accounts with collection agency (2 on payment arrangements)

Property Managers Report

- Collections
- Notices to home owners for violations
- Walked property
- Filing
- Payroll
- Various Letters & Reminders
- Accts payables & receivables
- Resident request
- Petty cash reconciliation
- Reviewed financials
- Spoke with roofing vendors and scheduled presentation
- Weekly Maintenance goal meetings to submit to Board
- Assisted home owners with various requests, forms and information
- Assist with information for Reserve Study
- Bank Deposits
- Purchased supplies as needed
- Executive meetings with Board
- Sent out pet policy reminders
- Worked with Orkin on possible Ant problem
- Scheduled Hinton, sent notices and calendars to home owners
- Began obtaining bids for retaining wall at west end of "G"
- Met with Caleb from Mile Hi Insurance and gave information about coverage needed
- Got together Hinton Invoices for Caleb
- Worked with Caleb for larger flashing on D-2
- Dealt with Backflow Device testing and repairs
- Obtained bids for pool heater
- Obtained bids for snow removal
- Researched and contacted vendors about pet service (clean up)
- Flyers and notices about pet owners responsibility
- Developed new procedures for violations and submitted to Board for approval

- Sent out Fire Safety Equipment Form
- **Scheduled winterization of sprinklers**

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
- Delivered notices
- Repaired Several Shingles
- Repaired Broken sprinkler heads and lines
- Repaired Flood Lights & ballasts
- Set timing on all Sprinkler boxes to adjust for rain
- Cleaned around dumpster areas
- Sprayed wasp nest
- Installed shower surround in mens pool bathroom
- Repaired sprinkler break on northwest side of clubhouse
- Repaired fence slat on A-7
- Paint G-15's soffit
- Cleaned off roof of "J" building
- Weekly maintenance goal/task scheduling
- Re-organized shop
- Adjusted sprinkler at F-2
- Replaced shingles B-11 and E-13
- Terminated temp worker w/Manager
- Cleaned up broken glass from patio table
- Cleaned roof of building H
- Sprayed areas for dandelions (2nd application)
- Applied weed killer to rockbeds
- A-7 soffit repair
- K-9 soffit repair
- Replaced lights in pool area
- Smoke alarm testing and battery change of 6 alarms in clubhouse
- Assisted with inspection of boiler, hot water heater and pool heater
- Assembled new weed trimmer
- Training and supervision of temp workers
- Accompanied roofers to A-19, A-23, & D-2
- Assisted with Backflow Device Testing and repairs
- Repaired Sprinkler line by "C" building
- Clean roof of "G" building

Discussion

Old Business

- Hinton Electrical Project underway
Board approved tentative start of G building
- Reserve Study
Study is ready but on hold until after Solena's vacation
- Website approval
Joy motioned to approve website
Charmayne 2nd
- First of Fall Projects - Dumpster enclosure (1) and Tree Replacement
Lawrence will start looking into supplies for dumpster enclosure next week
Tree committee (Kathy DeRussy, Ron Skoty, Raelee Frazier will discuss where to put new trees and what kind of trees to plant

New Business

- New Pool Heater
Solena will check directly with Trane
- New violation procedure policy
Joy motioned to approve
Charmayne 2nd
- Approval of Fines for 2 patios not in compliance
Joy motioned to approve giving fines
Charmayne 2nd
- H-7 Replacement of windows and doors (all paperwork in order)
Joy motioned to approve window and door replacements in H-7
Charmayne 2nd
- Calebs Roofing Presentation
Information available in the office

Open Forum

Eric Nelson, (owner of A-24) wanted Solena to ask Hinton to check his unit to see if it will pass inspection without re-wiring it. His unit is scheduled for re-wiring 9/16/11 at 7:00 A.M.

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Adjourn

8:30 p.m.