

Hiland Hills Townhouse Owners Association
Board of Directors Meeting
April 12th, 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, April 12th , 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

Phyllis White B-15
Ned Coons D-16
Kathie de Russy F-2
Ron Skoty E-10
Laura Gilman H-3
Suzy Koch A-15
Dennis Garland F-16
Ralee Frazier F-24

Call to Order

6:35 P.M.

Approval of March's Minutes

Jay approved March minutes
Joy 2nd

A-15 reminded the board to post minutes in mailroom for all homeowners to view

March's Financial Report

Total Revenue \$36,298.00 were budgeted to receive \$34,252.00

Total Expenses \$41,548.00

Negative Cashflow of \$5,250.00

Variance is due to: \$9,863.00 for roofs

\$2700 for sewer clean outs (it was annualized at
\$762 per month on the budget instead of \$2700 each
quarter)

\$3250.00 Written off to Bad Debt because of
bankruptcy

• Delinquency

Over 30 days - \$18,089.36 Over 60 days - \$5,020.58 Over 90 days - \$489.56 Over
120 days - \$29,254.39

27 Members on Report (16%)

4 Confirmed foreclosures

1 Bankruptcy

At board meeting A-15 suggested to turn delinquencies over to attorneys earlier

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
- Research, Bids and projections for Board's executive meeting
- Investigated ING with S&P and Moody's
- Spoke with roofing vendors and scheduled presentations
- 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
- Completed website
- Continued Research for FHA
- Assisted home owners with various requests, forms and information
- Deposited funds into Savings account
- Met with landscaping vendors for trees, shrubs and aeration
- Began Work on June Budget
- Worked with vendor for hot tub removal

Minutes Hiland Hills Homeowners Association - April 12th , 2011

- Worked with vendors for valve repair/replacement
- Reviewed Leasing permits and sent out notices
- Supervised replacement of Pool door and frame

Maintenance Report

- Purchasing materials and supplies as needed
- Several Home owner requests and work orders
- Tagged vehicles
- Removed flyers that solicitors left on gates
- Utility Door inspections and repairs
- Worked on hanging cables
- Outlined dumpster project and cost with Manager
- Met with various landscaping vendors
- Patio Inspections
- Delivered notices
- Raked Leaves
- Repaired 3 gutter systems
- Repair Several Shingles
- Cut low Hanging Branches on trees throughout community
- Paint Pool Door, Put signs back up, replace locks
- Work on blowing out gutters w/Ron
- Get quotes on aeration
- Begin to get spring/summer equipment ready for the season
- Turned on sprinkler system
- Began repairs on sprinkler lines, and heads
- Supervised sewer line clean outs for preventative maintenance
- Walked property for trash
- Cleaned around dumpster areas
- Unclogged sink in downstairs unit
- Repaired leaking faucet upstairs unit
- Worked with roofing vendors on various leaks

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
- Investigated abandoned vehicle in middle of driveway

Discussion

Many homeowners had questions about the electrical project.

Asked about getting a line of credit to help pay for the final buildings

Asked about possibly going back to the lender for stucco/fence AGS project

Asked about getting a \$100,000 loan

Solena will research more options for getting the money needed to complete 4 remaining buildings

Old Business

- Landscaping/Tree Service
 - Sprays/Fertilization

Will probably stay with Jones because they are our preferred vendor and are the most cost effective

- Trimming

Lawrence and Ron will walk the property with Jones next week. Will make a decision on which company to use after their consultation.

- Aeration

Decided to use Quality Grounds Care for \$225

- INGDIRECT Update and Reports

Solena researched ING standing with Moody's, and S&P. Found that ING has good ratings with both

Transferred \$153,000 from 1st Bank account and from investments with RBC to ING at a better interest rate. There is now no money in RBC investments.

New Business

- FHA Certification - Process & Planning
 - Hand out was given to homeowners who attended the meeting. (Copy Attached)
 - Solena found that Hiland Hills is actually considered a Condo association and so we must be certified.
 - Solena found that we lost our certification in 2009 when the rules for FHA certification changed.
 - If we apply for certification and are denied we cannot reapply for another year.

We are in the process of getting re-certified but it will take time to fulfill all the new requirements.

Bids for Aeration

See above

- Valve Repair
- Sprinkler and valve repairs will be done this week and next.
- F-1 Request for Security Door
 - F-1 Request for Replacing Bars
- The board will discuss these requests via e-mail
- Jeff with 5 Star Roofing to present proposal
- Information from this roofing company is available in the office

Open Forum

A-15 requested information on 5 MINUTE FENCE STAIN be e-mailed to the board.

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Adjourn

9:31 P.M.