

Hiland Hills Townhouse Owners Association
Board of Directors Minutes
August 11, 2009

The monthly Hiland Hills Townhouse Owners Association Meeting was held at the Hiland Hills Townhouse Clubhouse, 7995 E. Mississippi Avenue in Denver, Colorado, on Tuesday, August 11, 2009.

Board Members Present

President	Suzy Koch
Vice President	Naomi Geidel
Treasurer	Rudy Nunez
Secretary	Charmayne Smith
Member at Large	Ella Averbukh

Board Members Absent

Member at Large	Laura Gilman
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Board Member Quorum

A quorum of the Board Members was present.

Property Personnel Present

Property Manager	Nikki Redman
Maintenance	George Thomas

Homeowners Present

9 Homeowners were present: Phyllis White, Kathleen Derussy, Dennis Gartland, Jan Lechman, Charlotte Radel, Ron Skoty, Bill Johns, Lindsay Freeman, and Brent Davis.

Call To Order

Suzy Koch called the meeting to order at 6:34pm.

Introduction of new Property Manager and Maintenance Manager

Nikki Redman and George Thomas gave brief introductions of themselves and their work history.

Approval of March 2009 Minutes

Ella motioned to approve the March 2009 minutes as written. Suzy seconded. The motion was approved unanimously.

Approval of July 2009 Minutes

Ella motioned to approve the July 2009 minutes as written. Naomi seconded. The motion was approved unanimously.

Financial Report

Rudy reported the following:

There was \$48,000.00 brought in.

#1 expense – Water at \$4,175.00

The Board has written off 3 accounts in the amounts of \$1,396.00, \$1,334.00 and \$643.50..

Property Manager Report

Nikki reported what work had been completed throughout the month of July 22, 2009 – August 11, 2009.

Maintenance Manager Report

George reported major projects that are to be completed throughout the community as well as work that was completed throughout the month of July 22, 2009 – August 11, 2009.

Old Business

Roofs: Nikki reported the work that has been completed on the roofs and drains.

Answering Service/Emergency Phone: Nikki stated that there were 3 companies that the Board has looked into for an answering service. The prices vary from \$40.00, \$49.99 to \$100.00 a month. The Board was also looking into a new service for the emergency phone. The prices ranged from \$50.85 plus tax for TMobile, \$94.98 plus tax from Sprint which includes 3 phones and lines, and \$40.00 including tax for Intergra Telecom. Naomi motioned to obtain Sprint's service with the stipulation of 2 phones. Ella seconded. The motion was approved unanimously.

Trees: Tabled.

Pig Tailing: The Board stated that they have talked with the Attorney on how to approach the pig tailing of the wiring that is in need of being completed. Suzy noted that the Board is looking into helping the homeowners pay for the pig tailing to be completed before/during the renewal date for the Associations insurance. Rudy stated that he is currently having an insurance company look into many different plans of action, but insurance companies are refusing the Association coverage because of the aluminum wiring. Suzy indicated that there is going to be a letter sent out to the homeowners regarding the urgent need to complete the pig tailing. Suzy asked for volunteers to help with the writing of the letter and Dennis stated he would help. The Board tabled the pig tailing until the next meeting.

Solicitation Sign: The Board stated that they would like to obtain 2 "Private Property, No Solicitation, No Flyers" signs and 3 "Icy Area Ahead" signs. The Board tabled this item until further bids were received.

Concrete at H2: Tabled because the bids were out dated. The Board needs more specific dates.

New Business

Summary of Board: None.

Fine Waiver Request: Naomi stated that the letter that was sent out to D10 stated that they had 10 days to turn in their fire certificate otherwise there would be a \$200.00 fine assessed to their account. The Board directed Nikki to email the homeowner and let them know that there is not a fine assessed to the account.

F7 Lease Request: Lindsay Freeman noted that her family is looking to obtain a new and bigger home. Lindsay would like to have a permit granted so she can lease her unit because she is upside down on her loan and is not able to sell at this point in time. Nikki noted that the Association is currently at 34% of the rentals of the 30% that is allowed. Nikki stated that she is working on getting an updated list of renters and their leases so this way F7 will not have to be on the waiting list for long. Nikki stated that she would inform Lindsay of the information that is found within the next 2 weeks.

Reserve Study: The Board stated that it is time for an up to date reserve study to be completed. The Board directed Nikki to obtain the current reserve study for review.

Accountant: Rudy stated that he has already completed an audit of the financial records. Suzy asked how often an audit is needed. Nikki noted that an audit is to be performed every other year. Suzy indicated that since an audit was completed last year, there is no need for an audit for 2009.

Apartment Cleaning: There were 4 bids obtained for the cleaning of the upstairs and lower apartments. The companies that bid were Service Solutions, Molly Maids, Jani King and Colorado Cleaning Services. Naomi motioned to use Colorado Cleaning Services at \$89.99 for 5 hours of service. Rudy seconded. The motion was approved unanimously.

Installation of Carpet: There were 4 bids obtained for the carpet installation in the lower apartment. The companies that bid were Lowes, Home Depot, RMF Flooring and Standard Interiors. Ella motioned to have Lowes install the carpet for a round about price of \$600.00. Rudy seconded. The motion was approved unanimously.

Steam Cleaning Carpet: There were 4 bids obtained to steam clean the carpet in the upper apartment. The companies that provided bids were, Allied Cleaning, Stanley Steemer, Jani King and Colorado Cleaning Services. Naomi motioned to use Colorado cleaning Services for a price of \$60.00-\$70.00. Ella seconded. The motion was approved unanimously.

Replacement of Stove: Tabled.

Homeowner Forum: There was a question about when the fences were going to be sealed. Suzy stated that the sealing would be looked into before the September meeting.

Adjournment

There being no further business, Suzy adjourned the meeting at 8:11pm.