

Hiland Hills Townhouse Owners Association  
Board of Directors' Minutes  
February 12, 2009

The monthly Hiland Hills Townhouse Owners Association Meeting was held at the Hiland Hills Townhouse Clubhouse, 7995 East Mississippi Avenue in Denver, Colorado, on Thursday, February 12, 2009.

**Board Members Present**

President	Suzy Koch
Vice President	Ella Averbukh
Treasurer	Antoinette Schmitz
Members at Large	Shannon Huehn
	Laura Gilman
	Linda Barton

**Board Member Quorum**

A quorum of the Board Members was present.

**Property Personnel Present**

Property Manager	Pam Rickert
Maintenance	Jacob Reynoldson

**Homeowners Present**

Ned Coons, June Stratton, Charmayne Smith, Dennis Santford, Lynn Kimbrough, Mei Lie Benink, and Carlos Garibello

**Call to Order**

Suzy Koch, President, called the meeting to order at 6:30pm.

**Approval of Minutes**

A motion was made by Ella and seconded by Linda to approve the January 15, 2009 minutes. The motion carried.

**Treasurer's Report**

Antoinette reported the following

Income \$32,963.49

Expenses \$39,921.60

- \$6,915.11

Per Unit=\$237.63

#1 expense – project

#2 expense - insurance \$4700.13

## **Foreclosure Report**

1 foreclosure F-14

Wrote off \$3723.30

Dec Delinquent= \$26990.42

Jan Delinquent = \$22,214.79

## **Old Business**

*Jacob reported the following.*

- Burying and cutting cables that were trip hazards
- Calebs was out taking care of soffits in Bldg A
- Walk through with AGS painting touch ups, clipping of nails, finishing off locks, and replacing of the fence boards that were taken down months ago. AGS will be out on the property to do touch ups on the carports next.
- Repaired the trash bins to get them in working order again
- Pool heater the valve was repaired
- Replaced a belt on one of the roof fans
- Reviewed the utility bills created a spread sheet to check on building per building to see where we can save some money.
- Placed under stops in the utility doors to help prevent rodents from coming in and the cold air from freezing the pipes.
- Braced the fence that fell over during the high winds until Candlewick could repair it.

Suzy requested that we notify the home owners not to remove the under stops that were placed in the utility closet. Jacob also stated that the boards were glued down with liquid nails so removal would be difficult. Jacob will address with the board some concerns that a few of the owners have in reference to the under stops.

Linda addressed the ice on the north side of Bldg A, would like to use sand or cat litter for traction. If we place sand over the icy patch the water will flow over the sand and refreeze. Will special order caution signs for icy area. Shannon requested that Jacob place sand down at the end of his work day. Linda will place sand on icy area if Jacob puts sand on her patio.

*Pam reported the following.*

- Invoiced Fire Cert's and Leases
  - Attended class with Hindman Sanchez, "Turning Dysfunctional Boards into Functional Board"
  - B-16 letters on window painting and lien
  - F-5 termites bids
  - 2 frozen and 1 burst pipes.
  - Met with Bruce from Quality Grounds on sealing the lawn equipment
  - Went to court on the Amend and Restated Declarations
  - Walk the property for violations
  - Contacted the cable company and medical company on the slip and fall around Bldg B
- Shannon request that Pam contact Lighthouse to clean the north wall of property.

### *Face Lift*

AGS has done there walk through and touch ups will be back for final walk through and signing off on project along with final payment. Suzy request board member to walk with AGS on final, Linda and Laura will attend on Tues or Thurs after 11:00 am.

### *Up/date on Governing Doc's*

-Governing Doc's have been recorded and will be implemented as of today. Pam will be disbursing the Doc's to all owners. After disbursing the Doc's we will begin checking on filing the new articles of incorporation.

## **New Business**

### *Owners Request*

-C-12 window replacement sent letter stating that she would repair any damage to common elements. Linda motion to approve window replacement on C-12, Ella 2<sup>nd</sup> the motion, motion carries.

### *Window Replacement*

F-21 Mei Lie Benink questioned Linda Barton about the individual who she had invited to the board meeting in the summer for window replacements. Mei Lie was upset because the individual collected money and did not replace the windows. Linda will check into the matter.

### *June 2008 year end audit*

Antoinette summarized the audit; we need to keep up with our reserves, the auditor qualifies the financials and everything appears to be clean. Ella made a motion to approve the 2008 audit, Linda 2<sup>nd</sup> the motion, motion carries.

### *Sale of excess lawn equipment*

Bruce from Quality Landscaping came to the property and look at the equipment, Bruce proposed that he could transport the equipment, tune up and place equipment on his show room floor to sale. Bruce would retain 20% of the sale along with the cost of the tune up. Do we want to sell the equipment ourselves or hand this over to Bruce? After several ideals were tossed around Shannon made a motion that Bruce from Quality Landscaping sells the equipment for Hiland Hills, motion was 2<sup>nd</sup>, motion carries.

### *Landscaping contract*

Quality Landscaping contract along with Ground Master were looked at. Board talk about getting an additional bid but it was decided that Quality Landscaping has been on the property for two years with no complaints. It was suggested that we go out to bid every three years on the landscaping contract. Linda made a motion that we stay with Quality Ground Care for another year, Shannon 2<sup>nd</sup> the motion, motion carries.

### *Termites in Bldg F-5*

Nelson from Bldg F-5 contacted the office that a contractor doing work in his unit found termites near the washer and dryer area. Nelson had the termites treated. The office contacted Orkin and Terminix who came on the property and inspected the interior of F-5 and the exterior of Bldg F. During the inspection the only damage found was around the bathroom doorway which appeared

to be water damage. They did not find any definitive signs of termites. Further discussion about the traits of the termites and the treatments were discussed. It was suggested that we inspect periodically through the spring, summer and fall for termites. The board requested that we inspect the four adjoining units for termites and inspect the exterior building every quarter for the next year.

#### *Carport Poles*

Richard A. Boon from Construction Support Services, Inc examined the post that had been hit by cars. Suzy read the report then asked the board what they would like to do. It was decided that an inventory of damage post would need to be completed and three bids to have post reinforced.

#### *Rules & Regulations*

Talked about the changing the fine on the rules & regulation, also addressed changing the SB 100. The floor was open and several options were given on the definition of neutral window coverings. Ella read the current rules and regulation for window coverings. Ella will write a description for the color of window covering regarding the rules and regulations. Any additional changes of the rules and regulations should be addressed at the next meeting.

#### *Lease Permit*

The new articles of declarations changed to a maximum of 30% non-owner occupance. We need a comment to work on establishing a standard on the lease permits. Talked about drafting a letter to inform prospect owner that a lease permits is required. The community is now allowed to evict any residents that do not comply with community rules. Linda and June volunteered to help with initiating and writing guide lines for the new leasing permits. E-6 asking about a hardship permit, he is moving out of town after the loss of his job. The board is unable to answer these questions until a program is created. Suzy believes that it will take a few months to establish and launch this program.

#### *Building Captains Update*

There were no meetings so we have no up dates.

#### *Owner's Forum*

- Steve Pearson was a long time owner and served as an active board member. Steve's untimely death is a great loss to this community.
- The decorative light fixture at the south end of Bldg G was removed due to the rotten light pole. A request was made to replace the fixture. A fixture will be installed on the roof of building G to illuminate the south end corner between building G & F.
- It was requested that we keep the interior pool lights on through out the night. Shannon made a motion to keep the lights on all evening, motion 2<sup>nd</sup>, motion carried
- There was a request to turn the sprinkler off when it rains. Jacob addressed this issue and due to the number of timers it would not be a resourceful act.
- Laura mentioned that cars have been keyed recently. Several owner mentioned different acts of offense to personal property.

#### **Adjournment**

A Motion was made by Suzy and seconded by Ella, motion carried meeting adjourn.