

**Hiland Hills Townhouse Owners Association
Board of Directors Meeting
January 10th, 2012 @ 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, January 10th, 2012

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	Brad Smock

Homeowners Present

Joe Hardin A-10
Rudy Nunez J-8
Lynn Conforti D-2
Eric Ericson H-2
Kathy deRussy F-2
Jan Lechman H-16
Shannen Huehn H-4
Naomi Giedel

Call to Order

6:31 P.M.

Approval of September 2011 Minutes

Joy motioned to approve
Charmayne 2nd

Financial Report

- **December 2011 Financial Report**

Total Revenue for month of December \$34,354.87

Total Expenses for month of December \$21,753.13

Total Positive cash flow for December \$12, 602.00

Year to Date Positive Cash Flow of \$20,560.00

- **Delinquency**

Over 30 days \$9,936.00 Over 60 days \$7,689.00 Over 90 days \$47,635.00 (corrected at meeting. Should read \$5,974.87) Over 120 days \$47,635.00

29 on Report - 19% delinquent - 17 accounts with Attorney or Collection Agency - 5 Known foreclosures

Financials read by Charmayne

Property Managers and Maintenance 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**
- **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**
- **Scheduled Hinton, sent notices and calendars to home owners**
- **Worked with Marxaire on pool room heater replacement**
- **Interviewed applicants for Maintenance position**
- **Hired, and trained new Maintenance Manager over a 2 week orientation**
- **Interviewed & set up meetings with Board & roofing committee with roofing vendors**
- **Worked with Tree committee in getting 6 new trees purchased and planted**
- **Met with new Insurance Agent, gathered all information about the cost and policy, reviewed with the Board then assisted Mile Hi in setting up our policy.**
- **Worked with Auditor in supplying information needed for annual Audit & Review**
- **Maintained and updated website**

- **Worked with maintenance & vendor to have pot holes repaired 12 inches or bigger**
- **Created and distributed newsletter**
- **Worked with maintenance & plumber on repairs to pipes in clubhouse**
- **Maintenance Installed New surround in mens shower in clubhouse**
- **Worked with Maintenance and plumber on line break by F-13**
- **Dealt with 14 roof leaks the month of December only**
- **Maintenance trimmed along sidewalk by outer perimeter of fence along Mississippi**

Copies of these reports were available for the homeowners to read themselves and ask questions if they had any.

Discussion

Old Business

- New Pool Heater
Reported that it was installed
- Reserve Study
Solena reported that the reserve study was completed and the board signed off on it and that it is on the website
- Website
Website is up and running. HilandHillstoa.com

New Business

- Back-up Program for Computer
Carbonite back-up for computer
Joy motioned to approve
Charmayne 2nd
- Move Handicap space over by G-15 (reasonable accommodation)
Joy motioned to approve moving handicapped sign from H building parking spot to spot in front of G-15
Charmayne 2nd
- Review and Sign Agreement for Attorney Services

Open Forum

J-8 wants the password for the website

A-10 having roof problems/water drainage problems

Solena called Calebs-6" flashing on order

Will ask Calebs about putting in another drain pan system

H-16 asked about pool heater

Solena said the money for the heater came out of the operating account-hopefully will affect utility cost

Jan asked about Hinton electrical project

Solena confirmed they would be at G building 1/17/12

H-2 Asked for permission for POD to be placed in parking lot for 2 weeks when remodeling his unit begins

Joy motioned to approve

Charmayne 2nd

H-4 thinks ice-melt is excessive asked if necessary

Solena and Brad said it is necessary but that will blow off sidewalks when ice is gone. Also pet-friendly ice melt is too expensive.

J-8 suggested using fine grade gravel for ice and snow. Would be one time (seasonal). Cheap

Solena will get info, check prices, list pros/cons

Naomi complained about plowing company pushing snow onto sidewalk between A building and the clubhouse

Solena will try to find another place to have the plow company put the snow.

F-2 asked if Brad would add the curve in driveway around G building to sanding list

Naomi asked about re-grading parking lot

Solena said it's too expensive for entire lot to be done but will look into possibility of doing it bit by bit

J-8 Had roof leak and is having problems with insurance adjuster. Wants pictures of what Calebs did to repair roof.

Solena said to tell adjuster that leak has been repaired and that we will take further steps to prevent future leaks

Adjourn

7:24 P.M.