

The bimonthly Hiland Hills Townhouse Owners meeting was held at the Hiland Hills Townhouse Clubhouse, 7995 E Mississippi Avenue in Denver, Colorado on Wednesday, November 14, 2012

Board Members Present

President – Dmitry Gall (3 yr. term)
Secretary – Tony Pfeifer (2 yr. term)
Members-at-Large – Suzy Koch (1 yr. term)

A quorum was present

Property Personnel Present

Property Manager – Jestene Murphy
Maintenance Manager – Brad Smock

Homeowners Present

Lynn Conforti D2, Ron Skoty E10, Abbey Tesfozian B12, Paul Otto K6, Eric Stratton G12, Dennis Gartland F16

Call to Order Meeting was called to order at 6:32 p.m.

Approval of September Minutes Tony moved to approve. The motion was seconded and passed.

Review of September and October Financials October's total expenses were particularly high because of payments to Hinton Electric.

3,000 in delinquencies were written off

September revenue \$51,140.89, expenses \$26,283.44 – Net \$24,857.45.

October revenue \$49,402.17, expenses \$96,057.54 – Net (46,655.37)

Delinquencies totaled \$52,481.89: \$16,501.41 were collected

Property Managers Report

Payroll
Accounts Payables
Bids on Carpet
Bids on Tile
Newsletter

Property Walks
Resident requests
Various Letters & Reminders
Petty Cash Reconciliation
Reviewing financials
Bank Deposits
Purchased supplies as needed
Met with Insurance Agent, gathered all information about the cost and policy
Filing
Researching stucco Company
Numerous calls to Construction Support Services (Roofing)
Collections/collection letter
Letter for new home owners
Looking for stove for upstairs apartment

Maintenance Report

Daily walk property
Pressure wash and stain buildings A & B
Painted perimeter fire lane curb and speed bumps.
Overseen repairs from accident on east side of property.
Managed completion of building K electrical project.
Grounds upkeep (weed spraying, tree and bush trimming, cleaning up rock beds, etc.)
Weekly roof cleaning, 2 buildings per week roofs, scuppers and downspouts done as leaves began to fall.
Leaf clean up
Continued on soffit repairs
Finished gutter touch-up and painting of silver downspouts
Parking lot clean-up
Researched stains/sealant for fences
Weekly trash clean-up Mississippi curb and fence line
Cleaning of mailroom, poolroom, and clubhouse
Weekly testing of sprinkler system and repair of any issues
Weekly cleanup of dog poop on knoll areas and grassy areas ends of D and H buildings
Replacing bulbs on spotlights and pole lights as they burn out.

Shut down sprinkler system and turn water off to system prior to lawn service blowing out the lines.

Completion of work orders as they come in

Painted undone inside pool doors.

Painted last side clubhouse window sills.

Dumpster enclosure repairs done as needed.

Replace malfunctioning roof spotlight fixture.

Rewired junction box that controlled SW part of the properties pole lighting.

Managed roof leak repairs in clubhouse and issues created from wind on G building.

Removal of linoleum and tile from upstairs apartment.

Preventative maintenance started on roofs.

Old Business

Inspections for the electrical work

Researching roofing bid and putting together committee to start roofing project

New Business

Working with roofing contractors to get bids for roof drainage

Researching swimming pool phone

Open Forum – Late fees and interest were waived for one resident. 2 residents request waivers of charges by Hinton for not keeping scheduled appointments. Both requests were declined.

Adjourn – 7:31 p.m.