

AMERICANA TOWNHOME ASSOCIATION, INC.

BOARD OF DIRECTORS MEETING NOVEMBER 19, 2014 MINUTES

I. CALL TO ORDER

The regularly scheduled November 19, 2014 Board of Directors Meeting of the Americana Townhome Association, Inc. was called to order at 6:28 pm in the Sand Creek Room of the Aurora Municipal Building located at 15151 East Alameda Pkwy, Aurora, CO. Board Members present were Lotus Alexander, Linda Heersink, Anissa Ostermiller, Sonja Pridmore, and Monica Tillman. Scott Dubé and Jean Ronald, CMCA, AMS were present representing Weststar Management Corp.

II. OWNER FORUM

No owners in attendance.

III. APPROVAL OF MINUTES

A motion was made by Sonja Pridmore and seconded by Linda Heersink approving the October 22, 2014 Board of Directors Meeting minutes as presented for the records. All Board members present voted in favor and the motion passed.

IV. FINANCIAL BUSINESS

Monthly Financials – The October 31, 2014 Financials were presented and reviewed for the records. This monthly set of financials was accepted by the Board.

Audit Representation Letter – A motion was made by Sonja Pridmore and seconded by Lotus Alexander approving the draft audit for the year ended December 31, 2013 prepared by CPA Olson, Reyes & Sauerwein, LLC. All Board members present voted in favor and the motion was passed.

Audit and Tax Preparation Engagement Letter – A motion was made by Anissa Ostermiller and seconded by Lotus Alexander approving CPA Olson, Reyes & Sauerwein, LLC engagement letter for the preparation of an audit and taxes for the year ending December 31, 2014 at a cost of \$3,050.00. All Board members present voted in favor.

Draft Proposed 2015 Budget – Following review and discussion, a motion was made by Sonja Pridmore and seconded by Monica Tillman to adopt the Proposed 2015 Budget with monthly assessments at \$173 per unit. All Board members present voted in favor of adopting the 2015 Budget and the motion passed.

V. OLD BUSINESS

Trash Enclosures – An update was provided on the progress of refurbishing the townhome unit trash enclosures. Indian Summer Landscaping completed the first enclosure on the east end of 16201 and will start the second one east of 15999. The Board requested that Indian Summer Landscaping perform a complete light check for all common lights on fences and post/globes serving the community.

Gutter Cleaning – Ratify Board Vote – A motion was made by Linda Heersink and seconded by Lotus Alexander ratifying the Board's email vote approving the proposal submitted by Joe Windows Cleanings, Inc. at a cost of \$1,440. All Board Members present voted in favor. A request will be made to Joe Windows Cleaning to bag and dispose of all debris.

Other – Snow removal in general was discussed and it was stated that services are triggered at 3" for shoveling walks and 4" for plowing parking spaces. The contractor will be contacted regarding these specifications.

VI. NEW BUSINESS

Other – The Board requested a general letter to owners reminding them of the responsibility to trim trees in back patio enclosures, to avoid damage to structures. In addition, residents will be reminded that electronics are not accepted by the trash removal company. The general letter will also include the 2015 monthly assessment of \$173 and payment information.

VII. CORRESPONDENCE

No correspondence for review.

VIII. ADJOURNMENT

There being no further business, a motion was made Anissa Ostermiller and seconded by Linda Heersink to adjourn the meeting at 7:45 pm

Approved by Anissa Ostermiller date 1/28/15