

QUAILRIDGE TOWNHOME CONDOMINIUM ASSOCIATION, INC.

BOARD OF DIRECTORS MEETING

NOVEMBER 10, 2015

MINUTES

I. CALL TO ORDER

The regularly scheduled monthly Board of Directors Meeting of the Quailridge Townhome Condominium Association, Inc. was held November 10, 2015 and called to order at 6:31 pm in the Quailridge Clubhouse, located at 11157 E. West 17th Ave., Lakewood, CO 80215. Board Members present were Kathy Jensen, Barbara Mahoney, Timothy Marano, and Beth Meier. Angie Beiderbecke, Chris Easton, and James Nunley were unable to attend. Jean Ronald, CMCA, AMS was present representing Weststar Management Corp. Also in attendance at this meeting were the following representatives from the Lakewood Police Department: Agents Chad Martinez and Justin Robertson, and Retired Officer Al Williams.

II. GUEST SPEAKER – LAKEWOOD POLICE DEPARTMENT

Retired Police Officer Al Williams presented information on the organization of a Neighborhood Watch Program in the Community. Block Captains are appointed for the number of blocks desired/needed for coverage in the community and seventy percent (70%) of residences are required to sign up agreeing to participate before the Police Department will install Neighborhood Watch signs. Lakewood Police recommended posting Resident Use Only - No Trespassing Signs on the trash enclosures and researching lighting in the trash enclosures. Several brochures were provided for future meetings and the Board thanked the agents for their time at this meeting. Information and the request for volunteer Block Captains will be provided in upcoming newsletters noting that possibly by the Annual Meeting the Association may be ready to move forward with a community wide Neighborhood Watch Program.

III. OWNER FORUM

Owners and the issues/concerns brought to the Board's attention follow: Karen Harrison was present expressing safety concerns in the community.

IV. APPROVAL OF MINUTES

Following review of the October 13, 2015 Board of Directors Meeting minutes a motion was made by Beth Meier and seconded by Kathy Jensen and seconded by Beth Meier approving the October minutes as presented for the records. All Board members present voted in favor and the motion passed. The signed October 13, 2015 minutes will be posted on the community website.

V. FINANCIAL BUSINESS

The October 31, 2015 financials were reviewed and accepted by the Board. In addition the aged receivables for October 31, 2015 were reviewed.

Draft Audit For Year Ended April 30, 2015 – A motion was made by Beth Meier and seconded by Barbara Mahoney approving the draft audit prepared by CPA L R Compton II, LLC for the year ended April 30, 2015. All board members present voted in favor and the motion passed. The representation letter was signed by the Board and a copy of the final document will be posted on the Association website.

Bank Signature Card – An updated bank signature card for the Mutual of Omaha bank accounts was signed by Board members present.

VI. OLD BUSINESS

Document Amendment - Update – An email response from Attorney Kimberly Porter informs that the required notice publication is scheduled and with not negative responses from the mortgagee mailing, legal counsel will be able to record the amendment by January 10, 2016. This will allow for distribution of the document prior to the 2016 Annual Meeting.

Paint Project/Signs Update – For the record it was noted that two items have been received for the November paint punch list. In addition all signs were repainted and installed on buildings.

Reserve Study Draft – Following review and discussion on the draft reserve study received from Aspen Reserve Specialties, and a correction noted, a motion was made by Barbara Mahoney and seconded by Beth Meier approving the reserve study with report period of May 1, 2016 through April 30, 2017. All Board members present voted in favor and the motion passed. The reserve study will be posted on the website for membership viewing and downloads.

VII. NEW BUSINESS

Leasing Permits – In anticipation of the recorded Document Amendment a letter will be sent to all offsite addressed requesting an update on leasing information for the unit. In addition, an article will be placed in the next newsletter requesting volunteers to serve on the Leasing Committee. The Association's Attorney Kim Porter will be requested to submit a draft leasing permit form to be used by the committee for submittal to the Board of Directors.

Neighborhood Watch Committee – Following the presentation by Lakewood Police Department the community will request volunteers to serve on the Neighborhood Watch Program, to obtain the required seventy percent (70%) resident participants. In addition, a list of important Lakewood numbers to call for assistance will be printed in the upcoming Quailridge newsletter along with information on the Neighborhood Watch Program.

Parking – Courtesy Notice – In anticipation of the recorded Document Amendment and the two car, per unit limit, a parking courtesy notice will be printed allowing the community to receive advance warning of the upcoming ruling, and fines for the violation.

Violations – Violation letters sent were reviewed and the following letters were requested;

4-101 and 6-106 – Missing kitchen screen, 5-103 patio door screen missing and large number of items stored on back patio, 13-108 – need to replace upper bedroom window (grids failing).

Other – An arborist will be contacted regarding tree sap on vehicle in front of building #11 to determine whether a sealant is all that is needed or the removal of a branch. An electrician will be scheduled to check electric supply to exterior building light on building #7.

VIII. CORRESPONDENCE

Association correspondence was reviewed.

IX. ADJOURNMENT

There being no further business, a motion was made by Beth Meier and seconded by Kathy Jensen to adjourn the meeting at 8:15 pm

Approved by



date

12/8/15