

QUAILRIDGE TOWNHOME CONDOMINIUM ASSOCIATION, INC.

BOARD OF DIRECTORS MEETING

DECEMBER 8, 2015

MINUTES

I. CALL TO ORDER

The regularly scheduled monthly Board of Directors Meeting of the Quailridge Townhome Condominium Association, Inc. was held December 8, 2015 and called to order at 6:32 pm in the Quailridge Clubhouse, located at 11157 E. West 17th Ave., Lakewood, CO 80215. Board Members present were Angie Beiderbecke, Chris Easton, Kathy Jensen, Barbara Mahoney, Timothy Marano, Beth Meier and James Nunley. Jean Ronald, CMCA, AMS was present representing Weststar Management Corp.

II. OWNER FORUM

New Owner Tomas Kovalevskis was present with questions relating to the community gutter cleaning and tree trimming.

III. APPROVAL OF MINUTES

A motion was made by Beth Meier and seconded by Barbara Mahoney approving the November 10, 2015 Board of Directors Meeting minutes as presented for the records. All Board members present voted in favor and the motion passed. The signed November minutes will be posted on the community website.

IV. FINANCIAL BUSINESS

The November 30, 2015 financials were reviewed and accepted by the Board. The aged receivables for November 30, 2015 were reviewed in detail, account by account.

The Mutual of Omaha Bank signature card was updated and signed by the full Board of Directors for submittal to the bank.

V. OLD BUSINESS

Document Amendment - Update – No updates this month from the attorney.

Parking – Courtesy Notice – The draft courtesy notice for placing on all vehicles in the community in anticipation of the amendment to the documents and the parking rules was reviewed. It was the general consensus of the Board to have Barbara Mahoney add specific language on parking according to units with or without garages (attached and detached).

Leasing Permits – Establish Committee – The draft form to be sent to offsite owners in an effort to update leasing information was approved for mailing along with the winter newsletter. This will provide basic rental information for use by the future Leasing Committee. The winter newsletter will include a request for volunteers for the Leasing Committee.

VI. NEW BUSINESS

January 2016 Winter Newsletter – The draft newsletter was reviewed and approved following these additions: Request for Maintenance Committee and Leasing Committee volunteers, clubhouse rental information, and that fines will be levied for pet violations. Finally, an article was requested encouraging owners to contact management regarding violations and other community issues and to participate at monthly meetings, in lieu of approaching Board members in the neighborhood.

Violations – Recent violation letters sent to owners were reviewed. At the Board's request several additional letters were requested: 1-105 (Tricycle and bike chained to tree) 12-101 (2nd letter on parking).

Other – A request was made to have the photocell replaced that operates exterior lighting to the garage structure closest to building five.

The electrician's report regarding the electric supply to exterior building light on building #7 was reviewed and discussed. It was the general consensus of the Board to obtain further information in order to reach a decision.

VII. CORRESPONDENCE

Association correspondence was reviewed in addition to responses on violation letters.

VIII. ADJOURNMENT

There being no further business, a motion was made by Angie Beiderbecke and seconded by Kathy Jensen to adjourn the meeting at 8:05 pm

Approved by Burlaw Mahoney date 1/12/16