

STAPLETON FILING 2 TOWNHOME ASSOCIATION, INC.

September 10, 2009 Board of Directors Meeting Minutes

PRESENT: Jennifer Spielman and Cary Miller – Board of Directors

Elissa Conger – Weststar Property Management, Property Manager

ABSENT: Ann Koerner – Board of Directors

1. **CALL TO ORDER:** The Board of Directors meeting was called to order at 5:30 pm. at the Berkshire. A quorum was established.
2. **HOMEOWNER FORUM:** No owners were in attendance, no items were brought up for discussion.
3. **APPROVAL OF AUGUST 13, 2009 BOARD MEETING MINUTES:** The meeting minutes were reviewed. Cary made a motion to approve the August 13, 2009 board meeting minutes as submitted; Jennifer seconded. Motion carried unanimously.
4. **REVIEW CURRENT FINANCIALS:** The Board reviewed the financial statements for the period ending August 31, 2009. Cary made a motion to accept the financials for the period ending August 31, 2009 pending an audit; Jennifer seconded. Motion carried unanimously.
5. **UNFINISHED BUSINESS:**
 - a. **Action Items:** Settlement of driveway apron at 8192 E. 29th Ave. was discussed. The manager was asked to get additional bids for replacement of driveway for Board to review. The annual meeting was discussed; manager was asked to confirm date/time with Stapleton Master Association in order to use the community room. After date has been confirmed manager was asked to send save the date postcards to all owners with date, time & location.
 - b. **Insurance Guidelines Policy:** Discussion was held regarding the Insurance Guidelines Policy. Cary made a motion to adopt the Insurance Guidelines Policy as revised; Jennifer seconded. Motion carried unanimously.
 - c. **Association Maintenance Responsibilities/Chart:** Discussion was held regarding the draft of the maintenance responsibilities chart. The manager was asked to forward the chart to the Association's legal counsel for review.
 - d. **Cobble/Boulder Proposals:** Discussion was held regarding the proposed locations; Cary will review locations and provide feedback. Matter was tabled until review of locations can be completed.
 - e. **Reserve Study Policy:** The Board reviewed the information provided regarding the new policy required by state statute. The Board directed the manager to proceed with having the Association's legal counsel draft the reserve study policy.
 - f. **Additional Items From The Board:** No additional items were discussed.

6. NEW BUSINESS:

- a. **2010 Budget Draft:** The Board reviewed the first draft of the 2010 budget. The adoption of the 2010 budget was tabled pending further review of the line items.
 - b. **2009 Audit/Tax Return Prep Proposal:** Discussion was held regarding the proposal for L.R. Compton to complete the 2009 audit and tax returns. Cary moved to accept the proposal from L.R. Compton for the preparation of the 2009 audit and tax returns; Jennifer seconded. Motion carried unanimously.
 - c. **2009-2010 Snow Removal Contract:** Discussion was held regarding the proposal from ACC for snow removal for the 2009-2010 season. The Board tabled the item for further review and comparison of costs.
 - d. **Parkway/Streetscape Tree Replacement Proposal:** The Board reviewed the proposal to plant a maple tree in the streetscape along 29th Ave. Cary moved to approve the ACC proposal for the tree replacement; Jennifer seconded. Motion carried unanimously.
 - e. **Additional Items From The Board:** No additional items were discussed.
7. **CORRESPONDENCE:** Reviewed and no additional questions.
8. **ADJOURNMENT:** There being no further business the meeting was adjourned at 7:00 pm.