

## STAPLETON FILING 2 TOWNHOME ASSOCIATION, INC.

October 13, 2009 Board of Directors Meeting Minutes

**PRESENT:** Jennifer Spielman, Ann Koerner (via phone) and Cary Miller – Board of Directors

Elissa Conger – Weststar Property Management, Property Manager

1. **CALL TO ORDER:** The Board of Directors meeting was called to order at 5:41 pm. at 2834 Syracuse Court. A quorum was established.
2. **HOMEOWNER FORUM & HEARINGS:** No items were brought up for discussion. The owner at 8300 E. 29<sup>th</sup> Ave. attended a hearing to present information regarding a covenant violation received for stepping stones in the landscaped area in front of his unit. Discussion was held regarding the use of the stepping stones and the owner requested permission to keep the stepping stones in their current location. The Board reviewed the matter and determined that due to the stepping stones lack of visual disturbance or interference with the current landscaping materials and maintenance the owner will be permitted to keep the stepping stones in the current location in front of the unit. The owner and any future owner(s) are responsible for all maintenance and any liability that shall arise from the installation of the stepping stones in the landscaping. Management was asked to draft a letter for review by the Board prior to sending to the Owner.
3. **APPROVAL OF SEPTEMBER 10, 2009 BOARD MEETING MINUTES:** The meeting minutes were reviewed. Jennifer made a motion to approve the September 10, 2009 board meeting minutes as submitted; Cary seconded. Motion carried unanimously.
4. **REVIEW CURRENT FINANCIALS:** The Board reviewed the financial statements for the period ending September 30, 2009. Cary made a motion to accept the financials for the period ending September 30, 2009 pending an audit; Ann seconded. Motion carried unanimously.
5. **UNFINISHED BUSINESS:**
  - a. **Action Items:** Discussion was held regarding a settlement of the sidewalk between 8210 and 9192 E. 29<sup>th</sup> Ave.; manager was asked to investigate and get repaired. The Board approved management contacting legal counsel to draft an alternative dispute resolution policy.
  - b. **Association Maintenance Responsibilities/Chart:** Legal counsel has reviewed and provided comments regarding the chart; the Board reviewed all comments and asked management to include the chart in the upcoming annual meeting packet for discussion at the 2009 annual meeting.
  - c. **Homeowner Hearing:** The owner at 8020 E. 29<sup>th</sup> Ave. presented additional information to the Board of Directors regarding a request for the payment of interior repairs related to a roof leak. Additional information regarding minutes, the reserve study, previous precedents and questions concerning the application of legal fees to an owner's account were presented and discussed with the Board of Directors. The Board requested additional time from the owner to review all the materials and to get legal verification on several items. The owner outlined several options regarding acceptable outcomes for resolution of this issue for the Board to consider. The Board will further review this matter and will schedule another meeting with the owner in approximately two weeks.

- d. **Cobble/Boulder Proposals:** Discussion was held regarding the proposed locations; tabled acceptance of the proposal till next spring due to budget considerations.
- e. **Reserve Study Policy:** The Board reviewed the policy; tabled further action on the policy until revisions to the funding plan in the policy can be made.
- f. **2010 Budget Draft:** Discussion was held regarding the 2010 budget that calls for dues to remain the same at \$162.00 per month per unit. Jennifer made a motion to approve the 2010 budget as presented; Cary seconded. Motion carried unanimously. Management was asked to send a 2010 summary budget, graph of 2010 expenses and a graph of 2009 expenses in the annual meeting packet.
- g. **Ratify 2009-2010 Snow Removal Contract:** Ann made a motion to ratify the acceptance of the 2009-2010 snow removal contract with ACC (American Civil Constructors) Landscaping; Jennifer seconded. Motion carried unanimously.
- h. **Additional Items From The Board:** No additional items were discussed.

**6. NEW BUSINESS:**

- a. **Annual Meeting:** Discussion was held regarding the information to be included in the annual meeting packet and moving the annual meeting date to December. Management was asked to confirm a December date for the annual meeting and send notice at least one month prior.
- b. **ACC Request:** The Board reviewed the request for a storm/screen door submitted by the owner at 7752 E. 29<sup>th</sup> Ave. Jennifer moved to approve the storm/screen door application as submitted; Cary seconded. Motion carried unanimously.
- c. **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 8:26 p.m.