

STAPLETON FILING 2 TOWNHOME ASSOCIATION, INC.

November 4, 2009 Board of Directors Meeting Minutes

PRESENT: Jennifer Spielman, Ann Koerner – Board of Directors

Elissa Conger – Weststar Property Management, Property Manager

ABSENT: Cary Miller – Board of Directors

1. **CALL TO ORDER:** The Board of Directors meeting was called to order at 5:44 pm. at the Berkshire restaurant. A quorum was established.
2. **HOMEOWNER FORUM & HEARINGS:** No owners were in attendance; no items were discussed.
3. **APPROVAL OF SEPTEMBER 10, 2009 BOARD MEETING MINUTES:** The meeting minutes were reviewed. Ann made a motion to approve the October 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 October 31, 2009. Discussion was held regarding the reserve account certificates of deposit and their renewal. Ann to discuss with Gene West and renew at the best rates while providing \$20,000 to \$30,000 in liquid assets available in a 1-2 month period for reserve projects next year. Jennifer made a motion to accept the financials for the period ending October 31, 2009 pending an audit; Ann seconded. Motion carried unanimously.
5. **UNFINISHED BUSINESS:**
 - a. **Action Items:** Discussion was held regarding a roof inspection, the manager was asked to get a proposal from the current roofing vendor so the Board could review the costs. Discussion was held regarding political signage in the front yard landscaping, the manager was asked to inspect and send notifications as necessary.
 - b. **Insurance & Maintenance Obligations:** Discussion was held regarding scheduling a follow up hearing/meeting with the owner at 8020 E. 29th Ave.
 - c. **Reserve Study Policy Draft:** The Board reviewed the policy drafted by the Association's legal counsel, including the revisions requested last month. Ann motioned to approve the Reserve Study Policy Draft as presented; Jennifer seconded. Motion carried unanimously.
 - d. **Alternative Dispute Resolution Policy Draft:** Discussion was held regarding the policy drafted by the Association's legal counsel. The manager will contact the Association's legal counsel regarding revisions to the policy; matter tabled for further review.
 - e. **Annual Meeting:** Discussion was held regarding the upcoming annual meeting and the packet of information to be mailed to owners. The annual meeting will be held on Monday, December 7, 2009 at the Stapleton Community Meeting Room on Roslyn Street at 6:30 p.m.
 - f. **Additional Items From The Board:** No additional items were discussed.

6. NEW BUSINESS:

- a. **Snow Removal:** Discussion was held regarding the recent winter storm and the associated snow removal. The manager was asked to contact the snow removal vendor to discuss shoveling before high traffic times and to make the areas along 29th Ave. a priority.
- b. **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 7:33 p.m.