

STAPLETON FILING 2 TOWNHOME ASSOCIATION, INC.

June 8, 2010 Board of Directors Meeting Minutes

PRESENT: Jennifer Spielman, Ann Koerner, Cary Miller– Board of Directors

Jonathan Small- Owner

Elissa Conger – Weststar Property Management, Property Manager

1. **CALL TO ORDER:** The Board of Directors meeting was called to order at 6:38 pm. at 7960 E. 29th Ave., Denver, CO, 80238. A quorum was established.
2. **HOMEOWNER FORUM & HEARINGS:** No items were brought forward.
3. **APPROVAL OF MAY 11, 2010 BOARD MEETING MINUTES:** The meeting minutes were reviewed. Cary made a motion to approve the May 11, 2010 board meeting minutes as submitted; Jennifer seconded. Motion carried unanimously.
4. **REVIEW CURRENT FINANCIALS:** The Board reviewed the financial statements for the period ending May 31, 2010. Discussion was held regarding the snow removal invoices for April of 2010, the manager was asked to request additional information from TerraCare regarding the invoices. Jennifer made a motion to approve the financial statements for the period ending May 31, 2010 pending an audit; Ann seconded. Motion carried unanimously.
 - a. **7990 E. 29th Ave. Request** – Discussion was held regarding the request from the owner to waive the legal and late fees on this account. The Board unanimously decided to deny the request due to several notices being provided prior to turning the account over to the attorney as well as the costs the Association has incurred in trying to collect the assessments owed on the account.
5. **UNFINISHED BUSINESS:**
 - a. **Reserve Study Proposals:** Discussion was held regarding the reserve study proposals from Aspen Reserve Specialties, Association Reserves and McCaffery Reserve Consulting. Cary made a motion to accept the Aspen Reserve Specialties Level 2 Report with a 7-week turnaround; Jennifer seconded. Motion carried unanimously.
 - b. **2010 Concrete Replacement Bids:** Discussion was held regarding the overall concrete replacement list and bids from Brown Brothers Asphalt & Concrete and Meadows Concrete. The Board determined to replace the front steps at 7752 E. 29th Ave., to replace the front steps at 7830 E. 29th Ave., to replace the settled driveway apron at 8130 E. 29th Ave., to replace the settled driveway apron at 8192 E. 29th Ave. and to skimcoat the front walls at 8130 E. 29th Ave., 8120 E. 29th Ave., 8270 E. 29th Ave., 8150 E. 29th Ave., 8140 E. 29th Ave. 8490 E. 29th Ave. Manager was asked to get a revised proposal for this work only.
 - c. **Exterior Painting Proposals:** Discussion was held regarding the bids from Decorex and Gardner Painting, a decision was tabled until further bids are received.

- d. **Action Items:** Cary made a motion to approve the Decorex proposals to paint the handrails along 29th Ave. and the privacy fences behind Syracuse Ct.; Jennifer seconded. Motion carried unanimously.
- e. **Additional Items from the Board:** Discussion was held regarding requests from owners to repair decks/balconies. The Board authorized proceeding with any repairs that were a safety issue as this time but it not establishing any precedent and may determine in the future that decks and balconies are individual owner's responsibility to maintain. Discussion regarding holding a special meeting in August for owners to discuss the insurance guidelines and maintenance chart was held; manager was asked to look into availability for an August 12th meeting.

6. NEW BUSINESS

- a. **2010-2011 Insurance Package Renewal:** Discussion was held regarding the insurance renewal proposal. Manager was asked to investigate the cause of the increase prior to Board approval.
- b. **Tree Care Program Proposals:** Discussion was held regarding the proposals submitted by Swingle Tree and Ross Tree Company. Cary made a motion to approve the pruning of all non-fruiting trees and the replacement of nine (9) trees; Jennifer seconded. Motion carried unanimously.
- c. **TerraCare Landscaping Proposals:** Discussion was held regarding the proposals to add additional cobble to a washout area at 8300 E. 29th Ave. and for sod replacements. The Board determined to have TerraCare reseed and put caution tape around turf areas that have been damaged by dogs and by winter kill. Cary to further investigate the washout area and provide a report to the Board.
- d. **Additional Items from the Board:** No additional items were brought forward.

7. CORRESPONDENCE: Reviewed and no additional questions.

8. ADJOURNMENT: There being no further business the meeting was adjourned at 8:13 p.m.