

STAPLETON FILING 2 TOWNHOME ASSOCIATION, INC.**July 13, 2010 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 5:36 p.m. at the Stapleton Master Association Community Room, 2823 Roslyn St., Denver, CO, 80238. A quorum was established.
2. **HOMEOWNER FORUM & HEARINGS:** No items were brought forward.
3. **APPROVAL OF JUNE 8, 2010 BOARD MEETING MINUTES:** The meeting minutes were reviewed. Jennifer made a motion to approve the June 8, 2010 board meeting minutes as submitted; Cary seconded. Motion carried unanimously.
4. **REVIEW CURRENT FINANCIALS:** The Board reviewed the financial statements for the period ending June 30, 2010. Discussion was held regarding the increased Xcel billings for June 2010, the manager was asked to verify if two months were paid in June. Jennifer made a motion to approve the financial statements for the period ending June 30, 2010 pending an audit; Cary seconded. Motion carried unanimously.
5. **UNFINISHED BUSINESS:**
 - a. **2010 Concrete Replacement Bids:** Discussion was held regarding the status of the revised bid from Brown Brothers for concrete repairs at 7752 E. 29th Ave., 7830 E. 29th Ave., 8130 E. 29th Ave and 8192 E. 29th Ave. The addition of the following addresses for skim coat wall repairs is going to be included on the revised bid for 8130 E. 29th Ave, 8120 E. 29th Ave, 8270 E. 29th Ave., 8150 E. 29th Ave., 8140 E. 29th Ave. and 8490 E. 29th Ave. The Board determined that they will conduct a site inspection to determine if 8132 E. 29th Ave. should be added to the skim coat list and will update the manager with their results.
 - b. **2010 Exterior Painting Proposals:** The exterior painting proposals from Gardner Painting, Decorex and Exterior Solutions were reviewed; additional proposals from Patriot Painting and Stellar Painting have been solicited. Board tabled the matter until next month when all the proposals can be reviewed, compared and a vendor along with the number of buildings to be painted can be selected.
 - c. **2010 Plant Replacements, Cobble Proposals & Concerns:** The Board approved plant replacements for all plants/materials on the priority one list with changes and for cobble only to be installed at 2810 Syracuse Ct. Discussion regarding concerns with the level of service of the current contractor as well as the time to get projects completed was held. The Board determined that they will bid out the landscaping maintenance contract at the end of the current contract on December 31, 2010.
 - d. **Additional Items from the Board:** The member meeting to review the insurance guidelines proposal and the maintenance chart was postponed for August 12, 2010 and will be rescheduled once a legal opinion from the

Association's attorney can be received regarding decks and balconies along with a reserve study draft to determine the economic impact adding the decks and balconies into the reserve study would have. The manager was asked to get an opinion regarding the maintenance, repair and replacement responsibilities for the decks and balconies on the rear of the homes along 29th Ave and the front of the homes along Syracuse Ct. Due to a scheduling conflict the August board meeting will be held on Thursday, August 12th at 5:30 p.m. at the Stapleton Master Association Community Room at 2823 Roslyn St.

6. NEW BUSINESS

- a. **Roof Inspection Report:** The Board reviewed the inspection report from Western Roofing. All the roofs were reported to be in good condition with several minor repairs being noted. The Board authorized the manager to have Western Roofing begin completing minor repairs on all the roofs as noted in the report over a two to three month period, with individual invoices per building.
- b. **Handrail & Fence Painting Concerns:** Discussion was held regarding an owner's concern over vegetation against the rear fence on Syracuse Ct. The manager suggested that the vendor, Decorex, be contacted and that individual arrangements be made with the owner to help assist in either completing the work right now or completing that section of fence in the fall when the vegetation has died back. The remainder of the fence staining project will proceed on July 26, 2010 as noted in previous notifications.
- c. **Manager Action Items:** The manager's action item list was reviewed.
- 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 6:47 p.m.