

STAPLETON FILING 2 TOWNHOME ASSOCIATION, INC.

December 13, 2011 Board of Directors Meeting Minutes

PRESENT: Bruce Albright and Cary Miller – Board of Directors

Ricardo Lases – Weststar Property Management, Property Manager

1. **CALL TO ORDER:** The Board of Directors meeting was called to order at 6:01 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 OCTOBER 11, 2011 BOARD MEETING MINUTES:** The meeting minutes were reviewed. Bruce made a motion to approve the October 11, 2011 board meeting minutes. Cary seconded. Motion carried unanimously.
4. **REVIEW CURRENT FINANCIALS:** The Board reviewed the financial statements for the period ending November 30, 2011. Bruce made a motion to approve the financial statements for the period ending November 30, 2011 pending an audit; Cary seconded. Motion carried unanimously.
5. **UNFINISHED BUSINESS:**
 - a. **Additional Items from the Board:** The board and management discussed different solutions that may be approachable to handle the flickers during 2012.
6. **NEW BUSINESS**
 - a. **Roof Vent Replacement Proposal:** The Board reviewed the proposal presented by J&P Roofing to replace 17 wall vents. The board decided to obtain a second bid and to table this item until the February 14, 2012 board meeting.
 - b. **Proposal to Re-Attached Loose Vents:** The Board reviewed the proposal presented by J&P Roofing to re-secure the vents throughout the community. Cary made a motion to approve the proposal presented by J&P Roofing to re-secure the loose vents; Bruce seconded. Motion carried unanimously.
 - c. **2012 Management Contract:** The Board reviewed the 2012 Management Contract. Bruce made a motion to approve the 2012 Management Contract; Cary seconded. Motion carried unanimously.
 - d. **2011 Audit/Tax Preparation:** The Board reviewed the proposal presented by L.R. Compton to perform the 2011 Audit/Tax Preparation. Bruce made a motion to approve the proposal presented by L.R. Compton to perform the 2011 Audit/Tax Preparation; Cary seconded. Motion carried unanimously.
 - e. **Action Items List:** Reviewed and no additional questions.
 - f. **Additional Items from the Board:** The board elected positions. Cary Miller will be President and Bruce Albright will be Treasurer.
7. **CORRESPONDENCE:** Reviewed and no additional questions.
8. **ADJOURNMENT:** There being no further business the meeting was adjourned at 7:00 p.m.