

Versailles HOA

Meeting Minutes for Monday, February 13, 2012
@ Versailles #305 7:00pm

Type of Meeting: Special Session

Meeting Facilitator: Mike McKisson

Board Attendees: Mike McKisson (President), Adam Hayworth, Jeremy Parnacher (Secretary), Diane Encinias, Jill Kaufman, Megan Meermans

Other Attendees: Allan Wilson

I. **Call to Order**

- a. Meeting was called to order at 7:03pm by Mike McKisson.
- b. Quorum is present.

II. **Approval of Agenda**

- a. **Motion:** No motion was made to approve the agenda.
- b. **Vote:** N/A

III. **Approval of Minutes from the last meeting**

- a. **Motion:** Previous notes were not present.
- b. **Vote:** N/A

IV. **Meeting Minutes**

- a. Mike introduced Allan Wilson who expressed interest in joining the Board.
 - i. **Motion:** Jill moved “to accept Allan Wilson as a member of the Board”. Second by Jeremy.
 - ii. **Vote:** The motion carried (unanimously).
- b. The Board reviewed building manager’s job description. It was suggested that members further review the expectations and interchange ideas via email.
- c. The Board noted concerns about having the “den-mother” syndrome with respect to owners in the building filling the Building Manager role. Call the police if there are off hour issues - call a locksmith if you lose your keys, etc., etc. Should landlords contract independently with a selected Property management firm? This needs to be reviewed with our legal counsel.
- d. Mike updated the status of the current janitorial contract. The end of the two week probation period for improvement and the demand in the reduction of cost for services was noted. Adam updated with potential replacements for the current vendor: Colorado Cleaning Sues, Summit, Service Master, and Mary Roy. Allan will send his template for contracted janitorial/maintenance work. Adam and Mike will adjust the template to fit the needs of the Versailles and submit RFPs at the next meeting to pursue replacing the current vendor.
- e. There was discussion regarding the recent increase in requests for Association records. Mike noted this was a good thing. Need to set procedures on how to handle this many requests.

- f. The Board discussed ending the contract with the current Building Manager. Further discussion on replacement options (hiring outside the building, hiring a property mgm't firm, etc., etc.) was also deliberated – further analysis required.
 - i. **Motion:** Jill moved to end the contract of the current building manager “within 60 days not to exceed 120 days.” Second by Jeremy.
 - ii. **Vote:** The motion carried (unanimously).
- g. Discussion if the dog bag dispenser was necessary. Concerns noted – neighbors abusing the dispenser by taking more than one bag at a time, the dispenser is frequently empty.
 - i. **Motion:** Jill moved “that Adam remove the dispenser”. Second by Jeremy.
 - ii. **Vote:** The motion carried (6 in favor, 1 opposed).
- h. After being removed it was suggested that the dispenser be placed in the mail room or in the area by the laundry room.
- i. There was a mention that the Bylaws needed attention and possible updating.
- j. A resident suggested that snow shovels be made accessible for residents. Allan suggested that ice-melt also be made accessible. These items will help residents with snow removal who park off street or on the surface parking lot.
- k. The board discussed removal of the unused signage pole that is out in front of the building.
 - i. **Motion:** There was a motion to remove the pole. Second by Jeremy.
 - ii. **Vote:** The motion carried (6 in favor, 1 opposed).
- l. Megan offered to step down as secretary if there was anyone interested. Jeremy expressed interest in the position.
 - i. **Motion:** There was a motion to accept Megan’s resignation as secretary and to approve Jeremy as secretary. Second by somebody.
 - ii. **Vote:** The motion carried (unanimously).
- m. Brief discussion about replacing and moving the cooling tower to the ground level. This has been an ongoing discussion. Allan will forward Trautman contact information to Mike so that a meeting can be scheduled.
- n. Adam questioned whether meetings every other month were sufficient to accomplish Board goals.
 - i. **Motion:** There was a motion to change meetings monthly.
 - ii. **Vote:** The motion carried (unanimously).
- o. The board discussed the personal equipment that was being stored in the office by Jeffrey.
 - i. **Motion:** Jeremy moved “that the personal equipment in the office should be removed within 30 days.” Seconded by somebody.
 - ii. **Vote:** The motion carried (unanimously).
- p. Concern was noted about the response rate regarding the proposed increase to the HOA fees. Jeremy informed via John that only 17 were returned approving the measure.
- q. There was conversation on dimming down the emails maybe shoot for one email a day. Allan noted filtering as a solution. Jeremy apologized and will be more concise and less overwhelming – uses the emails to keep track of ideas and as an accountability measure.
- r. Jeremy said that he would have mock-ups for the website by this Sunday and could possible push this change the following weekend.

V. **Next Meeting**

- a. Target date for the next HOA meeting is set for Monday, February 13, 2012 at 7:00pm.
- b. Items for the Agenda
 - i. RFP to replace current janitorial vendor.

VI. **Adjournment**

- a. Motion: Somebody moved to adjourn the meeting. Second by somebody.
- b. Vote: Motion carried (unanimously). Meeting was adjourned at 8:26pm.

Minutes submitted by: Jeremy Parnacher

Minutes approved by: Mike McKisson, Diane Encinias, Megan Meerman, Jill Kaufman