

# Garfield Mountain Townhomes Homeowners Association

Annual Meeting Minutes  
November 1, 2018

Meeting minutes were approved at the  
November 7, 2019 Annual Meeting.

Meeting began at 4:35 pm.

## Introduction of the Board of Directors

President: Joe Hendrickson--via tele-conference  
Sec'y/Treasurer: Kathleen Threet--via tele-conference  
Member at large: Corry Mihm--via tele-conference  
Member at large: Sharon Stallings--absent

HOA Members present: Damon Threet--via tele-conference. No proxies received.

## Introduction of Heritage Team

David Caldwell & Elizabeth Marvin--via tele-conference

2017 Minutes were reviewed, 2 changes made for clarification and approved. M/S/C. HPM will post these on the website as approved.

## Old/Unfinished Business

- Discussion on best practices to collect delinquent HOA Dues.
  - Letters will be sent to notify of delinquent dues. If these dues are not brought current they may be sent to collections and liens filed on the property.
  - The collection agency collects 43% of any payment made. This fee may be added back to the owners ledger.
  - The collection agency may also take the matter to court for a judgment if necessary.
  - Foreclosure is also an option, however the HOA would need to make sure that the past due amount would indicate this option as feasible.
  - Payments will be applied to the oldest debt first.
- Fees for Nonsufficient funds checks. These fees will be applied to the owners ledger and due upon receipt.
- 9 Policies Required by CCIOA. The HOA currently has 6 of the 9 policies in place. HPM has provided drafts of the additional policies.
  - The proposed conduct of meeting policy will need to be edited as most meetings for the HOA are held via teleconference.
  - Each unit is entitled to 1 vote.
  - Quorum according to the CC&R's is 60% which would indicate 5 votes to achieve quorum.
  - The proposed Dispute Resolution policy and Conflict of Interest policy are approved by the board. Signed copies will be delivered to HPM to post on the website.
- Landscaping
  - The property was landscaped on September 22, 2018. The trees were trimmed back and weeds removed.
  - The landscaper will present a bid for mulch in the spring
  - Dead tree will need to be taken out.

New Business - None

2019 Budget

- Proposed 2019 budget approved with the Insurance Line Item increased to \$2700.00. M/S/C. HPM will post to the website.

Nomination & election of Board Members

- The board members that agree to continue their positions for another year present at the meeting were: Joe Hendrickson, Corry Mihm, and Kathleen Threet
- The floor was opened for nominations, none were received.
- All nominees were unanimously elected.

The next Board meeting will be February 7, 2019 agenda will include insurance and end of year financials.

The meeting adjourned at 5:35 pm.

Minutes taken by  
Elizabeth Marvin  
Heritage Property Management