

**Starbright Townhome Association**  
**Minutes**  
**Board of Directors Meeting**  
**April 24, 2022**  
**In person: Eagle Rim Park, Grand Junction**  
**1:00 PM**

- I. **Welcome/Roll Call:** Meeting was called to order at 1:05PM. Those present were Valerie Gilliam, President, Dana Ehlers, Member at Large, and Melanie Christian as possible appointee for the Board.
- II. **HOA Review –**
  - a. **By Laws, CC&Rs, Colorado Common Interest Ownership Act (CCIOA,)** Nine required policies were discussed. Melanie has reviewed the By-Laws, CC&R's and seems to have a working knowledge of how HOAs work.
  - b. **Melanie Christian (257 Beacon Ct. #2)** was unanimously voted in as 3<sup>rd</sup> Board Member by Valerie Gilliam and Dana Ehlers.
- III. **Financial Review**
  - a. **Past Dues –** There is only 1 homeowner that is significantly past due at this time. This homeowner is paying extra each month to try and catch up.
  - b. **Current balances –** Current balance in cash accounts is \$12,442. There was one extraordinary expense: sewer line and concrete repair in the amount of \$2900.
- IV. **Old Business**
  - a. **Homogenous design for front of units –** discussed and decided that the HOA should not spend the money right now on landscaping. The Board will prepare a set of guidelines for the rectangular plots in front of each townhomes. Guidelines to address what can be planted. Some restrictions apply due to size and water.
  - b. **Sidewalk repair 255 building –** complete – a walk through of the property shows that work has been completed.
  - c. **Dumpster headaches-** Dana and Melanie stated that they haven't seen anyone going through the trash lately. Illegal dumping of furniture, mattresses, etc., continues to be a problem. Board to develop a sign to state what is allowed in dumpster.
  - d. **Overflow parking –**
    - i. Dana and Melanie report that there seems to be only a few homeowners that utilize this parking lot. No illegal parking has happened lately.
    - ii. Board to check on the possibility of surveillance equipment for parking lot and dumpster.
  - e. **Rules and Regs adopted by Board**
    - i. Dana and Melanie will take photos of Realtor signs when property goes up for sale so that Valerie can contact Realtor and owner and make sure prospective buyers are aware of Star Bright Townhomes Assn Rule and Regulations.
    - ii. Melanie will develop the Rules and Regulations into a sign to be placed underneath the kiosk by the mailboxes.
    - iii. New kiosk – after the meeting the Board toured the property, and it was discovered that the previous President of the HOA had the kiosk replaced. Dana has the keys.
- V. **New Business**
  - a. **HOA is underfunded –** agreed by all Board members. The CC&R's state that the budget for upcoming year is to be estimated by the Board by Dec 31 for the upcoming year and presented by January 10 in the year in which they are due. Therefore, the Board cannot raise dues mid-year. We would need a special meeting. Board has decided to wait until annual meeting. A reserve study is needed to determine what HOA dues should be.

- i. The Board discussed a do-it-yourself kit for \$349 and a bid from a consultant in the amount of \$2750.
      - ii. The Board decided it was best to bring this question to Barbara Butzen of Heritage Property & HOA Mgmt. (Valerie)
      - iii. Melanie expressed interest in having covered parking as part of her wish list for the HOA.
    - b. Contact information for homeowners – Valerie presented letters to 3 homeowners in which the HOA does not have a phone number or email address. Valerie requested that Melanie and Dana place the letters on front doors of the homeowners. The letters requested mailing address if different, phone number and email address. A self-addressed, stamped envelope was included to letters could be sent back to Heritage.
- VI. Meeting was adjourned at 2:20 PM and the Board went over to Star Bright Townhomes for a walk thru.
- a. Dana indicated where on Star Bright grounds where people from Arlington Villas are gathering to smoke cigarettes. The Board decided to erect a no trespassing sign.
  - b. Front rectangular plots were observed, and it appears that most of the plots are well taken care of.
  - c. Wind damage to 251 building was observed (soffit and gutters have fallen off.)
  - d. Kiosk looks good. Melanie to place a sign with Rules and Regs on the Kiosk post. Valerie to prepare a newsletter to be placed inside the kiosk.
  - e. Board toured overflow parking and considered surveillance equipment. Perhaps 251 #1 can help with internet access needed.

**TO DO'S**

1. Valerie to meet with Barbara Butzen and Karen Houlihan of Heritage Property and HOA Mgmt and discuss Reserve Study. (Completed on April 25, 2022, 9AM.)
  - a. Barbara stated that if we gather the information needed which is future expenses, such as roof, irrigation pump, irrigation system, siding expense, Heritage will help us prepare the Reserve Study.
  - b. Typically, HOA Boards update reserve studies every 3-5 years.
  - c. As part of CCIOA, past due customers can enter into a written agreement to get caught up on dues. The time frame is up to the Board. Barbara suggests 6 months.
  - d. Barbara has prepared updated 9-Required policies that need to be completed and signed by each Board member.
2. Melanie to prepare a sign that includes the Star Bright Rules and Regulations to be posted on kiosk post.
3. Melanie to prepare a No Trespassing sign.
4. Not assigned: guidelines for landscaping of rectangular plots.
5. Valerie: investigate surveillance equipment.
6. Develop a sign that states what is allowed in dumpster and what is not allowed in dumpster.