

Star Bright Townhome Association
Minutes of Board of Directors Meeting
07 30 17 on site, 10AM

- I. **Welcome/Roll Call:** The meeting was called to order at 10:07AM. Those board members present were Valerie Gilliam (President,) Ashlie Kane (Vice President,) Kathy Wallace (Secretary/Treasurer,) and Dana Ehlers (Member At Large.)
- II. **Financial Review**
 - a. The board reviewed the list of members that have balances owing on their monthly dues. There are 4 members that have serious delinquencies. Laurie of Landmark Real Estate has a plan for collection: late letter is sent after 30 days. If not collected, then account is sent for collections. It is a priority for this Board of Directors to make sure past due accounts are brought current. The Board will work closely with Landmark Real Estate to make sure collections are pursued properly and within the guidelines set forth by the Community Association Management requirements.
 - b. Reserve Account has a balance of \$2374.75. Checking account is simply a pass through. If there are any funds left over after bills are paid, the money is transferred to reserve.
 - c. Payments to Thompson's Landscape Maintenance are to be made by Landmark Real Estate out of the working fund rather than the Reserve Account. Kathy Wallace will request that invoices go to Landmark Real Estate.
- III. **Capital Reserve Study**
 - a. Valerie Gilliam has begun work on a Capital Reserve Study using a Google Spreadsheet (attached.) Historical figures for vinyl siding and roof will need to be integrated into the capital reserve study.
 - b. Much of the flatwork in front of the buildings has settled and needs to be lifted and leveled. The priority is 251 #7 & #8 because rainwater collects and could be draining into the foundation. Cost to lift, level and divert surface water away from joints is \$1691. This bid was obtained from Foundation Repair of Western Colorado.
 - c. Roof Repair: Owner of 257#8 reported that water was leaking into her home from a chimney that had not been sealed properly. Star Bright Townhome Association paid \$150 to have this repaired. While the roofer was on the roof, he noticed that some of the swamp cooler jacks were rusted to the point of needing to be replaced. He noticed that flashing was installed improperly which has resulted in sitting water on the roof. The roof contractor is DJ's Roofing of Grand Junction. Valerie Gilliam has requested that DJ inspect the roofs of all 3 buildings and provide the Board with a list of recommended repairs to the roof.
 - d. Attic vents – Valerie Gilliam to contact a general contractor to determine how to find out where the true vents for the attic are located. The vents on the exterior of the building are fake.
 - e. Other repairs – Kathy Wallace mentioned that the gutters need to be cleaned. Valerie Gilliam to obtain a bid for this work to be completed in the fall.
 - f. Landscaping – Valerie Gilliam brought up the fact that the landscaping contract needs to include maintenance of the rectangular plots in the front of each unit. Valerie to obtain a quote for this extra work.
- IV. **Review of CC&R's and By Laws:** The Board discussed at length the ambiguity of the governing docs. Legal review is to be put off until late fall, after landscaping contract has been fulfilled.
- V. **Annual Meeting and/or Newsletter**

- a. Valerie Gilliam to prepare a newsletter for members in anticipation of an annual meeting to be held in January. The newsletter is to be brief but will touch upon each item that needs repair and the need for an increase of dues or a special assessment.
 - b. The Newsletter will discuss what type of insurance coverage is needed for members.
 - c. The Newsletter will also touch upon the need for a homogenous look for the fronts of the buildings.
 - d. The Newsletter will request that members consider serving on the Board.
- VI. Rules and Regs**
- a. Trash rules to be added to Rules and Regs
 - b. Valerie to check with Monument Waste to see if we can have signage placed on the dumpster.
 - c. Prospective buyers need to be given a copy of Rules and Regs. Board Members that live on site should keep an eye out for units listed for sale so that we can contact the listing Realtor and provide them with a list of our Rules before a purchase. Of particular importance is the rule of 1 pet per unit.
 - d. Pets – Ashlie reported that a new tenant has moved into 257 #2 and has 2 dogs. Valerie to contact owner.
- VII. Tax Returns** – it appears that tax returns for Star Bright Townhome Association have not been filed for year. Ashlie Kane to check and see what we do at this point in regards to the IRS.

ACTION LIST

- Determine what to do about filing tax returns – Ashlie
- Thompson Landscape invoices to be sent to Landmark RE – Kathy
- 257 #12 Listed for sale – Valerie to contact listing agent to see if we can have adopted Rules & Regs given to prospective buyers.
- Determine if attic vents are necessary – Valerie
- Obtain bid to clean gutters – Valerie
- Contact owner of 257 #2 regarding pets. – Valerie
- Determine how to ratify Rules and Regulations by finding out what constitutes a quorum – Legal Review
- Review insurance coverage – Legal Review
- Capital Reserve Study – ongoing, hopefully to be completed before January 2018 - Valerie Gilliam
- Newsletter – Valerie

ACCOMPLISHED since 02 19 17

- Insurance coverage reviewed with Farmers Agent, Josh Dewitt.
- Bid obtained for flatwork repair.
- Determined that county is responsible for asphalt repair on Beacon Ct.
- Rules and Regulations prepared
- List of homeowner/HOA responsibilities
- Clean up day organized and completed including dumpster for homeowners' and tenants' use.