

**DILLON VALLEY EAST CONDOMINIUM ASSOCIATION  
BOARD OF MANAGERS MEETING**

**January 17, 2007**

**Dillon, Colorado**

**I. CALL TO ORDER**

The meeting was called to order at 7:06 p.m. by Richard Garcia.

Board members present were Richard Garcia, Bob Price, Paul Hage, Cathy Brosius, Sylvia Dowty and Mike Immordino.

Homeowners present were Barb and Glenn Johnson (S103/104), Lee Vroble (X302), Carla Rigger (G205), Mike Kurth (C101) and Don and Laurel Gardey (Z202).

Representing Basic Property Management was Dan Ulmer. Erika Krainz of Summit Management Resources was recording secretary.

**I. APPROVAL OF PREVIOUS MEETING MINUTES**

*A. October 18, 2006 Board Meeting*

Paul Hage made a motion to approve the October 18, 2006 Board Meeting minutes as presented. Sylvia Dowty seconded and the motion carried.

*B. October 24, 2006 Budget Meeting*

Bob Price noted that Tony Biancarosa participated in the meeting by teleconference. Cathy Brosius made a motion to approve the October 24, 2006 Budget Meeting minutes as amended. Sylvia Dowty seconded and the motion carried.

*C. November 17, 2006 Budget Meeting*

Bob Price noted that Tony Biancarosa participated in the meeting by teleconference. Bob also said it should be recorded that he had made comments about the 4% management fee increase and the need for a more active role by management. Paul Hage made a motion to approve the November 17, 2006 Budget Meeting minutes as amended. Mike Immordino seconded and the motion carried.

*D. December 13, 2006 Board Meeting*

Sylvia Dowty made a motion to approve the December 13, 2006 Board Meeting minutes as presented. Paul Hage seconded and the motion carried.

## II. OWNER COMMENTS

### A. *Comments from the Floor*

Lee Vroble asked why the membership was not invited to attend or informed about the three Board meetings in October, November and December. Bob Price said the date for the first October Budget meeting was announced at the regular October Board meeting and the date for the November Budget Meeting was established and announced at the October Budget Meeting. Lee commented for the record that he felt the membership should have been invited to the other Board meetings and that the schedule should have been announced to the membership.

There was also an informal November Board Meeting with two Board members in attendance for the sole purpose of hearing protests for any fines. It was not a formal meeting.

Carla Rigger said she believed there were Colorado Common Interest Ownership Act (CCIOA) regulations regarding the passage of the budget that specify owners must be allowed to review and approve the budget. She acknowledged that this Association, however, was founded prior to 1992 so it is not required to adhere to all regulations. She also thought there was a requirement for an audit every year. Richard Garcia said this requirement was changed in Senate Bill 89 so that a review but not full audit is now required. She asked the Board to pass a resolution making the Association subject to CCIOA regulations.

Lee Vroble asked if the \$412,000 management fee included the two association-owned units that are occupied by management staff. He proposed selling one of them and banking the funds in the Reserve account. Paul Hage explained that the units were not part of the management fee. They are provided by the Association so there can be on site management staff. He added that the costs are included in the operating budget and have been since the inception of the Association. The management fee would increase if there was not on site housing provided and the Board feels it is in the Association's best interest to have on site management. Carla Rigger did not believe carrying the properties was a good use of Association funds. Dan Ulmer explained that the two units were gifted to the Association by the developer for \$1.00 each in order to provide housing for on site management. Lee Vroble reiterated that felt the 6% increase in the budget was too high.

### B. *Comments from the Comment Box*

An owner asked that the wireless connection in the Clubhouse be repaired. Richard Garcia said the wireless in the Clubhouse was for use by the employees and anyone else who uses it does so at their own risk.

#### **IV. RESIDENT MANAGER'S REPORT**

Dan Ulmer reviewed his report:

1. Staff has been working on a program to bleed the boilers with a special new valve to eliminate banging and knocking.
2. Two boilers are down right now and there is a frozen pipe in one building.
3. A domestic water pipe broke in a one bedroom unit.
4. The Board approved painting some of the hallways at the December meeting. The light fixtures will be painted white. The carpets eventually will be replaced. Holes are being patched and textured. Notices are being posted in each hall warning that occupants will be responsible for any damage to the walls.

Carla Rigger commented that the pool and spa often were not functioning. Dan Ulmer said it was a constant struggle to keep them operating in a safe and healthy condition. Barb Johnson agreed, noting they were closed four times in one month.

Dan Ulmer reviewed the delinquency list. He noted the length of the list had doubled, mainly because many owners live in Denver and did not get their mail in or out over the holidays due to the storms. One unit in bankruptcy sold. One owner is making payments and is supposed to be caught up shortly. The total balance outstanding was \$49,767 but most are just one month late. There was \$11,200 in dues paid in advance.

#### **V. TREASURER'S REPORT**

Paul Hage reported that year-to-date as of December 31, 2006 income was .2% over budget and expenses were 1.1% over budget. There was a year-end surplus of \$17,474, which will be carried forward to the 2007 Operating Budget per the motion at the Annual Meeting.

Significant year-end variances included:

1. Washer/Dryer income – \$6,000 under budget. This figure was adjusted accordingly in the 2007 Budget.
2. Boiler Maintenance – significantly over budget for the year. A total of \$52,600 was spent against budget of \$16,000.
3. Hallway Painting – over budget due to additional work in some areas.
4. Maintenance – \$10,000 over budget.
5. Utilities – under budget. Paul said he expected 2007 expenses would be similar to 2006.
6. Snow Removal – \$17,000 over budget. The 2007 Budget figure was adjusted accordingly.

Capital projects completed in 2006 included parking lot paving, heating system work, work in the pool area to improve the heating and boiler upgrades.

Mike Immordino made a motion to approve the Treasurer's Report as presented. Sylvia Dowty seconded and the motion carried.

## **VI. FINES AND HEARINGS**

There were no owners or tenants present regarding Fines and Hearings.

## **VII. BUILDINGS AND GROUNDS AND LANDSCAPING COMMITTEES**

The Johnson's commended the staff for the snow removal. Barb Johnson suggested putting up some signs reminding occupants to move their cars for plowing.

Lee Vroble brought up the issue of idling cars. He has already written a few emails to the Board and noted the license plate of the violator. Notice was already sent to all owners but it appears some owners did not receive it. Lee said there were four vehicles left idling this morning. Richard Garcia said he spoke to the Sheriff, who explained the rule was impossible to enforce. Lee wanted to the Board to follow the procedure of issuing a notice and fining the next time.

Bob Price asked the Committee to start thinking about spring projects. Barb did not think the Committee would need any money for the spring.

## **VIII. OLD BUSINESS**

*A. Review of Security Inspection Book, Hallway Cleaning Schedule Book, Boiler Inspection Book and Public Comments*

Glenn Johnson said the books were reviewed and all were in order.

*B. Dillon Valley East Entry Feature*

This issue will be removed from the Old Business portion of the agenda and reintroduced in the spring. The lights at the entrance have been vandalized again. A protective cover can be added.

*C. Patio Fence Design*

Dan Ulmer contacted the attorney with questions; he should have a response next week and will email it to the Board. It will probably have to involve the Planning Department. Bob Price said this item should be removed from the Old Business portion of the agenda unless there is a plan with specific completion dates.

*D. Change Parking Space Allotment*

Wayne Ryon was not present and there was no report. This one person committee was disbanded.

*E. Loan for Immediate Repairs*

Dan Ulmer met with Alpine Bank to discuss an Association loan. The bank is offering 1% over prime and the first year would be interest only. The bank is very flexible and is willing to tailor the program based on the Association's needs. The Board needs to determine which projects need to be done and review the Reserve balance. Paul Hage, Bob Price and Dan Ulmer will meet for a work session during the first week in February.

- F. *Remove Clubhouse Fireplace*  
The bottom of the Clubhouse fireplace is damaged and the estimated cost to repair it is \$400. The Board agreed the fireplace should be repaired instead of removed.
- G. *Bid for Painting and Repair of Hallways*  
This work has already been started.
- H. *Glycol*  
Glycol has been delivered and will be added to the system next week.

## IX. NEW BUSINESS

- A. *Xeriscaping Property*  
The Board agreed to use the pile of sawdust for mulch. There are some trees that need attention or removal. The mulch will be placed around the property based on the draft architectural plan. There was discussion about xeriscaping some areas to reduce water use and maintenance.
- B. *Form Committee to Review Rules and Regulations*  
Past homeowner committees have not worked because some owners have had a specific personal agenda. Cathy Brosius, Mike Immordino, Carla Rigger and Don Gardey volunteered to serve on a committee to review the Rules and Regulations. Dan Ulmer will provide ideas and assistance. Any other interested owners should contact the Board. The Committee will meet on Tuesday, January 23, 2007 at 5:00 p.m.
- C. *Rental Unit Committee*  
Carla Rigger was invited to provide a list of issues or a mission statement with reasonable proposed solutions to establish a Rental Unit Committee.
- D. *Parking Permits to be Issued in April*  
The new parking passes will have different colors. Passes will be available at the Clubhouse or can be mailed to owners. There will be a charge of \$75 to replace any lost pass. Management will send a form by mail to all owners; the form will request specific instructions on how the owners would like their parking passes delivered.
- E. *Timeline for Budgeted Maintenance Items and Set Priorities*  
Bob Price said the Board needed to set priorities and timelines for the approved projects. The timelines must correspond with the Reserve funding levels. Paul Hage felt the top three issues were related to policy rather than major projects. An owner felt the environmental issues should be highest priority. Dan Ulmer and Richard Garcia will create a list of Reserve projects and an estimated timeline.

*F. Board Vacancy*

Mike Kurth (C101) was invited to attend the meeting. He introduced himself and provided biographical information. Richard Garcia endorsed Mike Kurth's nomination. Sylvia Dowty made a motion to appoint Mike Kurth to fill the Board vacancy until September 2009. Paul Hage seconded and the motion carried.

*G. Pool/Spa Closures*

Bob Price said the root cause(s) of the pool closures should be determined and communicated to the owners and owners should follow usage policy in order to provide a safe, clean and open pool and spa. Richard Garcia and Dan Ulmer will add this to their list. Sylvia Dowty proposed posting guidelines and having owners help with policing the regulations.

*H. Dillon Valley East Entrance*

Bob Price suggested adding a barrel of sand by the stop sign at the entrance to the property. Dan Ulmer recommended against having the Association place a sand barrel due to liability. The County will be asked to sand well in crucial spots.

**X. SET NEXT MEETING DATE**

The next Board Meeting will be Wednesday, February 21, 2007 at 7:00 p.m. in the Clubhouse.

**XI. ADJOURNMENT**

Paul Hage made a motion to adjourn at 9:10 p.m. Sylvia Dowty seconded and the motion carried.

Approved By: \_\_\_\_\_  
Board Member Signature

Date: \_\_\_\_\_

Addendum – Financial Report

DILLON VALLEY EAST  
FINANCIAL SUMMARY  
AS OF DECEMBER 31, 2006

**Summary Balance Sheet**

	Operating	Reserve	Total
Cash Accounts	55,575.36	245,148.76	300,724.12
Other Current Assets	44,595.29		44,595.29
Fixed Assets (net of depreciation)	179,009.13		179,009.13
	<u>279,179.78</u>	<u>245,148.76</u>	<u>524,328.54</u>
Current Liabilities	62,070.63	-42,770.00	19,300.63
Long Term Liabilities	151,164.00		151,164.00
Donated Capital	2.00		2.00
Retained Earnings	48,467.47	242,408.86	290,876.33
YTD Net Income	17,475.68	45,509.90	62,985.58
Total Liabilities & Equity	<u>279,179.78</u>	<u>245,148.76</u>	<u>524,328.54</u>

**Operating Fund P&L**

	Actual	Budget	Diff
December Total Income	114,227.84	114,389.27	-161.43
December total Expenses	120,266.71	115,691.46	4,575.25
December Net Income	<u>-6,038.87</u>	<u>-1,302.19</u>	<u>-4,736.68</u>
YTD Total Income	1,375,480.51	1,373,270.92	2,209.59
YTD Total Expenses	1,358,004.83	1,373,268.96	-15,264.13
YTD Net Income	<u>17,475.68</u>	<u>1.96</u>	<u>17,473.72</u>

## Notes from the Prez

February 3, 2007

### Greetings

**Board of Mangers Meeting** - The next Board meeting will take place Wednesday, February 21<sup>st</sup> in the clubhouse at 7:00 PM. All (owners and renters) are welcome.

**Cold Weather** – We are experiencing unusual cold weather this season. Normally, there is a break in the cold allowing snow and ice to be cleared by natural evaporation and melting. As a result of the long cold spell we are having water pipes freeze. Please do not lower your thermostat below 60° F.

**Hot Tub Closures** – Our hot tub has had to be closed several times recently. It turns out that some users are not showering before entering the wet area. Even though there are four large signs posted on the walls asking users to shower before entering the wet area, these very dirty users enter the hot tub and contaminate the water. I have given our resident manager authority to close the hot tub and start a cleaning process if the chemical levels or amount of contaminants are a threat to ones' health.

We need your help by reporting those that do not shower before entering the wet area. We have cameras watching the wet area, but cannot see if a person has showered in the locker room.

**Clubhouse Passes** – Owners are issued a clubhouse pass upon purchase of a condominium. If you lost yours, please contact the clubhouse and we can issue you a replacement. Please do not issue your own brand of pass to renters or guests. These types of passes will not be honored. If you have an agent managing your property, please be sure they are using your pass. We will also begin to not honor passes issued by managing agents or companies who print their own passes.

**Engines Idling** – Please do not allow your vehicle to idle for more then a few minutes for warm up. It has been proven that a vehicle warms up quicker if you start the engine, allow it to idle for about a minute or as long as it takes to remove snow from the vehicle, and then drive off. Idling your vehicle for long periods poses a health hazard to your neighbors and invites vehicle theft. If you have a neighbor who continually idles his / her engine for unusually long times, you may report the event to the clubhouse. We will need the unit number, vehicle description, time, and your name and unit number. We will not use your name on a warning or fine, but if a situation goes to court, you will be called as a witness.

**Wireless Internet Connection in Clubhouse** – We have a high speed wireless internet connection available in the clubhouse. ***The connection is not secure and use of it is at your own risk.*** The wireless connection is good in the meeting area and marginal in the lounge. If you lose connectivity while in the lounge it may be because there are walls between your PC and the broadcast antenna which is located in an office. Try moving around to get better reception. We will not provide technical support for setting up your PC for wireless connectivity or trouble shoot your connection. The wireless connection may be turned off for any reason at any time. Anyone observed to be connected to a pornography site, conducting illegal transactions, or using the internet connection in a harmful manner will be reported to the police and or asked to leave the clubhouse immediately.

**Wet Area Hours** – Effective immediately, the wet area hours of operation are 9:00 AM to 8:30 PM. We are experiencing users who will not leave the wet area until 9:00 PM, causing our staff to remain after 9:00 PM while some users change clothing. We apologize for this action, but a few are making it difficult for all.

**E-Mail Notification** - If you are receiving the minutes by US Mail and instead would like to be notified of their availability on our web site, please send a note to [subscribe@dillonvalley.org](mailto:subscribe@dillonvalley.org). Please include your name, unit number, and phone number for verification. Your email address will not be given out or sold to anyone.

Sincerely,

Richard Garcia  
President

Email: [Richard@DillonValley.org](mailto:Richard@DillonValley.org)

**DILLON VALLEY EAST CONDOMINIUM ASSOCIATION  
BOARD OF MANAGERS MEETING**

**February 21, 2007**

**Dillon, Colorado**

**I. CALL TO ORDER**

The meeting was called to order at 7:04 p.m. by Richard Garcia.

Board members present were Richard Garcia, Bob Price, Paul Hage, Cathy Brosius, Mike Immordino and Mike Kurth.

Homeowners present were Lee Vroble (X302), Don Gardey (Z202) and Charlotte Assor (T304).

Representing Basic Property Management were Dan Ulmer and Julian Brodie. Erika Krainz of Summit Management Resources was recording secretary.

**I. APPROVAL OF PREVIOUS MEETING MINUTES**

Bob Price noted Section IX should not indicate that Carla Rigger is the Chairperson of the Rental Committee.

Mike Immordino made a motion to approve the January 17, 2007 Board Meeting minutes as amended. Bob Price seconded and the motion carried.

**II. OWNER COMMENTS**

*A. Comments from the Floor*

Charlotte Assor said the salt bucket has disappeared from her building. Julian Brodie will follow up. She commended Julian and his staff for their work on snow removal. She commented there were occasionally problems with cars parked in the driveway late at night with the music turned up loud and the doors open. The Board recommended she call the police in such situations.

*B. Comments from the Comment Box*

Richard Garcia received a letter from the owner of Unit Z-205 regarding defective zone valves. His valve was replaced five times using valves from two different manufacturers and different lot numbers. The zone valves always failed in the same location.

He also received a letter from an owner in the X Building regarding a parking problem with a neighbor who has been parking too close to the line so the owner cannot get out of his vehicle. Richard sent a letter to all residents in that building asking them to be careful about their parking but he received another letter stating there were still problems so he sent another more strongly worded letter. The

owner's car is now being "egged". A suggestion was made to assign them different parking spots away from each other.

#### **IV. RESIDENT MANAGER'S REPORT**

Julian Brodie reviewed his report:

1. Replaced recirculation pump in I Building.
2. The pipes are deteriorating in the B Building and in Richard Garcia's building. The main water feed lines are developing pinhole leaks.
3. Replaced heat pump in O Building.
4. Replaced hot water storage tank in D Building.
5. Jetted main sewer line in O Building. In the process, the hose broke so he has ordered a new one.

Richard Garcia will provide a spreadsheet for Julian to help illustrate the comparison of the contractor costs versus actual costs.

Dan Ulmer met with the Water District regarding the corroded pipes. He brought a section of the corroded pipe from the B Building to the meeting. The Water District was not aware of the problem. It appears it could be caused by electrolysis or from using alum to reduce the pH of the water or if the plumber does not clean the interior of the pipe when it is installed. They recommended having an engineer look at a section of pipe and provide an explanation of the suspected cause. In the meantime, all ground wires connected to the water lines should be disconnected and attached to a different grounding source. Dan has the name of a "Corrosive Engineer" out of Grand Junction who specializes in this field. Dan left a message for the engineer but has not received a call back yet. It should be determined if there is some action that can be taken to stop the problem. The main water line should also be checked for any current running on the line. The Water District will run some tests on the water that would normally be requested by an engineer. Dan knows the Water Department used to use alum in the past to reduce the pH. He will email the cost estimate for the engineer's services to the Board after he speaks to him.

Bob Price thought the Board should confer with the attorney about any potential liability of the Water Department. Richard recommended waiting until the Water District provides a report.

Dan Ulmer reviewed the Delinquency Report and said there had been some positive activity. One bankrupt unit sold and closed and a check should be received by the end of the month. One unit recently provided letter indicating that the mortgage company will be paying the balance due. Another unit will probably go into foreclosure because the owner was deported.

#### **V. TREASURER'S REPORT**

Paul Hage reviewed the financial status as of January 31, 2007.

1. Income – 1.2% over budget.

2. Expenses – 12.3% under budget.
3. January Net Income was \$-36,474 because expenses are higher in the first quarter due in part to the large water bill.

Overall the Association was under budget due to lower than budgeted expenses for Gas (\$16,022 under budget), Snow Removal (\$3,247 under budget) and Water and Sewer (\$2,395 under budget). Boiler Maintenance was over budget due to purchase of the new tank.

The delinquent dues balance was \$35,750, down from \$49,800 at the end of December.

The Reserve Fund balance reflected \$-14,900 negative income due to the purchase of glycol (\$14,900).

Dan said he believes the new zone valves have reduced gas consumption especially given the very cold temperatures in January.

Mike Kurth asked what the \$152,788 in Long Term Liabilities represented. Dan Ulmer explained it was the prepaid zone valve deposits.

Cathy Brosius made a motion to approve the Treasurer's Report as presented. Mike Immordino seconded and the motion carried.

Paul Hage said a Reserve Fund Committee was formed (consisting of Paul Hage, Richard Garcia, Bob Price and Mike Immordino) to review the Reserve Fund and the future needs of the complex. A Reserve Study was done in 2003 by a professional company but nothing has been done with the results of the report. The Committee met to develop some preliminary figures and rough timelines. The goal is to have a ten to fifteen year plan with costs in time for the Annual Meeting. Bob Price noted the plan should include an inflation factor for the projected costs. Richard Garcia will distribute the spreadsheet to the Board.

## **VI. FINES AND HEARINGS**

There were no owners or tenants present regarding Fines and Hearings.

## **VII. BUILDINGS AND GROUNDS AND LANDSCAPING COMMITTEES**

There were no reports from any of these Committees.

## **VIII. OLD BUSINESS**

- A. *Review of Security Inspection Book, Hallway Cleaning Schedule Book, Boiler Inspection Book and Public Comments*  
Richard Garcia will check the books in the morning.

*B. Patio Fence Design*

Paul Hage checked with Planning and Building Departments and there are no restrictions on fences under 6' high.

There is still some detail work to be completed before the project can be started. Cathy Brosius will send the information to all Board members for review.

*C. Loan for Immediate Repairs*

Paul Hage recommended the Board develop the list of projects and the timeline before addressing how to pay for them. The loan discussion should be addressed by the Reserve Fund Committee. This item will be deleted from future agendas.

*D. Glycol Update*

Julian Brodie reported that 70% of the buildings now have glycol in the systems. He purchased eight drums today and will finish putting it in the remaining buildings. The glycol will keep the pipes from freezing and lubricate the pumps and zone valves.

*E. Rules and Regulations Review*

Cathy Brosius sent the revised Rules and Regulations to the Board members and received feedback. She made changes to some of the Rules to eliminate conflicting statements. She will send the final draft to Richard Garcia and he will forward it to the rest of the Board.

Bob Price wondered what it would cost to have a private security patrol for a few hours in the morning from 6 – 9 a.m. and at night from 9 p.m. – 12 a.m. Dan Ulmer will follow up.

*F. Timeline for Reserve Projects*

Richard Garcia and Dan Ulmer will develop a timeline for Reserve projects. Potential projects include parking lot expansion, completion of the bike path, and security doors. Adding glycol has already been approved. They will determine which parking lots need to be expanded and the estimated cost, and which doors need to be replaced first and the cost. A timeline does not need to be developed for siding or balcony replacement since they are both done as needed. The paving should be postponed until the cost of asphalt comes down if possible.

Charlotte Assor said the door closers were working well and Don Gardey said the new paint really brightened up the hallway.

*G. Playground Equipment*

Cathy Brosius provided catalogues for playground equipment. Some systems are modular and could be installed in sections. Cathy will get prices and provide a

recommendation. The Board agreed to a budget of \$10,000. The goal is to have the equipment installed by June 1, 2007.

**IX. NEW BUSINESS**

*A. After Hours Pool Use*

Julian Brodie said there was a tenant who refused to leave the pool facility after closing time. Richard Garcia will send a letter to the unit owner with a copy to the tenant explaining that there may be fines levied and/or suspension of use privileges if there are future violations. The police can also be called if the tenant does not comply with staff requests.

*B. Architectural Review Committee*

Richard Garcia would like to establish an Architectural Review Committee to handle requests for satellite dishes and the fences. He spoke with a volunteer already and appointed Mike Immordino and Cathy Brosius to the Committee. Dan Ulmer suggested having an owner member, preferably someone who lives at the property full time, as well. Richard will solicit the owners regarding their interest.

*C. Annual Meeting*

The Annual Meeting will be September 22, 2007 at 9:00 a.m. in the Clubhouse. The deadline for owners to self nominate to run for a Board seat is July 24, 2007. The deadline for the Nominating Committee (yet to be appointed) to submit candidate suggestions will be August 23, 2007. Cathy Brosius and Sylvia Dowty will both be up for reelection and both have expressed their willingness to run for additional terms.

**X. SET NEXT MEETING DATE**

The next Board Meeting will be Wednesday, March 21, 2007 at 7:00 p.m. in the Clubhouse. Bob Price mentioned that he would not be able to attend as he will be out of the country.

**XI. ADJOURNMENT**

A motion was made to adjourn at 8:30 p.m. The motion was seconded and carried.

Approved By: \_\_\_\_\_  
Board Member Signature

Date: \_\_\_\_\_

Addendum

DILLON VALLEY EAST  
FINANCIAL SUMMARY  
AS OF JANUARY 31, 2007

Summary Balance Sheet

	Operating	Reserve	Total
Cash Accounts	38,219.34	244,046.67	282,266.01
Other Current Assets	(31,893.96)		(31,893.96)
Fixed Assets (net of depreciation)	179,009.13		179,009.13
	<u>185,334.51</u>	<u>244,046.67</u>	<u>429,381.18</u>
Current Liabilities	66,863.32	(42,770.00)	24,093.32
Long Term Liabilities	152,788.00		152,788.00
Donated Capital	2.00		2.00
Retained Earnings	65,943.15	287,918.76	353,861.91
YTD Net Income	<u>(36,474.04)</u>	<u>(1,102.09)</u>	<u>(37,576.13)</u>
Total Liabilities & Equity	<u>249,122.43</u>	<u>244,046.67</u>	<u>493,169.10</u>

Operating Fund P&L

	Actual	Budget	Diff
January Total Income	122,649.00	121,197.99	1,451.01
January total Expenses	<u>159,123.04</u>	<u>181,367.42</u>	<u>-22,244.38</u>
January Net Income	<u>-36,474.04</u>	<u>-60,169.43</u>	<u>23,695.39</u>

Gas expense is under budget by \$16,022.24. We budgeted an 11% increase in rates but rates have not gone up at this time.

Snow removal is under budget by \$3,247.02

Water & sewer is under budget by \$2,395.39. We budgeted a rate increase which we have not been assessed at this time.

## Notes from the Prez

March 12, 2007

### Greetings

**Board of Mangers Meeting** - The next Board meeting will take place Wednesday, March 21<sup>st</sup> in the clubhouse at 7:00 PM. All (owners and renters) are welcome.

**Architectural Review Committee** – We would like to establish an Architectural Review Committee to review requests by owners who wish to make modifications to their units, build/modify patio fences, install clothes washers and dryers, install microwave dishes, and other miscellaneous installations and repairs. The committee would be composed of at least one Board member and perhaps two owners. Knowledge of construction techniques, DVE Rules, and DVE Declarations is required. Committee members would communicate with each other when a request is submitted by owners for construction, repair, or installation. If you like to nominate yourself, please send an email to:

[richard.garcia@DillonValley.org](mailto:richard.garcia@DillonValley.org)

or contact

Dan Ulmer at 970-668-0714

The Board of Managers will approve applicants.

**Parking Tags** – In April, we will distribute new parking tags. The old tags will not be honored after April 30<sup>th</sup>. Applications will be mailed to all owners and are available on-line at:

<http://dillonvalley.org/rules.html>

This will be an annual item to help us with the parking situation and allow us to update our records of owners and renters.

If you have a rental agent handling your property, it is **your responsibility** to notify them of the change of parking permits.

**Heating Valve Project** – We will resume the replacement of heating valves in units that were not gotten too before winter. Owners of units still to be visited will be notified of the visit. Before the project starts, we verify that we have an entry key to the affected units. If we do not have a key, a replacement key will be requested from the owner. If a key is not produced, we will have a locksmith create a key and the charge will be added to the valve replacements.

**E-Mail Notification** - If you are receiving the minutes by US Mail and instead would like to be notified of their availability on our web site, please send a note to [subscribe@dillonvalley.org](mailto:subscribe@dillonvalley.org). Please include your name, unit number, and phone number for verification. Your email address will not be given out or sold to anyone.

Sincerely,

Richard Garcia  
President

Email: [Richard@DillonValley.org](mailto:Richard@DillonValley.org)

**DILLON VALLEY EAST CONDOMINIUM ASSOCIATION  
BOARD OF MANAGERS MEETING**

**March 21, 2007**

**Dillon, Colorado**

**I. CALL TO ORDER**

The meeting was called to order at 7:01 p.m. by Richard Garcia.

Board members present were Richard Garcia, Sylvia Dowty, Paul Hage, Cathy Brosius, Mike Immordino and Mike Kurth.

Homeowners/tenants present were Lee Vroble (X302), Carl Henry (J202), Breck Wittaran (BB101), Tom Lorenz (X103), Barb and Glenn Johnson (S103) and Robert Israelsky (E205).

Representing Basic Property Management were Dan Ulmer and Julian Brodie. Erika Krainz of Summit Management Resources was recording secretary.

**I. APPROVAL OF PREVIOUS MEETING MINUTES**

Sylvia Dowty made a motion to approve the February 21, 2007 Board Meeting minutes as presented. Mike Kurth seconded and the motion carried.

**II. OWNER COMMENTS**

*A. Comments from the Floor*

Breck Wittaran said his building had experienced a number of main line problems resulting in flooding in his unit. He requested the lines be cleaned preventatively as a spring maintenance project. He also mentioned that the bench outside his unit needed to be tightened to the wall. He requested waiver of a \$50 parking fine he received when he forgot to put his parking tag on his car mirror (Dan Ulmer had said he would reverse the charge). Sylvia Dowty made a motion to waive the fine and fees of \$52.13. Mike Immordino seconded and the motion carried.

*B. Comments from the Comment Box*

There were no comments received.

**IV. RESIDENT MANAGER'S REPORT**

Julian Brody reviewed his report:

1. Removed a bad section of hot water pipe in B Building.
2. Cleaned out the sewer line in G Building.
3. Replaced a heat pump in Y Building
4. Replaced a gas valve and diaphragm in Q Building
5. Replaced a heat pump in H Building.
6. Replaced 40' of bad pipe in T Building.
7. Installing a tile floor in Manager's office.
8. Men's sauna is being redone.
9. Turner Morris provided a proposal for a cold roof; this could be constructed on one building as a test to reduce ice buildup in front of the buildings.

10. Moving ground wires and putting in anodes in pipes to address corrosion.

#### **Delinquency Report**

Dan Ulmer reviewed the Delinquency Report. Funds were received from the bankruptcy court for a foreclosed unit. It appears the first four units on the list will go into foreclosure. The balances due for the rest of the units on the list are mainly timing issues. The total delinquent balance was \$31,685 and there was a balance of \$8,850 for dues paid in advance. Overall, the number of significant delinquencies is going down.

### **V. TREASURER'S REPORT**

Paul Hage reviewed the financial status as of February 28, 2007.

1. Income – 0.6% over budget for the month of February; 0.9% over budget year-to-date.
2. Expenses – 18% under budget for the month of February; 14.6% under budget year-to-date.
3. Net Income was \$19,192 for the month of February; a (\$17,638) loss year-to-date against a budgeted loss of (\$65,000) due to payment of the quarterly water bill.

Major variances included Gas (\$37,290 under budget), Snow Removal (\$5,304 under budget), Damage Claims (\$2,015 under budget) and Water and Sewer (\$2,395 under budget). Boiler Repair was \$4,317 over budget, mainly due to replacement of a hot water storage tank in January.

The Accounts Receivable balance was down \$4,000 from last month.

For the month of February, the Reserve Fund had income of \$13,873 and \$20,883 in expenses. The most significant expense was for the purchase of glycol for the boilers, which the Board authorized at a previous meeting. Year-to-date income was \$27,670 and expenses were \$35,782, resulting in (\$8,112) negative income.

Sylvia Dowty made a motion to approve the Treasurer's Report as presented. Cathy Brosius seconded and the motion carried.

### **VI. FINES AND HEARINGS**

There were no owners or tenants present regarding Fines and Hearings.

Richard Garcia said there had been an issue last month with the tenant in E205 (Robert Israelsky) and his use of the Clubhouse facilities was restricted for the past month. He summarized the violations that had occurred. Robert Israelsky responded that he used the pool to swim laps and he was not aware that anyone was waiting for him to leave to close the facility. He said he also had mixed messages about the closing time from the various attendants. He said he was never escorted out by a Manager and never refused to leave the facility as claimed by one of the attendants. He apologized for any misunderstanding.

Richard Garcia noted the pool hours had been changed about three months ago; the pool now closes at 8:30 p.m. and guests are asked to leave the building by 8:45 p.m. The Board agreed to reinstate Robert Israelsky's Clubhouse privileges on a probationary basis.

## VII. BUILDINGS AND GROUNDS AND LANDSCAPING COMMITTEES

Barb Johnson said she walked the property and was pleasantly surprised to find less dog waste than last year. She would like to start mulching all areas that were weeded last year using the four-wheeler and trailer. She would also like to buy some edging to contain the mulch along the sidewalk and some weed killer. It was noted that the edging was included in the budget so the project was approved.

She noticed an electrical cord running from the third floor of the U Building to the parking lot. Richard Garcia said this was not permitted and it would be removed.

## VIII. OLD BUSINESS

A. *Review of Security Inspection Book, Hallway Cleaning Schedule Book, Boiler Inspection Book and Public Comments*

Glenn Johnson checked all books and reported all were in order.

B. *Patio Fence Design*

Paul Hage checked with the County and was told no permits would be needed for patio fence construction. Cathy Brosius contacted a technical representative from Trex, who indicated the 4x4's could be put in the ground with concrete as posts. She updated the specs and is working on updating the drawings. She should be finished by the end of next week. The Board will need to pass a Resolution regarding this project at the next Board Meeting.

C. *Reserve Capital Spending Committee*

The Committee met last Monday to review the Reserve Study. Their goal is to have a completed plan prepared in time for the Annual Meeting. Dan Ulmer will meet with Burke Engineering. They will research energy efficient boilers to replace the existing as they fail.

D. *Rules and Regulations Review*

Cathy Brosius provided a revised copy of the proposed Rules and Regulations. The occupancy guidelines are driven by the Planning Department, but the Board agreed the specifications were unreasonable and unenforceable.

Richard Garcia will send a draft copy to the membership for comments; they will be formally approved at the next Board Meeting.

Richard Garcia will send thank you letters to all Committee members.

E. *Playground Equipment*

The Board previously approved \$10,000 for new playground equipment. Dan Ulmer said he was told all equipment would have to be installed by a certified person. New equipment is being installed at Lake Dillon Preschool and they estimate the cost will be about \$70,000, mainly for labor. Dan will check with the Association's insurance company regarding their requirements.

*F. Zone Valves*

Dan Ulmer hopes to be able to start the zone valve project in May.

**IX. NEW BUSINESS**

*A. Reissue Parking Tags*

New tags are ready to be sent out to all owners. Owners will be asked to turn in their old tags. Each unit will be issued two new passes in the new color.

*B. Replacement of Heat Shut-Off Valves and Heat Zone Valves*

Dan Ulmer said many of the keys he was given by unit owners did not work last year when the contractor was on site. He has asked his staff to do a thorough review of all keys to make sure they work. He would like to implement a Master system. Some unit door locks are original and barely function. This project should be added to the long range plan as an Association expense. Management is required to have access to the units for emergency purposes. Dan Ulmer will provide a proposal.

*C. Professional Security Service*

Dan Ulmer said it was difficult to find a security service in the area. He spoke to the Sheriff and was told security staffing would cost about \$45/hour with a minimum of 20 hours/week. The Board agreed to table this idea due to the expense.

*D. Carpet Cleaning*

Four Kings is offering very competitive rates for carpet cleaning during their slow season. Prices are as follows: 1 Bedroom - \$97.00; 2 Bedrooms - \$123.00; 3 Bedrooms - \$184.00 and Studio - \$85.00.

*E. X Building Dumpster*

Lee Vroble said the dumpster by the X Building was damaged. Julian Brodie said he was aware of it.

**X. SET NEXT MEETING DATE**

The next Board Meeting will be Wednesday, April 18, 2007 at 7:00 p.m. in the Clubhouse.

**XI. ADJOURNMENT**

Cathy Brosius made a motion to adjourn at 8:09 p.m. Sylvia Dowty seconded and the motion carried.

Approved By: \_\_\_\_\_  
Board Member Signature

Date: \_\_\_\_\_

DILLON VALLEY EAST  
FINANCIAL SUMMARY  
AS OF FEBRUARY 28, 2007

Summary Balance Sheet

	Operating	Reserve	Total
Cash Accounts	48,360.37	237,036.55	285,396.92
Other Current Assets	27,571.06		27,571.06
Fixed Assets (net of depreciation)	179,009.13		179,009.13
	<u>254,940.56</u>	<u>237,036.55</u>	<u>491,977.11</u>
Current Liabilities	51,939.13	(42,770.00)	9,169.13
Long Term Liabilities	154,694.00		154,694.00
Donated Capital	2.00		2.00
Retained Earnings	65,943.15	287,918.76	353,861.91
YTD Net Income	(17,637.72)	(8,112.21)	(25,749.93)
Total Liabilities & Equity	<u>254,940.56</u>	<u>237,036.55</u>	<u>491,977.11</u>

Operating Fund P&L

	Actual	Budget	Diff
February Total Income	121,967.71	121,197.99	769.72
February total Expenses	102,775.39	125,879.54	-23,104.15
February Net Income	<u>19,192.32</u>	<u>-4,681.55</u>	<u>23,873.87</u>
YTD Total Income	244,616.71	242,395.98	2,220.73
YTD total Expenses	262,254.43	307,246.96	-44,992.53
YTD Net Income	<u>-17,637.72</u>	<u>-64,850.98</u>	<u>47,213.26</u>

YTD:

Gas is under budget by \$37,290.43

Boiler Repair is over budget by \$4,317.34 - had to replace a hot water storage tank.

Snow removal is under budget by \$5,304.19

Damage Claims is under budget by \$2,014.65

Water & Sewer is under budget by \$2,395.39