

# Beaumont Townhouses, Inc

**Date & Time: Monday July 31, 2017; 5:18 p.m.**

**Type of meeting:**

HOA Executive Committee Meeting

**Meeting called by:**

Donna Stein – Vice President

**Attendees: Jodi Litfin - President, Donna Stein - VP, Max Gwin – Treasurer, Sandra Walters - Secretary and Keith McCarthy – Property Manager**

## Topics

Num.	Topic	Reporting Party	Action Item
1.	Call to order	Donna	
2.	Financial Report	ALL	
3.	Discussion – Current State of Finances and Reserve Goal	ALL	
4.	Franklin Street Bushes	Donna	
5.	Landscape Damage by City of Denver	Keith/Donna	
6.	Trash and Recycling Bins	Keith	
7.	Board Positions	ALL	
8.	Next Board Meeting	ALL	
9.			

# Topics for Beaumont Townhouses, Inc

## HOA Executive Committee Meeting – Courtyard, 5:00 p.m.

<b>Financial Report</b>		<b>All</b>	
<p>Discussion:          Max handed out information he had put together pertaining to the balance sheet and income/expense items for 2017. Collaborative conversation ensued and the following questions were asked of Keith regarding his income and expense statement: 1. produce a copy of the dex pages and payment schedule for the property insurance; 2. Detail for the lawn and landscape expenses in June; 3. What constitutes the yearly \$225.00 accounting fees.</p>			
<p>Conclusion:          In an e-mail dated 8/1/2017 Keith sent us the property insurance declarations page and the payment schedule as well as an accounting of the lawn and landscaping services and prices for such we requested</p>			
<p>To do:          Provide the above mentioned information to the board</p>		<p>Responsible party:          Keith McCarthy</p>	<p>Deadline:          Completed          8/1/17</p>

<b>Current State of Finances</b>			
<p>Discussion:          Most of the discussion during this meeting was centered around the financial topic. It was agreed that our current reserves were not optimal and to get to our goal of \$20,000 reserves we would need to be very selective in how we spent money on capital improvements i.e. house painting, roof replacement, landscaping costs over and above the norm etc. There was thoughtful discussion about raising dues, having another special assessment to move us closer to our desired reserve amount and Sandra tossed out a food for thought idea about re-configuring the HOA declarations to give owners more responsibility for costs associated with shared common elements. All agreed that for things like tree trimming or garden work that we should be more involved in providing the man power to do those things and the board unanimously voted to buy a hand held tree clipper.</p>			
<p>Conclusion:          It was decided at this time to stay the course with current state and see where we are at end of year. Max suggested that the board meet every other month to stay in better touch with income, expenses and immediate property needs, the rest of the board agreed and it was decided to schedule another meeting the end of September.</p>			
<p>To do:          Schedule a board meeting for end of September. Be more mindful of priorities when it comes to cost associated with the property.</p>		<p>Responsible party:          ALL</p>	<p>Deadline:          Dec 2017 and          re-assess</p>

<b>Removal and Replanting of Franklin Street Bushes</b>	<b>All</b>	
<p>Discussion: After collaborative discussion it was decided that Donna would research solutions and aim for a balance of low cost and improving the current situation</p>		
<p>Conclusion: Donna will look into different bushes and fewer bushes to replace what we now have. She will then report back to the board</p>		
To do:	Responsible party:	Deadline:
	Donna	End of September 17

<b>Franklin &amp; 16<sup>th</sup> Ave Landscape Damage</b>	<b>All</b>	
<p>Discussion: Solution to damage done by the city when replacing the sidewalks.</p>		
<p>Conclusion: Keith will talk to Clean Cut and get a bid for re-seeding; Donna offered to collaborate on that discussion.</p>		
To do:	Responsible party:	Deadline:
Meet with Clean Cut to discuss	Donna & Keith	Mid-August

<b>Removal of Trash Bins &amp; Replacement of Damaged Recycling Bins</b>	<b>All</b>	
<p>Discussion: To make more room for parking it was decided to use five trash bins not eight. We have several recycling bins that are damaged.</p>		
<p>Conclusion: Keith will contact the appropriate City department and arrange to have bins for 1576, 1586 and 1592 removed; he will also ask for recycling bin replacements. Sandra sent out an email to all owners and renters on the property to share a bin with their adjoining neighbor and come up with an arrangement with them so the bins go out each week.</p>		
To do:	Responsible party:	Deadline:
Sent out e-mail – DONE. Contact the City about pick up and replacement described above	Keith	End of August 17

<b>Board Positions</b>	<b>All</b>	
<p>Discussion: As Jodi is moving end of August the President position will need to be filled. The board discussed solutions.</p>		
<p>Conclusion: It was unanimously decided that Max would assume the position of President and would also continue as Treasurer; Sandra and Donna will continue in their current positions as Secretary and VP and will assist Max with any needs he is unable to get to.</p>		
To do:	Responsible party: HOA Board	Deadline:

<b>Additional/New Business</b>		
<p>Discussion: No additional or new business to discuss</p>		
<p>Conclusion:</p>		
To do:	Responsible party:	Deadline:

<b>Adjourn and Next Board Meeting</b>	<b>ALL</b>	
<p>Discussion:</p>		
<p>Conclusion: The meeting was adjourned at 6:25 p.m.</p>		
To do: Schedule next meeting for end of September 2017	Responsible party: Max and Keith	Deadline: 8/31/2017