

## 1977 S Josephine HOA

### Minutes of April 6, 2017 Board Meeting

**Location: Offices of Capital Hill HOA Management LLC – 400 S Colorado Blvd. #360 Denver, CO 80246**

Present:

Steve Bach – President, Kevin Boudreau – Treasurer, Esta Zettel – Secretary, Toni Winkler – owner, Randy Bimestefer – owner, Joe Lima – owner, Erin Petite, representative of Carol Ponton - owner, Keith McCarthy – representative of Capital Hill HOA Management, the HOA manager

I - Called to Order by Steve Bach (6:06)

Agenda presented

Discussion of rules for the meeting

II – Roll call of Directors

Steve Bach, President, Kevin Boudreau – Treasurer, Esta Zettel – Secretary all present. A quorum of directors is met.

III - Notice of meeting proof presented

IV – Election of Secretary for this meeting

Steve Bach moves for Kevin Boudreau to be the meeting Secretary, Kevin Boudreau seconded. None opposed

V – Presentation of prior meeting minutes

Three changes to the minutes were discussed and approved unanimously. The revised minutes will be posted to the website.

VI – Reports of Officers

A – President’s Report

Steve Bach distributed a handout of the President’s report containing 17 items that have been addressed or worked on during the first three months of the year. Highlights included the building security enhancements, the updated rules and regulations implemented and the rooftop deck rules implemented. The full report is included as an exhibit to these minutes.

B – Treasurer’s report

Kevin Boudreau discussed the financial results for January and February 2017. He discussed how several one-time items will negatively affect the budget for the year including the large cost of

landscaping as well as necessary electrical work and general repairs. There was a question whether the rooftop repairs are included in the 2017 budget. The answer was that there is up to \$4,500 in capital projects or reserve transfers that will be used to cover the roof. The roof repair work was authorized in 2016. There was a general discussion on what over items are needed to be completed and the order of priority.

#### VII – Committee Reports

None

#### VIII – Unfinished Business

- A. Motion to adopt the March 1, 2017 updated and restated Rules and Regulations by Kevin Boudreau. Seconded by Esta Zettel. Approved unanimously.
- B. Rooftop repair update – Keith from Capital Hill HOA Management (CHILL) indicated that materials are onsite and work would begin once the weather gets better. The board asked CHILL to remind the vendor that the HOA expected the work to be completed in 2016 and is way past due.
- C. Landscaping bid
  - a. The MCM bid for a work on the east and north side of the property was reviewed.
  - b. Motion presented by Steve Bach to accept the bid with the following conditions: Not to exceed \$5,800; Pampas grass replaced by Zebra grass; Morning light not to be used in front of building; 1 gallon plants in front; 5 gallon plants in back; receipt of new bid. Seconded by Esta Zettel. Approved unanimously.
- D. Lighting
  - a. Kevin Boudreau motioned to approve certain line items of the March 8, 2017 bid from Kelly Electric: line items 2 and 3, not to exceed \$750, spec sheet to be received. Seconded by Esta Zettel. Approved unanimously.

#### IX – General Discussion

- A. Communications: Randy stated that in general there does not seem to be enough communication between them. Tenants apparently have not been hearing from their owners on important matters such as building security concerns and suggested action.

#### X – Executive Session

- A. All non-board members were dismissed and the board began an executive session. The topic of the executive session was the performance of the management company.

XI – Following the end of the Executive Session Steve Bach announced his resignation from the Board

XII – Meeting adjourned by Kevin Boudreau and Esta Zettel

## **Appendix: President's Report**

**President's Report**  
**by Steve Bach**  
**1977 S Josephine HOA Board Meeting**  
**Thursday, April 6, 2017**

The 1977 S Josephine HOA Board of Directors (Board) has dealt with an extraordinary amount of subject matter during 1<sup>st</sup> Quarter 2017, working closely with Keith McCarthy, Capitol Hill HOA Management, our Property Manager (CHill). Board progress on 16 key topics during January-March includes:

1. **Action Items List:** Steve Bach created a new Action Items List, which is updated regularly, to help the Board and CHill keep better track of action items and target completion dates. The List is based on collaboration with Board Members and CHill. Status: Awaiting discussion of latest List with Board and CHill.
2. **Building Security Enhancements:** Front and rear entry door locks serviced, storage closet doors locked. Steve Bach created and mounted framed security signs and flyers with help on copy from Kevin Boudreau, Joe Lima and Esta Zettel, and emailed security suggestions to Owners. Status: CHill has approved bid to complete the front entry door lock pick protection, and is to provide the Board with the cost and feasibility of an upgraded bike storage room lock.
3. **Adjacent Construction Coordination:** Adjustment to our Southside parking spaces, removal of dumpster and substitution of totes, construction trash on our property, proposed construction closure of alley behind our building. Status: Ongoing on site cleanup and coordination with adjacent contractor by CHill.
4. **Maintenance:** Esta Zettel had the dryer vent cleaned. Steve Bach completed monthly inspections of the building and grounds, and identified 23 maintenance items communicated to the Board and CHill. Status: Awaiting: CHill update.
5. **Rooftop Deck and Walkway Railing:** New railing install. Status: In progress.
6. **Landscaping Improvements:** New and reworked landscaping items to improve exterior appearance. Status: Awaiting bid via CHill.
7. **Exterior Entries Lighting Upgrade:** New front and rear entry fixtures with sensors and "bright white/daylight" LED bulbs. Status: Awaiting 2<sup>nd</sup> bid via CHill.

8. **Rules and Regulations:** Updated document to Owners. Status: Completed.
9. **New Rooftop Deck Rules and Regulations:** Creation of document with distribution to Owners and posting on deck entry doors. Status: Completed.
10. **Revised ByLaws:** To reflect developer transition to HOA control and to ensure compliance with State Law. Status: Awaiting suggestions from Denver real estate attorney through Kevin Boudreau, Board Member and Treasurer.
11. **Reserves Policy:** Creation of a document based on industry “best practices” and in compliance with State Law with distribution to Owners. Status: Awaiting discussion with Board.
12. **Rules and Regulations Violation:** Steve Bach resolved one minor matter with consultation by Kevin Boudreau, Joe Lima and Esta Zettel.
13. **Insurance:** Steve Bach met with Doug Nordlander, our insurance agent, to discuss insurance coverages, and provided the Board with options. Open: Awaiting Board discussion.
14. **Owners Newsletter:** Steve Bach developed a list of potential topics for our first newsletter to go out soon. Open: Awaiting Board discussion.
15. **CHill Owner Information Form:** Steve Bach polled some Owners and identified a strategy to improve compliance. Open: Awaiting discussion with CHill.
16. **New CHill Property Management Agreement:** The Board has agreed unanimously on key terms and conditions required in a new Agreement. CHill has responded with its comments. Open: Finalize discussion with CHill.

At the next Board Meeting on Thursday, July 6, 2017, I look forward to reporting closure on the above action items, including completion of the railing, landscaping and lighting projects, and will then work with the Board with a list of any new topics for resolution.

Questions/Comments?

Steve Bach  
03.28.17