

**Grant Mansion
Annual Meeting
March 25, 2003**

Roll call: Kimberly Nelson, Alan and Maggie White, Megan Dougherty, and Ramesh Raghunath gave proxy to Steve by phone with no objection from other members. Jurgen de Lemos, Peter & Mickey Paulos' proxy given to Jurgen.

Meeting called to order by Megan at 6:45pm.

President's report. Concerns with budget and how far we have come with reserves.

Alan moves to approve 2001 meeting minutes, Ramesh 2nd's, all in favor.

Cash flow. Came out ahead on expenses for 2002.

Ramesh makes motion to transfer \$4000.00 from checking to savings. Kim 2nds. All in favor.

Needs to be a discussion on where the association wants to go with dues to accumulate enough to have in reserve for future repairs and replacements.

Insurance doubled, looking into changing insurance. See about changing deductible to \$2000, 2500, 5000, to lower premium. See what effect it has on the reserves.

Water rates going up, should we consider new kind of yard that doesn't require as much watering? Discussion on putting xeriscaping or faux grass was delayed for more information.

Changes to budget discussed and budget revised.

Kimberly moves to approve budget as revised. Megan 2nd's. All in favor.

Nominations for board:

Alan White: Capable of following through on actions of board, will be there for meetings, and willing to work for the good of the HOA.

Megan Dougherty: Is good at following through on commitments, will sign checks when needed.

Samantha Denby: Is good at follow through and has been good as a board member.

Kimberly Nelson: wants to continue as board member to improve property.

Voting: Steve Smalley as Ramesh's proxy abstains from voting.

Results of voting.	Alan White	4	Megan	1
	Megan	5	Samantha	0
	Samantha	1	Kimberly	4

Megan motions to adjourn, Kim 2nds, all in favor.

**Grant Mansion
Board Meeting
March 25, 2003**

Megan calls meeting to order at 8:20pm.

Roll Call: Megan, Alan, Kimberly, Ramesh by proxy.

Guest: Mrs White

Management: Steve Smalley, Brian Sanders, and Joan Hollway

Election of Broad:

Kim nominates Alan White as President, Megan 2nd's, all in favor.

Kim nominates herself as Vice President/Secretary, Megan 2nd's, all in favor.

Kim nominates Megan as Treasurer, Alan 2nd's, all in favor.

Alan White motions to repay Jurgan and Paulos \$300.00. Kim 2nd's, all in favor.

CMR to draft letter to Jurgan and Paulos to reimburse them for the painting of the entryway. The letter to inform homeowners that this is a violation of the board policy to not pay for aesthetic improvements with out board approval and will not be done again.

Megan motions to use Kim's repairman to repair dry wall up to a total of \$500.00, Alan 2nd's, all in favor.

Kim motions to move monthly any amount over \$2000.00 in checking to the savings account, Megan 2nd's, all in favor.

Discussion of auditing the books. At this time Steve feels that the expense is not worth the expenditure, he feels there is enough safeguard with having 2 signatures on the checks, a board member along with Steve.

CMR to fix front door lock, check into motion detectors for hallway or lower wattage bulbs, paving tiles for pathways from front to back area of building.

CMR will have Carter Electric check on front entrance intercom to have repaired so it stays working and give a warrentee on the work.

Next meeting Wednesday, June 11, at 6:30, Kim's unit or Alan's

Meeting adjourned 9:15pm.

**Grant Mansion
Board Meeting
June 11, 2003**

Meeting called to order at 7:15pm.

Roll Call: Alan White, Megan Dougherty, and Kimberly Nelson.

Guest: Samantha Denby, and Mr and Mrs Paulos.

Management: Brian Sanders and Joan Hollway

Alan motions to approve minutes from March 25th meeting, Megan 2nd's, all in favor.

Financials: Checking \$1,574.10 Savings \$9,929.29.

The residents discuss improvements that they would like to see done on the property. Alan would like to have a written request on the improvements proposed sent to Colorado Management and Realty.

Alan is missing statements from March, April, July, August, September, October, November and December 2002 and would like to have them reproduced for the association files.

Alan also needs minutes from February 2001 up through March 2003.m

Alan would like to have deposits sent in on a timelier basis.

Refund work order 4389, since they canceled the yard cleaning service on May 12, 2003.

Unfinished Business:

Front door lock, Brian to check security of door.

Front Hall Intercom, Brian to check intercom.

Pathway paving tiles, Brian will research what kind

Hall lights, Kim wants to go to 10 or 15-watt light bulbs.

Member drywall repair, Kim will take care of it herself.

Property insurance deductible review. After reviewing price at higher deductible, the board decided to leave it at the current rate.

Get a manual for Sprinkler timer and have A Native check timer to make sure the timer is set correctly for Denver Water restrictions.

Tree Pruning: Alan presented three bids for tree pruning.
Kim motions to accept Knobby Hill proposal, Megan 2nd's, all in favor.

Megan motions to accept a new bid under \$400.00 from A-1 Window Cleaning for cleaning the windows of Units 1, 3, 4 and 5. Alan 2nd's, all in favor. Other units declined to have windows cleaned.

Yard and common area cleaning service will now be on a "will call" basis.

Megan motions to have the HOA purchase the lawn mower from Alan for \$550.00 and accept his offer to take over the lawn care for 2003, Kim 2nd's, all in favor. Alan abstains.

Lawn care by Alan to include lawn mowing, picking up debris, trash and branches from walkways, patio, pathway around building, sidewalk, and porch.

CMR to get bids on fertilizing.

CMR to get three bids for snow shoveling and snow plowing of 4" or more.

Roof and gutters. The Spanish Tile corner caps need repair. Get bids for roof and gutters.

Repair backup post in parking lot. See who did the work two years ago and get bid.

Graffiti – constant thing and need to have the organization that cleans up graffiti to come out.

Discussion of possible wish list to improve property proceeded. Will wait for written proposal from residents to make list.

Next meeting September 17th, 6:30 in Alan's unit.

Meeting adjourned 9:10pm.

**Grant Mansion
Board Meeting
September 10, 2003**

Meeting called to order 6:30 PM.

Roll Call: Megan, Alan, and Kim

Management: Joan Hollway

Megan makes a motion to approve June 11th meeting minutes, Alan 2nd's, all in favor.

Board requests future minutes are sent to each Board member for review within 2 weeks. Also, provide the Board with a "follow-up schedule" for action plan on unfinished business to avert misunderstandings and minimize follow-up communication to complete projects.

Financials: Megan makes a motion to accept Financials, Kim 2nd's, all in favor. Check for late fees. Check with Steve about the \$40.00 work order #4389. Change Farmers Insurance to bi-annual premium payment.

Unfinished Business:

Roof/Gutter Repair. Tilley Roofing repaired the leak around the chimney. Check on warrantee on repair or replacement of gutters on main building.

Snow Removal Bid Review: Bids from Star Maintenance, A Native and Custom Landscape where review. Kim makes a motion to have Custom Landscape do snow plowing, Megan 2nd's, all in favor.

Pathway Paving Tiles: A Native gave a bid of \$565.00 for concrete squares and \$765.00 for Flagstone. American Design and Landscaping will give a bid after he finds pictures of what he suggests for the pathway. Alan will contact Custom Landscaping for a bid also.

Intercom Research: obtain bids and warranty information from two companies, but check on who repaired the unit before.

New Business:

Contact List: Megan and Joan will coordinate to make an Owners and Tenants Directory.

Common Area Cleaning: Unit #4 (Kim) and #5 (Alan) to coordinate on cleaning the Common Area.

Common Area Hallway Painting: Alan will coordinate with painting service to paint hallway for \$100.00.

Parking Lot Cleaning: See about A Native or CMR doing it this fall as leaves drop.

Send memo to residents about excessive trash, cigarette butts, rubber bands, trash thrown into recycle bins. Alan to send recycle sheet to Joan.

Board discussed beautification of Grant Mansion landscaping. Will see about forming a Beautification Committee at Annual Meeting. Kimberly to coordinate with Maggie now on fall activities.

Alan will check on a shed for lawnmower and other equipment.

After discussing residents taking care of snow removal on sidewalks, board decided that they only need snow plowing for driveway. Reviewed bids for snow removal again. Kim makes a motion to rescind the Custom Landscape motion made earlier in the meeting to go with Star Maintenance pending further research on Star's liability insurance, and accept Kimberly's offer to shovel the porch and sidewalks as needed, Alan 2nd's, all in favor.

Annual meeting scheduled for January 7th, 2004 at 6:00PM in Unit #5. Light refreshments will be served.

Meeting adjourned at 8:00PM.