

*Charline Place  
Board Meeting  
January 16, 2002*

**Roll Call:** Sharon, Ben, Stacy and Carol with Colorado Management

Stacy called the meeting to order at 6:12 p.m.

The Board reviewed the minutes of December 19, 2001 and Ben motioned to approve the minutes, Sharon seconds, all in favor.

**Financials:**

CMR needs to make sure the account for unit #41 was cleared and if it was, we need make sure a demand letter has been sent.

Sharon motions to verify that all accounts are correct, and if they billing have been sent with notification to the attorney we will send the accounts to the attorney for collections, Ben seconds, all in favor.

Stacy notes Jim Hassmyer from Farmers Insurance is getting our policy and this is the seconds request.

Carol notes that all of the leaking should be done. WE need to write a letter to #2 and let them know they need to have the work done or we will do it for them. We need to go with the least expensive bid. WE also need to find out who was responsible for the 1<sup>st</sup> leak.

CMR needs to find out what we can do about the windows. Carol will contact Rachel for historical windows.

Stacy got bids for concrete and the stamped concrete. Ben asked if we could afford to do stairs. Stairs are on hold.

Carol needs to get masonry bids. For a 3 to a 5 year plan.

Order an extra shut off and add it to Stacy's bills.

Outside courtyard light out.

Dumpster gate is down it needs to be repaired.

CMR is working on the Public Service late fees.

**Painting:**

Stacy asked about the next step for painting. Ben has a concern that people feel defied if they are not in this process. Post another sign more discussion let this notice state this is the Last Chance to come to and voice your opinion.

Sharon talked to a decorator. Pam Lindstrom \$50.00 an hour and she could advise us. Ben feels it is well worth the money for an outside eye. The Board will have a final meeting next Tuesday or Wednesday in the hall at 6 p.m. for the final paint decision.

**Annual Meeting:**

**Budget:**

The Board would like to know what the negative late fee late fee is. We also need to know how is Excel Energy bill is based, we need to check on maintenance, insurance, and the trash needs to be lowered to \$150, The Board would like to see the actual for Yard care in 2001.

Yard care we need to look into a new company.

Stacy will prepare a President Report and the Board will serve cookies and punch. The Annual Meeting will be on February 3<sup>rd</sup> at 12:00 noon. In the letter, we need to Spark interest for the Board position.

Ben will not be seeking reelection for his seat.

**Adjournment:** Sharon makes a motion to adjourn, Ben seconds, all in favor.

*Charline Place*  
*Board Meeting*  
*February 20, 2002*

**Roll Call:** Stacy, Ben, Sharon Steve and Carol with Colorado Management

**Minutes:**

The minutes were tabled until the regularly scheduled April Meeting

**Financial:**

\$21,000 is in checking  
\$16,000 CD  
27,000 in the Charles Shawb account

All bills are paid and we have paid \$5500. To the painter.

We have 5 people at the attorney for collections and the following are trying: Unit #31 owes \$374.00 unit #35 owes \$786.00 and we sent a demand letters. Steve stated Courtney Bailey is making progress. The Board notes she should be at the attorney's office for collection.

Steve gave the Board a standard collection letter that CMR is sending out. Ben would like the letter to elaborate on the services the Association provides for the dues.

Income taxes all we need are the October 2000 financials. If we can not get them, we will have to use our best guess so we can go forward and file.

Units #42 leak. Steve would like the Board to put a cap on the Work and tell Cliff to go forward with the repairs so we can get this off of our agenda. CMR needs to contact Cliff and to make sure the leak is repaired. If it is, Cliff needs to get the work done and the Association will reimburse him for the repairs.

**Annual Meeting:**

The Board will not provide refreshments due to lack of involvement from the 1<sup>st</sup> meeting. The annual meeting is scheduled for March 10, 2002 at 12 noon in the laundry room.

Sharon and Stacy will go door to door to collect proxies.

The main discussion will be about dogs. Steve notes this does not need to be a bad topic and the Board should state the problem and ask the membership for advice.

**Maintenance:**

The boiler is making an awful noise. CMR has contacted a heating company to evaluate the boiler. WE also need to get a sewer drain company for the side boiler room where we believe raw sewage is leaking. They need to look into the square hole in the east wall.

The Association needs to look at insurance this year and in order for us to obtain the best price, we should look into have the steps repaired. Ben would like to hold off until the Boiler is evaluated.

The painting is under way.

Cliff in unit #42 was complaining the basement cleanness was lacking and it was a fire hazard to have the plastic down in the halls.

**Announcement:** The next meeting will be held on March 10<sup>th</sup> at 12:00 noon.

**Announcement:** Stacy makes a motion to adjourn, Sharon seconds, all in favor.

***Charline Place  
Board Meeting  
March 20, 2002***

**Roll Call:** Lili, Stacy, Chad, Monique, Yingying, Carol and Brian with Colorado Management.

**Minutes:** January and February minutes were reviewed by the Board, Lili motions to accept the minutes, Stacy second, all in favor.

Brian from Colorado Management was introduced.

The Board discussed a maintenance procedure. Carol and Brian will come up with a procedure for the next meeting.

Chad notes he would like to shadow the plumbers at the property to get look at the plumbing and also come up with some ideas. Brian will give him a call.

**Financials:**

Charge back for #2372 needs to be bill back to the owner. Outline a policy

HOA checks are still not getting cashed until after the 16<sup>th</sup> of the month

**Unfinished Business:**

The Board was in favor for the boiler repair. Brian will get in touch with Broomhall Brother to get the boiler serviced.

**Newsletter:**

Address Dog Waste, you are being watched you will be fined.

Charline Directory to try and update our records.

Trespassing and vagrants, call Denver police non emergency

Trash two lids, make sure you are using both sides and large items are not picked up.

List all Board members.

Painting is in progress

**New Business:**

Steve Rule needs to attend the next meeting and train another Board Member to install phone numbers.

Cut the bike chain.

Move the lock box to a less conspicuous spot.

The painting did not include the radiator. The Board will get a bid and if the cost is too much the Board will take the project on themselves. The Board will vote over the phone if to accept the additional bid.

We need fence bids and Landscaping:

Sewer problem in the boiler room needs to be solved.

Roof – leak we need to find out why it leaked again and caused damage.

**Announcement** 17<sup>th</sup> at 7:00 p.m. at the Perk located at 13<sup>th</sup> and Pennsylvania

**Adjournment:** Yingying makes a motion to adjourn, Lili seconds, all in favor.

**Charline Place  
Board Meeting  
June 26, 2002**

**Roll Call:** Stacy, Chad, Monique and Lili,

**Guest Present:** Page, Greg, Todd H 19

**Management:** Carol with Colorado Management

Stacy calls the meeting to order at 7:19 p.m.

Minutes for April were reviewed by, Lili motions to approve the minute Monique seconds, all in favor.

Stacy would like the minutes e-mailed to the Board with in one week of the meeting so the Board can follow up on items.

The Board reviews the agenda for additions:

**Financials:**

Check and make sure Wes was not paid the final check unit the radiators are painted

Checking \$32,319.86

CD \$27,363.31

**New Business:**

The sprinkler timers needs to be changed. Todd will be willing to learn Terry with A-Native will coordinate with Todd.

Unit #1421 had a massive leak that is repaired.

Lili asks all Board Members if they put notes on the doors, please make sure off site owners have one mailed. Todd notes he would like to see the Board suggest anyone with comments or complaints to come to a Board meeting.

**Newsletter:**

We need to reminder the membership the Board is made up of volunteers and if you have a complaint or suggestion, please go to a Board Meeting.

Cigarette butts in the gutters can catch fire with the leaves and grass it is very dangerous and you will be fined.

Doors are being propped open for air. Stacy will put signs on the doors for reminder and we need to add this to the newsletter.

We need to encourage homeowners to get involved and remind them this is your home please help weed the property.

We are having a volunteer evening for weed pulling on July 28, 2002 and BBQ starting at 5:00 p.m.

The Board would like CMR to report how the move in and move out fees is it being charged. We need to research and revisit the issue.

The Association would like CMR to report from the Budget if the Association can afford the steps at the front of the property.

Lili states she is so impressed the Association has collected money for dues and the special assessment.

Valves need to be done. Stacy needs a valve committee to identify each unit that valves were not installed and then we need to find a contractor for bids. The Board will do a letter and post to find out how many valves have been changed.

Chad asked if everyone is happy with the lawn. He notes there are still bare spots but overall the Board is very happy with the lawn. Chad notes please water if you see a spot in need.

**Unfinished Business:**

Stacy notes we should vote to approve Todd's balcony for the minimum amount of repair no epdm if he is going to tile. Page asked if there is any weight limitation. Tabled for more information.

Hole in the wall needs to be repaired in the hall in front of #32. Why has it has not been done. This has been two months the leak has stopped and we need Paint and Drywall.

Doors are working loud 1421 is too loud. Call Carter Electric.

A future project will be the Mailboxes replacement at this time they are too expensive.  
Carol notes Rick Olocent needs to pay \$50.00

Stacy would like the Board to go through the maintenance policy. Stacy will start the policy around and each person should add their comments and changes in text edit so changes are in different color. Please come prepared to the next meeting to tackle the policy.

**Announcements:** The next meeting will be on July 17, 2002 at 7:00 p.m. in laundry room.

**Adjournment:** Chad motions to adjourn, Lili seconds, all in favor

*Charline Place  
Board Meeting  
July 17, 2002*

**Roll Call:** Ying Ying, Stacy, Chad, Monique, and Lili

**Management:** Steve and Carol with Colorado Management.

Stacy calls the meeting to order at 7:10 p.m.

We need to get the minutes in one week.

Lili motions to approve the minutes Chad seconds, all in favor.

**Unit #10 leak:**

Christine notes we changed tenants and they had no hot water in the kitchen. We went in through unit number 4 and the plumber will replace the supply line that service only our unit. We stopped the plumber from going further until we spoke with the work. We were getting opinion.

Steve reports on the attorney opinion. The attorney's opinion is still not clean the Association should be responsible if we do not want a chance of a lawsuit. It is attached. Steve feels we should continue with the way we are doing it now and keep consistent.

Christine notes the main is in bad condition and she does not want to be responsible for the main. Christine will pay for her pipe but will not pay for the main.

Christine notes when the building needs to be re-plumbed and the Association does a special assessment, will the Association have consideration for us who have had to re-plumb.

The Board needs to make a decision to keep with the same policy. Stacy notes we have been very consistent this is how we interpret the rule. Lili notes that we are trying to replace most of piping as we re-plumb the common areas

Christine is also willing to go with the Association Plumber if we choose to use a different plumber.

Common area maintenance procedure:

Several additions were made to the policy and will be passed along to the Board for additions, corrections and deletions.

- #3 CMR will deem under the governing documents and board policy. Before the work is done unless it is an emergency.
- Take out the time frame and bring in the neglect from the declaration.
- The Management Company needs a time line.
- Chad wants to break is down to emergency to non-emergency. Stacy will break it down to emergency and non-emergency.

The general principle everyone agrees.

CMR maintenance needs to come out and open the hole in unit #4. Chad motions to approve the bid up to and additional \$250.00 for the main line, Monique seconds. All in favor. #10 will pay for the submitted bid and we will pay above and beyond \$250. If it is beyond, it needs to be brought back to the Board.

**Landscaping:**

Chad and Terry exchanged voice mail. Terry's voluntary schedule is the same as mandatory. Chad has not been trained on the system but if there is a problem when Terry from A-Native needs to come out, then he will show Chad. Chad will do a letter to obtain a watering permit because our address does not match up with out three addresses.

Chad would like to leave the low sprinkler head alone for the summer.

**Balconies:**

Todd Balcony we are responsible for the balcony up to the deck. Anything beyond the deck would be Todd's responsibility. Stacy notes even though Todd is going to tile, we need to have the EPDM system installed and the tile needs to go on top but can not fracture or put holes in the EPDM or the warranty will be void. The bid stays the same. Lili makes a motion to do Todd's balcony with the a plan submitted to the Board with the material being used and the method and contract so he uses the correct tile so not to damage the EPDM layer, Chad seconds, Steve notes we should only do one balcony at a time and if we like the contract we can continue if not we will find a new one. He needs to bring us a sample and detail what he is going to do what type of insulation. CMR needs to send the form.

**Financials:**

\$37,993.00 in checking  
\$27,363.31 in the Charles Schwab

The bottom line shows we are \$13,000 over budget; however, we need to take out roofing and painting and this bring us \$15,000 under spent on the budget. We are on target. There is money to do the steps for the front of the building.

We need to get an updated bid for the stamping concrete and have the contractor come in to show the highlights and procedure. Stacy will call the concrete company come to our next meeting to report to the Board.

Stacy needs reimbursed for pizza in the amount of \$25.07 for the June Meeting.

**Unfinished Business:**

Ying Ying motions to contact the attorney for a letter if we do not have an answer from Brady and Sons Roofing for the numerous problems if we do not have an answer next week, Lili seconds, all in favor.

The Board wants CMR to have an owners call log and to follow up with the owners. The owners are tired of not getting answers or return call from CMRs office and staff. In the case of an emergency we need a way of dealing with. We need to come up with something. Lili notes there are a ton of owners so unhappy with not having any call backs they feel nothing is getting done. We want response and follow through. Ying, Ying would like to have a time frame for a speedier system.

Stacy notes the American Express Gift Certificate needs to be purchased. She has given several reminders and not certificates.

Stacy notes she requested letter from the attorney regarding Diane's account because she never receives letter. David got copies to the Board and the letters were sent.

Transfer fees between buyer and seller is the policy we agreed upon because IPM did not give accurate records to CMR.

Carol needs to get hot water room not the bids.

Springman and Braden dropped the pursuit of unit #75 unit for over a year.

Colorado Sewer and Brain will map and clean outs and the main drain. They will mark the clean outs and get this taken care of. This is an urgent matter because the back up is now going to the second floor.

If any owners are having problems with mice, they can contact CMR and we will send Colorado Pest to treat the unit.

Stacy would like to get the diagram of the building.

Charline Place's taxes are done and CMR needs to get them to Stacy because they are done.

We will ask Steve Rule to help us with move in fee. He will need to send a report to Angela at CMR office for any new name he adds and we will charge the unit a \$50.00 move in fee.

Steve notes the valve project is about 10 to 11 units and this is lower than what we had expected.

Steve reports on the web site he is building for the Association.

The Attorney needs to come to the September meeting.

**Announcement:** Chad will go with Stacy to get the supplies for the BBQ. The next meeting is August 2, 2002 at 7:00 p.m.

**Adjournment:** Lili motions to adjournment, Monique seconds, all in favor.

*Charline Place  
Board Meeting  
August 21, 2002*

**Roll Call:** Stacy, Chad, Lili, and Monique

**Management:** Carol and Steve Smalley

Stacy called the meeting to order

**Minutes**

The Board reviews the July meeting minutes, Lili motions to accept the minutes Chad seconds all in favor.

Additions to the agenda are unit 40's door.

**Unfinished Business:**

Chad notes we are a diamond and Chad will stay on top of the watering day. The Board thanks Chad for his hard work and effort.

**Guest Comments/Concerns:**

Cliff Aragon suggests the Board is ignoring the basement. Lili notes we have very small funds and we have to prioritize what is dangerous.

Cliff notes the basement is never clean and there are no light fixtures in the basement.

Chad notes the Board and Homeowners are doing a lot to cut the budget. Lili notes we all work in and around the property as volunteers and we need homeowners to come to meeting and volunteer their time to cut back and save. Steve and notes, health and safety issues come up every month and the memberships is more than welcome to look at the financials and see where the money is being spent.

Cliff wants new light fixture covers. Door knobs needs to be fixed to the electrical room.

Chad would like Cliff to rally other people in the basement. Lili feels the light fixture can be inexpensive and the Board will look into this.

**Financials:**

Checking \$36,969.50

Charles Schwab account \$27,406.27

Steve notes the Charles Schwab charges \$30.00 per month, which is more money than we make and we should consider, move the money. Stacy feels this is only a quarterly charge and will look into it.

Unit #44 is over at the attorney

Unit #41 is out of receive ship the owner has moved back in.

Carol has a fence for \$100 to keep the dogs out of the courtyard. Chad notes the problem areas are in front of the doors by the front entrances not the courtyards. The Board does not want the fence.

**Laundry Money.**

Stacy notes she found out the money for the laundry machines are going to Guy and he has cashed the checks. Steve notes we can theft report. CMR will call IPM give him until 5:00 p.m. after the 5:00 p.m. deadline we go to the police department.

Chad thanked Stacy for catching the error.

The Board had a discussion regarding the Balconies:

Structural is the association responsibility to the unfinished surface. From the finished point on, it is the responsible of the owner. If it damaged by the owner they will pay for it. The board would like to get away from the epdm.

Lili motions to approve Todd's plan for tile; Monique seconds, all in favor.

**Mail boxes**

We got a letter saying skin is being ripped off of the post man skin and the mailboxes are in disrepair. The mail has stopped coming and the board will vote. Steve notes he will contact Dean Mailing to replace the mailboxes and the Board can vote over e-mail. Monique motions to vote for the mailboxes over e-mail, Chad seconds, all in favor.

Stacy stated a letter for unit #39 and show it to the Board, Lili motions to approve the letter, Chad seconds, all in favor.

Steps Stacy would like to meet Wednesday 5:30 p.m. for the concrete work.

Brian needs to check out Chris whites damage and update the Board.

Valve survey has come back and Stacy will compile the results.

**Announcement:** The next meeting will be on Thursday Vs Wednesday to accommodate schedules.

**Adjournment:** Monique motions to adjourn, Lili seconds, all in favor.

*Charline Place  
Board Meeting  
October 16, 2002*

**Roll Call:** Lili, Stacy, Monique Guests **Present:** Cliff, Brandon, Don and H&M Concrete and Thout Contractors for the steps.

**Management:** Carol Steve and Brian with Colorado Management.

**Minutes:** The Board tabled the minutes for August

**Owners Questions and Concerns:**

Cliff still feels the basement is being neglected. We need to install a doorknob on the electrical room door and light needs to be replaced.

Cliff and Don have agreed to look into light for the basement and flooring submit ideas and pricing to the board to review and work into the budget.

**Financials:** Lili needs to have her ledger fixed.

Checking has \$38407.58

Savings has \$27445.80

Stacy gave CMR another back check from Automatic Laundry.

We are going forward with the foreclosure on unit #75. The process will take 12-18 months.

Unit #41 receivership has failed. Steve will get with David Braden and find out our next step.

#24 made a \$1703.00 payment.

**Budget:** Steve notes in the current budget to the Board.

Steve notes the insurance is very expensive but American Family due to the loss record denied us. With this current budget we are only \$4000 a head for the year with no capitol improvements.

Lili feels we need to rebuild the reserves. Steve would like to see \$100000 in reserves but feels the membership might not want that much money in reserves. Steve would like the Board to come up with a plan as to how much money they would like to see in the reserve account.

The Board will review the budget.

**Management Report:** Brian went over some options regarding the boiler to make it more efficient. We need to bring the boiler temperature down.

Gayle has retained an attorney for damages sustained in her unit. We have sent the file to David Braden and he feels we have a good case.

Unit #21 has a roof leak and Brady and Sons have not responded to the letter. CMR is to write another letter and if no response, we need to go forward with the attorney.

**Mailboxes:** The Board is in agreement to have gold color mailboxes.

**Steps:** Monique will check into the code for the front steps.

**Announcement:** The next meeting will be held on November 20, 2002 at 7:00 p.m. in the laundry room

*Adjournment:* Lili motions to adjourn, Monique seconds, all in favor.

*Charline Place  
Board Meeting  
November 18, 2002*

**Roll Call:** Monique, Stacy, and Lili

**Guests:** Brandon

**Management:** Carol, Joan, and Brian with Colorado Management

Stacy calls the meeting to order at 6:10 p.m.

**Minutes:** H&M Concrete and Thout contracts were here last month for the question and answer session for the concrete steps. Lili motions to approve the minutes with the above correction, Monique seconds, all in favor.

**Agenda Additions:**

Budget discussion in December. The Board would like Steve at the December meeting to help the Board figure out a goal for our Association.

Joan notes she is working on the building insurance.

Discussion of the new bid on the steps.

**Financials:**

Charles Schwab charges a quarterly fee \$30.00 and Stacy will not receive a second copy of the statement due to the charge.

Lili makes a motion to move the money Mountain States Bank as long as the declarations and tax laws are ok with the move; Monique seconds all in favor.

We would like CMR to look into the taxes that are owed by the developer for unit #75. Carol will look into the taxes.

The Board would like to stop the foreclosure if possible on unit #75.

Joan will call Ortman and Hinman regarding taking on cases other than collections.

Joan will cancel a \$350 check to the painters because they have not done the work.

Balcony can be paid if the permit is signed off on. Joan will call Caleb's and let them know.

Joan notes that Farmer was late and that is why the cancellation notice was sent; however, the insurance is fine.

**Maintenance:**

Water shut off notices posted on 10-8 and 10-4. Brian notes he tries to post notices two times. Stacy notes the 1<sup>st</sup> amount was \$24.50 and the second was \$33.00 for 1.5 hours. Carol notes it is an hour minimum for any type of maintenance. The Board notes it take 20 minutes to post. Brian will adjust the \$33.00 invoice for posting time.

Stacy gave CMR the Automatic Laundry Checks.

Monique notes Mike and Paul asked for more money for several jobs they have done around the property.

- Unit #9 had a radiator leak from above, Lili motions a repair bill for \$300 Monique seconds, all in favor.
- Mike and Paul agreed to paint unit #8 for \$450. They also solicited the owner to repair the drywall damage for the ceiling for the same amount. Paint and texture is the responsibility of unit #8 responsibility. Mike and Paul are asking for \$250, Lili makes a motion for \$150 and Monique seconds all in favor.
- Mike and Paul put in more time than anticipated on the mailboxes and the Board feels they did do a good job. Monique motions to give us \$200, Lili seconds, all in favor.
- Mike and Paul submitted a bill for the second floor and 3<sup>rd</sup> floor repair in the amount of \$250. Lili motions to approve the expenditure, Monique seconds, all in favor.

Stacy will call Mike and Paul and let them know they need to be more accurate at their bidding process and Brian needs to sign off on all of the work under \$250. If they are to be paid.

Monique will get a bid and information from Mike and Paul at the next meeting regarding the basement flooring.

Carol needs to draft a letter to unit #39 for the BBQ and for walking on the roof.

CMR needs to send warning letters regarding cats at large on the roof. The letters need to go to units #7, 19 and 39

**Roof:**

The Board approves a roof repair for Ying Ying's roofs if the repair is under \$500. Lili motions to repair the roof Monique seconds, all in favor.

CMR needs to get bids from Certified and Caleb's for a service agreement.

**Railing Assessment:** We need to get repair estimates.

Monique's notes to contact Alameda Ornamental Iron let them know that Monique with Liberty sent us.

Ying Ying notes the railing is loose through out the property.

CMR needs to contact Steve Rule and let him know he needs to send us bills 30 to 45 days out no later in order to get paid.

CMR needs to check on the enzyme drain companies use to clean piping and see if it will work with the old piping at Charline Place.

Satellite dish Monique submitted a plan for a satellite dish. The Board approved the satellite dish.

CMR needs to do letter to unit #7 requesting a copy of their permit be posted in a conspicuous place to verify no load bearing walls are to be tampered with.

We also need to do a general reminder to all owners that electrical, plumbing and wall replacement and/or removal within the unit needs a licensed contractor and proper permits pulled. Any changes to the exterior of the property including Air Conditioner etc need to be approved by the Board.

**Steps:**

Stacy want to know if we are going to do the steps this year or next.

Lili went over the bid for Faux Concrete. We need to send a minimum of 2 notices all over the building regarding the date of the step replacement. Once we go forward with the exterior step replacement.

Monique motions to accept the concrete bid from Faux Concrete and meet at the sale office with the sales representative to answer questions and choose a color on December 2, 2002, Lili seconds, all in favor.

**Announcement:** The next meeting will be at 7:00 p.m. on December 18, 2002

**Adjournment:** Lili motions to adjourn, Monique seconds, all in favor.

*Charline Place  
Board Meeting  
December 18, 2002*

**Roll Call:** Stacy, Lili, Ying Ying, and Monique

**Guest Present:** Cliff, Victor

**Management:** Steve and Carol with CMR

Stacy called the meeting to order at 7:05 p.m.

**Minutes:** Lili motions to approve the minutes, Ying seconds, all in favor.

Agenda Additions or Changes:

Victor in Unit #7

Ying, Ying's roof and radiator from above leaks.

**Unfinished Business:**

Railing tabled. Brian will cut up the old railing, after the last set of steps is done.

Piano moving company can send us the bid for repairing and we will settle for the cash on the least amount.

Unit #14 there is still no action.

Victor in Unit #7 notes that the brick on the buildings wearing off. The Board is working on masonry issues with the historical committee. This is a 5-year project and we will try to get funding.

There was a lengthy discussion about cats at large and what the cats are doing to the roof, because of the urine and feces they are leaving. Victor in Unit #7 says he will keep his cats in when he is not at home and supervise them when is at home and lets them out. Carol reports that she sent letters to #'s 7, 19 and 39 regarding the cat issues.

**Basement:**

Stacy notes the basement committee gave no recommendations.

Stacy has a bid and several samples for basement flooring. We need to look at the budgets and make sure we can afford it. Steve notes with some of the extra money he feels the Association can afford it.

The flood light outside the southern basement door is burned out

Unit #75 is under a tax sell. The Board wants to know what we are paying the attorney for. Steve notes we are not paying for unit #75.

Gutter Bids by next meeting.

Unit # 44 is going to sell

Unit #1 is going backwards. The Board noted we have sent this unit over to collections.

Unit #41 -- The 1<sup>st</sup> mortgage is foreclosing and the Association may only receive 6 months of dues.

November 19<sup>th</sup> was plumbing charges due to the radiator leaks.

Brian needs to check into the charge from J.C. drain from the August bill. Colorado Sewer worked on Stacy's unit not JC and we should not be charged \$90 for a no show fee.

Board wanted to know what the last step in shutting down the sprinkler system is. Carol notes they shut the system down in October and come back to blow it out later.

No metal shovel for snow and Ice on the front steps. The Board will call the installer and ask how we can maintain the stamped concrete and how to care for it.

Also, the Concrete Company warned us that they might cut through sprinkler line. Won't know until Spring if this happened.

Ying and Ying notes a plumber did a temporary fix on the valve. We need to replace all valves. It is in the best interest of all homeowners to do this.

John came out and met with owner to rent vacant unit. Need to have a clarification on this work order.

\$100 Gift Certificate for Elizabeth.

\$25.00 for the mailman with a gift certificate.

Ying Ying notes Caleb's came out and was out less than 10 minutes. Caleb's notes at this time, they could not find the leak.

Ying Ying notes the bedroom is leaking from the unit above. Ying Ying notes she was very unhappy that no one has responded. Both units above Ying Ying's need to be checked.

Victor from unit #7 notes that they want more communication.

**Newsletter:**

Common area repairs and exterior changes

Cat on the roof

Feces in the court yard

**Budget:**

Steve notes we have \$4200 to go into reserves or capitol improvement project.

Stacy made several changes to the 1<sup>st</sup> draft budget. With the changes we will need to cut out other expenses. Steve will cut out items in other areas to make the budget balance. Steve will send a copy to each Board Member.

**Announcement:** The next meeting will be held on January 15,2003 at 7:00 p.m.

**Adjournment:** Monique motions to adjourn, Lili seconds, all in favor.