

DENVER CLUB
BOARD MEMBERS MEETING
January 16, 2006

Roll Call: Brian, Charles

Guest Present: Kathy and Steve Hlemrickds, Shelly Thomas
Carol with Colorado Management

Meeting Minutes The meeting minutes from June was reviewed by the Board and June Charles motion to approve all in favor.

Financials

- ❖ Balance Sheet
- ❖ Delinquencies Angela need to contact security title regarding 1a.
Draft budget not been approved.

Unfinished Business

Front Porch Repair needs to be completed. Steve notes he has a person who can do it for about \$300 to \$450. Charles notes that it would be about \$100 to get it done. Charles and Brian are willing to get it done. Material and restating will cost approximately \$100. Charles would like a to have bid. Steve will fax a bid to Charles.

Newspapers are abundant and can be thrown away.

Porch needs to be power washed. Spring

Clean the carpet. Spring

New Business

Painting window frames. Charles notes it is the new owner's responsibility. Steve and Kathy notes Carol with CMR stated that it was the Association responsibility to paint the windows. Charles notes they were painted when you moved in and we are on limited funds so you are going to have paint them at your cost.

Property Cleaning-Charles hired a person to clean for \$20.00 and needs to have his dues credited.

Snow Removal-CMR will do the snow removal for and leave a door tag.

Recycle Bins. We need contact Denver.gov/recycle. And find out what type bins or trash cans. We are looking for low profile.

Other Property Issues-Parapet wall is starting to lean in We need to maybe replace or braced. We need to continue to look at it.

Second floor window it is starting to crack in the rock area. We need to get tuck point estimates.

Skylight over a unit could pose a future problem we need to keep watching.

Gutters need to be cleaned and gutter guards need to be installed to keep the leaves out. Shelly has volunteered to clean them.

Water heaters are older.

We need a phone tree. Brian notes we do most things thorough e-mail. We need to get a large group e-mail for everyone.

Carol will get general bids on the above items.

SB100- Charles motions to pass SB100 Brian seconds, all in favor.

We need to look at the door that is closing and needs to be more user friendly. Charles would like to keep it as a harder door. Can we look at something reasonable? Steve will look into it.

Dead bush needs to be ripped out and xeroscaped. This would be a spring time project. Charles would rip it out and the 1a will replant.

Boiler maintenance approximately \$600. Carol will contact Broomhall Brother to come out and look at the Boiler and then.

Exhibit C need to be re looked at. Helmricks would like to look at the Boiler system. Charles went over the history we came up with what we though were fair. Helmrick notes there needs to be fair. We like to re look at the usage.

When wood windows need to be replaced to keep the look we need to stay with wood.

Announcement

Set annual Meeting-March 13, 2006 6:30 p.m. 1B.

Adjournment

Charles makes a motion to adjourn, Brian seconds, all in favor.

***Denver Club
March 13, 2006
Board Meeting Minutes***

Roll Call: Brian Motykowski, Shaelly Thomas, Steve Helmericks

Management: no CMR representative in attendance

Guests: no guests in attendance

The meeting began informally about 7:00 p.m.

Financials:

Brian volunteered a general summary of the Balance Sheet and key financial considerations throughout the meeting. Informative operating budget considerations and constraints accompanied questions and answers of property maintenance and repair.

Unfinished Business:

The boiler was of concern to all present, who wondered collectively if Carol Bowers with CMR had, indeed, arranged for a boiler check-up/assessment/estimate from Broomhall Brothers as she suggested at the last Board Meeting on January 16, 2006; Shaelly said that she and her tenants had been “draining” or “flushing” the boiler for maintenance since her inspector had mentioned this to her; while Brian and Steve appreciated this effort, they felt it would be a good idea to have an “expert” address this issue first, then follow-up with such maintenance procedures on this vital heating component;

Landscaping in the front was discussed. It was determined that Shaelly and Steve & Kathie would thin and prune bushes, shrubs, and flowers in coming weeks. New plants could be replaced only if necessary, and at a nominal cost.

Front porch ceiling repair was discussed again. It was determined that this should be done as soon as possible, and Steve agreed to talk to the contractor who had looked at the job earlier.

New Business:

Steve presented concerns that he and Kathie had about Board Members’ Conduct, property Common Areas, and Exhibit C utility calculations.

- 1.) **Board Members’ Conduct** (*Policy and Procedure Manual*, pp. 3-6), especially as it has to do with fiduciary obligations of good faith and loyalty to Association interests and welfare over personal interests;
 - a. at the 1-16-06 board meeting, Charlie admitted having the side yard cleaned so that “it would look better for potential renters of his unit”; his unilateral decision to do so, then to expect reimbursement of \$20 is contrary to stated conduct requirements;
 - b. at the 1-16-06 board meeting, Charlie admitted that even after he had rented his unit, he had left the “FOR RENT” sign up in the front for “exposure” and personal benefit of other business/property vacancies; this sign had been in front of the property for months; the group agreed that this was inappropriate and the sign was placed inside the front porch wall for subsequent removal;

- 2.) “Common Areas” (the “best interests of the Association” are reflected in how individual concerns and common concerns are addressed);
- a. front -- landscaping needs done, Charlie’s rental sign, Wall Street Journals, porch furniture, etc.
 - i. it was determined by the group that the two wooden chairs and the wooden table were OK for the porch, but that the rest had to go; the BBQ grill should be moved to the side of the building;
 - ii. Wall Street Journals have been discontinued;
 - iii. Steve will arrange for the porch ceiling to be repaired;
 - iv. Steve will also get the broken window above the entrance repaired;
 - v. Brian suggested, and the group agreed, that power washing the porch would be a good idea; Shaelly thought we could do it ourselves (no definite decision, but perhaps Brian could get cost estimates);
 - b. north side – unilateral decision to clean-up by Charlie, while denying request by Steve & Kathie to paint exterior of newly installed windows (after Carol Bowers had told them the Association would paint them) seems contradictory and self-serving of Charlie, according to Steve;
 - c. south side -- south neighbor deemed to be a good partner in gardening; perhaps a clean-up of utility meters and cable box area would be possible;
 - d. stairwell -- as discussed in the 1-16-06 meeting, cleaning the carpet will be done when wet weather is over; it was decided that the handrail should be replaced or otherwise secured for safety and insurance purposes; Steve agreed to get ideas for this job from a contractor he knows;
 - e. basement -- beyond the boiler, questions arose about the washer & dryer: are they in operating condition? who collects the money? who pays for the hot water when used?
 - f. exterior (Association responsibility) -- from *Condominium Declaration*, Article VI, section (a.), (b.), and (c.) speaks to the Association’s responsibility to maintain the property in “good, clean, attractive condition” and to “maintain & repair the exterior surfaces of the Condominium Building”; it goes on “including, without limitation, the painting and cleaning of the same as often as necessary . . . maintenance and repair of roofs, windows, and doors,” as well as “maintain(ing) all grass, trees, shrubbery, flowers, and similar landscaping.”
 - g. exterior (Owner responsibility) – from Bylaws, Article IX, Miscellaneous, Section 2., (a.), (b.), and (c.), “Every owner must perform promptly, at his own expense, all maintenance & repair work within his own unit, which, if omitted, would affect the appearance of or the aesthetic integrity of part, or all, of the Condominium Project.” These “exterior” concerns were presented by Steve as justification and support for the Association to paint

the exterior of the newly installed windows, especially for an expected nominal fee.

- 3.) “Exhibit C” (document accepted May 15, 2003 that details utility payment proportions as related to boiler, natural gas, utilization and possible repair); Steve presented several general questions that he requested clarification on:
- a. How many radiator units are in (all) condo units? How many in the basement?
 - b. How are all units heated? Brian has his own forced air furnace---who pays for the gas to operate this furnace? Does Unit 2B also have such an independent furnace? Who pays for the gas to operate this furnace? While Exhibit C says the front four units split the gas costs for hot water four ways, are units 1A and 2A paying a portion of 1B’s and 2B’s heating costs? Brian’s unit has a radiator in it---is it run by the big boiler? If so, Unit 1B should be paying a higher proportion of this gas cost. Steve Smalley at CMR told Steve Helmericks in a phone call that one of the units used a big-boiler radiator---where is it? It should also be reflected in a fair analysis of utility expenses.
 - c. Steve Smalley at CMR suggested to Steve Helmericks that “the Association” heats 2092 square feet, and Exhibit C is computed accordingly; this document is only valid and accurate if Units 1A and 2A are the only units with big-boiler radiators, and if Units 1B and 2B are using electric heat, which does not appear to be the case.
 - d. The basement presents other questions concerning utility cost-sharing: who pays for the gas to heat the water for hot water washes? If the front four units pay for this gas, then Unit 5 needs to pay more of a percentage for using the washer; who collects the money from the machines? who pays for the electricity in the common areas, like the basement? If Unit 5 is not paying electricity for the common areas (including the basement), it probably needs to be fair to everyone else.

In any event, Steve suggested that an assessment of the Condominium Project utility usage be conducted as soon as possible to answer these, and other, questions, so that Exhibit C may be revised to Exhibit D if needed. All present agreed.

Future Meetings:

It was agreed by those present that we should hold meetings on the second Monday of every other month at 6:30 p.m. in Brian’s unit; future meetings will be May 8, July 10, September 11, November 13, and January 8, 2007.

Adjournment:

We informally adjourned the meeting at about 8:15 p.m. Steve agreed to contact Carol Bowers at CMR to have the boiler inspected by Broomhall Brothers for an estimate of a scheduled maintenance. To inform absent parties and for the record, Steve also provided this summary of the meetings minutes.

Denver Club
Board Meeting Minutes
May 30, 2006

Roll Call: Brian, Charles Shelly

Management: Carol with Colorado Management

Charles calls the meeting to order at 7:17 p.m.

Meeting Minutes: With corrections, Brian motions to accept the minutes Shelly seconds all in favor.

Unfinished Business:

Angela E has a leaking sky light. Knowing the Association financials, Angela is asking the Association to Reimburse 1/3 of her cost for the Skylight and she will have all three skylights done. Charles notes there is a little money left if we continue to spend the money, Brian notes that this is fair, Shelly is favor of the 1/3 of cost, Brian seconds, all in favor.

Porch needs to be stained, Charles notes we can stain but it may not match. Charles has someone who can stain Charles notes he will make the porch reasonable the same, Shelly motions to have Charles finished the wood on the porch; Brian seconds, all in favor.

Stair banister needs to be repaired for \$100 or less on the interior. Charles will look at it and if it can be done for under \$100 Charles will have the banister repaired, Brian seconds, all in favor.

Shelly will get some steel rolled edging for the front and notes that this will not happen until the end of June. If the cost is under \$50.00, she will donate the material and time.

New Business:

Charles notes we have to watch the money we don't have a lot.

Carol has added all of the meetings to her schedule

Announcements: The next meeting is set for September 11, 2006 in Brian's unit.

Adjournment: Shelly motions to adjourn, Brian seconds, all in favor

DENVER CLUB
BOARD MEMBERS MEETING MINUTES
September 19, 2006

Roll Call: Shelly, Brian, Steve
Management: Kathy

Meeting Minutes: Shelly moves to approve the May 2006 minutes Brian 2nds.

Financials

- Balance Sheet
 - Cash – Main Acct. \$ 2,472.97
- Delinquencies
- Budget Comparison

Unfinished Business

- Action Log
- Edging Done per Shelly
- Get Bids and e-mail the board to approve via e-mail Jim Stonehawker (303) 596-3269~Cell / 303-781-4707 contractor recommended by Steve

New Business

Set an annual meeting

Email board with dates

Budget Board Members

Special projects

Boiler inspection???? Look into the responsibilities of how the boiler is handled and the furnace. Insurance??? Boiler and Machinery Insurance.

How is % spread? Garage???

Number of the building needs to be darker.

Quorum = How Many

Adjournment: Shelly moves to adjourn Brian seconds 7:25pm.