

ORCHARD TOWNHOME HOMEOWNERS ASSOCIATION

C/O First Choice Properties and Management Inc.

252 Coryell Ridge Road

Glenwood Springs, CO 81601

(970)945-5488

Approved Board Meeting Minutes

January 27, 2016

Call to order:

Meeting was called to order at 5:30 PM

a) Roll Call:

Dave Heiberger, Barbra Park, Ken Jones, Viola Huber, John Bone

FCP Staff: TJ Guccini

b) Approval of Previous Meeting Minutes:

- FCP will email the Board the meeting minutes from Oct 27, 2015 to approve as that was the last meeting.

c) Homeowner's Comments:

- None.

d) Property Management:

- TJ explained that the FCP was in the process of replacing (12) all the garage lights that need to be replaced and found that there are many front door lights as well. Board approved any that need to be replaced get done as well as long as they are the same original light fixtures.
- Board also asked that FCP start clearing the drains at the bottom of the drive way from ice when they are on site to plow.
- Board would also like reminders on regular Board meetings to be emailed to them.
- There was discussion about the plowing and the issues that are happening. FCP explained that after they plow the roads people are shoveling the drive ways and even yards back into the roads.

This is causing FCP to have to come back twice to the property and essentially delaying the spreading of gravel/salt. TJ explained that if FCP calls to get sand spread as they finish plowing then the majority of it gets plowed up as they come back through to clean up all the snow from drive ways and yards. So FCP has been waiting to get the sand until after the second plow trip and members are upset because it is icy first thing in the morning. FCP does not have sanders on the truck and will be NOT be plowing the HOA next year. FCP also added a second barrel at the top of the road and has been mixing sand and salt in these and keeping them full for anybody to use.

- Dave explained that #167 has a parking space that needs to be used for snow storage. FCP will send a letter explaining their spot will be moved straight across from where it is now. Board agreed this would happen from this point forward.

d) Old Business:

- 1) *Signs "Back in Parking"*: Dave has these in his garage and has just put them up yet.
- 2) *Light Fixtures*: FCP has replaced some of these and will continue on with all at garages and front doors that need them.
- 3) *Fence Staining*: FCP will get bids this spring.
- 4) *Driveway that need repaired*: Spring time walk through for the Board.
- 5) *Sidewalks that are getting new concrete*: Dave said this will be done in the spring.
- 6) *Siding areas that need to be repaired*: FCP explained we are getting a lot of calls on bad siding. Board will look at this during the spring walk through.
- 7) *Painting schedule*: Board said they will look at this during spring walk through.
- 8) *162 garage door repair*: Owner called and said all is completed at this point. FCP
- 9) *9 Governing Policies CCIOA*: Board had long discussion on this. Dave had brought in copies that were getting finished by the Attorney and needed just a few things finished. A motion was

made to approve all these new policies, seconded and passed.
Dave will bring back to next meeting completed to give to FCP.

e) New Business:

- 1) *Westley Drive way*: Board discussed the letter that was received and how to proceed. Board agreed that Dave would bring in a packet with all information that has happened so that they decide as to what to do.
- 2) *#171 Parking*: FCP explained the emails and what the problem that the new owners are having. They would like to add to the drive way if possible or get more spots. Board will not be giving any additional spots as parking is so short in supply and most likely would approve any driveway modifications and believes they can park elsewhere near church if they have too many cars.
- 3) *#184 siding issues*: The Board will look at this during the spring walk through.
- 4) *Reserve Study quote*: FCP went over the reserve study Quote and Board would like to see one from another HOA
- 5) *#187 shoveling and payments*: FCP explained that they would not pay any private party for work done at the HOA as it is against Department of Labor laws and FCP's Insurance does not allow. FCP recommends that HOA does not either as it is a huge liability.
- 6) *Dues increase, emails*: Board decided that they want to keep the dues what they are currently for the time being.
- 7) *164 Roof leak*: Dave feels that the heat tape needs to be turned on and he spoke with the owners and explained. He will call Colorado Maintenance Group to look at it problem.
- 8) *Tree trimming bid*: FCP will continue to call other companies this spring to get better price.
- 9) *Appointment of new Officers*: Board discussed and they will both be directors at this point. Continue with what is already in place. Dave is the President, Ken is VP, Barb is Sec, John is Treas and Viola is a director.

f) Board Comment:

- Board asked that we schedule the 4th Wed of every month for the Board meeting.

h) Adjournment: meeting adjourned at 8:15 PM
Next meeting Feb 24, 2016