

ORCHARD TOWNHOME HOMEOWNER ASSOC.

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Board of Directors Meeting

Held at the Glenwood Springs Community Center
100 Wulfsohn Rd
Glenwood Springs, CO 81601

May 18, 2016
5:30 p.m.

PRESENT: Dave Heiberger – Board of Directors
Barb Park – Board of Directors
Ken Jones – Board of Directors
John Bone – Board of Directors
Lynette Lacerda - 156 Orchard Lane
Justin Windholz – Crystal Property Management

A Board of Directors meeting for the Orchard Townhome Homeowners Association was held at the Glenwood Springs Community Center (100 Wulfsoshn Rd), Glenwood Springs, CO 81601. The meeting was called to order at 5:30 pm. A quorum of the Board was established.

- Current Financial Reports
 - Justin Windholz presented financial reports through April 2016. The reports were reviewed and accepted. The Board discussed several delinquent accounts. It was agreed that delinquent owners would be issued a payment demand letter and if payments or payment arrangement agreements were not made that they would be sent to collections for liens and possible further action.
- Previous Meeting Minutes
 - Justin Windholz asked to see what recent Board meetings may have been had that did not have meeting minutes. Dave Heiberger explained that there had only been 2 recent meetings, one that Justin was present for and one that he was not. Meeting minutes would be made for both of those meetings and reviewed at a future meeting.
- New Business
 - Dave Heiberger updated everyone on work being done by the landscaping contractor. There are several grass areas that have been damaged by a variety of issues and that are being worked on to be re-done. The contractor is concerned that it will not survive or grow in correctly if the area gets foot traffic on it. Therefore, it will be fenced off to prevent people from coming in it.
 - Dave Heiberger noted that the roofing contractor has been onsite to review the damaged roofs and that the work on those roofs is expected to begin shortly.
 - The Board discussed gutter repairs and possible gutter cleaning. After discussion, it was agreed that the issue would be revisited at a future meeting.
 - Ken Jones advised that he removed a dead tree near 188 Orchard.
 - The Board discussed additional tree trimming throughout the property. There was discussion about the best timing for the project (spring, summer or fall). It was agreed

that the trimming should be done in the summer and that pricing would be obtained for the project.

- The Board discussed several covenant violations and rules reminders. It was agreed that the Board members would walk around and do an inspection of the property for infractions and that CPM would send out letters to those violators. A deck-staining reminder will be sent to all owners with their monthly statements and renter update forms including current insurance policy requests would be sent to tenant occupied properties.
- The Board reviewed the policies and procedures that were given to Crystal Property Management from First Choice Properties. The Board agreed to review their files, as it seemed that there were some missing or incorrect documents. The Board agreed that the rules most recently revised in 2011 were correct and that tenants are not allowed to have pets. Units violating this rule will be notified.
- The Board discussed an on-site owner being allowed to do small maintenance projects at the property. Justin Windholz advised that maintenance type of work required insurance and possibly a release of liability form signed. Ken Jones advised that he would speak with the resident and see if he would be interested in that.
- The Board asked that an attorney review the Association's governing documents to see if the Association could classify heat tape as a limited common element. This would make the element the responsibility of each owner to operate and maintain it but also subject to fines for failing to do so. Justin Windholz agreed to have the issue reviewed by an attorney.

With no further business the meeting was adjourned at 7:45 pm.

Respectfully,

Justin Windholz