

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

February 24, 2016

Call to order:

Meeting was called to order at 5:38 PM

a) Roll Call:

Dave Heiberger, Barbra Park, Ken Jones, John Bone

FCP Staff: TJ Guccini

b) Approval of Previous Meeting Minutes:

- Motion to approve minutes from 10/27/15 and Jan 27, 2016 with edits, seconded and passed.

c) Homeowner's Comments:

- None.

d) Property Management:

- There was discussion about the heat tape issues that have been going on. The heat tape policy needs revised for the following year. Board explained that Colorado Maintenance group has checked it in the past and should be scheduled to do it every fall. Board would like FCP to send out notification that all heat tape should be turned on by Oct 1st and they will be tested for integrity in October as well.
- There was discussion on the leaves and gutters that never got cleaned. The Board would like to see spot cleaning done in trouble areas after the initial cleanup is done in the fall.

- The Board also spoke about the sidewalk at the top of the property that needs to be shoveled for snow in the winter. This will need to be on the list of items to do next winter.
- #190 discussion on A/C unit and satellite dish and Ken will talk to her about the steps to cure these offenses. FCP will send a letter acknowledging that both items are out of compliance and we expect her to contact FCP or the Board on remedying these issues.

d) Financials:

- There was discussion about the credits towards Mr. Ortiz's dues for shoveling the snow this winter. FCP explained this practice was not allowed by their management and this is not a practice that is advised, but because this has been in the past and was not dealt with prior to FCP taking over management the Board made a motion to allow the credit towards what is owed at this time, seconded and passed. The Board said they will revisit the policy for next winter.
- The Board also wants to follow through with the Collection policy for Mr. Ortiz on late dues. Board is willing to waive all late fees and interest and try again with payment plan.

e) Old Business:

- 1) *Signs "Back in Parking"*: Dave has these in his garage and has just not installed them up yet. Will do this spring. A few signs were knocked down by plowing.
- 2) *Light Fixtures*: FCP has replaced some of these and will continue on with all at garages and front doors that need them. FCP to make a list of what units have been done.
- 3) *Spring Walk through items for Board: Fence Staining, Drive ways, Sidewalks, Siding repairs and Painting*. Board will get together a plan for this walk through
- 4) *9 Governing Policies CCIOA*: There were 9 policies adopted. The enforcement policy requires revision to mirror the rules and regulations. Dave is still working on enforcement revisions and will present to the Board when complete. FCP will be going over to make sure they comply. Lots of discussion on what the policy needs to state.

- 5) *Westley Drive way issues:* The letter came from Kathy's Attorney and said she is done and feels she has no reason to give any warranty for Dave's driveway. The Board discussed what the proper way is to handle Westly's noncompliance per the approved diagram submitted by Westley. The fact that she did not perform the drive way installation as proposed and approved by the Board leaves the potential possibility the complete work compromised Dave's driveway. FCP will make a call to a local Attorney and try and get an idea of what they could do. Dave brought pictures of the holes that were drilled into his driveway. The Board feels that they need to say something so the HOA is not liable for Dave's driveway. This discussion will continue. The Board is willing to pay an Attorney to get an opinion on this matter.

f) New Business:

- 1) Heat tape repairs: Board discussion was covered in Property Management report sec. The only thing discussed was the damage that was done to the door at #155 by the ice build up from #157 and Dave said he would look into it.
- 2) FCP walk through for violation: The Board discussed the FCP labor rate and the monthly cost for additional administration work billed hourly by FPC. These costs are not included in the regular management fee of \$775.00. In attempt to maintain or reduce these fees billed by FPC for additional time Board members will do a walk through and notify FCP of any violations. FCP explained that the follow up is where the costs are incurred. FCP will only do the letters. The Board would like to see CMG hired for all maintenance. Only in emergency or as authorized will FCP send staff out to HOA.
- 3) FCP brought up the calls from window shutter damage and repair. The Board said that CMG has installed these in the past and Dave will ask them will do so again.

g) Board Comment:

- Board discussed the sand in the barrels. The Board felt the sanding was too expensive. FCP will take the buckets at the end

of the season and give a “fair” credit back to the HOA. This was an FCP decision to try and help save the HOA money that did not work out.

- Board asked FCO to call Kelly Mckee and ask about #160 on how many renters are there? Carpet in the Garage and Rental agreement and insurance.

h) Adjournment: meeting adjourned at 7:42 PM

Next meeting March 23, 2016