

**BLACKFEATHER CONDOMINIUM ASSOCIATION
BOARD MEETING MINUTES
WEDNESDAY, AUGUST 10 2016
COMMUNITY CLUBHOUSE
CASTLE ROCK, CO 80104**

- I. **ESTABLISH A QUORUM** Meeting was called to order at 6:31pm by Director Conner. The following Board members were present for quorum.

Chuck Conner, President

Shayne Sharrar, Vice President

Chip Carl, Treasurer, Secretary

Shayne Sharrar was absent. 15 Homes were represented by homeowners. Molly Ryan with Metro Property Management was also in attendance. .

II. **APPROVAL OF THE AGENDA; DISCLOSURE OF CONFLICTS OF INTEREST**

A. Board Announcements – Chuck Conner – Director Conner reported the Association hired Metro Property Management, upon the resignation of the prior management company. Two members of the community, Candace Mullins and Izetta Storms, were appointed to the Board and have since resigned for personal reasons. Their contributions are appreciated and they are missed. The Board quickly assessed the common property and prioritized the projects. Board members and community volunteers have tackled several projects themselves including small maintenance projects, painting the pool gazebo, replacing lights and planting flowers. Chuck recognized Bill LaFlure, Candace Mullings, Izetta Storms and Joan Conner for participating in the community improvements. Shayne Sharra was recognized for donating a ladder to the community enabling progress on community enhancements as well. Chip Carl was recognized for donating a refrigerator to the clubhouse when the prior refrigerator failed and needed to be replaced. The Board continues to seek members of the community who are interested in volunteering to fulfill the vacant seats until the terms are over. Chuck encouraged homeowners to contact him if they are interested.

B. State of the Association, Chip Carl. Director Carl presented a detailed history of the financial status of the Association. In summary, the Association expenses are exceeding the income and the reserves need to be funded so the roofs can be replaced when they reach the end of their useful life. The Association has accomplished much but it has been costly. Seven mainline breaks on the irrigation were attributed to the new construction related to the Black Feather Apartments. The Board members tirelessly repaired the irrigation and repeatedly walked with the landscape vendor to make repairs that took several days. Every main line break allowed sand to enter the system and gum up the recent repairs. At this time we believe all irrigation is operating correctly. The Association replaced the pool heater, reactivated the clubhouse access system, repaired a urinal in the men's room, along with another toilet, replaced an elliptical with a commercial grade used machine, replaced the clubhouse air conditioner, replaced the furnace and had the carpet cleaned. The Board engaged a maintenance contract to have the fitness equipment serviced and inspected quarterly. The Board has obtained bids for trimming the trees, seal coating/stripping the asphalt, replacing concrete within the community, and refurbishing the pool equipment room. The retaining wall facing Front Street will be completed this year. Roofs are being repaired as needed. Interior repairs belong to the homeowner. Drainage repairs along with tree/shrub replacement will become a priority in 2017. The Board reaffirmed the delinquent homes are responding and bringing their account into good standing so they have access to the pool and fitness center. The Board has been looking for

options to revise the shared expenses with BFL but the Cross Easement Agreement signed in 2014 dictates several unnegotiable factors. The Board fielded questions from the attendees.

B. Board approves the agenda – On a motion duly made and seconded, it was unanimously resolved to approve the agenda.

C. Board members disclose any conflicts of interest – There were no conflicts of interest among the Board members on the agenda topics.

HOMEOWNER FORUM - The Homeowners in attendance brought the following items to the attention of the Board. What is the website address. Management reported the new website is MetroPropertyMgt.com/BlackFeather. The old website will need to be disabled or at the very least pointed to the new website. One homeowner requested the hot tub remain open after the pool season ends on Labor day. The Board will consider this request. Another homeowner asked if handicapped access would be available during the seal coating and striping. The Board will work with the vendor to make the community accessible as needed. All questions were fielded. d a letter. Most questions were fielded during the Board member presentation of the status of the Association. On a motion duly made and seconded, it was unanimously resolved to close the homeowner forum.

III. HOMEOWNER CORRESPONDENCE –

A. Homeowner Hearings – None Scheduled

B. Board members review correspondence from the community – Board members reviewed the correspondence.

IV. MINUTES –There were no minutes for Board approval

V. FINANCIAL STATEMENTS APRIL – JULY 2016. On a motion duly made and seconded, it was unanimously resolved to approve the financials from April through July 2016 subject to final audit.

VI. ITEMS TO RATIFY

A. 2016 Landscape Contract – Unanimously Ratified

B. 2016 Pool Service Contract - Unanimously Ratified

C. 2016 Tree Trimming Contract - Unanimously Ratified

D. 2016 Asphalt Repairs and Seal Coating - Unanimously Ratified

E. Elliptical Replacement Contract - Unanimously Ratified

F. Contract to Maintain Fitness Equip - Unanimously Ratified

G. 2016 AC and Furnace Replacement Contract- Clubhouse - Unanimously Ratified

VII. UNFINISHED BUSINESS

A. Manager's Report – The Manager's supplied a written report on items completed and any budget deviations exceeding \$500.00

VIII. NEW BUSINESS

A. Concrete Proposals – Proposals are forthcoming.

B. Clubhouse Lease Policy – On a motion duly made and seconded, it was unanimously resolved to approve the new Clubhouse Leasing Policy

- C. Rules and Regulations** – The homeowner were provided a written briefing on changes to the Rules and Regulations when they signed in. On a motion duly made and seconded, it was unanimously resolved to approve the rules and regulations as revised.
- D. Enforcement Policy** – On a motion duly made and seconded, it was unanimously resolved to increase the fine to \$100, \$200 and \$400 prior to sending a violation to the attorney.
- E. Carpeting for the Clubhouse** – This project has been tabled for other priorities.
- F. Roof Repairs** – The Board had the roofs examined and will continue to repair as needed.
- G. Garage Fee Policy** – The Board learned 15 homes were not being charged for garages for several years with prior management. Management was directed to research how much money was lost due to this oversight and the Board will determine how they wish to address.
- H. Board Orientation** – Metro Property Management strongly recommends education for community leaders and offers Board Member orientation at no additional cost. The Board members will review their schedules and set a date for orientation in the management office.
- I. Schedule Next Board Meeting Date – Wednesday, October 19, 2016** This date is confirmed for the 2017 budgeted review.
- J. ARC Requests** – No requests
- K. Other** – There were no other items brought before the Board.
- IX. ADJOURNMENT** – On a motion duly made and seconded, it was unanimously resolved to adjourn the meeting at 9:20pm
- X. EXECUTIVE SESSION (Discuss Delinquencies)**

Respectfully Submitted by Molly Ryan