VILLA MARBELLA TOWNHOUSE ASSOCIATION
BOARD MEETING MINUTES
THURSDAY, SEPTEMBER 17, 2026, AT 6:30 PM
VIA ZOOM MEETING

ESTABLISH A QUORUM (Three of the Five directors needed) Jen Wyman called the meeting to order at 6:33 pm.

Samuel Miller, President-absent
Mike Tapp, VP-present
Bryan Kaump, Secretary-present
Zachary McDade, Treasurer-present
David Ruskin, Member-present

Jen Wyman with Metro Property Management was in attendance.

APPROVAL OF THE AGENDA; DISCLOSURE OF CONFLICTS OF INTEREST

Board Announcements- None

Approval of minutes – August 20, 2026- On a motion duly made and seconded the minutes were approved as written.

Board members disclose any conflicts of interest regarding agenda items- There were no conflicts to disclose.

SPECIAL GUEST: DHA Construction (Sean Davis, Alton Darby, Jose Andrade)

Sean Davis explained the base price proposal for the concrete work submitted by Centennial Asphalt and Concrete. He explained that the contract price should not exceed $45,536, which will be based on the additions the Board approves for the project. Sean also reported that Legacy Contracting will hold their pricing for the stair repairs and will forego the down payment, if the Association orders and pays for the materials directly through the manufacturer. Sean suggested that the attorney review and include the proposals and agreement into one comprehensive package for each project so the Board may approve.

Alton Darby reported that he has received 90% of the bid set drawings from the engineer for patio repairs. Once he receives everything from the engineer, he will take this project out to bid and submit for permits. He is going to put together a summary for the Board regarding this project.

COMMITTEE REPORTS

Finance Committee- Zach McDade inquired about receiving the Denver Water invoices as they come in.

ARC Committee- Nothing to report.

Communications Committee- Nothing to report.

Projects Committee- David Ruskin reported that there are pool repairs that need to be made and should be done when the pool closes. Bryan reported the proposal from Principle Electric to replace the backing on the electric meter which services unit #18-#21 has been received and needs to be approved. He also reported that Davey Tree is keeping an eye on a tree branch at #75.

HOMEOWNER FORUM- There were 9 homeowners in attendance. Homeowners discussed the following topics: gas leak at #17 and some community lights out by the mailboxes.

HOMEOWNER CORRESPONDENCE –

Homeowner Hearings- none scheduled.

Board members review correspondence from the community- The Board reviewed correspondence to and from the community.

MANAGER'S REPORT- The Board reviewed the report submitted by management.

FINANCIAL STATEMENT

August 2026- On a motion duly made and seconded, it was unanimously resolved to approve the financials subject to final audit.

UNFINISHED BUSINESS

Concrete update- The Board will review the finalized proposal and agreement once received back from the attorney.

Stair update- The Board will review the finalized proposal and agreement once received back from the attorney.

Balcony repairs- The Board will review the summary once received from DHA regarding this project.

#17 gas leak- The Board reviewed the reimbursement request from the homeowner. They still have some questions that they would like answered before making a decision.

NEW BUSINESS

Snow removal agreement- On a motion duly made and seconded, the Board unanimously approved the 2026-2027 snow removal agreement with JPL.

Electric panel backing proposal- On a motion duly made and seconded the Board unanimously approved the proposal from Principle Electric in the amount of $1,750.00 to replace the rotted backing behind the electric meter that services #18-#21.

2026 Annual meeting date- Management explained the need to hold the Annual meeting in November. The Board has agreed to hold the Annual meeting on November 19 at 6:30 pm.

Schedule for the next Board meeting date- Thursday, October 15, 2026, at 6:30 pm via Zoom

ADJOURNMENT- On a motion duly made and seconded, it was unanimously approved to adjourn the meeting at 8:00 pm.

EXECUTIVE SESSION (Discuss Delinquencies)

Respectfully submitted by Jennifer Wyman

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Approved by an officer