

Monroe Place Townhouse Association
Annual Meeting Minutes
February 28, 2017
222 South Monroe St.
Denver, CO 80209
6:00 pm

Present Proxy Received

Kevin Salsich (200 S Monroe)
Scott Moorhouse & Carmela Mezquita (204 S Monroe)
Hartly Goldstone & Loyce Forrest (212 S Monroe)
Larry Cormier (214 S Monroe)
Meira Levary (218 S Monroe)
Deborah Wein (222 S Monroe)
Rod McNeil & Bonnie Busekrus (226 S Monroe)
Greg Blais (230 S Monroe)
Forrest Scruggs (Realty One)

Call to Order/Determination of Quorum

Kevin called meeting to order at 6:10pm and noted a quorum present
Review and update contact list - Greg to distribute
Forrest passed out Agenda, 2016 Meeting Minutes and Financial Report

Old Business

1. Sewer cleanout not conducted in 2016 - Kevin will schedule for Summer 2017. This work is special assessment (estimated at \$60/unit). Contractor will need to access back yards through gate, owners will not need to be present. Kevin to provide advance notice.
2. Smoke detector compliance forms for 2016 were sent out, Forrest to check how many returned. Forrest out of office 3 months due to injury. 2017 forms to be sent out mid year via email.
3. Concrete settling of sidewalk repaired completed
4. Ash bore completed
5. Water metering not completed, Kevin to get estimate on individual water meters
6. Insurance declaration not sent out, Forrest to provide via email
7. Landscaping previously damaged by B&E not completely fixed. Shrubs between 212 & 214 still need to be replaced, Kevin to call B&E.
8. Roof repair completed

Financial Report

1. All agreed that financials looked good, although revenue not correct
2. Meira asked if new street lights came out of budget, Greg informed group that 230 and neighbors to the South covered costs.
3. Scott asked if insurance requirements assessed on regular basis, Forrest confirmed and noted deductible went up to 2% of property value
4. Deborah informed group about reasonable rates for individual insurance to cover Special Assessments

5. Larry noted Total Repairs and Maintenance 53% over budget but all agreed everything appeared in order.
6. Forrest informed group that annual Reserves are budgeted at 10% Revenue
7. Question asked about Fixed Assets, Forrest noted that it was an accounting adjustment
8. Kevin noted that landscaping may go up over forecasted budget if significant improvements to be made.

New Business

1. Concrete cracking reported by 212 & 214, Kevin noted
2. Everyone acknowledged that painters did a good job but windows painted shut on units 222, 230 & 226, Kevin to call painters. Other units had trouble but could open with some effort. 214 also had white paint on blue door under handle.
3. Scott pointed out that some downspouts don't match, Kevin informed group that downspouts were not painted and those are mismatched components
4. Deborah & Carmela acknowledged Kevin has been doing a good job, everyone agreed.
5. Heat trace not installed after roof repair, Kevin to address
6. Gutter between 230 and 226 had overflow protection removed, needs to be replaced. Kevin to address. Scott also noted that gutters are kinking in places due to expansion, Kevin to include inspection with overflow protection call.
7. Question if gutters had been cleaned, all agreed to watch this Spring for issues.
8. Kevin to get bids this year for a new landscaper
9. Cherry Creek East will not be providing compost bins, standardized trash cans (similar to recycle) will be distributed soon. Deborah noted her trash cans have been stolen twice.
10. No other burglaries were reported this year
11. Gables construction to impact parking again this year, all agreed that 2 hr limit and permits not required but encouraged to confront those that litter
12. Photovoltaic cells on walkway lights not working for 222, 212, 230. Kevin to call electrician, these units need to have power on when electrician arrives.
13. 212 & 214 asked about stair rails, informed that it is each unit's responsibility. Kevin requested that any rail design be submitted for review to keep consistency, this also applies to storm doors
14. Bonnie noted that people are speeding in the alley and there are kids playing, requests that everyone be vigilant
15. Carmela still having some issues with mail, others agreed. She suggests that any issue be reported to our local post office University Park Station (303) 759-5794
16. Wood fence between 214 & 216 is rotting and unstable
17. Carmela and Kevin to give Greg old Treasurer and Secretary files

Election of Officers

Kevin was unanimously reelected President
Greg was unanimously reelected as Treasurer
Sarah was unanimously reelected as Secretary

Adjournment

Meeting was adjourned at 6:50pm

Meeting minutes submitted by Greg Blais (3/1/17)