

Minutes of Board of Directors Meeting
Marshall Park Villas Condominium Association

April 24, 2019

Debbie Vaughan, President
Jo Ann VanTrump, Vice President

Beverly Zeller – Board member
Gary Best – Board member
Keith Kahler – Board member

The meeting was called to order at 6:55 p.m. at 6520 W. 34th Ave., Wheat Ridge, CO 80033. All Board members and Representative Forrest Scruggs from Realty One, Inc. were in attendance.

The Minutes from the January 3, 2019 and February 7, 2019 meetings were read and unanimously approved as amended.

Financial

Financial information, provided by Realty One, Inc., was read, reviewed, and approved by Board. Profit & Loss, Transaction Detail (invoices paid), and Balance Sheet are attached to and made a part of these Minutes.

Landscaping

H2MK was voted in by the Board as the new landscaping company recommended by Realty One, Inc. The Board President and VP walked the property with the owner, Mike Gines.

- Fall cleanups to be done as needed, not just 1 or 2 times
 - Bid amount for Pre-emergent and weed control are not for separate visits, but primarily for cost of chemicals; all work done at weekly visits
 - Does not use weed and feed combo; uses separate granular feed and separate chemicals for weed control because more cost effective and more targeted
 - Will come as soon as snow is done to do spring cleanup and to begin turning on sprinkler to detect problems
 - Rock – does all landscaping installations, including rock; will give suggestions and bid as requested

Trees/Gutter cleaning

Arthur Castillo was voted in by the Board to care for large trees.

- The bid he submitted Jo Ann Van Trump was read and discussed at the meeting.
- The bid and insurance paperwork is in the process of being submitted to Realty One, Inc.
- Arthur also submitted a bid for the Gutter Cleaning. Beverly Zeller moved to accept both bids seconded by Keith Kahler. Motion passed.

Small trees and bushes under 10 feet will be handled by the landscaper, Mike Gines of H2MK, including:

- 3355/3357 Marshall St. – small evergreens and bushes in front

Snow Removal

- As requested, bags of Ice Melt chemicals have been replaced with sand and placed at various locations.
- Realty One, Inc. suggested using the landscaping contractor for snow removal in 2019-2020;

Mike Gines of H2MK is willing to provide a bid.

Structural

- 6510/6512 (Purvis/Apel) – Possible structural issue
 - Debbie Vaughan asked Forrest Scruggs to try to obtain three bids
 - Two companies have come out - No bids have been submitted at this time.
 - Kathleen Apel, at 6512 West 34th Avenue has requested to change the size of the posts at her cost. The bids will reflect this change and will be decided on once the bids have been received.
- 6520 W. 34th Ave. (Best)
 - Request for installation of new motion sensor light
 - Board approved by email the installation by Owner with stipulations that light would be adjusted, changed, or removed if there are complaints from surrounding owners. As of the meeting, no complaints had been received by the Board or the Owner.

Fencing

- Landscaper H2MK does fencing installation; will provide suggestions and bid as requested

Painting

- NextGen bid was approved by email vote to paint
 - 6505/6507 – still waiting on color choice
 - 3460/3462 Marshall Street. The colors have been submitted.
- New request for painting of 6525/6527 W. 34th Ave.
 - The Board, with agreement from the Owner Beverly Zeller, agreed that the area that is peeling and damaged will be repaired by a handyman in 2019, but to hold off painting the building until 2020 as scheduled.

- Discuss painting schedule
 - Since the painter NextGen provides a guarantee of 8 years, the painting schedule will be monitored on a case by case basis to see if the units need to be painted more frequently than the usual 10-year rotation.

Concrete

- Crack in drive at 6520 W. 34th
 - Owner Gary Best will submit a work request with picture to Realty One, Inc. for cracks in the driveway to be looked at by Sherrick Cement Company. Realty One, Inc. has the warranty information.
- Water
 - 1/9/19-3/11/19 \$1,209.36 = Average of \$21.60 per unit per month
 - Highest usage 22,000 gallons 6510/6512 W. 34th Ave (Purvis/Apel). Owner in 6512 reported water leaks fixed that have been fixed.

Documents

- Rules and Regulations
 - Chart with suggested changes received from various Owners was submitted to the Board for Review. The Board will continue effort to review and finalize Drafts.
- Maintenance/Insurance Responsibility Chart
 - format choices compared by JoAnn and shared with the Board
 - JoAnn will begin to prepare the chart for later review by the Board

Would like to coordinate both above documents to be completed at the same time, as they will refer to the other.

Association Business

- Communication – mailed vs. emailed
 - The Board decided that there are 3 or 4 owners that need to receive certain items in writing due to difficulty accessing emails. Debbie Vaughan will distribute these items, or arrange with Realty One, Inc.
- Newsletter - emailed to all Owners in March, 2019
- Minutes
 - Meeting minutes will be taken by Board members
- Insurance
 - Worker's Comp
 - Pinnacol Assurance policy was put in place and the yearly premium of \$350 was paid in April, 2019.
 - Realty One, Inc. does not provide copies of insurance policies. All requests for copies must be directed to the insurance carrier—contact information is on the

website. Board members are not to issue copies of policies to Owners or other entities, but can provide the contact information.

- Sale of 3335 Marshall St.
 - Share sewer question/answer

This is how MPV has handled all repairs to sewer lines: the HOA is responsible to maintain the line from the walls of the unit to the street. Repairs to piping from the walls in to the Unit is the responsibility of the Owner(s). Any snaking to clear the line from the house to the street is also the responsibility of the Owner, and it is suggested that Owners schedule regular clearing about every 18 months depending on how many trees surround the unit. If snaking doesn't resolve the issue, and scoping (camera) is required to determine the location of the problem, the cost for scoping services will be paid depending on where the problem is found: inside walls=Owner, outside walls=HOA.

- Document request by Owner at 6510 W. 34th
 - Owner requested copy of agreement between Realty One, Inc. and Board. Realty One, Inc. informed Owner that they do not send that agreement to Owners unless Board gives approval. The Board asked Realty One, Inc. to provide a PDF copy of the agreement; emailed by Realty One, Inc. along with a request for acknowledgement of receipt, and instructions to direct any additional requests for documents to Realty One, Inc. No response to date.

New Business

- Gary Best, at 6520 West 34th Avenue will submit work requests to Realty One, Inc. for damage to the ceiling on his porch and a work request for damage to a cap on his roof.

Meeting was adjourned at 8:31 p.m.

Minutes Approved by vote of Board

July 25, 2019

(Date)

Debbie Vaughan, President

(Signature)

Marshall Park Villas Condominium Association Profit & Loss Budget vs. Actual January through June 2019

	Jan - Jun 19	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Homeowners Dues	51,727.00	52,080.00	-353.00	99.3%
Interest Income	8.23			
Total Income	51,735.23	52,080.00	-344.77	99.3%
Gross Profit	51,735.23	52,080.00	-344.77	99.3%
Expense				
Annual Filing Fees	55.00	75.00	-20.00	73.3%
Annual Meeting Room	77.63	77.00	0.63	100.8%
Bank Service Charges	12.00			
Gutters	1,550.00			
Insurance Expense				
Worker's Comp.	289.00	350.02	-61.02	82.6%
Insurance Expense - Other	10,670.40	12,804.48	-2,134.08	83.3%
Total Insurance Expense	10,959.40	13,154.50	-2,195.10	83.3%
Landscape Contract	3,400.00			
Landscape/Trees	120.00	2,360.00	-2,240.00	5.1%
Lawn Care	0.00	6,450.00	-6,450.00	0.0%
Office Supplies	91.86	84.04	7.82	109.3%
Painting	0.00	2,500.00	-2,500.00	0.0%
Postage and Delivery	110.60	168.00	-57.40	65.8%
Property Management				
Special Services	50.00	100.00	-50.00	50.0%
Property Management - Other	3,150.00	3,150.00	0.00	100.0%
Total Property Management	3,200.00	3,250.00	-50.00	98.5%
Reserves	0.00	5,292.00	-5,292.00	0.0%
Sanitation	5,544.00	2,772.00	2,772.00	200.0%
Snow Removal	5,591.83	2,000.00	3,591.83	279.6%
Sprinkler System	175.00	5,000.00	-4,825.00	3.5%
Structural-Building & Fences	0.00	2,000.02	-2,000.02	0.0%
Tax Prep Fees	285.00			
Tax Return	0.00	250.00	-250.00	0.0%
Trash Removal	2,592.24	2,551.50	40.74	101.6%
Utilities				
Water	3,708.93	8,108.02	-4,399.09	45.7%
Total Utilities	3,708.93	8,108.02	-4,399.09	45.7%
Total Expense	37,473.49	56,092.08	-18,618.59	66.8%
Net Ordinary Income	14,261.74	-4,012.08	18,273.82	-355.5%

Marshall Park Villas Condominium Association
 Profit & Loss Budget vs. Actual
 January through June 2019

	Jan - Jun 19	Budget	\$ Over Budget	% of Budget
Net Income	14,261.74	-4,012.08	18,273.82	-355.5%

Marshall Park Villas Condominium Association
Profit & Loss
April through June 2019

	Apr - Jun 19
Ordinary Income/Expense	
Income	
Homeowners Dues	27,480.00
Interest Income	4.27
Total Income	27,484.27
Gross Profit	27,484.27
Expense	
Gutters	1,400.00
Insurance Expense	
Worker's Comp.	350.00
Insurance Expense - Other	6,402.24
Total Insurance Expense	6,752.24
Landscape Contract	3,400.00
Landscape/Trees	120.00
Postage and Delivery	28.60
Property Management	1,575.00
Sprinkler System	175.00
Trash Removal	2,155.89
Utilities	
Water	2,339.07
Total Utilities	2,339.07
Total Expense	17,945.80
Net Ordinary Income	9,538.47
Net Income	9,538.47

Marshall Park Villas Condominium Association

Transaction Detail by Account

April through June 2019

Type	Date	Num	Name	Memo	Clr	Split	Original Amount	Paid Amount	Balance
Gutters									
Check	06/13/2019	1047	Down To Earth Tree...	Gutter Cleaning		Operating/Che...	1,400.00	1,400.00	1,400.00
Total Gutters								1,400.00	1,400.00
Insurance Expense									
Worker's Comp.									
Check	04/05/2019	1034	Pinnacol Assurance	Acct. 4216043		Operating/Che...	350.00	350.00	350.00
Total Worker's Comp.								350.00	350.00
Insurance Expense - Other									
Check	04/02/2019	1032	State Farm Insurance			Operating/Che...	2,134.08	2,134.08	2,134.08
Check	05/03/2019	1037	State Farm Insurance			Operating/Che...	2,134.08	2,134.08	4,268.16
Check	06/01/2019	1043	State Farm Insurance			Operating/Che...	2,134.08	2,134.08	6,402.24
Total Insurance Expense - Other								6,402.24	6,402.24
Total Insurance Expense								6,752.24	6,752.24
Landscape Contract									
Check	05/03/2019	1038	H2MK Industries, LLC	Inv. 1178		Operating/Che...	1,700.00	1,700.00	1,700.00
Check	06/05/2019	1044	H2MK Industries, LLC	Inv. 1191		Operating/Che...	1,700.00	1,700.00	3,400.00
Total Landscape Contract								3,400.00	3,400.00
Landscape/Trees									
Check	06/05/2019	1045	H2MK Industries, LLC	Storm Damage		Operating/Che...	120.00	120.00	120.00
Total Landscape/Trees								120.00	120.00
Postage and Delivery									
Check	05/01/2019	1035	Realty One, Inc.	Property Man...		Operating/Che...	28.60	28.60	28.60
Total Postage and Delivery								28.60	28.60
Property Management									
Check	04/01/2019	1029	Realty One, Inc.	Property Man...		Operating/Che...	525.00	525.00	525.00
Check	05/01/2019	1035	Realty One, Inc.	Property Man...		Operating/Che...	525.00	525.00	1,050.00
Check	06/01/2019	1040	Realty One, Inc.	Property Man...		Operating/Che...	525.00	525.00	1,575.00
Total Property Management								1,575.00	1,575.00
Sprinkler System									
Check	06/05/2019	1045	H2MK Industries, LLC	Inv. 1194		Operating/Che...	175.00	175.00	175.00
Total Sprinkler System								175.00	175.00
Trash Removal									
Check	04/05/2019	1033	Waste Management...	Acct. 854404...		Operating/Che...	1,278.47	1,278.47	1,278.47
Check	05/10/2019	1039	Waste Management...			Operating/Che...	453.78	453.78	1,732.25

Marshall Park Villas Condominium Association

Transaction Detail by Account

April through June 2019

Type	Date	Num	Name	Memo	Clr	Split	Original Amount	Paid Amount	Balance
Check	06/10/2019	1046	Waste Management...			Operating/Che...	423.64	423.64	2,155.89
Total Trash Removal									
Utilities									
Water									
Check	04/01/2019	1031	Wheat Ridge Water ...			Operating/Che...	97.50	97.50	97.50
Check	04/01/2019	1031	Wheat Ridge Water ...			Operating/Che...	92.40	92.40	189.90
Check	04/01/2019	1031	Wheat Ridge Water ...			Operating/Che...	103.23	103.23	293.13
Check	04/01/2019	1031	Wheat Ridge Water ...			Operating/Che...	120.42	120.42	413.55
Check	04/01/2019	1031	Wheat Ridge Water ...			Operating/Che...	97.50	97.50	511.05
Check	04/01/2019	1031	Wheat Ridge Water ...			Operating/Che...	51.60	51.60	562.65
Check	04/01/2019	1031	Wheat Ridge Water ...			Operating/Che...	56.70	56.70	619.35
Check	04/01/2019	1031	Wheat Ridge Water ...			Operating/Che...	137.61	137.61	756.96
Check	04/01/2019	1031	Wheat Ridge Water ...			Operating/Che...	87.30	87.30	844.26
Check	04/01/2019	1031	Wheat Ridge Water ...			Operating/Che...	46.50	46.50	890.76
Check	04/01/2019	1031	Wheat Ridge Water ...			Operating/Che...	77.10	77.10	967.86
Check	04/01/2019	1031	Wheat Ridge Water ...			Operating/Che...	87.30	87.30	1,055.16
Check	04/01/2019	1031	Wheat Ridge Water ...			Operating/Che...	82.20	82.20	1,137.36
Check	04/01/2019	1031	Wheat Ridge Water ...			Operating/Che...	72.00	72.00	1,209.36
Check	06/01/2019	1042	Wheat Ridge Water ...	3380-82		Operating/Che...	82.20	82.20	1,291.56
Check	06/01/2019	1042	Wheat Ridge Water ...	3460-62		Operating/Che...	92.40	92.40	1,383.96
Check	06/01/2019	1042	Wheat Ridge Water ...	3315-17		Operating/Che...	92.40	92.40	1,476.36
Check	06/01/2019	1042	Wheat Ridge Water ...	3320-22		Operating/Che...	131.88	131.88	1,608.24
Check	06/01/2019	1042	Wheat Ridge Water ...	3340-42		Operating/Che...	103.23	103.23	1,711.47
Check	06/01/2019	1042	Wheat Ridge Water ...	3360-62		Operating/Che...	51.60	51.60	1,763.07
Check	06/01/2019	1042	Wheat Ridge Water ...	6520-22		Operating/Che...	61.80	61.80	1,824.87
Check	06/01/2019	1042	Wheat Ridge Water ...	6510-12		Operating/Che...	97.50	97.50	1,922.37
Check	06/01/2019	1042	Wheat Ridge Water ...	3355-57		Operating/Che...	77.10	77.10	1,999.47
Check	06/01/2019	1042	Wheat Ridge Water ...	3335-37		Operating/Che...	41.40	41.40	2,040.87
Check	06/01/2019	1042	Wheat Ridge Water ...	6540-42		Operating/Che...	61.80	61.80	2,102.67
Check	06/01/2019	1042	Wheat Ridge Water ...	6505-07		Operating/Che...	82.20	82.20	2,184.87
Check	06/01/2019	1042	Wheat Ridge Water ...	6525-27		Operating/Che...	87.30	87.30	2,272.17
Check	06/01/2019	1042	Wheat Ridge Water ...	6555-57		Operating/Che...	66.90	66.90	2,339.07
Total Water								2,339.07	2,339.07
Total Utilities								2,339.07	2,339.07
TOTAL								17,945.80	17,945.80

Marshall Park Villas Condominium Association

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Insurance Expense									
Worker's Comp.									
Check	04/05/2019	1034	Pinnacol Assurance	Acct. 4216043		Operating/Che...	350.00	350.00	350.00
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Check	05/03/2019	1037	State Farm Insurance			Operating/Che...	2,134.08	2,134.08	4,268.16
Check	06/01/2019	1043	State Farm Insurance			Operating/Che...	2,134.08	2,134.08	6,402.24
Total Insurance Expense - Other								6,402.24	6,402.24
Total Insurance Expense								6,752.24	6,752.24
Landscape Contract									
Check	05/03/2019	1038	H2MK Industries, LLC	Inv. 1178		Operating/Che...	1,700.00	1,700.00	1,700.00
Check	06/05/2019	1044	H2MK Industries, LLC	Inv. 1191		Operating/Che...	1,700.00	1,700.00	3,400.00
Total Landscape Contract								3,400.00	3,400.00
Landscape/Trees									
Check	06/05/2019	1045	H2MK Industries, LLC	Storm Damage		Operating/Che...	120.00	120.00	120.00
Total Landscape/Trees								120.00	120.00
Postage and Delivery									
Check	05/01/2019	1035	Realty One, Inc.	Property Man...		Operating/Che...	28.60	28.60	28.60
Total Postage and Delivery								28.60	28.60
Property Management									
Check	04/01/2019	1029	Realty One, Inc.	Property Man...		Operating/Che...	525.00	525.00	525.00
Check	05/01/2019	1035	Realty One, Inc.	Property Man...		Operating/Che...	525.00	525.00	1,050.00
Check	06/01/2019	1040	Realty One, Inc.	Property Man...		Operating/Che...	525.00	525.00	1,575.00
Total Property Management								1,575.00	1,575.00
Sprinkler System									
Check	06/05/2019	1045	H2MK Industries, LLC	Inv. 1194		Operating/Che...	175.00	175.00	175.00
Total Sprinkler System								175.00	175.00
Trash Removal									
Check	04/05/2019	1033	Waste Management...	Acct. 854404...		Operating/Che...	1,278.47	1,278.47	1,278.47
Check	05/10/2019	1039	Waste Management...			Operating/Che...	453.78	453.78	1,732.25

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Check	04/01/2019	1031	Wheat Ridge Water ...			Operating/Che...	120.42	120.42	413.55
Check	04/01/2019	1031	Wheat Ridge Water ...			Operating/Che...	97.50	97.50	511.05
Check	04/01/2019	1031	Wheat Ridge Water ...			Operating/Che...	51.60	51.60	562.65
Check	04/01/2019	1031	Wheat Ridge Water ...			Operating/Che...	56.70	56.70	619.35
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Check	04/01/2019	1031	Wheat Ridge Water ...			Operating/Che...	46.50	46.50	890.76
Check	04/01/2019	1031	Wheat Ridge Water ...			Operating/Che...	77.10	77.10	967.86
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Check	04/01/2019	1031	Wheat Ridge Water ...			Operating/Che...	82.20	82.20	1,137.36
Check	04/01/2019	1031	Wheat Ridge Water ...			Operating/Che...	72.00	72.00	1,209.36
Check	06/01/2019	1042	Wheat Ridge Water ...	3380-82		Operating/Che...	82.20	82.20	1,291.56
Check	06/01/2019	1042	Wheat Ridge Water ...	3460-62		Operating/Che...	92.40	92.40	1,383.96
Check	06/01/2019	1042	Wheat Ridge Water ...	3315-17		Operating/Che...	92.40	92.40	1,476.36
Check	06/01/2019	1042	Wheat Ridge Water ...	3320-22		Operating/Che...	131.88	131.88	1,608.24
Check	06/01/2019	1042	Wheat Ridge Water ...	3340-42		Operating/Che...	103.23	103.23	1,711.47
Check	06/01/2019	1042	Wheat Ridge Water ...	3360-62		Operating/Che...	51.60	51.60	1,763.07
Check	06/01/2019	1042	Wheat Ridge Water ...	6520-22		Operating/Che...	61.80	61.80	1,824.87
Check	06/01/2019	1042	Wheat Ridge Water ...	6510-12		Operating/Che...	97.50	97.50	1,922.37
Check	06/01/2019	1042	Wheat Ridge Water ...	3355-57		Operating/Che...	77.10	77.10	1,999.47
Check	06/01/2019	1042	Wheat Ridge Water ...	3335-37		Operating/Che...	41.40	41.40	2,040.87
Check	06/01/2019	1042	Wheat Ridge Water ...	6540-42		Operating/Che...	61.80	61.80	2,102.67
Check	06/01/2019	1042	Wheat Ridge Water ...	6505-07		Operating/Che...	82.20	82.20	2,184.87
Check	06/01/2019	1042	Wheat Ridge Water ...	6525-27		Operating/Che...	87.30	87.30	2,272.17
Check	06/01/2019	1042	Wheat Ridge Water ...	6555-57		Operating/Che...	66.90	66.90	2,339.07
Total Water							2,339.07	2,339.07	2,339.07
Total Utilities							2,339.07	2,339.07	2,339.07
TOTAL							17,945.80	17,945.80	17,945.80

Marshall Park Villas Condominium Association
Balance Sheet
As of June 30, 2019

	Jun 30, 19
ASSETS	
Current Assets	
Checking/Savings	
Operating/Checking	17,629.94
Reserves/Savings	58,138.73
Total Checking/Savings	75,768.67
Accounts Receivable	
Accounts Receivable	-1,020.00
Total Accounts Receivable	-1,020.00
Total Current Assets	74,748.67
TOTAL ASSETS	74,748.67
LIABILITIES & EQUITY	
Equity	
Opening Balance Equity	60,486.28
Retained Earnings	0.65
Net Income	14,261.74
Total Equity	74,748.67
TOTAL LIABILITIES & EQUITY	74,748.67

Marshall Park Villas Condominium Association

7/24/2019 3:31 PM

Register: Reserves/Savings

From 04/01/2019 through 06/30/2019

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
04/01/2019	1030	Marshall Reserve Acct.	Operating/Checking		X		882.00	56,370.46
04/30/2019			Interest Income	Interest	X		1.39	56,371.85
05/01/2019	1036	Marshall Reserve Acct.	Operating/Checking		X		882.00	57,253.85
05/31/2019			Interest Income	Interest	X		1.45	57,255.30
06/01/2019	1041	Marshall Reserve Acct.	Operating/Checking		X		882.00	58,137.30
06/30/2019			Interest Income	Interest	X		1.43	58,138.73

Marshall Park Villas
Board of Directors Meeting
February 7, 2019

Debra Vaughan - President
Beverly Zeller - Board Member
Gary Best - Board Member

Keith Kahler – Board Member
Jo Ann Van Trump - Board Member

The meeting was called to order at 7:05 p.m. at 3360 Marshall Street. All board members were in attendance.

Items Discussed

1. Officers were decided on.
 - a. Debbie Vaughan – President
 - b. Welcomed new Board member Keith Kahler; email address provided – Keith.kahler@gmail.com
 - c. No Officers: Board Members will be responsible for sharing duties of the secretary and treasurer as needed.
2. Snow Removal
 - a. Debbie asked Keith if he would eventually be the contact person for snow removal once he is familiar with things. Keith said that he would.
 - b. Agreed that sand would be used in icy areas; not salt or Ice Slice. Debbie will contact Chad.
3. Budget
 - a. The Budget approved at the Annual Meeting did not take into consideration that the new dues increase did not go into effect until February 1st. Realty One, Inc. made the correction and sent a revised budget adjusting the total income for 2019 to reflect January 2019 dues of \$260, not \$320 – reducing the 2019 income by \$1,680. A copy of the revised Budget was approved by the Board.
4. Website
 - a. The Quarterly Statements and the Budget need to be posted on the website.
 - b. The Board needs to inform Realty One, Inc. about items that they believe need to be on the website.
5. Vendors for 2019
 - a. Debbie is working with Realty One, Inc. on names of vendors we would like to have submit bids.
 - b. Need irrigation specialist to look at sprinkler system to resolve problems and provided suggestions for improvement.
6. Owner contact list
 - a. Debbie will work with Realty One, Inc. to coordinate any changes and request a copy be sent to the Board
 - b. Hope to be able to use email for communication with Owners wherever possible to save postage;

7. Rules and Regulations
 - a. Board would like to revise
 - b. Gary Best volunteered to put together a committee of volunteers
8. Newsletter
 - a. Board will be working with Realty One, Inc. to put together a brief newsletter to send to Owners with highlights from Annual Meeting and reminders of any changes.
9. Upcoming Meeting Locations
 - a. April 24 – Gary Best
 - b. July 31 – Debbie Vaughan
 - c. October 30 – to be decided

Meeting adjourned at 8:15 p.m.

Minutes approved: Debbie Vaughan, President 2-19-2018

MARSHALL PARK VILLAS CONDOMINIUM ASSOCIATION
Board of Director's Meeting
Thursday, January 3, 2019, 7:00pm
6525 W. 34th Ave., Wheat Ridge, CO 80033

1. Call to Order: 6:30pm. Cindy Shepherd

Present were Cindy Shepherd, Jo Ann Vantrump, Gary Best, Beverly Zeller, and Debbie Vaughan and Kim Ibbison

2. Minutes: Minutes of the November 28, 2018 Board of Director Meeting were approved.

3. Property Management Report: Forrest Scruggs – See Notes.

- Quarterly meetings (\$50.00) Forrest will take minutes

4. Open Issues:

- Sprinkler System – possible assessment for repairs
- Note – Put website information on Agenda for Annual Meeting.
- Arthur Castillo – trimming, gutter
- Update Rules & Regulations – Board hopes to address and revise in 2019
- J.R. Active Adult Center for Annual Meeting – Forrest to bring check for payment of room rental
- Reserve Study – Board decided not to proceed with updated study

5. New Business:

- 2019 Budget – Debbie Vaughan
- Only owners can provide proxies
- Increase contributions to reserve account to a total of 10% of budget
- Vote to have all reserve money transferred monthly no longer a yearly transfer
- Loss Assessment on personal insurance policies should be at least \$10,000.00
- February 1, 2019, State Farm, will be renewed
- Worker's Compensation: need to have; Forrest will obtain premium estimates

6. Meeting Adjourned: