

September 12, 2023

Vance Townhome Association Minutes

1. Roll Call

- a. Joe Delnero
- b. Neil McGinley
- c. Cody
- d. Doug
- e. Forrest

2. Approval of Minutes

3. Homeowners Forum / Elections

- a. President: Joe DelNero
- b. Treasurer: Neil McGinley
- c. Secretary: Karl

4. Property Management report

- a. Basically right on budget for this year
- b. Reserve has been holding pretty steady with monthly deposits from our HOA dues.
- c. Electric Control panels were a main expense.

5. Old Business

- a. Asphalt repair: Fixed the bump in the sidewalk. It's rusted but provides good traction. So fixed but not the best eye appeal. **Parking lot has been fixed to fit insurance code.**
- b. Applewood/Choice did a furnace clean: North building boiler was cleaned out. Could use the resource on the South Building. Kate provided a contact for a flue cleaner. Someone in Arvada. Forrest is reaching out to see if Kate's contact can assist.
- c. Ice on the South Driveway: Is there a way to deal with it? Forrest to contact snow people to drop salt once a week (once every other week) until the ice has melted. Forrest to speak to contractor.
- d. Homeless problem has gone down recently. But they destroyed North Basement door. Used bolt cutters to try to get in. Forrest got the door fixed.
- e. **Forrest: Get quote for window and grate replacement:** North Basement smells and is mildew-y. Might need the carpet replaced. Noticeable odor. Foothills Glass is responding to Forrest in the next few weeks. Hoping for window, grate on the inside, along with a screen of sorts. **UPDATED: Forrest is still hoping to get someone out to cover this. Forrest is looking for a Glass Replacement company to replace "Foothills Glass Replacement."**
- f. Forrest: Continue with getting a quote to clean out dumpster area: Dig out and power wash if there's a pad underneath the dirt/gravel. Line up paving for area. **Rose covered this so we're all good here.**
- g. **Neil:** Looking at lighting options that'll work for the stairways. Plastic casing is worn. Forrest is working with electrical to replace with a bulb receptacle and fixture. **North Basement has been replaced. South Basement still needs attention. Forrest is working with Good Electric to get that done.**

- h. Tyler's Lawn Faucet: The crawl space doesn't have a lawn faucet. \$1,800 quote. Tyler's unit might have have a lawn faucets that's been plugged up. 1367&1369. MacVick did come out to look at the faucet. The connection isn't in the crawl space. HOA covers utilities including water. Modifications from a previous owner makes this a gray area. **HOA will cover this expense. Voted and approved. Neil got a missed call today. But still working on it. Neil and Tyler will be working on this to connect on a date. Work in progress.**
- i. Paint is peeling from underhang on the parking lot side of building. Will we need touch up paint? **Forrest to get estimate exploring the quality of the wood on the underhang (is it rotting or is it OK?). Do we just need a little touch up paint, or do we need new plywood. 1375 and 1367 but look at both north and south building. Work in progress and has been approved for starters. Handyman will check for any additional work.**
- j. Trickle of water from Granville. The water seems to be coming from a pipe that runs from the overpass near the light rail. The overpass might have a drain. Closest storm drain is west of vance on the south side of 14th. There's not much drainage. We're concerned if the water still comes in the winter, what will we do with the ice? Keeping an eye on it. That stopped a few weeks ago, so might be resolved. Only happening when we have rain.
- k. Gutters have been cleaned and are good.

6. New Business

- a. Cody: Leak from hot water line between Deb and Cody. Smell some sort of mildew in units. It was pretty wet. Got it repaired by putting a new section of pipe in. Put an industrial blower in the space to try to dry it out. Water is drying up. Mud still has some moisture. **Concern is that there's visible mold in the North building. and there's still a bit of an odor in the units. Significant mold (via Doug). Forrest to check in with hygienist about dealing with mold + taking care of the gunk that's in the crawl space. Forrest is estimating \$1,500-\$2,000 to start. Might as well have them look at the South building as well. Doug recommends Blue Mesa Environmental.**
- b. Trimming bushes near North building dumpster: **Forrest to get a quote.**
- c. Do we want to remove bushes in front of the units? Do we need to get a landscaper. For business in 2024, look at budget to see if we want to remove a few bushes per year in front of the units. Potential to see if we can budget a landscape architect or something. \$10k or more is expected budget.

7. Meeting adjourned.

**Vance Townhome Condominium Association
Annual Meeting Agenda
Tuesday, September 12, 2023, 6:00pm**

**Via Conference Call: 1.916.235.1420
PIN# 557413**

1. Call to Order
2. Roll Call
3. Approval of the September 13, 2022 Annual Meeting Minutes
4. Homeowners Forum
5. Property Management Report
6. Open Issues
7. New Business
8. Meeting Adjourned

September 13, 2022

Vance Townhome Association Minutes

1. Roll Call

- a. Kate Kammerman
- b. Karl Matthews
- c. Neil McGinley
- d. Forrest Scrugg
- e. Katie
- f. Doug

2. Approval of Minutes

3. Property Management Report

- a. Gas and electric was almost over the budget. Karl says that's because the cost of gas has risen substantially in this past year.

4. Old Business

- a. Asphalt Repair - quoted at \$4,200. Does this include the ramping needed for the bump in the sidewalk on the west end of the center sidewalk?
- b. Boilers - Last conversation was to re-explore the regular maintenance of the boilers. Winter is coming.
- c. Tree Trimming - It's happened.
- d. Good Electric to replace 13 Federal Pacific electrical boxes - all of the parts are in, but still waiting for an update on the schedule.
- e. Rock Property Services - Fiberglass patio dividers to be repaired
- f. Rock Property Services - The North Basement Stairwell is a fall hazard. Estimate for fencing around the south basement stairwell railing. Confirm with State Farm that that's adequate for code. Still waiting on assessment there.

5. New Business

- a. Higher drug and police activity in the complex. Karl has a trespass notice for the police that's a separate issue. Neil has Roark's Dad's number and we have a case number with the Lakewood Police. Case number is 0456415. If you call the Lakewood Police, you can use this case number. **We've ordered No Trespassing signs closer to the front lawn to give police more leverage.**
- b. There may be someone camping across the street. So potential to report a homeless camp through the Lakewood Police website.
- c. Can't get someone to fix laundry in south basement
- d. Did Applewood clean out the boiler in the North building? And can he do the South Building. It could've been Choice. We need to set up regular maintenance on the boiler with a regular schedule. Karl knows the section that needs to be cleaned if we can find a vendor. Lakewood Heating and Plumbing might also be working on the boilers - Forrest can call over to see if they have time. Doug will call a friend to see if they can take a look.

6. Elections

- a. Joe Delnero - Elected President
- b. Neil McGinley - Elected treasurer

- c. Karl Matthew - Elected secretary
- d. Nobody ran against.

7. Adjourn : 6:32

August 16, 2022

Vance Townhome Association Minutes

Tuesday 2022/08/16 meeting notes

Present: Joe, Karl, Forrest, Neil.

Covered Financials, Forest's HOA-Management report.

Old Business:

Trees scheduled to be trimmed maybe this fall ?

New Business:

"Good-Electric" - \$13,500 for replacing 13 Federal Pacific Stablok Electric Panels, and two in the basements, APPROVED .

"Rock Property Services" - Fiberglass Patio Dividers secured, South # 1365, 1367, 1371. NORTH dividers need to be checked.

Still need to provide estimate North Basement Stairwell , "Fall-Hazard" from State Farm list. My suggestion was attach Chain-Link-Fence , (YELLOW, below), around South Basement Stairwell-Railing. We'll need verification from State Farm that's adequate.

Bump in West end of center sidewalk needs a "ramp" estimate .

Sidewalks

Sidewalks must be level and unbroken to reduce the risk of a slip/trip or fall injury to residents, workers and guests. Please have the westsidewalk between the buildings repaired by a licensed, insured paving contractor, Colorado-Mechanical , Karl needs to explain large amount of "soot" seen removed from NORTH Boiler, (probably same situation in SOUTH Boiler). Boilers need to be looked at/maintained so we get through winter 2023 .

Meeting adjourned 6:40 – ish .

1. Roll Call

- a. Joe DelNero
- b. Doug

- c. Karl Matthews
 - d. Cody and Katie
 - e. Kate Kamraman
 - f. Neil McGinley
 - g. Forrest
2. **Approval of Minutes:**
- a. Neil to approve minutes / Seconded
3. **Property Management Report / Financials**
- a. \$89K in the bank
4. **Old Business**
- a. South Building's conduit eaves detaching from building near 1375. **Forrest will call.**
 - b. Xfinity/Comcast Cable attached to rain gutter on North Building over North Driveway. **Comcast did respond, but not yet done. Better to have Karl or Cody call with his Comcast number specifically. Cody or Karl will plan to call with their service plan.**
 - c. Pine beetle / Ash Trees: **Dana + Forrest are getting an estimate for vaccination. Bid hasn't been gotten yet. But company's are saying that pine beetles aren't in the area right now, so not worth the vaccination right now. \$2,200.**
 - d. Tree branches following: **Still looking at a more substantial tree trimming. \$1,600 to trim the trees. Green light. Forrest is going to schedule.**
 - e. Juniper trees were taken down but stumps are still an issue and sticking up out of the ground. Potential eyesore or trip hazard. **Doug is going to bring equipment home from work to grind the stumps down. We'll need to decide if we want them fully removed.**
 - f. Landscaping options to replace junipers. Best time to plant is early spring. Neil suggests two rows of four small evergreens that will get to be about 10' tall. Homeowners with opinions are encouraged to suggest options or do independent research to bring to the board. Karl thinks that doing some river rock landscaping could be nice. Neil thinks two rows of trees. Potential to defer to Roark and Doug for the privacy. Doug is flexible on the landscaping. **Forrest is going to get estimates ranging from general 2" river rock stones, a small shrub rows, or a few rows of trees.**
 - g. Wind knocked over fiberglass divider in south building parking area. **Fixed one, two are detached from the patio. Broken off. Company might be coming back. So check back in. 1365 has flimsy sheet metal so isn't actually fixed. Only connected at one point instead. Don't think they're done yet. Forrest can call to confirm that they aren't done. Forrest to check in to see if they're finished. Karl's unit needs work too (1391).**
 - h. North Basement window grate - we have the security grate. **Forrest to call window repair people to replace window and screen. Foothills Glass was going to call Karl as point person, if they can't get Karl, try Neil.**
 - i. Boiler failure last month was due to the heat pump being permanently on and a faulty solenoid valve. Colorado Mechanical thinks it's close to failure. **Forrest to**

get estimates on replacing the boiler. Options. Schedule for 2023 potentially. Do both buildings at once. But replace both boilers at once. Maybe one in '23 and one in '24 potentially. South Building's is worse.

- j. Damage to the South building's West fence by a UPS truck trying to squeeze around the corner, 2022/01/03. Kate potentially to reach out to UPS.

5. New Business

- a. I noticed our annual meeting and our fall meeting are only about a month apart? Aug 16 and Sept. 13, 2022 - Do we have thoughts on adjusting that to be more spread?
- b. Potential for rock landscaping along the front/near Vance.
- c. More homeless traffic camping out and looking around. Neil thoughts on signage for no trespassing. Are we legally able to post those signs? Potential for a gated fence? No Trespassing signs. If owners want to do some motion lights. Neil and Cody are going to receipt and reimburse. And hang up around the complex.
- d.

6. Adjourn

Vance Townhouse Condo Association
Profit & Loss
January through July 2023

	<u>Jan - Jul 23</u>
Ordinary Income/Expense	
Income	
Interest Income	73.84
Monthly Dues (\$320.00 Monthly)	37,602.34
Working Capital	640.00
	<hr/>
Total Income	38,316.18
Expense	
ACH Quarterly Bank Fee	48.94
Annual Filings	40.00
Backflow Cert.	125.00
Bank Charges	0.00
Electrical Repairs	5,045.00
Gas & Electric	10,769.98
Insurance Expense	5,143.00
Landscape Contract	1,152.88
Landscaping and Groundskeeping	918.00
Legal	-295.00
Office Supplies	35.52
Parking Lot Repairs	5,376.19
Plumbing/Boiler	104.00
Postage and Delivery	52.89
Property Management Fees	3,675.00
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Snow Removal	909.70
Tax Prep	325.00
Trash	2,047.09
Water	4,013.78
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Total Expense	39,486.97
Net Ordinary Income	-1,170.79
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Net Income	<u>-1,170.79</u>

Vance Townhouse Condo Association
Balance Sheet
As of July 31, 2023

	<u>Jul 31, 23</u>
ASSETS	
Current Assets	
Checking/Savings	
Operating	9,600.76
Reserves	82,746.97
Total Checking/Savings	<u>92,347.73</u>
Accounts Receivable	
Accounts Receivable	-1,515.00
Total Accounts Receivable	<u>-1,515.00</u>
Total Current Assets	<u>90,832.73</u>
TOTAL ASSETS	<u>90,832.73</u>
LIABILITIES & EQUITY	
Equity	
Opening Balance Equity	79,156.47
Retained Earnings	14,894.39
Net Income	-3,218.13
Total Equity	<u>90,832.73</u>
TOTAL LIABILITIES & EQUITY	<u>90,832.73</u>

12:02 PM
11/22/22
Cash Basis

Vance Townhouse Condo Association
Profit & Loss Budget Overview
January through December 2023

	<u>Jan - Dec 23</u>
Ordinary Income/Expense	
Income	
Monthly Dues (\$320.00 Monthly)	61,440.00
Total Income	<u>61,440.00</u>
Expense	
ACH Quarterly Bank Fee	180.00
Annual Filings	40.00
Backflow Cert.	450.00
Gas & Electric	12,960.00
Gutter Cleaning/Repairs	725.00
Insurance Expense	12,000.00
Landscape Contract	1,750.00
Landscaping and Groundskeeping	2,292.00
Legal	650.00
Office Supplies	45.00
Plumbing/Boiler	2,600.00
Postage and Delivery	125.00
Property Management Fees	6,300.00
Repairs and Maintenance	1,150.00
Reserve Contribution	6,144.00
Snow Removal	3,000.00
Tax Prep	325.00
Trash	3,504.00
Water	7,200.00
Total Expense	<u>61,440.00</u>
Net Ordinary Income	<u>0.00</u>
Net Income	<u><u>0.00</u></u>

Vance Townhouse Condo Association Profit & Loss Budget vs. Actual January through July 2023

	Jan - Jul 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Interest Income	73.84			
Monthly Dues (\$320.00 Monthly)	37,602.34	35,840.00	1,762.34	104.9%
Working Capital	640.00			
Total Income	38,316.18	35,840.00	2,476.18	106.9%
Expense				
ACH Quarterly Bank Fee	48.94	105.00	-56.06	46.6%
Annual Filings	40.00	40.00	0.00	100.0%
Backflow Cert.	125.00	450.00	-325.00	27.8%
Bank Charges	0.00			
Electrical Repairs	5,045.00			
Gas & Electric	10,769.98	7,560.00	3,209.98	142.5%
Gutter Cleaning/Repairs	0.00	725.00	-725.00	0.0%
Insurance Expense	5,143.00	7,000.00	-1,857.00	73.5%
Landscape Contract	1,152.88	1,750.00	-597.12	65.9%
Landscaping and Groundskeeping	918.00	1,337.00	-419.00	68.7%
Legal	-295.00	650.00	-945.00	-45.4%
Office Supplies	35.52	45.00	-9.48	78.9%
Parking Lot Repairs	5,376.19			
Plumbing/Boiler	104.00	2,600.00	-2,496.00	4.0%
Postage and Delivery	52.89	125.00	-72.11	42.3%
Property Management Fees	3,675.00	3,675.00	0.00	100.0%
Repairs and Maintenance	0.00	1,150.00	-1,150.00	0.0%
Reserve Contribution	0.00	3,584.00	-3,584.00	0.0%
Snow Removal	909.70	3,000.00	-2,090.30	30.3%
Tax Prep	325.00	325.00	0.00	100.0%
Trash	2,047.09	2,044.00	3.09	100.2%
Water	4,013.78	4,200.00	-186.22	95.6%
Total Expense	39,486.97	40,365.00	-878.03	97.8%
Net Ordinary Income	-1,170.79	-4,525.00	3,354.21	25.9%
Net Income	-1,170.79	-4,525.00	3,354.21	25.9%

**Vance Townhome Condominium Association
Board of Directors Meeting Agenda
Tuesday, August 15, 2023 6:00pm**

VIA CONFERENCE CALL
1.916.235.1420
PIN # 557413

1. Call to Order
2. Roll Call
3. Approval of the May 9, 2023 Board of Director Meeting Minutes
4. Property Management Report
5. Open Issues
6. New Business
7. Meeting Adjourned

May 9, 2023

Vance Townhome Association Minutes

1. Roll Call

- a. Joe DelNero
- b. Neil McGinley
- c. Forrest Scrugg

2. Approval of Minutes

3. Property Management report

- a. Financials: electricity bills for Q1 are up bc gas prices are up
- b. Insurance bills went through
- c. All old circuit breakers are complete.

4. Old Business

- a. Asphalt repair: Fixed the bump in the sidewalk. It's rusted but provides good traction. So fixed but not the best eye appeal.
- b. Chain link fence has been put on the south building stairwell.
- c. Applewood/Choice did a furnace clean: North building boiler was cleaned out. Could use the resource on the South Building. Kate provided a contact for a flue cleaner. Someone in Arvada. Forrest is reaching out to see if Kate's contact can assist.
- d. Get quote for window and grate replacement: North Basement smells and is mildew-y. Might need the carpet replaced. Noticeable odor.
- e. UPS broke the post. We have it on camera. Do we want to pursue legal action? Forrest didn't get much of a response from UPS. Neil is going to send Forrest the video to share with UPS.
- f. Ice on the South Driveway: Is there a way to deal with it? Forrest to contact snow people to drop salt once a week (once every other week) until the ice has melted. Forrest to speak to contractor.
- g. Homeless problem has gone down recently. But they destroyed North Basement door. Used bolt cutters to try to get in. Forrest got the door fixed.

5. New Business

- a. **Forrest: Get quote for window and grate replacement:** North Basement smells and is mildew-y. Might need the carpet replaced. Noticeable odor.
- b. Forrest: Continue with getting a quote to clean out dumpster area: Dig out and power wash if there's a pad underneath the dirt/gravel. Line up paving for area.
- c. Neil: Looking at lighting options that'll work for the stairways.
- d. Forrest: Basement doors are wonky. Something a handyman might be able to fix. Neil has some more information.
- e. Neil: Calling XFINITY about cabling, but not expecting very much action there.

1:11 PM
07/31/23
Cash Basis

Vance Townhouse Condo Association
Profit & Loss
January through July 2023

	<u>Jan - Jul 23</u>
Ordinary Income/Expense	
Income	
Interest Income	63.32
Monthly Dues (\$320.00 Monthly)	37,602.34
Working Capital	640.00
	<hr/>
Total Income	38,305.66
Expense	
ACH Quarterly Bank Fee	48.94
Annual Filings	40.00
Backflow Cert.	125.00
Bank Charges	0.00
Electrical Repairs	5,045.00
Gas & Electric	10,769.98
Insurance Expense	5,143.00
Landscape Contract	1,152.88
Landscaping and Groundskeeping	918.00
Legal	-295.00
Office Supplies	35.52
Parking Lot Repairs	5,376.19
Plumbing/Boiler	104.00
Postage and Delivery	52.89
Property Management Fees	3,675.00
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Snow Removal	909.70
Tax Prep	325.00
Trash	2,047.09
Water	4,013.78
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Total Expense	39,486.97
Net Ordinary Income	-1,181.31
	<hr/>
Net Income	<u>-1,181.31</u>

Vance Townhouse Condo Association
Balance Sheet
As of July 31, 2023

	<u>Jul 31, 23</u>
ASSETS	
Current Assets	
Checking/Savings	
Operating	9,600.76
Reserves	82,736.45
Total Checking/Savings	92,337.21
Accounts Receivable	
Accounts Receivable	-1,515.00
Total Accounts Receivable	-1,515.00
Total Current Assets	90,822.21
TOTAL ASSETS	<u>90,822.21</u>
LIABILITIES & EQUITY	
Equity	
Opening Balance Equity	79,156.47
Retained Earnings	14,894.39
Net Income	-3,228.65
Total Equity	90,822.21
TOTAL LIABILITIES & EQUITY	<u>90,822.21</u>

Vance Townhouse Condo Association Profit & Loss Budget vs. Actual January through July 2023

	Jan - Jul 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Interest Income	63.32			
Monthly Dues (\$320.00 Monthly)	37,602.34	35,840.00	1,762.34	104.9%
Working Capital	640.00			
Total Income	38,305.66	35,840.00	2,465.66	106.9%
Expense				
ACH Quarterly Bank Fee	48.94	105.00	-56.06	46.6%
Annual Filings	40.00	40.00	0.00	100.0%
Backflow Cert.	125.00	450.00	-325.00	27.8%
Bank Charges	0.00			
Electrical Repairs	5,045.00			
Gas & Electric	10,769.98	7,560.00	3,209.98	142.5%
Gutter Cleaning/Repairs	0.00	725.00	-725.00	0.0%
Insurance Expense	5,143.00	7,000.00	-1,857.00	73.5%
Landscape Contract	1,152.88	1,750.00	-597.12	65.9%
Landscaping and Groundskeeping	918.00	1,337.00	-419.00	68.7%
Legal	-295.00	650.00	-945.00	-45.4%
Office Supplies	35.52	45.00	-9.48	78.9%
Parking Lot Repairs	5,376.19			
Plumbing/Boiler	104.00	2,600.00	-2,496.00	4.0%
Postage and Delivery	52.89	125.00	-72.11	42.3%
Property Management Fees	3,675.00	3,675.00	0.00	100.0%
Repairs and Maintenance	0.00	1,150.00	-1,150.00	0.0%
Reserve Contribution	0.00	3,584.00	-3,584.00	0.0%
Snow Removal	909.70	3,000.00	-2,090.30	30.3%
Tax Prep	325.00	325.00	0.00	100.0%
Trash	2,047.09	2,044.00	3.09	100.2%
Water	4,013.78	4,200.00	-186.22	95.6%
Total Expense	39,486.97	40,365.00	-878.03	97.8%
Net Ordinary Income	-1,181.31	-4,525.00	3,343.69	26.1%
Net Income	-1,181.31	-4,525.00	3,343.69	26.1%

Vance Townhome Condominium Association

Board of Directors Meeting Agenda

Tuesday, May 9, 2023 6:00pm

Conference Call In Information: 1.916.235.1420

PIN# 557413

1. Call to Order
2. Roll Call
3. Approval of the February 7, 2023 Board of Director Meeting Minutes
4. Property Management Report
5. Open Issues
6. New Business
7. Meeting Adjourned

February 7, 2023

Vance Townhome Association Minutes

1. Roll Call

- a. Joe DelNero
- b. Karl Matthews
- c. Kate Kammerman
- d. Neil McGinley
- e. Forrest Scrugg

2. Approval of Minutes

3. Property Management report

- a. Gas Bills are higher than normal because of market price. Could Choice Mechanical see if there's a reason why the far left diffuser/flame isn't there. Is there a more efficient way to keep things warm?
- b. Plan for October: We do have plastic vinyl covers for the A/C units, that we could use to cover some of the roofs.

4. Old Business

- a. Electrical Boxes Update: 8 completed. HOA's responsibility because of the infrastructure inside the wall.
- b. Asphalt repair: Fixed the bump in the sidewalk. It's rusted but provides good traction. So fixed but not the best eye appeal.
- c. Chain link fence has been put on the south building stairwell.
- d. Applewood/Choice did a furnace clean: North building boiler was cleaned out. Could use the resource on the South Building. Kate provided a contact for a flue cleaner. Someone in Arvada. Forrest is reaching out to see if Kate's contact can assist.
- e. North Basement smells and is mildew-y. Might need the carpet replaced. Noticeable odor.
- f. Basement windows quote?
- g. UPS broke the post. We have it on camera. Do we want to pursue legal action? Forrest didn't get much of a response from UPS. Neil is going to send Forrest the video to share with UPS.

5. New Business

- a. Ice on the South Driveway: Is there a way to deal with it? Forrest to contact snow people to drop salt once a week (once every other week) until the ice has melted. Forrest to speak to contractor.
- b. Homeless problem has gone down recently. But they destroyed North Basement door. Used bolt cutters to try to get in. Forrest got the door fixed.
- c. Neil spread some grass seed around the buildings. Testing to see if the grass comes back this spring.
- d. Bluegrass: When we see the sprinklers, check the system. Do we need to replace a zone or two this year? Roll out plan.

September 13, 2022

Vance Townhome Association Minutes

1. Roll Call

- a. Kate Kammerman
- b. Karl Matthews
- c. Neil McGinley
- d. Forrest Scrugg
- e. Katie
- f. Doug

2. Approval of Minutes

3. Property Management Report

- a. Gas and electric was almost over the budget. Karl says that's because the cost of gas has risen substantially in this past year.

4. Old Business

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- c. Tree Trimming - It's happened.
- d. Good Electric to replace 13 Federal Pacific electrical boxes - all of the parts are in, but still waiting for an update on the schedule.
- e. Rock Property Services - Fiberglass patio dividers to be repaired
- f. Rock Property Services - The North Basement Stairwell is a fall hazard. Estimate for fencing around the south basement stairwell railing. Confirm with State Farm that that's adequate for code. Still waiting on assessment there.

5. New Business

- a. Higher drug and police activity in the complex. Karl has a trespass notice for the police that's a separate issue. Neil has Roark's Dad's number and we have a case number with the Lakewood Police. Case number is 0456415. If you call the Lakewood Police, you can use this case number. **We've ordered No Trespassing signs closer to the front lawn to give police more leverage.**
- b. There may be someone camping across the street. So potential to report a homeless camp through the Lakewood Police website.
- c. Can't get someone to fix laundry in south basement
- d. Did Applewood clean out the boiler in the North building? And can he do the South Building. It could've been Choice. We need to set up regular maintenance on the boiler with a regular schedule. Karl knows the section that needs to be cleaned if we can find a vendor. Lakewood Heating and Plumbing might also be working on the boilers - Forrest can call over to see if they have time. Doug will call a friend to see if they can take a look.

6. Elections

- a. Joe Delnero - Elected President
- b. Neil McGinley - Elected treasurer
- c. Karl Matthew - Elected secretary
- d. Nobody ran against.

7. Adjourn : 6:32

August 16, 2022

Vance Townhome Association Minutes

Tuesday 2022/08/16 meeting notes

Present: Joe, Karl, Forrest, Neil.

Covered Financials, Forest's HOA-Management report.

Old Business:

Trees scheduled to be trimmed maybe this fall ?

New Business:

"Good-Electric" - \$13,500 for replacing 13 Federal Pacific Stablok Electric Panels, and two in the basements, APPROVED .

"Rock Property Services" - Fiberglass Patio Dividers secured, South # 1365, 1367, 1371. NORTH dividers need to be checked.

Still need to provide estimate North Basement Stairwell , "Fall-Hazard" from State Farm list. My suggestion was attach Chain-Link-Fence , (YELLOW, below), around South Basement Stairwell-Railing. We'll need verification from State Farm that's adequate.

Bump in West end of center sidewalk needs a "ramp" estimate .

Sidewalks

Sidewalks must be level and unbroken to reduce the risk of a slip/trip or fall injury to residents, workers and guests. Please have the westsidewalk between the buildings repaired by a licensed, insured paving contractor. Colorado-Mechanical , Karl needs to explain large amount of "soot" seen removed from NORTH Boiler, (probably same situation in SOUTH Boiler). Boilers need to be looked at/maintained so we get through winter 2023 .

Meeting adjourned 6:40 – ish .

1. Roll Call

- a. Joe DelNero
- b. Doug
- c. Karl Matthews
- d. Cody and Katie

- e. Kate Kamraman
- f. Neil McGinley
- g. Forrest

2. Approval of Minutes:

- a. Neil to approve minutes / Seconded

3. Property Management Report / Financials

- a. \$89K in the bank

4. Old Business

- a. South Building's conduit eaves detaching from building near 1375. **Forrest will call.**
- b. Xfinity/Comcast Cable attached to rain gutter on North Building over North Driveway. **Comcast did respond, but not yet done. Better to have Karl or Cody call with his Comcast number specifically. Cody or Karl will plan to call with their service plan.**
- c. Pine beetle / Ash Trees: **Dana + Forrest are getting an estimate for vaccination. Bid hasn't been gotten yet. But company's are saying that pine beetles aren't in the area right now, so not worth the vaccination right now. \$2,200.**
- d. Tree branches following: **Still looking at a more substantial tree trimming. \$1,600 to trim the trees. Green light. Forrest is going to schedule.**
- e. Juniper trees were taken down but stumps are still an issue and sticking up out of the ground. Potential eyesore or trip hazard. **Doug is going to bring equipment home from work to grind the stumps down. We'll need to decide if we want them fully removed.**
- f. Landscaping options to replace junipers. Best time to plant is early spring. Neil suggests two rows of four small evergreens that will get to be about 10' tall. Homeowners with opinions are encouraged to suggest options or do independent research to bring to the board. Karl thinks that doing some river rock landscaping could be nice. Neil thinks two rows of trees. Potential to defer to Roark and Doug for the privacy. Doug is flexible on the landscaping. **Forrest is going to get estimates ranging from general 2" river rock stones, a small shrub rows, or a few rows of trees.**
- g. Wind knocked over fiberglass divider in south building parking area. **Fixed one, two are detached from the patio. Broken off. Company might be coming back. So check back in. 1365 has flimsy sheet metal so isn't actually fixed. Only connected at one point instead. Don't think they're done yet. Forrest can call to confirm that they aren't done. Forrest to check in to see if they're finished. Karl's unit needs work too (1391).**
- h. North Basement window grate - we have the security grate. **Forrest to call window repair people to replace window and screen. Foothills Glass was going to call Karl as point person, if they can't get Karl, try Neil.**
- i. Boiler failure last month was due to the heat pump being permanently on and a faulty solenoid valve. Colorado Mechanical thinks it's close to failure. **Forrest to get estimates on replacing the boiler. Options. Schedule for 2023 potentially.**

Do both buildings at once. But replace both boilers at once. Maybe one in '23 and one in '24 potentially. South Building's is worse.

- j. Damage to the South building's West fence by a UPS truck trying to squeeze around the corner, 2022/01/03. **Kate potentially to reach out to UPS.**

5. New Business

- a. I noticed our annual meeting and our fall meeting are only about a month apart? Aug 16 and Sept. 13, 2022 - Do we have thoughts on adjusting that to be more spread?
- b. Potential for rock landscaping along the front/near Vance.
- c. More homeless traffic camping out and looking around. Neil thoughts on signage for no trespassing. Are we legally able to post those signs? Potential for a gated fence? No Trespassing signs. If owners want to do some motion lights. Neil and Cody are going to receipt and reimburse. And hang up around the complex.

d.

6. Adjourn

10:03 AM
04/24/23
Cash Basis

Vance Townhouse Condo Association
Profit & Loss
January through March 2023

	<u>Jan - Mar 23</u>
Ordinary Income/Expense	
Income	
Interest Income	32.82
Monthly Dues (\$320.00 Monthly)	15,192.34
Working Capital	640.00
	<hr/>
Total Income	15,865.16
Expense	
Electrical Repairs	2,345.00
Gas & Electric	7,034.26
Insurance Expense	1,708.00
Landscaping and Groundskeeping	515.00
Legal	-457.66
Property Management Fees	1,575.00
Snow Removal	909.70
Tax Prep	325.00
Trash	866.61
Water	1,881.40
	<hr/>
Total Expense	16,702.31
Net Ordinary Income	-837.15
	<hr/>
Net Income	<u><u>-837.15</u></u>

Vance Townhouse Condo Association

Balance Sheet

As of March 31, 2023

	<u>Mar 31, 23</u>
ASSETS	
Current Assets	
Checking/Savings	
Operating	2,143.42
Reserves	87,657.95
Total Checking/Savings	<u>89,801.37</u>
Accounts Receivable	
Accounts Receivable	1,187.34
Total Accounts Receivable	<u>1,187.34</u>
Other Current Assets	
Undeposited Funds	1,920.00
Total Other Current Assets	<u>1,920.00</u>
Total Current Assets	<u>92,908.71</u>
TOTAL ASSETS	<u>92,908.71</u>
LIABILITIES & EQUITY	
Equity	
Opening Balance Equity	79,156.47
Retained Earnings	14,894.39
Net Income	-1,142.15
Total Equity	<u>92,908.71</u>
TOTAL LIABILITIES & EQUITY	<u>92,908.71</u>

Vance Townhouse Condo Association
Profit & Loss Budget vs. Actual
 January through March 2023

10:04 AM
 04/24/23
 Cash Basis

	Jan - Mar 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Interest Income	32.82			
Monthly Dues (\$320.00 Monthly)	15,192.34	15,360.00	-167.66	98.9%
Working Capital	640.00			
Total Income	15,865.16	15,360.00	505.16	103.3%
Expense				
ACH Quarterly Bank Fee	0.00	45.00	-45.00	0.0%
Annual Filings	0.00	0.00	0.00	0.0%
Backflow Cert.	0.00	0.00	0.00	0.0%
Electrical Repairs	2,345.00			
Gas & Electric	7,034.26	3,240.00	3,794.26	217.1%
Gutter Cleaning/Repairs	0.00	0.00	0.00	0.0%
Insurance Expense	1,708.00	3,000.00	-1,292.00	56.9%
Landscape Contract	0.00	0.00	0.00	0.0%
Landscaping and Groundskeeping	515.00	573.00	-58.00	89.9%
Legal	-457.66	0.00	-457.66	100.0%
Office Supplies	0.00	0.00	0.00	0.0%
Plumbing/Boiler	0.00	0.00	0.00	0.0%
Postage and Delivery	0.00	0.00	0.00	0.0%
Property Management Fees	1,575.00	1,575.00	0.00	100.0%
Repairs and Maintenance	0.00	0.00	0.00	0.0%
Reserve Contribution	0.00	1,536.00	-1,536.00	0.0%
Snow Removal	909.70	0.00	909.70	100.0%
Tax Prep	325.00	0.00	325.00	100.0%
Trash	866.61	876.00	-9.39	98.9%
Water	1,881.40	1,800.00	81.40	104.5%
Total Expense	16,702.31	12,645.00	4,057.31	132.1%
Net Ordinary Income	-837.15	2,715.00	-3,552.15	-30.8%
Net Income	-837.15	2,715.00	-3,552.15	-30.8%

Vance Townhome Condominium Association

Board of Directors Meeting Agenda

Tuesday, February 7, 2023 6:00pm

**Conference Call In Information: 1.235.916.1420
PIN# 557413**

1. Call to Order
2. Roll Call
3. Approval of the August 16, 2022 Board of Director Meeting Minutes
4. Property Management Report
5. Open Issues
6. New Business
7. Meeting Adjourned

Vance Townhouse Condo Association
Profit & Loss Budget Overview
January through December 2023

	<u>Jan - Dec 23</u>
Ordinary Income/Expense	
Income	
Monthly Dues (\$320.00 Monthly)	61,440.00
Total Income	61,440.00
Expense	
ACH Quarterly Bank Fee	180.00
Annual Filings	40.00
Backflow Cert.	450.00
Gas & Electric	12,960.00
Gutter Cleaning/Repairs	725.00
Insurance Expense	12,000.00
Landscape Contract	1,750.00
Landscaping and Groundskeeping	2,292.00
Legal	650.00
Office Supplies	45.00
Plumbing/Boiler	2,600.00
Postage and Delivery	125.00
Property Management Fees	6,300.00
Repairs and Maintenance	1,150.00
Reserve Contribution	6,144.00
Snow Removal	3,000.00
Tax Prep	325.00
Trash	3,504.00
Water	7,200.00
Total Expense	61,440.00
Net Ordinary Income	0.00
Net Income	<u>0.00</u>

Vance Townhouse Condo Association
Profit & Loss
January through December 2022

	<u>Jan - Dec 22</u>
Ordinary Income/Expense	
Income	
Interest Income	23.22
Monthly Dues (\$320.00 Monthly)	60,417.66
Working Capital	640.00
	<hr/>
Total Income	61,080.88
Expense	
ACH Quarterly Bank Fee	160.76
Annual Filings	39.00
Backflow Cert.	430.00
Bank Charges	12.00
Electrical Repairs	3,600.00
Gas & Electric	14,834.68
Gutter Cleaning/Repairs	1,500.00
Insurance Expense	11,073.95
Landscape Contract	2,432.46
Landscaping and Groundskeeping	1,477.00
Legal	1,095.00
Office Supplies	33.22
Plumbing/Boiler	2,602.32
Postage and Delivery	140.04
Property Management Fees	
Special Services	50.00
Property Management Fees - Other	5,400.00
	<hr/>
Total Property Management Fees	5,450.00
Repairs and Maintenance	1,919.00
Snow Removal	3,432.05
Tax Prep	300.00
Trash	3,339.58
Trees/Bushes	4,952.00
Water	7,927.69
	<hr/>
Total Expense	66,750.75
Net Ordinary Income	-5,669.87
	<hr/>
Net Income	<u>-5,669.87</u>

Vance Townhouse Condo Association
Profit & Loss Budget vs. Actual
 January through December 2022

12:45 PM
 01/17/23
 Cash Basis

	Jan - Dec 22	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Interest Income	23.22			
Monthly Dues (\$320.00 Monthly)	60,417.66	61,440.00	-1,022.34	98.3%
Working Capital	640.00			
Total Income	61,080.88	61,440.00	-359.12	99.4%
Expense				
ACH Quarterly Bank Fee	160.76			
Annual Filings	39.00	50.00	-11.00	78.0%
Backflow Cert.	430.00	300.00	130.00	143.3%
Bank Charges	12.00			
Electrical Repairs	3,600.00			
Gas & Electric	14,834.68	7,500.00	7,334.68	197.8%
Gutter Cleaning/Repairs	1,500.00	1,500.00	0.00	100.0%
Insurance Expense	11,073.95	15,000.00	-3,926.05	73.8%
Landscape Contract	2,432.46	3,600.00	-1,167.54	67.6%
Landscaping and Groundskeeping	1,477.00	1,344.00	133.00	109.9%
Legal	1,095.00			
Office Supplies	33.22	50.00	-16.78	66.4%
Pest Control	0.00	425.00	-425.00	0.0%
Plumbing/Boiler	2,602.32	2,716.00	-113.68	95.8%
Postage and Delivery	140.04	75.00	65.04	186.7%
Property Management Fees				
Special Services	50.00			
Property Management Fees - Other	5,400.00	5,400.00	0.00	100.0%
Total Property Management Fees	5,450.00	5,400.00	50.00	100.9%
Repairs and Maintenance	1,919.00			
Reserve Contribution	0.00	6,144.00	-6,144.00	0.0%
Snow Removal	3,432.05	2,400.00	1,032.05	143.0%
Sprinkler Repair	0.00	300.00	-300.00	0.0%
Tax Prep	300.00	300.00	0.00	100.0%
Trash	3,339.58	3,900.00	-560.42	85.6%
Trees/Bushes	4,952.00	500.00	4,452.00	990.4%
Water	7,927.69	9,936.00	-2,008.31	79.8%
Total Expense	66,750.75	61,440.00	5,310.75	108.6%
Net Ordinary Income	-5,669.87	0.00	-5,669.87	100.0%
Net Income	-5,669.87	0.00	-5,669.87	100.0%

12:46 PM

01/17/23

Accrual Basis

Vance Townhouse Condo Association

Balance Sheet

As of December 31, 2022

	<u>Dec 31, 22</u>
ASSETS	
Current Assets	
Checking/Savings	
Operating	3,329.39
Reserves	88,589.13
Total Checking/Savings	<u>91,918.52</u>
Accounts Receivable	
Accounts Receivable	2,132.34
Total Accounts Receivable	<u>2,132.34</u>
Total Current Assets	<u>94,050.86</u>
TOTAL ASSETS	<u>94,050.86</u>
LIABILITIES & EQUITY	
Equity	
Opening Balance Equity	79,156.47
Retained Earnings	18,771.92
Net Income	-3,877.53
Total Equity	<u>94,050.86</u>
TOTAL LIABILITIES & EQUITY	<u>94,050.86</u>