

**Monroe Place Townhouse Association
Annual Meeting Minutes
February 6th, 2018 at 6pm
212 S.Monroe Street, Denver CO 80209**

Present

Kevin Salsich (200)
Doug Capps (208)
Hartly Goldstone and Loyce Forrest (212)
Larry Cormier (214)
Meira Levary (218)
Deborah Wein (222)
Rod McNeill and Bonnie Busekrus (226)
Greg and Sarah Blais (230)
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 - Sarah to circulate.
Forrest passed out the Agenda, 2017 minutes and Financial Report. 2017 Minutes approved.

Old Business

1. (item 1: 2016 minutes) The Sewer Clean out was not conducted in 2017 as it was not deemed critical.
2. (item 2: 2016 minutes) Smoke detection compliance forms are up to date. 2018 requirement to comply will be around June 2018. Forrest will send an email reminder.
3. (item 3: 2016 minutes) Concrete settling of sidewalk. Kevin and contractor walked & reviewed all concrete areas within the past 2 months. The plan is to re caulk those areas that dropped a little or have hairline cracks (the patios at 212 & 214). Significant drops will be mud bored in the summer. Given that concreting contractors are currently quoting work at a 5-10 x premium, the strategy is to prolong the life of the existing concrete for now & revisit the issue when pricing returns to regular rates.
4. (item 4: 2016 minutes) Deborah queried if the Ash bore work was undertaken on all trees. Kevin advised that Arbor Pro came out last year (2017) and will do so every 3 years. Every other year they will inject all ash trees for ash bore & this was done during 2017.
5. (item 2: 2017 minutes) Deborah asked about the remediation work on the windows painted shut. Kevin said he addressed all windows identified as a problem, including hers. Deborah was out of town, so will check and advise if any outstanding issues.
6. (item 5: 2017 minutes) Heat tape is now all installed. It now has a censor. The switches in individual homes can be left on, if owners wish. The sensors will kick in to switch the tape on at low temperatures. Hartly mentioned that the casings were open and wires were hanging down currently. Kevin advised that all new boxes on each unit would be costly. Kevin has a plan for taking care of it so that the wiring that is hanging will fit into the existing boxes.
7. (Item 12: 2017 minutes) Photovoltaic cells have been replaced.
8. (item 16: 2017 minutes) Wood fence between 214 and 216 is due to be fixed on Wed. 7th Feb 2018 and painted when weather conditions are warm enough.

Financial Report

- HOA came in on budget for 2017.
- HOA Monthly Dues. The insurance premiums went up after the new roof work. The insurance increases plus the little extra spent than was budgeted for in respect of grounds works (additional 3 concrete slabs replacement - while 3 were being done under insurance policy) would cancel out the current 10% reserve, if no action was taken. Kevin and Forrest advised that a raise to the monthly dues was required in order to maintain a 10% reserve (requirement of Kiowa law). Kevin motioned to increase HOA to \$250 / month from March 2018. This was seconded by Larry and unanimously agreed by all those present.
- Special assessment process will continue to be used for all big ad hoc items in order to keep monthly dues to a minimum.
- No one at Monroe Place needs the coupon book that was sent out (postage expenses) in 2017. All elected to not receive coupon books in future.

New business

1. Loyce raised tired/poor aesthetics of the current landscaping at the front of Monroe Place Townhomes. All agreed that ultimately leveling at the front, would resolve current issues of landslide and that ideally the original landscaping could be updated in stages to spread financial investments. Kevin agreed to source bids for the work for HOA members consideration. HOA members to send pictures of landscaping they like to Kevin to assist when creating a landscaping master plan.
2. Rod raised the ongoing issues with parking congestion on Monroe Street. The possibility of requesting 2 hour parking was discussed. Given that it would be permanently instated by the City, rather than temporarily, all present agreed not to pursue this option at this time.
3. Loyce mentioned loud music continues to be played early on some mornings. Disturbances of this kind can be reported to the city by calling 311.
4. Deborah's windows on the upper east and west sides, internally have some moisture damage. Deborah will seek bids to repair the damage and report back to the HOA. Kevin noted that the windows on all units were coming to the edge of their life span.
5. Loyce raised the question of whether political signage was permitted. Kevin advised the current bylaws state political signs are not to be displayed.
6. Recycling rules were reiterated by Kevin and he circulated printed guidelines for recycling and composting. Kevin offered to breakdown big boxes if needed. Pick up for compost is on Tuesdays weekly by approx. 10am.
7. Deborah advised that UPS will take the styrofoam peanuts that can't be recycled via the bins.

Election of officers

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

Adjournment

Meeting was adjourned at 7pm. Appreciation was expressed to Hartly & Loyce for hosting. Meeting minutes submitted by Sarah Blais (2.8.18)