

**SIENNA PARK TOWNHOME ASSOCIATION
BOARD MEETING MINUTES
March 15, 2018**

Call to Order: The meeting was called to order at 6:40pm.

Board members all present, Sandy Depperschmidt, Mike Clancy, Donna Helget Andrew Nagel and Catlin McCarthy. Forrest Scruggs from Realty One, Inc. was also present.

Approval of September 21, 2017 Board of Director's Minutes: Sandy Depperschmidt made a motion to approve, Andrew Nagel seconded, all in favor.

Property Management Report:

- Financials: Donna Helget moved to approve financials, Catlin McCarthy seconded, approved.
- Get bid on last alley on Yale for asphalt repair. Sunland Asphalt.

Open Issues:

- Donna Helget – parking blocks mis-placed by snow contractor, torn up sprinkler repairs. Sandy Depperschmidt will call Manny of Diamond Cut.
- Fix bumper blocks, rebar then bill back to Diamond Cut.
- Bids on lawn, need by March 23, 2018, get others.
- 2659 two car garage, three spaces available, he's using two. He should share with neighbor.
- Send more parking stickers to Mike Clancy.

New Business:

- Solar lights – some people want their LED lights, Mike Clancy to handle.
- Board walk through, Sunday, April, 29, 2018, 2:00pm.
- Mail Hut outside light needs changed to solar. Door needs repaired, screws pulled out – SDR.
- Gutters repaired and cleaned by SDR per list.

Meeting adjourned: 7:30pm, Mike Clancy moved to adjourn, Donna Helget seconded.

SIENNA PARK TOWNHOME ASSOCIATION

Board Meeting Minutes

September 21, 2017

Realty One Office

The meeting was called to order at 6:40pm.

Attending: Mike Clancy, Sandy Depperschmidt, Donna Helget,

The Minutes from the July 20, 2017 were read and approved.

Review of the financials by Forrest Scruggs, Realty One, Inc. 2667 Estes needs to go into collections. Sandy Depperschmidt moved to approve the financials, Donna Helget seconded, motion passed.

Property Management Report: None for now.

Old Business:

- 8951 square off sidewalk on entry – concrete re-surfacing needed, get bid.

New Business:

- Per Sunland Asphalt's bid, far west alley for now, for asphalt replacement, another Yale alley next year, half next year.
- Striping cost – yellow now, change to white.
- Motion \$17,451, bid now on asphalt – can they do it in half, Mike Clancy made a motion, Donna Helget seconded.
- Both fake cameras need batteries, 1 inside, 1 out, SDR will be called.
- Landscape Bid from Stitch – consider with other bids.
- ARC: 8901 Approved windows. Donna Helget motioned to approve, Sandy Depperschmidt seconded, motion passed.
- Diamond Cut Snow approved, bid Landscape.

Executive Session: None.

Meeting adjourned at 7:46pm. Donna Helget motioned to adjourn, Sandy Depperschmidt seconded, meeting adjourned.

SIENNA PARK TOWNHOME ASSOCIATION

Board Meeting Minutes

July 20, 2017

Realty One Office

The meeting was called to order at 6:40 pm

Attending: Sandy Depperschmidt, Donna Helget, Andrew Nagel

The Minutes from the May 25, 2017 were read and approved.

Review of the financials by Forrest Scruggs, Realty One, Inc. 2667 Estes is delinquent one month plus late charges through June 30th. Statements have been sent out, Forrest will also call. Overall financials look good. Dues increase will be reviewed by the Board at the next meeting.

Property Management Report: Ultimate Painting has finished their paint project. Donna has done a walk around.

Old Business:

- Discussion was had about tree planting. Donna will get together with Zeb to get recommendations and prices.
- There was discussion about future expenses including asphalt and concrete work. There is some minor concrete work to be done now. Forrest will get together with Donna.

New Business:

- Insurance Deductible will be checked, Sandy will have name to call for quote.

Executive Session: None

Meeting adjourned at 7:15 pm. The next meeting is September 21, 2017.

SIENNA PARK TOWNHOME ASSOCIATION

Board Meeting Minutes

May 25, 2017

Realty One Office

The meeting was called to order at 6:25 pm

Attending: Sandy Depperschmidt, Donna Helget, Caitlin McCarthy

The Minutes from the March 16, 2017 were read. Motion to approve Minutes made by Sandy, Seconded by Caitlin.

Review of the financials. Sandy moved to approved Caitlin seconded, motion passed.

Property Management Report: Gutter cleaning – See List – Adjustments prepared by Board.

Old Business:

- Painting Project to begin in June

New Business:

- Maintenance List: 2673, 8941 install handrail – Ultimate Choice
- Concrete/Asphalt – Call Cowboy Asphalt – driveways, concrete pad on yale.
- Contact homeowners – see list 2651-2671, 8853, 8879 by Board.

Executive Session: None

Meeting adjourned at 7:09 pm, motion to adjourn made by Sandy, seconded by Caitlin.

SIENNA PARK TOWNHOME ASSOCIATION

Board Meeting Minutes

March 16, 2017

Realty One Office

The meeting was called to order at 6:23 pm

Attending: Mike Clancy, Sandy Depperschmidt, Donna Helget

The Minutes from the January 19, 2017 were read. Motion to approve Minutes - Donna

New Owners from 2677 were present at the meeting.

Review of the financials. Mike motioned to approve the financials, Sandy seconded, motion passed.

Property Management Report: Nothing now.

Old Business:

- Painting June
- Walk through – last half of April TBD.
- Solar Lights – 8-Mike to install along Yale.
- Management Agreement - Renewed

New Business:

- Donna – See her list, fence, cameras not working.
- Signature card to Mike – others to add
- End of April schedule gutter cleaning.

Executive Session: None

Meeting adjourned at 7:00 pm, motion by Mike, second by Sandy.

SIENNA PARK TOWNHOME ASSOCIATION

Board Meeting Minutes

January 19, 2017

Realty One Office

The meeting was called to order at 7:15 pm, present were Mike Clancy, Caitlin McCarthy, Andrew Nagel and Sandy Depperschmidt, Donna Helget was not present.

The Minutes from the September 15, 2016 meeting was read by Mike Clancy.

Motion to approve Minutes with corrections by Sandy, Andy seconded, all in favor.

Financials: Mike Clancy reviewed the financials. Discussion followed, it was pointed out that a Collection Policy needs to be in force before any past due owner can be sent to Collection. This policy is one of the 9 Policies. Sandy noted the amount due Waste Manage and suggested that they put the bid out for another trash company when the contract expires. Mike motioned to approve the financials, Catlin seconded, Motion passed.

Property Management Report: No current projects to report on.

Old Business:

- 2016 Meeting Minutes were read, changes need to be made, tabled.
- Ultimate Choice did a very good job painting.
- Snow Removal: Doing a good job – Sandy will let them know that no ice melt is to be spread on any wood surface.
- Board will look at Wasp problem during walk through in spring and address the issue.

New Business:

- The need for the 9 Polies and Procedures was explained and the Board was advised that the policies are being drafted by the attorneys. Upon receipt, a copy will be sent to the Board for review and the Board can decide to have them prepared. The cost for preparation is \$695.00.
- Future meetings will begin at 6:00pm with Donna's approval.

Meeting adjourned at 8:00pm, motion by Andrew, second by Sandy.