

MINUTES

The regular meeting of the Board of Directors of the Capistrano Court Homeowners Association was scheduled for November 17, 2020, but there was no quorum, so the meeting was rescheduled for Monday, November 23, 2020, at 5:30 p.m.

The regular meeting of the Board of Directors of the Capistrano Court Homeowners Association was held by conference call on November 23, 2020. Those participating were Secretary Zora Darrow, Treasurer John Darrow, Member-at-large Jennifer Plunkett, and Managing Agent Forrest Scruggs. A quorum was present.

The meeting was called to order at 5:32 p.m.

Financial statement

Checking	\$10,873.05
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Reserves	\$15,502.18
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The proposed budget includes an increase of dues to \$330 per month. This would be a 10% increase after four years at \$300. We need funds to pay increasing costs, and our reserves need to be strong for lenders to agree to home equity or mortgage loans.

MSP to adopt the proposed budget beginning April 1, 2021, and waive any late fees related to the increase in dues for six months.

The minutes of the July 28, 2020 meeting were approved as presented.

Areas of concern that still need to be addressed include trim painting, vine trimming, sidewalks, and basement keys.

The next meeting is scheduled for Tuesday, January 26, 2021 at 5:30 p.m.

The meeting adjourned at 5:51 p.m.

Respectfully submitted,

Zora Darrow, Secretary

MINUTES

The Annual Meeting of the Capistrano Court Homeowners Association was held by conference call September 22, 2020. Those participating were:

Mike Slifka 6508

Samantha Hooper 6524, who was also representing Brad, owner of 6522, by proxy

Jennifer Plunkett 6530

John Darrow 6502, who was also representing Debbie Darrow 6534 by proxy

Zora Darrow 6504

Forrest Scruggs, Managing Agent

A quorum was present. The meeting was called to order at 5:31 p.m.

The minutes from the September 24, 2019 Annual Meeting were approved, as were the minutes from the July 28, 2020 board meeting.

Financial report:

Checking	\$9,300.95
Reserves	\$14,393.94

Units 6532 and 6520 are in arrears on their dues. MSP to resume charging interest on dues that are late. There have been no unusual expenses recently.

Elections for Board of Directors:

John Darrow and Samantha Hooper were elected to terms ending at the Annual Meeting in 2023. Board members continuing to serve are Jennifer Plunkett until 2021; Elias Blanco and Zora Darrow until 2022.

Discussion of problem dogs in the complex followed. Forest advised that state law requires that dogs be "under control" at all times. Any incidents should be documented and animal control should be called.

Jenny has volunteered to seed in the areas where the stumps were ground out.

The meeting adjourned at 5:51 p.m.

Respectfully submitted,

Zora Darrow, Secretary

MINUTES

The regular meeting of the Board of Directors of the Capistrano Court Homeowners Association was held July 28, 2020 by conference call. Participants were President Samantha Hooper, Secretary Zora Darrow, Treasurer John Darrow, and Managing Agent Forrest Scruggs. A quorum was present.

The meeting was called to order at 5:30 p.m.

The minutes of the May 26 meeting were approved after correcting a typo.

Financial report as of June 30, 2020:

Checking: \$ 8,043.77

Reserves: \$13,285.73

Realty One is sending letters to homeowners who are behind on their dues. At our next meeting we will discuss whether or not to reinstate late fees. The attorneys are still dealing with the Van Winkle estate.

Our expenses have been on budget so far this year. A recent boiler leak was repaired at moderate cost. The tree stumps will be removed in early August. Jennifer Plunkett is getting plants to put where the stumps are now.

The 2020 Annual Meeting will be held September 22 by Zoom. Realty One will send out instructions to the homeowners. Samantha Hooper and John Darrow are the Board members whose terms are expiring.

The meeting adjourned at 5:50 p.m.

Respectfully submitted,

Zora Darrow, Secretary

MINUTES

The regular meeting of the Board of Directors of the Capistrano Court Homeowners Association was held May 26, 2020 by conference call. Participating were President Samantha Hooper, Secretary Zora Darrow, Treasurer John Darrow, and Managing Agent Forrest Scruggs. A quorum was present.

The meeting was called to order at 5:33 p.m.

The minutes of the March meeting were approved as presented.

Financial report--two homeowners are behind on their dues. Moved to extend waiving of late fees from 60 to 120 days (until our next meeting). The motion failed. By general consent, we will send letters to those who are behind on their dues asking them to catch up or to make payment arrangements.

The owner of 6532 is deceased. It may be a long time before the estate is settled and our lien is paid.

Balances as of April 30, 2020

Checking	\$7,924.18
Reserves	\$12,177.38

MSP to elect Jennifer Plunkett to fill the vacancy on the HOA board, subject to her acceptance.

Several units are experiencing roof leaks around coolers or gutters. Forrest will follow up with the roofer.

We need to get quotes on spraying the thistles.

Earlier quotes on grinding or killing the tree stumps have been around \$250 or \$300. By general consent, if these prices are still available, we should go ahead and get them done.

The meeting adjourned at 6:05 p.m.

Respectfully submitted,

Zora Darrow, Secretary

MINUTES

The regular meeting of the Board of Directors of the Capistrano Court Homeowners Association was held January 28, 2020 at Realty One, Inc., 1630 Carr St. Suite D, Lakewood, Colorado 80214. In attendance were board members Elias Blanco, John Darrow, Zora Darrow, and Samantha Hooper, and Managing Agent Forrest Scruggs. A quorum was present.

The meeting was called to order at 5:30 p.m.

The minutes of the July 30, 2019 meeting were approved as presented.

Financial report as of December 31, 2019:

Checking: \$3,091.31

Reserves: \$19,161.69

The 2020 budget of \$64,800 was approved.

Plumbing:

Forrest will call Mac Vik about the leaking faucet outside 6504.

Elias will check to see if there is still a leak under 6514.

Concerns were expressed about a disabled vehicle parked next to one of the units, and about vehicles being parked blocking the alley. By general consent, a letter will be sent reminding owners about HOA parking regulations.

Snow removal resulted in a broken sprinkler head. The landscaper will repair it in the spring.

We need to get a quote on filling in the potholes in the alley way.

The Board elected its officers:

President--Samantha Hooper

Vice President--Elias Blanco

Secretary--Zora Darrow

Treasurer--John Darrow

The meeting adjourned at 6:04 p.m.

Respectfully submitted,

Zora Darrow, Secretary

MINUTES

The Board of Directors of the Capistrano Court Homeowners Association met March 24, 2020. Due to the Corona Virus pandemic, the meeting took place by conference call. Those participating were President Samantha Hooper, Secretary Zora Darrow, Treasurer John Darrow, and Managing Agent Forrest Scruggs. A quorum was present.

The meeting was called to order at 5:32 p.m.

The minutes of the January meeting were approved as presented.

Financial report:

Checking \$5,438.22 Reserves \$15,802.61

Expenses of note include snow removal, boiler repair, and plumbing repair outside 6504.

Unit 6532 is over \$14,000 in arrears. 6526 is one month behind. Everyone else is current.

The Department of Real Estate has asked HOAs to work with those who are experiencing loss of employment due to the pandemic. By general consent we will consider requests on a case-by-case basis, offering to waive late fees for sixty days, and setting up payment plans. We will also prepare a letter advising people to apply for unemployment and listing other financial resources.

By general consent we will limit HOA spending to emergencies during this time.

The meeting adjourned at 5:50 p.m.

Respectfully submitted,

Zora Darrow, Secretary