

Sylvan Square Condominium Association  
Executive Board Work Session and Meeting Minutes

A work session and meeting of the Sylvan Square Condominium Association Board of Directors was held on Wednesday, September 16, 2020 at 8:30 am at Sylvan Square Unit C102, 80 Freestone Rd, Eagle, Colorado.

Attendees: Carol King, President; Beth Johnston, Secretary/Treasurer

- 1) Notice and Call to Order: Notice was sent to all Directors on September 13, 2020. Director King called the meeting to order at 8:40 a.m. noting a quorum was present.
- 2) Business The Board called Shane with Rock Property Services (RPS) to be updated on some outstanding projects and issues. After the consultation and following discussion, the following actions were taken:
  - a. Possible Water Leak: The Board authorizes RPS to engage a restoration company to check for moisture between the siding and exterior walls of C building entryway after reports of leaking were received from residents. If moisture is found, all buildings should be examined and mitigation action taken. Preferably, this testing will be done prior to the authorized roof work (below) in the event that more extensive roof work is required.
  - b. Roofs: The Board agreed to hire JJGG Roofing based on the proposal submitted 08/03/2020 to repair and replace all loose and missing roof tiles on all Buildings for a cost not to exceed \$1000. The Board further authorizes up to \$1000 for any additional, necessary roof work on the dormers and valleys as necessary to extend the life of the roof and address any possible leaks.
  - c. Fire System: Shane reported that the fire sprinkler system for all buildings was scheduled to be tested and inspected in September. The C Building expansion tank and pressure gauge would be replaced at the same time as the testing and inspection. Funds for the testing and inspection were already included in the 2020 budget and the known repairs should also be covered by the repairs line item.
  - d. Painting: In light of the siding/exterior wall water leak and unknown cost associated with it, the Board has decided to postpone painting of any buildings and move the funds to next spring with completion to occur by June 15, 2021, weather permitting. The Board requests that RPS contact Xtreme painting to clarify if the sum is per building or for all buildings.
  - e. Pest Control: The Board authorizes CO2 mitigation (no poison) for ground squirrels to occur in April/May 2021 as recommended by a certified pest control company (Dr. Death or similar, not Orkin). Funds will be included in the 2021 budget.
  - f. Snow Removal: The Board decided they do not want to use Brush Creek Landscaping for snow removal for the coming season. The Board is requesting that RPS obtain snow removal bids for the 2020-2021 season including from Steven's Home Care.

- g. Landscaping: The Board reviewed the landscaping from 2020 and is overall happy with the service received so far. The Board is requesting a quote for services for 2021 for budgeting purposes.
  - h. 2021 Projects: The Board also would like quotes or estimates for the following work to consider for the 2021 budget: install drip system in beds behind buildings, revamp and refurbishment of planting beds, comprehensive tree care plan.
  - i. Management: The Board had a general discussion on what is working and challenges with management of the Association with several ideas presented on how to obtain the necessary services for the Community in the most cost effective manner. Director King agreed to contact RPS to get their input and ideas.
- 3) Adjournment Upon motion duly made and seconded, it was unanimously

**RESOLVED** to adjourn the Executive work session and meeting of the Sylvan Square Condominium Association this 16th day of September, 2020.

Respectfully submitted,



Beth Johnston  
Secretary