

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 Sunday, October 18, 2020 at 9:00 am at Color Coffee, 717 Sylvan Lake Rd, Eagle, Colorado.

- 1) Call to Order: The meeting was called to order by Director Hall. Attendees agreed to waive notice of meeting by their attendance at the meeting
  - a. Attendees: Carol King, Dustin Hall, Beth Johnston; a quorum was present.
- 2) Agenda: Dustin requested that a discussion on adding Board members be included and Beth added a discussion on short term rentals.
- 3) Minutes: Upon motion duly made and seconded it was unanimously **Resolved** to approve the Executive Board Work Session and Meeting minutes for July 16, 2020 and September 16, 2020 as presented.
- 4) Reports of Officers:
  - a. Director Hall reported that Steven's Home Care (SHC) completed the season end native area mowing and fall cleanup was scheduled for next week.
- 5) Business
  - a. Summer Projects It was determined that any remaining items would be carried over to 2021 with these exceptions
    - i. Roof Repairs - RPS confirmed that repairs were completed as scheduled on 9/26 however there was no evidence that the roofing company had been on property to complete the repairs. Director Hall to follow up with RPS.
    - ii. Trees - Director Johnston reviewed the walk thru and what work was to be completed by Old Growth Trees Service. Following discussion, the Board agreed to review the budget for available funds for 2020 and if none available to schedule the work for 2021.
  - b. Snow Removal Discussion was had on the lack of bids. The Board decided that it would obtain necessary bids with Dustin contacting SHC, Carol contacting CPSC on their contractor and Beth contacting ERCCA on their contractor then following up for bids as necessary.
  - c. Insurance Discussion was had on the current insurance for the Association. It as decided that proposals should be obtained to compare pricing with different carriers. Carol agreed to contact at least 2 other agents to obtain pricing on policies that were comparable to the current policies through Mountain West Insurance.
  - d. Water Bills Discussion was had on the excessively high water bills from July through October and the responses received so far from RPS. Beth distributed a draft letter to the Board. Following review and discussion, the Board authorized the letter to be sent to First Choice Properties/RPS as presented siting its fiduciary duty to the members to act. Further discussion was had and contingency plans were made for several different responses from RPS.
  - e. 2021 Budget The Board reviewed the budget supplied by RPS noting that several items, including capital, were excluded. The Board tasked Beth with reviewing the budget in detail, adjusting it as necessary, and then redistributing it for Board review.
  - f. Increase Board members There was discussion on amending the Bylaws to allow 3 to 5 Directors serve on the Executive Board. Further discussion was had amending the Bylaws to allow for electronic delivery Association notices, including meetings, to

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owners. Dustin was tasked with determining the requirements necessary to amend the Bylaws.

- g. Short term Rentals      There was discussion on short term rentals and if they should be allowed within Sylvan Square. the Board felt that the majority of owners would be opposed to short term rentals and decided an Amendment to the Declaration should be prepared for presentation to the owners at the Annual meeting in November. The Board tasked Beth with having a draft amendment prepared for consideration at the Annual meeting.
- 6) Future Meetings
- a. Annual Meeting      The Board confirmed the 2020 Annual meeting date for 5:30 pm on November 16 with the preferred meeting location is CPSC. Carol agreed to check to see if this venue was available and Beth agreed to check on alternative locations for the meeting. With the lack of response and inconsistent communication from RPS, the Board set up a contingency plan for preparation and distribution of Annual meeting packets to owners as required by the Association's documents.
- 7) 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 18th day of October, 2020.

Respectfully submitted,



Beth Johnston  
Secretary/Treasurer