

Sylvan Square Condominium Association
Executive Board Meeting Minutes
October 25, 2020

A meeting of the Sylvan Square Condominium Association Board of Directors was held on Sunday, October 25, 2020 at 9:00 am at Color Coffee, 717 Sylvan Lake Rd, Eagle, Colorado.

- 1) Call to Order: The meeting was called to order at 9:05 am by Beth. 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.
 - b. Beth acknowledged that she had a conflict of interest on the Management and Accounting proposals to be discussed during agenda item 5c and said she would abstain from discussion except to answer specific questions and also abstain from voting on either of these items.

- 2) Agenda: No changes

- 3) Minutes: Upon motion duly made and seconded it was unanimously **Resolved** to approve the Executive Board Work Session and Meeting minutes for October 18, 2020 as presented.

- 4) Reports of Officers:
 - a. Beth gave a review of the Google Docs set up for the Association, The Board also discussed the September RPS bill and agreed to hold payment for the management fee but pay the itemized maintenance items pending further information on the 9/30 "SHC punch list items" line.
 - b. Dustin reported that Steven's Home Care (SHC) was delayed on fall cleanup which now expected to be completed around Wednesday 10/28.
 - c. Dustin reported that Shane confirmed the roof repairs were completed and that the contractor would send pictures of the work completed. Nothing has been received so far.
 - d. There was a discussion on the dumpster being used for smoking by CPSC employees and also the amount of overage charges for furniture and too much garbage in the dumpster. Various potential fixes were discussed including signage, a letter to CPSC, locking the dumpster, and installing a camera. Following discussion it was agreed that Dustin would make and install a No Trespassing sign and Carol would write a letter to CPSC to talk with their employees.

- 5) Business
 - a. Water Bills None of the Board has received any response to the letter sent 10/22 via USPS and email. Beth reported that one email from Dana was received requesting confirmation of payment of the July RPS invoice, but nothing else. Discussion continued on potential Board response to various RPS response scenarios.
 - b. Snow Removal Dustin reviewed the snow removal options from SHC noting that they also plowed Freestone Rd through ERCCA and CPSC. Discussion continued on the 1" vs 2" trigger, buildup of multiple snow storms and possibly doing a per plow agreement. Following discussion, and by motion duly made and seconded, it was unanimously

RESOLVED to approve the Steven's Home Care Snow Removal Proposal with a 2" trigger

- c. Management & Accounting The Board reviewed the Fireside Property Management proposal and the Accounting proposal received from Ms. Johnston. Several scenarios and options were discussed. Following discussion, the Board decided to do a bit more research before making a decision by no later than 10/30.
- d. Insurance Carol will be contacting the insurance companies this week to get proposals for bid consideration.
- e. Declaration/Bylaws Dustin reported that given the current Board situation, he was going to hold off on recommending an amendment to the Bylaws to increase the Board size until after the Annual meeting. Beth reported that one fixed rate bid of \$1500 was received for amending the Declaration and that she was going to contact another attorney that may do the review of the amendment on an actual time basis.

6) Budget

- a. The Board reviewed the preliminary 2021 budget sent out by Beth via email. Discussion continued on increasing the dues to cover anticipated expenses versus the need to charge an assessment if the operating expenses exceed the budget. Following discussion and upon motion duly made and seconded, it was unanimously

RESOLVED to approve the 2021 Budget as presented; and
FURTHER RESOLVED to increase the 2021 Assessments to \$430 per month per unit, \$343 for Operating, \$87 for Reserve.

7) Future Meetings

- a. Annual Meeting The Board confirmed the 2020 Annual meeting date for 5:30 pm on November 16, 2020. Given the new health mandates for the County, it was decided that the meeting would be held remotely with no in person meeting option.
- b. Duties The Board assigned the following duties for the annual meeting preparation
 - i. Beth or Dustin would provide the Zoom meeting option
 - ii. Beth: prepare the annual meeting packet and send to the rest of the Board for review; prepare the owner mailing labels
 - iii. Dustin: print the packets, 13 total, and deliver to Carol
 - iv. Carol: stuff and mail the meeting packets

The goal is to have Annual meeting packets mailed by November 2, 2020.

8) 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 25th day of October, 2020.

Respectfully submitted,
/s/ Beth Johnston
Beth Johnston
Secretary/Treasurer