

**THE CONSERVATORY HOMEOWNERS' ASSOCIATION, INC.**  
**BOARD MEETING MINUTES**  
**July 11, 2024, at 5:30 p.m.**  
**Conservatory Clubhouse & Microsoft Teams**  
**2665 S. Jebel Way**

- I. ESTABLISH A QUORUM** – 3 of the 5 members is needed:  
Andrew Igl – President  
Charlie Fiser – Treasurer  
Helen Hardin – Secretary  
Josh Guttormsen – Director  
*Vacant* – Director  
Association Business Manager: Jordan Devine, Westwind Management Group, LLC  
Association Attorney: Aaron Goodlock, Orten Cavanagh Holmes & Hunt, LLC
- II. CALL TO ORDER** – Andrew Igl called the meeting to order at 5:33 p.m.
- III. DISCLOSURE OF ANY CONFLICT OF INTEREST** – There was no conflict of interest disclosed by members of the Board, regarding items on the agenda.
- IV. HOMEOWNERS TO ADDRESS THE BOARD**
- **Homeowner Open Forum** – None.
  - **Correspondence** – There was no correspondence for the Board's review.
- V. MEETING MINUTES**
- **June 20, 2024, Meeting Minutes** – Upon a motion duly made by Helen Hardin, seconded by Josh Guttormsen, and carried unanimously, the minutes were approved as presented.
- VI. FINANCIAL REVIEW**
- **Treasurer's Report** – There was no report for June due to the unavailability of the June 2024 financials. The June report will be added to the agenda for review at the August meeting.
  - **June 2024 Financials** – The June 2024 financials were not available for review.
  - **OCH&H Collection Report** – Aaron Goodlock presented the report.
  - **OCH&H Covenant Enforcement Report** – Aaron Goodlock presented the report.
  - **Delinquency Report** – The report was unavailable for review.
- VII. REPORTS**
- **Social/Welcome Committee** – The Board reviewed the report.
  - **Communications Committee** – Josh Guttormsen presented updates from the Communications Committee. The Board acknowledged Sharon Fisher's resignation from the committee.
  - **Operations Committee** – The Board reviewed the report.

- **Design Review Committee** – Upon a motion duly made by Josh Guttormsen, seconded by Andrew Igl, and carried unanimously, the June 2024 DRC report was approved.
- **Manager Report** – The Board reviewed the report.
- **Compliance Summary** – The report was unavailable for review.

#### VIII. UNFINISHED BUSINESS

- **North Gate Pool Alarm** –The Board tabled making a decision until additional information could be obtained from Saddle Rock Security.
- **Clubhouse Rental Concerns & Onsite Security** – The Board discussed the need for onsite monitoring services for clubhouse rentals and requested additional information from potential vendors.
- **Revised Clubhouse Rental Checklist** – Upon a motion duly made by Josh Guttormsen, seconded by Helen Hardin, and carried unanimously, the Board approved the revised clubhouse rental checklist subject to final revisions.
- **Revised Estimate for Tree Pruning from RTS Landscaping** – Upon a motion duly made by Charlie Fiser, seconded by Helen Hardin, and carried unanimously, the estimate for tree pruning from RTS Landscaping was approved.

#### IX. COMMUNITY CENTER

- **Review Meeting with Front Range Recreation** –The Board reviewed a meeting involving Front Range Recreation, Directors Andrew Igl and Helen Hardin, and Jordan Devine from Westwind Management. The meeting included the decision to revise the pool rules to prohibit balls in the pool area.

#### X. NEW BUSINESS

- **2024-2025 Insurance Renewal** – The Board reviewed the email approvals from Andrew Igl and Helen Hardin to bind the 2024-2025 General Liability and Umbrella policy with State Farm. The Board also discussed the plan to consider a revised renewal proposal from Network Insurance Services, noting that there would be no cancellation penalty for the State Farm policy.
- **Discuss Weekend Onsite Manager** – No action was taken. The Board plans to revisit the discussion regarding a weekend onsite manager for 2025 at a later time.
- **Revision to Clubhouse Rental Agreement** – Upon a motion duly made by Andrew Igl, seconded by Helen Hardin, and carried unanimously, the revised clubhouse agreement was approved subject to final revision by Orten Cavanagh Holmes & Hunt, LLC.
- **Fee Waiver Request/s (87037)** – Upon a motion duly made by Andrew Igl, seconded by Charlie Fiser, and carried unanimously, the Board agreed to waive soft costs only.
- **New 2024 Collection Policy Requirements** – Following discussion, upon a motion duly made by Helen Hardin, seconded by Andrew Igl, and carried unanimously, the Board approved to have Orten Cavanagh Holmes & Hunt, LLC draft a revised collection policy for the association.

#### XI. EXECUTIVE SESSION – The Board convened into Executive Session to discuss the following with the Association’s attorney:

- Assessment Collection Matters (33270)
- Update on Mailboxes
- Association Response Re: Basement Flooding & Underdrain Issues (78738)
- Other Legal

The board emerged from executive session and voted on the following:

**A. Assessment Collection Matters (33270)** – Upon a motion duly made, seconded, and carried unanimously, the Board approved proceeding with a lawsuit on account 33270 for further collection efforts.

**XII. ADJOURNMENT** – The Board adjourned at 8:02 pm.

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Helen Hardin, Secretary, Conservatory HOA