

THE CONSERVATORY HOMEOWNERS' ASSOCIATION, INC.

BOARD MEETING MINUTES

August 8, 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: Hal Kyles, Orten Cavanagh Holmes & Hunt, LLC
- II. **CALL TO ORDER** – Andrew Igl called the meeting to order at 5:30 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** – The Board reviewed a request from an owner to amend the association guidelines regarding privacy fencing.
- V. **MEETING MINUTES**
 - **July 11, 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. **COLLECTIONS REVIEW BY OCH&H**
 - Hal Kyles provided updates on HB24-1337 and its impact on Homeowners Associations, discussed the association's positive financial health based on current delinquency levels, and introduced a proposed shared risk program with Orten Cavanagh Holmes & Hunt, LLC, while also reviewing the status reports from the firm.
- VII. **FINANCIAL REVIEW**
 - **Treasurer's Report** – Charlie Fiser presented the June financial report.
 - **June 2024 Financials** – Upon a motion duly made by Charlie Fiser, seconded by Helen Hardin, and carried unanimously, the financials were approved as presented.
 - **July 2024 Financials** – The July 2024 financials were not available for review.
 - **OCH&H Collection Report** – The Board reviewed the report.
 - **OCH&H Covenant Report** – The Board reviewed the report.
 - **Delinquency Report** – The report was unavailable for review.

VIII. REPORTS

- **Social/Welcome Committee** – The Board reviewed the report.
- **Communications Committee** – No updates were available for the Board to review.
- **Operations Committee** – The Board reviewed the report.
- **Design Review Committee** – Upon a motion duly made by Andrew Igl, seconded by Helen Hardin, and carried unanimously, the July 2024 DRC report was approved.
- **Manager Report** – The Board reviewed the report.
- **Compliance Summary** – The Board reviewed the report.

IX. ACTION TAKEN OUTSIDE OF A MEETING – For Ratification

Upon acknowledgement, the Board ratified the following decisions made outside of a meeting:

- **Faucet Repair by Quality 1st Plumbing** – The Board voted approval via email communication.
- **North Gate Alarm by Saddle Rock Security** – The Board voted approval via email communication.

X. UNFINISHED BUSINESS

- **Clubhouse Monitor** – The Board reviewed and discussed the qualifications and job requirements for the position.
- **Ludega Cleaning Contract** – The Board reviewed the contract with Ludega, outlined the scope of services, and discussed using security camera footage to verify that the work was being completed. The Board also agreed to schedule a meeting with Ludega to address service concerns.
- **Mailbox Discussion** – The Board discussed taking responsibility of the USPS Cluster Mailboxes (CBUs) in the community and the process for obtaining a license agreement.
- **2024-2025 Insurance Renewal** – The discussion was tabled pending additional information from State Farm.
- **Revised Collection Policy** – Upon a motion duly made by Andrew Igl, seconded by Charlie Fiser, and carried unanimously, the revised collection policy was approved subject to final corrections for grammar and typographical errors and clarification of a one-time late fee to enable the assessment of a monthly late fee.

XI. NEW BUSINESS

- **Estimate to Repair Leaning Fence Pillar from DarkStar** – Upon a motion duly made by Charlie Fiser, seconded Helen Hardin, and carried unanimously, the Board approved the estimate to repair the leaning fence pillar.
- **Orten Cavanagh Holmes & Hunt, LLC Shared Risk Program** – Upon a motion duly made by Andrew Igl, seconded Helen Hardin, and carried unanimously, the Board approved switching from the fixed fee program to the shared risk program with Orten Cavanagh Holmes & Hunt, LLC.
- **How to Contact Westwind Management Communication** – The Board reviewed the communication on how community members can contact Westwind Management and

discussed including this information in quarterly email updates, on the Association website, in annual meeting mailers, and in community newsletters.

- **Monthly Board Meeting Schedule** – Tabled to September.
- **July 28, 2024, Clubhouse Rental Security Deposit** – The Board agreed to deduct the additional cleaning costs from the security deposit for the clubhouse rental on July 28, 2024.
- **2025 Volunteer Event** – The Board agreed to hold the 2025 Volunteer Appreciation Event on Wednesday, January 29, 2024.
- **Vote HOA Now Renewal** – Upon a motion duly made by Andrew Igl, seconded by Helen Hardin, and carried unanimously, the Board agreed to renew the Vote HOA Now service.
- **Pool Light Repair** – Upon a motion duly made by Helen Hardin, seconded by Andrew Igl, and carried unanimously, the Board approved the pool light repair estimate from Front Range Recreation.

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

- HB-1137 Collection Turnover to Attorney
- Assessment Collection Matters
- Director Communication & Committee Chair Roles
- Other Legal

XIII. ADJOURNMENT – The Board adjourned at 8:59 pm.

Helen Hardin, Secretary, Conservatory HOA