

THE CONSERVATORY HOMEOWNERS' ASSOCIATION, INC.  
BOARD MEETING MINUTES  
October 10, 2024, at 5:30 p.m.  
Conservatory Clubhouse  
2665 S. Jebel Way

I. ESTABLISH A QUORUM – 3 of the 4 members is needed:

Andrew Igl – President  
Charlie Fiser – Treasurer – Virtual Attendance  
Helen Hardin – Secretary  
Josh Guttormsen – Absent  
Association Attorney: Aaron Goodlock, Orten Cavanagh Holmes & Hunt, LLC

II. CALL TO ORDER – Andrew Igl called the meeting to order at 5:30 p.m. Andrew introduced the new management company representatives from AMI, Katie Christopher and Lyndi Fielitz.

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

- **September 12, 2024, Board Meeting Minutes** – Upon motion duly made by Helen Hardin, seconded by Andrew Igl, and carried unanimously, the minutes were approved as presented.

VI. FINANCIAL REVIEW

- **Treasurer's Report** – Charlie Fiser presented the Treasurer's report which included the September 2024 financials. Upon a motion, duly made by Charlie Fiser, seconded by Andrew Igl and carried unanimously, the September financials were approved as presented.
- **OCH&H Collection Report** – The Board reviewed the report.
- **OCH&H Covenant Enforcement Report** – The Board reviewed the report. Account #76603 was added to the Executive Session agenda.

VII. REPORTS

- **Social/Welcome Committee** – The Board reviewed the report. Tonight was the last Food Truck Event of the year. Fall Clean Up is Saturday, November 2.
- **Communications Committee** – No Report
- **Operations Committee** – The Board reviewed the report. A list of additional pool furniture replacement parts will be forwarded for ordering this year. A request was made that the irrigation be repaired this fall if possible.
- **Design Review Committee** – Upon a motion duly made by Andrew Igl, seconded by Helen Hardin, and carried unanimously, the report was approved. The committee continues its work to revise and update the guidelines.
- **Manager Report** – The Board reviewed the report.

VIII. UNFINISHED BUSINESS

- **Clubhouse Monitor** – Helen will update the schedule and advise the management company.
- **Mailbox Update** – The last item needed is an Insurance document from the new carrier. Aaron Goodlock will contact them to get a current statement. Andrew Igl provided the contact information.
- **Monthly Board Meeting Schedule** – Tabled. Charlie Fiser will survey all parties as to their availability on the third Wednesday of the month for 2025 board meetings.

IX. NEW BUSINESS

- **2025 Budget** – Treasurer Charlie Fiser explained the proposed 2025 budget. Upon a motion duly made by Charlie Fiser, seconded by Andrew Igl, and carried unanimously, the proposed 2025 budget of \$ 853,180 with an assessment increase of \$3.00 was approved for presentation to the homeowners.
- **RTS Landscaping Maintenance Contract 2024 – 2025** Upon a motion duly made by Andrew Igl, seconded by Helen Hardin, and carried unanimously, the contract was approved.
- **RTS Snow Removal Contract 2024 – 2025** Upon a motion duly made by Andrew Igl, seconded by Charlie Fiser, and carried unanimously, the contract was approved.
- **Printing & Mailing Proposal and Estimate from PostNet.** Upon a motion duly made by Andrew Igl, seconded by Charlie Fiser, and carried unanimously, the proposal for postage costs ( \$1,967) and printing (\$ 3,551.21) for the Annual Meeting mailing was approved.
- **Vote HOA Now** – Survey options and costs to be included on the electronic voting platform were discussed.

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

- Upon a motion duly made by Andrew Igl, seconded by Charlie Fiser, and carried unanimously, the board approved the request for mediation with account # 78738. Attorney will facilitate setting that up and preparing a statement for the mediator.
- The Collections Policy needs to be revised after Nov 1.
- Correspondence from account # 34068 was reviewed.
- Directions on compliance with Federal Corporate Transparency Act (CTA) were reviewed.
- The hearing with account #34644 was discussed. Upon a motion duly made by Andrew Igl, seconded by Charlie Fiser, and carried unanimously, the board voted to allow the homeowner additional time to resolve the problem and will require a DRC application be filed by May 31, 2025. In addition, the board waived the \$200 late fee applied on October 2, 2024 and directs no more fines, fees or compliance notices be sent on this matter until after June of 2025.

XI. ADJOURNMENT - The board adjourned at 7:18 p.m.