

THE CONSERVATORY HOMEOWNERS' ASSOCIATION, INC.
BOARD MEETING MINUTES
May 9, 2024, at 5:30 p.m.
Conservatory Clubhouse
2665 S. Jebel Way

- I. **ESTABLISH A QUORUM** – 3 of the 5 members is needed:
Andrew Igl – President (Absent)
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 (Absent)
- II. **CALL TO ORDER** – Josh Guttormsen called the meeting to order at 5:34 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**
 - An owner requested clarification on the underdrain system and the Resolution Regarding Allocation of Maintenance Responsibility for the Underdrain System.
 - 34606 – An owner expressed concerns about a neighboring lot potentially being used to run a business, noting numerous vehicles and the use of the lot for storage.
 - **Correspondence** – There was no correspondence for the Board’s review.
- V. **MEETING MINUTES**
- **April 18, 2024, Meeting Minutes** – Upon a motion duly made by Helen Hardin, seconded by Charlie Fiser, and carried unanimously, the minutes were approved as presented.
- VI. **FINANCIAL REVIEW**
- **Treasurer’s Report** – Charlie Fiser presented the Treasurer’s report.
 - **April 2024 Financials** – Upon a motion duly made by Charlie Fiser, seconded by Helen Hardin, and carried unanimously, the financials were approved as presented.
 - **OCH&H Collection Report** – The Board reviewed the report.
 - **OCH&H Covenant Enforcement Report** – The Board reviewed the report.
 - **Delinquency Report** – The Board reviewed the report.
- VII. **REPORTS**
- **Social/Welcome Committee** – The Board reviewed the report.

- **Communications Committee** – Josh Guttormsen presented updates from the Communications Committee.
- **Operations Committee** – The Board reviewed the report.
- **Design Review Committee** – Upon a motion duly made by Josh Guttormsen, seconded by Helen Hardin, and carried unanimously, the April 2024 DRC report was approved.
- **Task List** – The Board reviewed the task list.
- **Manager Report** – The Board reviewed the report.
- **Compliance Summary** – The Board reviewed the report.

VIII. UNFINISHED BUSINESS

- **Hybrid Conference Devise Platform** – The Board discussed using Zoom with the Owl hybrid conference device for hosting hybrid meetings.
- **Design Review Committee Light Meter** – The Board decided against purchasing a light meter for enforcement purposes.
- **Broken Drain Estimate from G2 (gutter repair)** – The Board approved moving forward with the estimate from G2 to replace the broken underdrain found during the cleaning of the French drain.

IX. NEW BUSINESS

- **Board Member Resignation (Dave Sunstrom)** – The Board acknowledged the resignation of Dave Sunstrom from the Board.
- **Underdrain 5 Year Plan** – Following discussion, upon a motion duly made by Helen Hardin, seconded by Charlie Fiser, and carried unanimously, the Board approved to establish a committee to oversee plans related to underdrain projects and maintenance.
- **Ludega – Window Cleaning Service Agreement** – Upon a motion duly made by Josh Guttormsen, seconded by Helen Hardin, and carried unanimously, the Board approved the window cleaning service agreement with Ludega.
- **Fee Waiver Request/s** – Upon a motion duly made by Josh Guttormsen, seconded by Helen Hardin, and carried unanimously, the Board approved to waive the \$200 rule violation fine from account 34353.

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

- Assessment Collection Matters (84448)
- Update on Mailboxes

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

A. Assessment Collection Matters

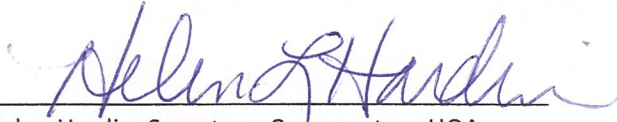
- Upon a motion duly made by Helen Hardin, seconded by Charlie Fiser, and carried unanimously, the Board approved proceeding with a lawsuit on account 84448 for further collection efforts.

B. Other Legal

- Upon a motion duly made, seconded, and carried unanimously, the Board approved 5 hours of surveillance for the purpose of serving a lawsuit against accounts 33285 and 91628.

- Upon a motion duly made, seconded, and carried unanimously, the Board approved an extension for account 76603 to install required trees by June 2024, along with a payment plan of \$200/month plus regular assessments.

XI. **ADJOURNMENT** – The Board adjourned at 7:25 pm.



Helen Hardin, Secretary, Conservatory HOA