

THE CONSERVATORY HOMEOWNERS' ASSOCIATION, INC.
BOARD MEETING MINUTES
April 18, 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
Charlie Fiser – Treasurer
Helen Hardin – Secretary
Josh Guttormsen – Director
Dave Sunstrom – 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 5:30 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**
 - 33587 – An owner inquired about communication to the community regarding the addendum to the Waste Connections service agreement. They also asked about the Board's intentions regarding distributing communication to the community to gather input on significant financial decisions.
 - **Correspondence** – The Board reviewed correspondence from the City of Aurora concerning plans to install roundabouts, indicating that the work was scheduled to commence in June of the current year.
- V. **MEETING MINUTES**
- **March 14, 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.
 - **March 2024 Financials** – Upon a motion duly made by Charlie Fiser, seconded by Andrew Igl, 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.
 - **Committee Member Resignation** – The Board accepted Helen Hardin’s resignation from the Communications Committee.
- **Operations Committee** – The Board reviewed the report.
- **Design Review Committee** – Upon a motion duly made by Andrew Igl, seconded by Dave Sunstrom, and carried unanimously, the March 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. ACTIONS TAKEN OUTSIDE OF A MEETING – For Ratification

- **Wader Pool Autofill** – Upon a motion duly made by Helen Hardin, seconded by Andrew Igl, and carried unanimously, the Board approved the new wireless autofill system for the wader pool.

IX. UNFINISHED BUSINESS

- **Pool Pergola Lights Installation** – Tim Siml confirmed the pergola would be installed before the May 8, 2024, Board Meeting.
- **Hybrid Conference Device Platform** – The Board deliberated on hosting platform options for the Owl Conference device and decided to test Zoom during the May 8, 2024, Board meeting.
- **Motion Activated Thermostat** – The Board decided against proceeding with the installation of a smart thermostat and instead opted to concentrate on maximizing the functionality of the current thermostat for energy-saving programming.
- **Tree Pruning Estimate from RTS** – Tabled until after conducting a property walkthrough with RTS.
- **Association Credit Card** – The Board decided to move forward with acquiring an association credit card for Helen Hardin, Charlie Fiser, Barbara Gaetos, and Tim Siml.
- **Draft Vendor Fair Application, Agreement & Guidelines** – Upon a motion duly made by Helen Hardin, seconded by Andrew Igl, and carried unanimously, The Board approved the Vendor Fair Application, Agreement and Guidelines.
- **Draft Design Review Committee Laptop Use Agreement** – Upon a motion duly made by Helen Hardin, seconded by Dave Sunstrom, and carried unanimously, the Board approved the Design Review Committee Laptop Use Agreement.
- **Pool Opening** – The Board deliberated on pool opening tasks, including the scheduled onsite meeting with Front Range Recreation, finalizing the key card tenant form, volunteer duties for the pool opening weekend, and implementing procedures to deactivate pool access for delinquent accounts.

X. NEW BUSINESS

- **Number of Board Member Seats** – Following discussion, a motion was made by Dave Sunstrom to increase the number of board member seats from 5 to 7; there was no second, and the motion failed.
- **A Frame Sign Holders** – The Board agreed to the purchase of three A-frame sign holders.
- **Draft Exterior Lights & Lighting Standards** – Upon a motion duly made by Andrew Igl, seconded by Helen Hardin, and carried unanimously, the Board approved to adopt the exterior lights and lighting standards as presented.
- **Discuss Newsletters through Westwind Management** – The Board reviewed the provision in the management contract allowing Westwind Management to prepare up to four newsletters annually.
- **2023 Draft Audit** – Upon a motion duly made by Charlie Fiser, seconded by Helen Hardin, and carried unanimously, the Board approved the 2024 draft audit as prepared by Griffin Group, CPA.
- **2024 Engagement Letter with Griffin Group, CPA** – Upon a motion duly made by Charlie Fiser, seconded by Helen Hardin, and carried unanimously, the Board approved the 2024 engagement letter for Griffin Group, CPA to perform the audit and tax returns for Conservatory HOA.
- **Clubhouse Desk** – The Board agreed to the purchase of a new desk for the clubhouse.

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

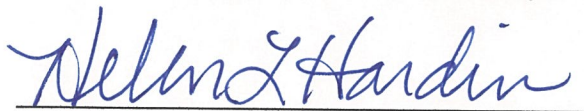
- Assessment Collection Matters (34898, 74686, 84345)
- Update on Mailboxes

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

A. Assessment Collection Matters

- Upon a motion duly made by Andrew Igl, seconded by Charlie Fiser, and carried unanimously, the Board approved proceeding with a lawsuit on accounts 34898, 74686, and 84345 for further collection efforts.

XII. ADJOURNMENT – The Board adjourned at 8:18 pm.



Helen Hardin, Secretary, Conservatory HOA