

**THE CONSERVATORY HOMEOWNERS' ASSOCIATION, INC.**  
**BOARD MEETING MINUTES**  
**June 20, 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 (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** – 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** – There was no correspondence for the Board's review.
- V. **MEETING MINUTES**
  - **May 9, 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** – Charlie Fiser presented the Treasurer's report.
  - **May 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 May 2024 DRC report was approved.
  - **Manager Report** – The Board reviewed the report.

- **Compliance Summary** – The Board reviewed the report.

**VIII. ACTIONS TAKEN OUTSIDE OF A MEETING – For Ratification**

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

- **Parking Lot Maintenance Estimate from Elevate** – The Board voted approval via email communication.
- **Ground Light Replacement Estimate from The Electricians** – The Board voted approval via email communication.
- **4th of July Pool Hours Change to 10 am – 6 pm** – The Board approved the request from Front Range Recreation to change the 2024 4th of July pool hours via email communication.

**IX. UNFINISHED BUSINESS**

- **Underdrain Committee Organizational Notes** – Upon a motion duly made by Andrew Igl, seconded by Josh Guttormsen, and carried unanimously, the Board approved the Underdrain Committee Charter finalized by Orten Cavanagh Holmes & Hunt, LLC.

**X. COMMUNITY CENTER**

- **Front Range Recreation Incident Report** – The Board reviewed the incident report.

**XI. NEW BUSINESS**

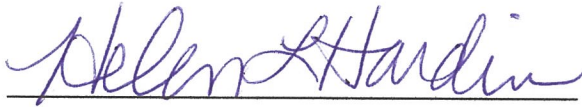
- **Pool Opening Weekend Observations** – The Board discussed the events of pool opening weekend and agreed to schedule a follow-up meeting with Front Range Recreation.
- **North Pool Gate Alarm** – Tabled pending further details on device access and usage.
- **Pool Tables** – Upon a motion duly made by Andrew Igl, seconded by Helen Hardin, and carried unanimously, the Board approved the estimate for 13 pool tables from Fruehauf's.
- **Clubhouse Rental Concerns & Onsite Security** – The Board discussed the potential use of security services for clubhouse reservations.
- **Clubhouse Rental Checklist** – The Board gave feedback and requested revisions for the clubhouse rental checklist.
- **Fee Waiver Request/s**
  - **34555** – Upon a motion duly made by Andrew Igl, seconded by Josh Guttormsen, and carried unanimously, the Board agreed to waive soft costs only.
  - **33286** – Upon a motion duly made by Andrew Igl, seconded by Josh Guttormsen, and carried unanimously, the Board agreed to waive soft costs only.
- **Additional Fee Waiver Request**
  - **34342** – Upon a motion duly made by Andrew Igl, seconded by Helen Hardin, and carried unanimously, the Board agreed to waive soft costs only.

- **2024-2025 Insurance Proposal** – Upon a motion duly made by Andrew Igl, seconded by Helen Hardin, and carried unanimously, the Board approved the D&O/Crime and Workers Compensation 2024-2025 insurance renewal.
- **Approval of the Owl device for Social Committee July 17th** – The Board approved the Owl device for the Social Committee meeting scheduled for July 17th.

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

- Update on Mailboxes
- Owner Response Re: Basement Flooding & Underdrain Issues (78738)
- Other Legal

**XIII. ADJOURNMENT** – The Board adjourned at 8:15 pm.



Helen Hardin, Secretary, Conservatory HOA