

**THE CONSERVATORY HOMEOWNERS' ASSOCIATION, INC.
BOARD MEETING MINUTES**

January 9, 2025 at 5:30PM

- I. **CONFIRM QUORUM** – The regular Board of Directors meeting for the Conservatory Homeowners Association, Inc was called to order on November 14, at 5:30PM by Andrew Igl. The meeting was held at the community clubhouse at 2665 S. Jebel Way and Microsoft TEAMS. Board Members in attendance were Andrew Igl, Helen Hardin, Charlie Fiser, Jerry Ostermiller and Curtis Link. Managing agent representative, Lyndi Fielitz, CMCA, of AMI and the association attorney, Aaron Goodlock, of Orten Cavanagh Holmes & Hunt, LLC were also present.
- II. **DISCLOSURE OF ANY CONFLICT OF INTEREST** - There were no conflict of interests disclosed by the members of the board, regarding the items on the agenda.
- III. **HOMEOWNERS TO ADDRESS THE BOARD**
 - A. Homeowner Open Forum – There were no questions from the homeowners in attendance.
- IV. **MEETING MINUTES**
 - A. November 14, 2024 Board Meeting Minutes – Helen Hardin moved to approve the November 14, 2024 Board Meeting Minutes as presented. Charlie Fiser seconded. Motion carried unanimously.
 - B. December 5, 2024 Organizational Meeting Minutes – Helen Hardin moved to approve the December 5, 2024 Organizational Meeting Minutes as presented. Jerry Ostermiller seconded. Motion carried unanimously.
- V. **FINANCIAL REVIEW**
 - A. Treasurer's Report – Charlie Fiser presented the Treasurer's report which included the October and November 2024 financials. Upon a motion, duly made by Charlie Fiser, seconded by Andrew Igl and carried unanimously, the October and November 2024 financials were approved as presented.
 - B. Collection Report – The board reviewed the report.
 - C. Covenant Report -The board reviewed the report. It was noted that yard waste in green bins on Fridays are approved.
- VI. **REPORTS**
 - A. Social/Welcome Committee – Barbara Gaetos gave the report. There was no meeting in December. The Santa event was a hit! The sign-up genius allowed more people to sign up with caused the event to be over budget. The social committee ended the year \$300 over budget. Next event is Blood drive on 2/28/2025 at 8:30-12:15PM. Barbara Gaetos will send the event information to Helen Hardin to add to the newsletter. The next committee meeting is on 1/21/2025.
 - B. Communications Committee – Helen Hardin gave the report. Shane Ketterman is learning how to operate the OWL and participate in compiling the newsletter. Tim requested to remind homeowners about shoveling sidewalk responsibilities. Also, the committee is looking for volunteers!
 - C. Operations Committee – Tim Siml gave the report. He will be taking down the outdoor holiday lights on Monday, 1/13/2025. He summarized the attempted theft event. A chain link was cut out by the pool, and they tried to get into the pump house. They left once they

saw cameras. Andrew Igl will file a police report, now that he received the footage back from Saddle Rock Security company.

- i. New Operations Committee Member – Frank Faralona joined the Operations Committee.
- D. Design Review Committee – The board reviewed the report. Duane Oudenhoven reported that in 2023 the committee reviewed 404 applications and in 2024 the committee reviewed 253 applications. The main difference between the years was due to hail. The DRC is in the process of updating the guidelines for the Board to review. Andrew Igl moved to approve the report as presented. Curits Link seconded. Motion carried unanimously.
- E. Manager Report: Lyndi Fielitz gave the management report. She confirmed that AMI has filed the FinCen information to comply with the Corporate Transparency Act. She will review the guidelines and research short-term rentals on AirBnb and VRBO.

VII. UNFINISHED BUSINESS

- A. Mailbox Update – Aaron Goodlock gave an update on the mailbox project. He explained where the application is with the City of Aurora and the additional information that was requested.
- B. Covenant Enforcement Policy – Andrew Igl moved to approve the Covenant Enforcement Policy as presented. Helen Hardin seconded. Motion carried unanimously.
- C. Volunteer Appreciation Dinner January 29, 2025 – Andrew Igl reviewed the agenda that was provided.

VIII. NEW BUSINESS

- A. 2025 Orten Cavanagh Holmes & Hunt, LLC Terms of Engagement – The updated contract was reviewed by the board of directors. No changes were made.
- B. AMI Office Hours – 3:00 – 7:00PM one Thursday out of the month- Tabled. Lyndi will request pricing for office hours from 1:00-7:00PM for either the 1st or the 4th of the month.
- C. Metro Public Safety – Clubhouse Monitor Agreement – Tabled. The board discussed the agreement and the need for a monitor. The cost is \$100 per event. Lyndi will obtain a copy of the Metro Public Safety's insurance and schedule a TEAMS meeting with Metro Public Safety.
- D. Clubhouse Rental Agreement - Possible Revisions. The board discussed rate \$300 for the 10AM – 10PM. The cost includes the required monitor. Aaron Goodlock will make revision to agreement for the board to review.
- E. Fireplace Service Discussion – The last time the fireplace was serviced is unknown. Andrew Igl motioned to approve service by gas doctors for \$350. Helen Hardin seconded. Motion carried unanimously.
- F. Underdrain Project – The board discussed the underdrain project and progress. Lyndi will research additional companies that can track underdrain repair and maintenance, and set up meetings for the Board.
- G. Maintenance Document Project – Lyndi will research tracking systems for building maintenance and possible integration into Vantaca.
- H. Goals for 2025:
 - 1. To appoint a preventative maintenance point person that would include underdrain and building maintenance.
 - 2. Publish Bi-monthly newsletter
- ii. Andrew asked the board members to come to the February Board

Meeting with their ideas and goals for the community. The goals will be kept on the agenda for tracking purposes.

IX. EXECUTIVE SESSION

A. Other Legal – Past due accounts were discussed.

X. ADJOURNMENT - There being no further business, a motion was made, seconded, and unanimously carried to adjourn the regular meeting at 7:32PM into executive session to discuss legal. The Board exited the session at 8:22PM.


Helen Hardin, Secretary