

THE CONSERVATORY HOMEOWNERS' ASSOCIATION, INC.
BOARD MEETING MINUTES
September 12, 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
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
- 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** – None.
- V. **MEETING MINUTES**
 - **Amended June 20, 2024, Board Meeting Minutes & July 11, 2024, Board Meeting Minutes** – Upon a motion duly made by Josh Guttormsen, seconded by Helen Hardin and carried unanimously, the amended minutes were approved as presented.
 - **August 8, 2024, Board Meeting Minutes** – Upon a motion duly made by Josh Guttormsen, seconded by Andrew Igl, and carried unanimously, the minutes were approved as presented.
- VI. **FINANCIAL REVIEW**
 - **Treasurer's Report** – Charlie Fiser presented the June financial report.
 - **July 2024 Financials** – Upon a motion duly made by Charlie Fiser, seconded by Andrew Igl, and carried unanimously, the financials were approved as presented.
 - **August 2024 Financials** – Upon a motion duly made by Charlie Fiser, seconded by Andrew Igl, and carried unanimously, the financials were approved as presented.
 - **Westwind Management Memos: Invoice Approval & Positive Pay** – The Board reviewed the memos.
 - **OCH&H Collection Report** – The Board reviewed the report.
 - **OCH&H Covenant 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** – No updates were available for the Board to review.
- **Operations Committee** – The Board reviewed the report.
- **Design Review Committee** – Upon a motion duly made by Andrew Igl, seconded by Helen Hardin, and carried unanimously, the August 2024 DRC report was approved.
- **Manager Report** – The Board reviewed the report.
- **Compliance Summary** – The Board reviewed the report.

VIII. UNFINISHED BUSINESS

- **Clubhouse Monitor** – The Board agreed to continue exploring the option of a Facility Monitor for clubhouse rentals.
- **Ludega Cleaning Contract** – The Board discussed the onsite meeting with Ludega on September 12, 2024, attended by Board members Andrew Igl, Charlie Fiser, Helen Hardin, and Josh Guttormsen.
- **Mailbox Discussion** – The Board reviewed the status of the license agreement application with the City of Aurora to take responsibility for the mailbox units.
- **2024-2025 Insurance Renewal** – Upon a motion duly made by Andrew Igl, seconded by Josh Guttormsen, and carried unanimously, the Board approved the 2024-2025 insurance renewal policy with Farmers Insurance.
- **October 2024 Board Meeting Quorum & Monthly Board Meeting Schedule** – The Board confirmed quorum for the October 2024 Board meeting and tabled further discussion on potential changes to the monthly meeting schedule.
- **Discuss Collection Policy & Assessment of Interest** – Following discussion, upon a motion duly made by Andrew Igl, seconded by Charlie Fiser, and carried unanimously, the Board approved assessing 8% interest in accordance with the association's collection policy, starting January 1, 2025.
- **2025 Community Blood Drive** – Upon a motion duly made by Andrew Igl, seconded by Charlie Fiser, and carried unanimously, the Board approved the Blood Drive scheduled for February 28, 2025, while reserving the right to receive feedback on the event before approving the other three scheduled blood drives in May, September, and December.
- **Clubhouse Trash Enclosure Options** – The Board agreed to request two additional trash carts for the clubhouse trash enclosure at no extra cost to the association.

IX. NEW BUSINESS


- **2025 Volunteer Event – Proposed Dinner** – Upon a motion duly made by Andrew Igl, seconded by Josh Guttormsen, and carried unanimously, the Board approved the non-full service quote from Famous Dave's for the Volunteer Appreciation Dinner.
- **Westwind Management Clubhouse Rental Fee Memo** – The Board reviewed the memo.
- **Call for Candidates Email Blast** – The Board approved the Call for Candidates announcement to be sent via email blast as soon as possible.
- **Annual Meeting Mailing Timeline** – The Board reviewed the timeline.

- **Management Company Changes** – Upon a motion duly made by Andrew Igl, seconded by Josh Guttormsen, and carried unanimously, the Board decided to proceed with the proposal from AMI Management.

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

- Demand Letter
- Director Communication & Committee Chair Roles
- Other Legal

XI. ADJOURNMENT – The Board adjourned at 8:11 pm.



Helen Hardin, Secretary, Conservatory HOA