

THE CONSERVATORY HOMEOWNERS' ASSOCIATION, INC.
MEETING MINUTES

November 14, 2024 AT 5:30 p.m.

- 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, and Charlie Fiser. There are two vacant positions. 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 was no conflict of interests disclosed by the members of the board, regarding the items on the agenda.
- III. **NEW BUSINESS**
 - A. **Board Member Resignation** – The Board accepted Josh Guttormsen's resignation from the HOA Board of Directors.
- IV. **HOMEOWNERS TO ADDRESS THE BOARD**
 - A. **Homeowner Open Forum**
 - A homeowner expressed concern about rabbits, uneven sidewalks, delayed snow removal, and broken tree branches. It was confirmed the areas of concern are not managed by the HOA, but the HOA will contact the City of Aurora and report the items.
 - A homeowner requested to add to newsletter who to contact for issues. The HOA can republish article from earlier in the year about who to contact
 - A homeowner asked about the management company change. Andrew explained the decision to switch was based on communication avenues, updated technology, increased overall homeowner experience.
 - A homeowner asked what will happen to DRC requests? Lyndi confirmed the DRC requests will be migrated from Westwind.
 - B. **Correspondence** – Andrew made note about HOA correspondence and how Facebook is not a formal avenue for communication.
- V. **MEETING MINUTES**
 - A. **October 10, 2024 Board Meeting Minutes** – Charlie Fiser moved to approve the October 10, 2024 meetings as presented. Helen Hardin seconded. Motion carried unanimously,
- VI. **FINANCIAL REVIEW**
 - A. **Treasurer's Report** – There was no report to review.
 - B. **October 2024 Financials** – Tabled. Financials are pending transfer from Westwind.
- VII. **REPORTS**

- A. **Social/Welcome Committee** – The report was reviewed by the board. The Committee will decorate clubhouse and prepare for Santa event on 12/14.
- B. **Communications Committee** – There was no report for the board to review. The Board mentioned the community is seeking volunteers for the committee. A homeowner made a comment about posting a link to meeting minutes and the community newsletter on Facebook.
- C. **Operations Committee** - There was no report for the board to review. Helen Hardin mentioned the pool pump room heater was replaced.
- D. **Design Review Committee** – AMI conducted a training on Vantaca for the DRC. 18 applications were reviewed by the committee since the last meeting. The total applications reviewed for the year were 304. Helen Hardin moved to approve the report. Andrew Igl seconded. Motion carried unanimously.
- E. **Manager Report**- Lyndi Fielitz gave updates on Vote HOA Now, clubhouse reservations, landscape and snow removal contracts, and the Corporate Transparency Act. Lyndi noted she is waiting for the Pool Closing Report from Front Range.

VIII. UNFINISHED BUSINESS

- A. **Mailbox Discussion** – Helen Hardin moved to approve quote 35101 for \$195,886.00 from Paige Specialty, pending approval from the City of Aurora, and up to 10% increase if necessary to move forward without any further delays with project to be funded from the reserve account. Charlie Fiser seconded. Motion carried unanimously.
 - A homeowner asked if the community needed to replace all the mailboxes and expressed concern with the inconvenience of changing the keys. The board explained the bulk pricing for the mailboxes will save a significant amount of money. Paige Specialty will handle the key exchange as smoothly as possible as to not disrupt homeowners.
- B. **2025 Monthly Board Meeting Schedule and Annual Meeting Date**- Charlie Fiser moved to approve to change the board meetings to the 3rd Wednesday of each month, starting in January 2025 to accommodate the financial report. Helen Hardin seconded. Motion carried unanimously. The manager’s office hours will also move to Wednesdays. The 2025 annual meeting date was not set at this time.

IX. NEW BUSINESS CONTINUED

- A. **Update Collection Policy** –Andrew Igl moved to approve the updated collection policy as presented. Charlie Fiser seconded. Motion carried unanimously.
- B. **Update Covenant Enforcement Policy** – Lyndi Fielitz proposed a 14-day courtesy letter, then a first notice with a fine of \$100-250 with 30 days to correct the violation, and a second notice after thirty days with a violation of \$250. – The Board tabled this matter pending a draft from Aaron Goodlock.
- C. **Rules and Regulations:**
 - Driveways: No action to be taken. The Board clarified that AMI can grant a reasonable extension for trailers parked in the driveway if the homeowner submits a request asking for an extension.
- D. **Review Letter to HOA Board Candidates** –Andrew Igl move to approve the letter to send to the HOA Board Candidates as presented. Helen Hardin seconded. Motion carried unanimously.
- E. **Cleaning the Vacuum Cleaner** - Lyndi Fielitz will ask cleaning company to add emptying the vacuum cleaner to their list of duties and ask clubhouse rentals to


empty the vacuum cleaner also.

- F. **Reserve Expense Threshold** - Charlie Fiser moved to approve the revised reserve study excluding those items \$4,000 or less. Andrew Igl seconded. Motion carried unanimously
- G. **Comcast Contract** –Charlie Fiser moved to approve the revised Comcast contract for \$202.84 per month. Andrew Igl seconded. Motion carried unanimously.
- H. **Ratify Pool Room Heater Replacement** - Upon a motion duly made by Andrew Igl, seconded by Helen Hardin, and carried unanimously the board ratified the Pool Room Heater Replacement for \$1,699.00 from Dark Star Construction that was voted on via email due to the freezing temperatures.

X. **EXECUTIVE SESSION**

- A. **Ratification of Judicial Foreclosure** - Upon a motion duly made by Andrew Igl, seconded by Helen Hardin, and carried unanimously the board ratified the Judicial Foreclosure Account CHO71635 that was voted on via email.
- B. **Status Report** – The Board of Directors reviewed the Association’s legal status report.
- C. **Other Legal**

- XI. **ADJOURNMENT** - There being no further business, a motion was made, seconded, and unanimously carried to adjourn the meeting at 7:40PM into executive session to discuss legal. The Board exited the session at 7:58PM.


Helen Hardin, Secretary