

**November 15, 2011**  
**Board Meeting**  
**Canyon Club Condominiums Owners Association**  
**7:00 p.m. Canyon Club – Clubhouse**

**AGENDA**

- I. Call to Order**
  - Introduction of Attendees
  - Board Roll Call
  
- II. Approval of August 2011 Budget Meeting Minutes and September 2011 Board Meeting Minutes**
  
- III. President's Report**
  
- IV. Budget Report**
  
- V. Committee Reports**
  - a. Architectural /Landscape
  - b. Maintenance Report
  - c. Social Committee
  
- VI. Old Business**
  
- VII. New Business**
  
- VIII. Adjournment**

## President's Report November 15, 2011

We have had some changes in the past couple months. First I would like to introduce Beth Starbuck as our new office manager. Beth has several years' experience in office management and property management experience. She will be a great asset to our team. Fay, who has been our office manager for the past 5 years, needed to make a change from part time to full. Fay has been invited to our Annual Christmas Party so that everyone will have the opportunity to wish her well.

With the above change the Board made the decision to change the office hours, 2pm to 6pm, Monday through Friday. Should you need to pick up a package outside these hours you can contact the maintenance department to make arrangements for them to get the package during their working hours, 8am to 5pm, Monday through Friday. Keep in mind the maintenance department is very busy and this takes time away from their projects.

Our FHA Re-certification is in progress, however this may take some time, as the FHA offices are flooded with applications.

Corrine and the Architectural Committee are working on revising the Architectural Guidelines along with some changes to the Rules and Regulations. If you would like to help, please contact Beth in the office.

You will be noticing a change in the lights being used in the outside fixtures. Maintenance has been running a test on CFL and LED light bulbs over the past year. It seems the LED's have won. This will save every homeowner and the HOA on its electric bill. The costs of these bulbs have come down some, but are still expensive, so they will be phased in as the old bulbs burn out.

We have already experienced some snow. Please observe the street parking procedures so as maintenance can keep the streets and sidewalks clear. Please use proper footwear and when on the steps and use the handrails. This is for everyone's safety.

The next Board meeting will be January 17<sup>th</sup>. Have a Happy Holiday Season and a Happy New Year!

# **Canyon Club Homeowner's Association**

## **Budget Meeting**

### **August 16, 2011**

Attending BOARD Members:

Lofton Petty – President  
Susan Schubert – Vice President  
Jeff Sterkel – Member at Large  
Sandy Redman - Treasurer

The meeting was called to order at 7:02 pm by President, Lofton Petty.  
Introductions were made by attendees and the BOARD.

Attendees include Ginger Soderlund, Corrine Hatlen, Patra Attig, Sarah Castleman and Alice Carver.

The objective of tonight's meeting is to approve the budget. Sandy had the group look at the last two columns of the budget, the current fiscal year and next fiscal year.

#### **BUDGET**

The assessment line reflects a 3% increase in dues. The second line is what we plan to save (\$98,464). The AT&T line shows a 15% increase, as our contract states we are to receive it this year. Late fees were reduced, because people are paying on time. Laundry is down \$500, because we took away one room. We are looking into reintroducing the room for more income.

#### **EXPENSES**

- Buildings stay the same.
- The sewer line looks like it went up, but it was a typo, as it was switched with the roof line.
- The Gutter line was taken down by \$500, as Adam still has tools he can use. There is no change in the Equipment line.
- The Recreational Facilities was increased by \$500, because we have been spending more on pool & hot tub supplies.
- Landscape was lowered by \$15,000 to match spending.
- Trees/Shrubs were increased so that we can spend more on rock, mulch and shrubs, providing more curb appeal.
- Sprinklers were raised by \$500, as we are using more money to repair the system ever year.
- Since we have purchase two new locks and a gate, the Security line was increased. The Vehicle line was increased, just in case of more fuel cost hikes.
- Utilities weren't as high as it has been budgeted the last two years, so it has been lowered to reflect this.
- Since people are paying their dues, we haven't spent as much on legal expenses, thus lowering this line.
- The Auditors raised their prices.

- A 20% increase has been built-in to pay for a possible insurance rate increase, but we won't know for sure what the increase will be until September.
- Payroll insurance was lowered.
- Workman's Comp stayed the same, because we haven't had any claims.
- Uniforms went up, because the contract will be done in April and will we provide an allowance to the guys; savings will be seen in the fiscal year after.
- The Contract Labor line has been increased, in case Adam needs it.
- The Copier line is down, because we purchased it; there is still a \$1,000 service contract.
- Income tax has been higher in past years, so this line has been increased.
- Bad Debt is reduced, because people are paying their dues on time.

Due to all of the above, the HOA fees will be increased 3% to cover expenses. There were no questions.

### **LONG-TERM PLAN**

Two big things are coming up: Painting in 2013 and Roofs in six years. We are a little under for siding repairs, but if we don't have the extra money when it comes time, we'll have to borrow it from another line. We are behind in Roofs, as we've borrowed from this line over time, but we are trying to pay it back.

It appears that we have extra money in Sewers. The money came back in this fiscal year, because we gave people time to pay the assessment into November of this fiscal year. So it's been put into roofs, painting and siding.

The debt for landscaping has been wiped out and put into roofs, painting and siding.

There are no other changes.

### **SUMMARY**

The good news is that we have \$1 million in savings. We have to save \$98,564 to put into Merrill Lynch. It was motioned, seconded and approved to accept the budget with a 3% increase in dues.

**Meeting adjourned the meeting at 7:45pm.**

These minutes are a record to the best of our knowledge of the events. If you have any questions and/or changes, please contact the Canyon Club Office.

**Canyon Club Homeowner's Association**  
**Board Meeting**  
**September 20, 2011**

Attending BOARD Member:

Lofton Petty – President  
Susan Schubert – Vice President  
Jeff Sterkel – Member at Large  
Sandy Redman – Treasurer  
Bea Fittler-Totth – Secretary

The meeting was called to order at 7:03 pm by President, Lofton Petty.  
Introductions were made by attendees and the BOARD.

**Approval of July 2011 Minutes**

Minutes from the July 2011 Board Meeting were not read, but provided in the meeting packet. A motion was made, seconded and the minutes were approved by the Board as written for the July 19, 2011 Board Meeting.

**Reports**

**Presidents Report – Lofton Petty**

Lofton thanked Sandy Redman and everyone who participated in working on the budget for the next fiscal year. Sandy will go over more in her report.

Our insurance premium has increased \$14,000 with a required wind & hail deductible of \$250,000 on our shake shingle roofs. This is not due to any claims we've made (as we haven't had any), but because of all the natural disasters that have happened in the last year. Needless to say, this is more than we budgeted.

It is now fall and the pool is closed. Soon, we will have snow. Please observe parking procedures, where proper footwear and use the handrails.

**Budget Report**

It seems that we have an overage of income, but this is not the case. We have bills coming up that have yet to be paid. The only thing that we've spent out of reserves this year is the new air conditioning unit for the clubhouse. We are doing well, as we have \$1,000,000!

**Committee Reports**

**Architectural/Landscape by Corrine Hatlen**

There has been very little activity throughout the summer. Only one request has been received since our July meeting. Unit 123's request to install a chairlift on the north stairway of their building was approved by the Board and the committee.

The Board has asked for volunteers to review and update the architectural and landscaping guidelines. This would include researching new technologies, such as roofing alternatives, wireless communication technology, solar panels, etc.

The next walkabout will happen on November 19th. A notice will be posted to confirm the date and time. If you notice anything in the complex that needs repair or attention, please contact the office or maintenance.

### **Maintenance by Adam Blake**

The following projects have been worked on since the last Board Meeting:

- Planting of new shrubs to replace dead shrubs throughout the property
- New sod in a few areas of the property that were too large and severe to work with seed.
- Construction of a retaining wall @ the point to correct bare fabric/grade slope.
- Numerous irrigation repairs.
  - Several heads/nozzles repairs
  - Replacement of (2) control units
  - Some coverage areas redesigned and newly installed lines/heads.
- A new A/C unit has been installed to service the clubhouse.
  - Unit was sold & installed by A&A Mechanical.
  - Old unit had a broken compressor and was nearly \$4k to fix. An entire new unit was just over \$4k.
  - Old inefficient 7-ton unit replaced with (2) high-efficiency 3 ½ ton units. Much less energy usage with new system.
- Two bee hives have been removed and repaired. Work done by Scott Heffley of Colorado Bee Rescue.
- Underground drain extensions have been added in a couple of areas to alleviate surface water issues.
- The pool is now closed for the season. The hot tub remains open all year.
- Re-defining edging/rock areas in several spots. Re-graded and new fabric installed in areas of new rock.
- Lots of ants and bugs. We have been spraying repeatedly. Please let us know if you have issues at or near your unit.
- Mainline sewer cleanouts. Needed to clear tree roots.

Adam reminded everyone about rules regarding cleaning up after pets and keeping them on a leash.

We have had a lot of bugs and rabbits this year. The only practical solution for the rabbits is to wait on cooler weather. Speaking of rabbits and pests, Adam reminded everyone that it is important to keep your home clean to avoid mice and other critters. If you have pest problems, Terminex can come out on the HOA's behalf. However, their service must be called in by Fay or Adam; requests made by anyone other than Fay or Adam are the financial responsibility of the caller.

Adam advised of the importance of proper winterization: Please disconnect hoses and draining, shut down outside faucets. Remember that winterizing any retro-fitted (not original construction) water fixtures in or at a unit is the responsibility of the homeowner, including all fixtures on patios. Any damage caused by failure to properly winterize is the sole financial responsibility of the negligent homeowner.

**Social Committee by Susan Schubert**

Residents will be notified when a date is set for the Holiday Party.

**Old Business**

None

**New Business**

None

**General Discussion**

Adam was asked to put a sign up saying the pool is closed. Effy of #98 asked about repair of her HVAC unit. There is electricity in the condo, but no power to the unit. The board recommended she contact Frank of A&A Mechanical to have it repaired.

**Lofton adjourned the meeting at 7:23pm.**

These minutes are a record to the best of our knowledge of the events. If you have any questions and/or changes, please contact the Canyon Club Office.

Canyon Club Condominiums  
Funds Balance Sheet  
SEPTEMBER 30, 2011

	OPERATING	RESERVES	TOTAL
<b>ASSETS</b>			
<b>CASH</b>			
11100	Cash - Citywide Banks	77,526.41	194.34
11101	Cash - Debt Card	1,488.76	
11120	Cash - Merrill Lynch MM 04030		41,709.40
11125	Cash - Merril Lynch CD Accts	1,030,000.00	
11150	Petty Cash	160.19	
	<b>TOTAL CASH</b>	<b>79,175.36</b>	<b>1,071,903.74</b>
<b>RESERVE TRANSFERS TO BE MADE</b>			
11295	Due (to)/from	32,544.04	(32,544.04)
11296	Due (To)/From Prior Years	11,499.24	(11,499.24)
	<b>NET CASH PER FUND</b>	<b>123,218.64</b>	<b>1,027,860.46</b>
<b>ACCOUNTS RECEIVABLE</b>			
<b>ASSESSMENTS RECEIVABLE</b>			
11310	Assessments Receivable	13,406.88	
11311	Allowance For Doubtful Acct	(18,950.00)	
	<b>NET ASSESSMENTS RECEIVABLE</b>	<b>(5,543.12)</b>	<b>0.00</b>
<b>OTHER ACCOUNTS RECEIVABLE</b>			
11315	Accrued Int Receivable		2,953.71
	<b>TOTAL OTHER RECEIVABLES</b>	<b>0.00</b>	<b>2,953.71</b>
	<b>TOTAL RECEIVABLES</b>	<b>(5,543.12)</b>	<b>2,953.71</b>
<b>OTHER CURRENT ASSETS</b>			
11505	Prepaid Workers Comp Ins	587.00	
11510	Pre-Paid Ins	5,600.00	
11520	Employee Loans	419.28	
11525	Prepaid Storm Drain	9,020.22	
	<b>TOTAL OTHER CURRENT ASSETS</b>	<b>15,626.50</b>	<b>0.00</b>
<b>FIXED ASSETS</b>			
11610	Furniture & Equipment	47,858.96	
11611	Accuml Dep Furniture & Equip	(34,926.17)	
	<b>TOTAL FIXED ASSETS</b>	<b>12,932.79</b>	<b>0.00</b>
11995	Payroll Clearing	557.37	
	<b>TOTAL ASSETS</b>	<b>146,792.18</b>	<b>1,030,814.17</b>
<b>LIABILITES</b>			
<b>CURRENT LIABILITES</b>			
21110	Accounts Payable	5,314.02	



Canyon Club Condominiums  
Funds Balance Sheet  
SEPTEMBER 30, 2011

	OPERATING	RESERVES	TOTAL
21115	Accrued Property Taxes	750.00	750.00
21120	Pre-Paid Assessments	20,012.87	20,012.87
21125	Prepaid AT&T Lease	12,000.00	12,000.00
21130	Salaries Payable	870.00	870.00
21135	Payroll Taxes Payable	3,886.83	3,886.83
21140	Income Tax Payable	843.00	843.00
	TOTAL CURRENT LIABILITIES	43,676.72	43,676.72
INSURANCE PROCEEDS			
21155	Unexpended Insurance Proceeds	(5,000.00)	(5,000.00)
	NET INSURANCE PROCEEDS	(5,000.00)	(5,000.00)
	TOTAL LIABILITIES	38,676.72	38,676.72
FUND BALANCES			
31100	Retained Earnings	117,491.89	819,706.94
31105	Transfers Between Funds	(47,640.07)	47,640.07
31110	Adj For (Gain)/Loss on Sale#44	17,769.71	17,769.71
31115	Prior Year Audit Adjs	(11,576.86)	588.80
	Current Earnings	49,840.50	145,108.65
	TOTAL EQUITY	108,115.46	1,030,814.17
	TOTAL LIABILITIES & EQUITY	146,792.18	1,030,814.17

CANYON CLUB CONDOMINIUMS

BUDGET COMPARISON

OPERATING FUND

SEPTEMBER 30, 2011

CURRENT PERIOD			YEAR TO DATE					
ACTUAL	BUDGET	VARIANCE		ACTUAL	BUDGET	VARIANCE	ANNUAL BUDGET	
REVENUE								
ASSESSMENT REVENUE								
37,555	37,552	3	41100	Assessments	443,063	443,024	44	443,024
(7,110)	(7,110)	(0)	41101	Reserve Revenue Frm Budget	(85,324)	(85,324)	0	(85,324)
-----								
30,445	30,442	3		TOTAL OPERATING ASSESSMENT REV	362,744	362,700	44	362,700
OTHER OPERATING REVENUE								
0	0	0	41165	AT&T Wireless Income	20,700	20,700	0	20,700
210	166	44	41180	Late Charges-IF ADMIN/REIMB	1,909	2,000	(91)	2,000
65	83	(18)	41200	Late Interest	510	1,000	(490)	1,000
0	8	(8)	41220	Fines & Violations	100	100	0	100
0	0	0	41260	Key Fees	130	0	130	0
161	16	145	41280	Collection/MSF Fees	1,049	200	849	200
356	250	106	41300	Laundry Income	2,284	3,000	(716)	3,000
0	0	0	41318	Insurnace Proceeds	1,668	0	1,668	0
0	0	0	41330	Repairs/Maint Reimb	28	0	28	0
50	83	(33)	41335	Income - Clubhouse	750	1,000	(250)	1,000
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842	606	236		TOTAL OTHER OPERATING REVENUE	29,129	28,000	1,129	28,000
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31,285	31,048	238		TOTAL OPERATING REVENUE	391,873	390,700	1,173	390,700
EXPENSES								
BUILDING								
921	750	(171)	51025	Building Maintenance	7,714	9,000	1,286	9,000
3,895	458	(3,437)	51200	Roof	4,645	5,500	855	5,500
48	83	35	51240	Gutters	209	1,000	791	1,000
0	41	41	51340	Sewer	121	500	379	500
140	83	(57)	51440	Cleaning	140	1,000	860	1,000
1,000	125	(875)	51460	Pest Control	1,954	1,500	(454)	1,500
238	41	(197)	51470	Tools/Equipment	559	500	(59)	500
0	0	0	51520	Supplies-Building	193	0	(193)	0
-----								
6,242	1,581	(4,661)		TOTAL BUILDING	15,445	19,000	3,555	19,000
EQUIPMENT SYSTEMS								
67	0	(67)	61050	Fire Extinguisher Inspec	125	100	(26)	100
-----								
67	0	(67)		TOTAL EQUIPMENT SYSTEMS	125	100	(26)	100
RECREATION FACILITIES								
109	200	91	61560	Pool/ Hot Tub Supplies	1,961	1,000	(961)	1,000

CANYON CLUB CONDOMINIUMS

BUDGET COMPARISON

OPERATING FUND

SEPTEMBER 30, 2011

CURRENT PERIOD

YEAR TO DATE

CURRENT PERIOD				YEAR TO DATE				
ACTUAL	BUDGET	VARIANCE		ACTUAL	BUDGET	VARIANCE	ANNUAL BUDGET	
0	400	400	61600	Pool	210	2,000	1,790	2,000
0	41	41	61660	Recreation Equipment	131	500	369	500
109	641	532		TOTAL REC FACILITIES	2,302	3,500	1,198	3,500
GROUNDS								
1,694	2,000	306	71020	Landscape-Contr	14,486	16,000	1,514	16,000
0	0	0	71030	Landscape-Trees/Shrubs/Plants	91	0	(91)	0
1,355	625	(430)	71040	Landscape Other	4,536	5,000	464	5,000
4,891	166	(4,725)	71056	Concrete & Asphalt	5,628	2,000	(3,628)	2,000
0	0	0	71060	Fence	180	300	120	300
(13)	100	113	71100	Sprinklers	1,152	500	(652)	500
0	0	0	71120	Snow Removal	2,247	2,500	253	2,500
0	50	50	71205	Security	(301)	600	901	600
0	66	66	71210	Vehicle	1,393	800	(593)	800
0	83	83	71211	Vehicle - Gas/Mileage	792	1,000	208	1,000
0	0	0	71212	Equipment - Gas****USE 71211	80	0	(80)	0
0	41	41	71215	Equipment-Repair	453	500	47	500
34	41	7	71216	Equipment Rental	168	500	332	500
1,028	41	(987)	71220	Grounds Equipment	1,100	500	(600)	500
8,689	3,213	(5,476)		TOTAL GROUNDS	32,005	30,200	(1,805)	30,200
UTILITIES								
2,758	3,191	433	81020	Gas/Electric	29,606	38,000	8,394	38,000
7,719	2,916	(4,803)	81040	Water/Sewer	34,042	35,000	958	35,000
11,786	11,000	(786)	81080	Storm Drains	11,786	11,000	(786)	11,000
1,079	1,000	(79)	81100	Trash Removal & Recycle	12,527	12,000	(527)	12,000
23,342	18,107	(5,235)		TOTAL UTILITIES	87,961	96,000	8,039	96,000
RENTAL EXPENSE								
0	0	0		TOTAL RENTAL EXPENSE	0	0	0	0
DEPRECIATION								
0	0	0		TOTAL DEPRECIATION	0	0	0	0
ADMINISTRATIVE EXPENSES								
775	775	0	91020	Management - Accounting	9,300	9,300	0	9,300
150	183	33	91021	Office Supplies/Printing Actng	2,102	2,200	98	2,200
5	166	160	91022	Other Admin - Accounting	1,203	2,000	797	2,000
330	416	86	91040	Legal	1,973	5,000	3,022	5,000
0	0	0	91080	Audit/Review & Tax Prep	1,900	1,800	(100)	1,800
0	772	772	91100	Insurance	31,103	35,000	3,897	35,000

CANYON CLUB CONDOMINIUMS

BUDGET COMPARISON

OPERATING FUND

SEPTEMBER 30, 2011

CURRENT PERIOD				YEAR TO DATE			
ACTUAL	BUDGET	VARIANCE		ACTUAL	BUDGET	VARIANCE	ANNUAL BUDGET
0	500	500	91102	0	6,000	6,000	6,000
9,163	10,541	1,378	91220	117,264	126,500	9,236	126,500
726	1,166	440	91235	10,217	14,000	3,783	14,000
0	500	500	91265	2,515	6,000	3,485	6,000
142	158	16	91270	1,852	1,900	48	1,900
212	125	(87)	91345	2,676	1,500	(1,176)	1,500
300	83	(217)	91350	1,710	1,000	(710)	1,000
0	200	200	91355	390	1,200	810	1,200
477	416	61	91400	5,352	5,000	(352)	5,000
0	41	41	91407	0	500	500	500
0	250	250	91410	2,386	3,000	614	3,000
0	0	0	91415	94	0	(94)	0
86	125	39	91420	1,348	1,500	152	1,500
0	50	50	91440	234	0	234	0
0	0	0	91460	1,153	1,400	247	1,400
0	0	0	91490	255	400	145	400
0	0	0	91560	4,386	4,000	(386)	4,000
0	0	0	91580	2,442	2,000	(442)	2,000
0	0	0	91615	33	0	(33)	0
0	5,000	5,000	91620	2,278	10,000	7,722	10,000
0	0	0	91660	22	0	(22)	0
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12,366	21,467	9,101	TOTAL ADMIN EXPENSES	204,164	241,800	37,636	241,800
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50,814	45,009	(5,805)	TOTAL EXPENSES	350,032	390,600	40,568	390,600
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(19,528)	(13,961)	(5,567)	NET PROFIT / (LOSS)	49,840	100	49,740	100
=====				=====			

**APPROVED Long Term Reserve Plan for the Fiscal Year 2011-2012  
Funds Available October 1, 2011 as of 11/21/2011**

Item	Replace\$	# Years Useful Life	#Years Expended	Total \$ Accumulated	Current Year Expenses	Total Current Accumulated Balance	Required Annual Reserve
<b>Buildings</b>							
Roofs - All	\$900,000	27	21	\$650,456	\$0	\$650,456	\$36,000
Painting	\$200,000	10	8	\$160,000	\$0	\$160,000	\$20,000
Siding/Prepntg repairs	\$75,000	10	8	\$48,124	\$0	\$48,124	\$7,500
Stairways	\$150,000	40	3	(\$1,235)	\$0	(\$1,235)	\$3,750
Gutters	\$20,000	20		\$4,000	\$0	\$4,000	\$1,000
HVAC	\$30,000	15		\$2,844	\$0	\$2,844	\$2,000
Electrical	\$15,000	35		\$8,550	\$0	\$8,550	\$430
Carports	\$100,000	40		\$5,000	\$0	\$5,000	\$2,500
<b>Grounds</b>							
Fences	\$100,000	30	19	\$60,163	\$0	\$60,163	\$3,333
Asphalt	\$60,000	10		\$24,638	\$0	\$24,638	\$6,000
Landscaping	\$35,000	15		\$0	\$0	\$0	\$9,286
Concrete	\$45,000	5		\$25,711	\$0	\$25,711	\$9,000
Sprinkler System	\$12,500	35		\$6,521	\$0	\$6,521	\$350
Sewer System	\$30,000	20		\$9,799	\$0	\$9,799	\$1,500
<b>Pool</b>							
Pool/Hot Tub	\$50,000	20	4	\$7,141	\$0	\$7,141	\$2,500
Heaters/Pumps	\$10,000	8		\$4,930	\$0	\$4,930	\$1,250
Furniture	\$2,500	10	8	\$968	\$0	\$968	\$250
<b>Laundry/Mailroom</b>							
Laundry/Mailroom	\$12,000	10		\$3,600	\$0	\$3,600	\$1,200
<b>Clubhouse</b>							
Clubhouse	\$66,000	25		\$18,588	\$0	\$18,588	\$2,640
<b>Large Equipment</b>							
Maintenance	\$40,000	15		\$6,740	\$0	\$6,740	\$2,700
Office	\$1,500	4		\$2,359	\$0	\$2,359	\$375
<b>Contingency</b>							
Contingency	\$50,000	10		\$12,313	\$0	\$12,313	\$5,000
<b>Totals \$2,004,500</b>							
					\$0	\$1,062,445	\$118,564
					Interest Income -	\$1,062,445	(\$20,000)
					Amount To Be Saved 2009-2010 Budget Year =	\$0	\$98,564
					Actual Savings for 2011-2012 in Budget	\$2,359	\$98,654
					Total in Reserve Account as of 10/1/11:	\$1,062,445	\$1,062,445

## Maintenance Report – Nov. 15<sup>th</sup>, 2011 – Written by Adam Blake, Maintenance Superintendent

Wow, how fall keeps us busy. Over the last couple of months we have been making the usual seasonal transitions. The irrigation system has been winterized, and we have been watering in the new plantings by hand during our warmer, dryer weather. We have had a couple of snow storms which brought out the plows and shovels. I would like to thank the residents who have helped us with snow removal so far this year. Mark Olson, Kurt Rappel, Ronnie Villanueva, and Guzel Vafina all deserve a big thank you. Without such help there is no way we would be able to knock out the clearing of the snow efficiently.

We have also been working through cleaning and repairing problematic gutters and downspouts which have been noticed/reported during the last couple of storms. In conjunction with GroundMasters, work has been taking place periodically to clean-up our fallen leaves and the usual seasonal mess that comes along with this time of year. GroundMasters was here on Monday the 14<sup>th</sup> and we will likely have one more clean-up from GroundMasters before the end of the season, hopefully the rest of these leaves will drop before then.

After a nearly year-long test phase on energy efficient light bulbs, we will be making a transition to LED bulbs throughout our common areas and in the front porch fixtures. While these bulbs are a bit pricier on the front-end, over the life of the bulb we should see a substantial savings not only in energy consumption but also in the savings of labor and material in the somewhat constant bulb changes we currently experience. The LED's we are using for the majority of our replacements (all incandescent replacements) are rated for 50,000 hours of life. Based on an average daily usage of 10 hours (less in summer, more in winter) this works out to over 13 years of life from each bulb. The other bulbs, such as flood lights, have similar ratings.

We will be replacing the hot tub pump before the end of the year as the current pump has failing bearings and will not run much longer. The replacement pump has been ordered and should be delivered before the end of the month. The new pump is an energy efficient pump which runs on a variable speed based on the demand of the hot tub system. Once setup this new pump should show us up to an 80-90% energy savings. This is a relief as pool/spa pumps typically use as much, or often more, energy than an air-conditioning unit. With the calculations for the current pump vs. the calculations for the new pump we could see a savings of up to \$1000 per year in operating costs.

The last item I would like to bring to everyone's attention is the revision of the Architectural Guidelines. A series of meetings are in progress to amend the current guidelines to bring them up to date and add new items that have presented themselves. Please attend the meetings and have your input heard, this is your chance to have a say in what the documented regulations and policies are. The next scheduled meeting is one week from tonight on Tuesday, November 22<sup>nd</sup>. The group will meet in the clubhouse at 7:00pm. We hope to see you there.

If you notice something on the property that needs attention, or have questions or concerns please don't hesitate to contact Maintenance with a phone call or email. Contact can also be made through the Main Office, stop in and introduce yourself to our new Office Manager, Beth Starbuck.

Maintenance Office – 303-757-3426 or via email: [adammaintenance@ymail.com](mailto:adammaintenance@ymail.com)  
Main Office – 303-757-8527 or via email: [canyonclubcondos@yahoo.com](mailto:canyonclubcondos@yahoo.com)

Thank you,  
Adam Blake  
Maintenance Superintendent

## **Architectural and Landscape Committee Report**

November 2011

Two architectural requests have been received and approved since the last board meeting; a new door and storm door for #7 and a satellite dish for #31.

We are in the process of revising and updating the Architectural Design and Landscaping Guidelines. The next meeting for this review will be Tuesday, November 22nd, at 7:00 p.m. at the clubhouse. If you haven't been able to attend previously, please still feel free to come at this time to give your input. There will probably be a few more meetings until the updates can be presented for review by the Board.

If you would like to part of the architectural design and landscape committee or any other the committees for the complex, please advise the office. We always request if you notice anything in the complex that needs repair or attention, please contact the office or maintenance.