

## Canyon Club Homeowner's Association

### Board Meeting

March 17, 2015

Attending BOARD Member:

Lofton Petty, President

Susan Schubert, Vice President

Angie Miller, Treasurer

Bea Fittler-Totth, Secretary

Jeff Sterkel, Member at Large

The meeting was called to order at 6:33 pm by President Lofton Petty.

Introductions were made by the attendees and the BOARD. Lofton Petty asked for verification of the quorum, which was confirmed by Betsy Allen Miller. Lofton Petty then asked for Proof of Notice, which was provided by Betsy Allen Miller.

Ratification of the 2014 Annual Meeting Minutes

Minutes from the March 2014 Annual Board Meeting were not read, but provided in the meeting packet. A motion was made, seconded and approved by the BOARD to ratify the minutes as written from the March 18, 2014 Annual Board Meeting.

#### REPORTS:

### **PRESIDENT'S REPORT ANNUAL MEETING**

**MARCH 17, 2015**

This past year has been a busy year. We had to fill two staff positions. Betsy Allen-Miller was hired as our new office manager. While having to learn a few new things she is doing a great job, has an eagerness to learn and is working well with everyone. Jef Henderson was hired as our Assistant Maintenance Supervisor. While he is also learning, he also has a wealth of knowledge in areas that will be of benefit to the Association. If you have not had the opportunity to meet these people either swing by the office and introduce yourself to Betsy or catch Jef on the property and introduce yourself.

Then there was the painting project. While we know it inconvenienced everyone, had to deal with the mess and extra time it took, all in all things went well considering the size of the project. With the money we saved on the exterior we were able to paint the inside of the clubhouse building. A “Big Thank You” to all our homeowners and residents for not only your inconvenience but for being an extra set of eyes for items that were missed or not done properly. The landscaping project of laying sod was started in the fall. This will continue this spring along with shrub replacement. We had several of our trees trimmed this last fall and this will be an ongoing yearly item. We have a lot of beautiful mature trees and we would like to keep them that way. The cleaning out of storage rooms will get started before long. Notices will be posted and any items not marked and dated will be discarded or donated. We are also considering sectioning off the rooms and renting the sections for a small fee. We also changed our long term money investments to UBS Financial Services.

It takes a number of people working to keep things in the complex in order. I want to say a big “Thank You” to everyone. Our maintenance team, Adam Blake, Jef Henderson and Mark Olson who maintain the complex. Thanks to all those who have helped shovel snow. Our office manager, Betsy Allen-Miller does an awesome job, helping our residents, the Board and keeping things running smooth in the office. Betsy is also the point of contact for non-emergency issues and maintenance requests. A “Big Thank You” to all our other volunteers, Kent Litton, whom chairs the Architectural and Landscape committee and to all those who have helped performed walks of the community pointing out rule violations and areas that need attention. Thanks to Sandi Redmond for her help and support in planning the budget. Thanks to those who helped in many other ways weather it being planting flowers, helping with the budget or attending meetings. We as a Board want to hear what our residents have to say, as this helps us in making Canyon Club a place we all want to call home.

Last, but not least a “Big Thank You” to my fellow Board Members. Susan Schubert - Vice President and Social Committee. Susan plans our social gatherings, yard sales, puts together the newsletter and provides great support. Angie Miller – Treasurer, she keeps track of the figures, budget and investments. Bea Fittler-Toth – Secretary, for all her insight, support and keeping us moving forward. Jeff Sterkel – Member at Large, he is on top of the new laws and what is happening in property management. We have all worked together to keep Canyon Club a great place to live. It’s not just the Board, but our employees and homeowners, all together, helping and looking out for each other that make Canyon Club a great community in which to live.

# **Maintenance Report – Annual Meeting – March 17, 2015**

Written by Adam Blake, Maintenance Superintendent

Much has happened at Canyon Club since this time last year. Some major items such as the exterior painting project, large-scale arbor work, and turf/landscape rejuvenation have been completed or are in progress as seasons allow. We've also had numerous projects of a larger-than-normal scale that are more "regionalized" throughout the property, as well as our typical daily, weekly and monthly duties. We have also had some personnel changes both in the office and within the maintenance staff. If you have an opportunity please welcome Betsy Allen-Miller as our new Office Manager, and Jef Henderson as our new Assistant Maintenance Superintendent. Both joined the Canyon Club Staff in November and are proving to be good additions to our team in my opinion.

Since the last meeting (Jan2015) we have completed 20 maintenance request items and are currently in-progress on another 10. We have also been staying on top of the normal daily, weekly and monthly tasks in-between battling the snow and ice issues we experienced so heavily through February. If you have an item you feel needs attention please feel free to contact the office to submit a work-order or send an email to maintenance directly. When new work-orders are received they are entered into TaskCoach, a system we use to track timelines, progress and completion of work. To keep the community informed and encourage transparency a report from TaskCoach can be prepared for any requesting resident at any time. This report shows the status of all tasks (both scheduled and reported issues), time-lines on recurring or in-progress issues, and completion dates of work that is done. I am also happy to discuss any maintenance issues or concerns with individual residents when contacted. Simply send me an email and we'll schedule a time to get together.

Moving into spring we will be very busy with the usual start-up tasks as well as some additional grounds work that has been outlined. Turf work will continue from the project that began in the fall and additional areas will be getting over-seeded or new sod as outlined in the project scope. When this work is completed the maintenance department marks, and often fences these areas. While these areas are marked, foot traffic and pets are prohibited in these areas so we can ensure the best success. We'll also soon be getting into irrigation start-up and repairs which takes a good chunk of our time for several weeks. Following irrigation we'll be beginning shrub replacements in areas where dead shrubs have been removed as well as improving pre-selected areas discussed in the last year. And finally, as we do each growing season we'll be planting flowers in various areas of the property. Volunteers are welcome to help with the flower planting and need only contact maintenance to be added to the list of individuals to contact when more details are available. Generally we plant the Thursday and/or Friday following Mother's Day so long as weather permits. This year it will likely be the 14<sup>th</sup>/15<sup>th</sup> of May. More details

will be posted as we near that time. We will also have our hands full in pool season preparations this year. The heater for the pool will be replaced before the start of the season, as well as some extensive work that needs completed to bring the in-pool lighting back to full operation. We'll also be working through the normal seasonal tasks such as gutter cleaning, bedding area clean-ups and closing-out the winter season as well.

As always, please contact us with any concerns, questions or comments you may have. We appreciate the community cooperation as we work to complete the above listed items and appreciate any feedback you may have. Wishing everyone another great year at Canyon Club and looking forward to the coming green and growth of the season.

#### **Budget Report—Angie Miller**

Angie Miller did an overview of the financial reports, reviewing the balance sheet, balance comparison sheet and the Long Term Reserve Plan for the previous fiscal year, as well as the current fiscal year. The reserves were completely funded for last year.

#### **Social Committee Report**

##### **Susan Schubert – Chair, Vice President – CCHOA Board of Directors**

The Social Committee mission is to bring together neighbors and home owners to form a community.

The Social Committee held several events in 2014, they were:

1. Community Planting – In May several neighbors volunteered and assisted in planting the various flower beds around the community
2. Annual Summer Picnic was held, Saturday, September 27. The picnic was attended by more than 80 residents. This event was held later in the year to accommodate the roofing project.
3. Holiday Potluck was held on Friday, January 9, 2015. More than 75 homeowners gathered to celebrate the Holiday season and our community. CCHOA supplied beverages and homeowners brought their favorite potluck dishes to share. It was a fun evening for all.

4. Annual HOA Meeting—treats are offered as a way to invite and thank all residents prior to the start of the Annual Meeting.

Future events being planned:

**The Clubhouse will be open on the following dates for all residents. Stop by and enjoy time meeting your neighbors:**

**Friday, April 10th - 5:00 to 8:00pm**

**Saturday, May 9 – Noon to 3:00pm**

**Friday, June 12 - 5:00 to 8:00pm**

**We look forward to seeing you all there.**

- Summer picnic -Saturday, June 13
- Yard Sale – Saturday, August 29
- Costumes in the clubhouse – a Saturday in October
- Holiday Potluck - Saturday evening Jan 9, 2016

All events will be announced with postings in the Mail room, and online.

I wish to thank all of the volunteers who have assisted with these events, without you, these event's would not happen. Volunteers are always welcome and you may contact the office to join in helping at any of the events or share ideas for future community events.

Submitted: March 2015 - Susan Schubert

#### ELECTION OF BOARD MEMBERS

The two open positions for the Board for the next three years were announced by Lofton Petty and Jeff Sterkel. There were no nominations presented. The owners were addressed and asked if anyone would like to serve on the board.

There were no nominations so Bea Fittler-Totth, Secretary and Jeff Sterkel, Member at Large were asked if they would continue to serve on the Board. They both agreed to continue and their nomination was unanimously voted to serve another term. They were welcomed back to the Board.

Rosalie Wagner, was acknowledged and thanked the Board for the wonderful job that they have done in the last few years.

#### Homeowners Open Forum:

Stacey Kelso, wanted to know if other residents were having problems with slow internet. She asked if there are any other options such as Xfinity or Comcast. Stacey said that she and her husband often work from home and the slowness has been a problem. She said that future residents may not purchase a unit because of this problem. Jeff explained that the cable was put into the property years ago when Canyon Club Condos were constructed. Stacey said that she would look into other companies that might be able to offer a solution to the slow broadband connections and report back to the Board.

Terry O'Connor talked about the low flush toilets and asked if the Board could require the residents to replace older toilets with the lower flushing units. She spoke about the large saving to the water bill. Lofton Petty said that the owners could not be required to change their toilets as they are all private owned. Terry O'Connor talked about a rebate from Denver Water for any low flow appliances such as a toilet or a new water heater. She asked if residents could be questioned and educated about making these changes to their unit. Susan Schubert said she could be put this into the next newsletter. Adam Blake talked about his tank less water heater and how it could be a savings of \$3,500 in 4 or 5 years. Adam said the brand name that he had is made by Eternal #145, Hybrid, Grand Paul.

Nate Meurer was the next to speak on window replacements and asked if the complex would get special pricing if several units were involved in replacing their window with the same company. Adam Blake spoke about a company that was used in the past years along with the different grades of windows such as entry level, medium and top of the line.

The next discussion was about the new water tanks that Denver Water would be installing on their property that borders Canyon Club. Lofton Petty explained that the Water Department has notified him that the fences on the property line will be replaced. The new fence will be chain link with vertical pickets woven through the fence for privacy and 8 feet instead of the 6 foot fence that are currently installed. Lofton talked about any additional fencing on the property could be changed to match the new fence design.

The drawing for a free month of HOA fees was won by Marvin Carr so the month of April would be free to the Carr family.

ADJOURNMENT:

The meeting was adjourned by Lofton Petty at 8:05 P.M.

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