

**Canyon Club Homeowner's Association
Annual Board Meeting Minutes
March 15, 2016**

Attending BOARD Members:

Lofton Petty – President
Angie Miller - Treasurer
Jeff Sterkel – Member at Large
Bea Fittler-Toth – Secretary
Susan Schubert – Vice President

There were 37 residents and owners in attendance, and 29 proxies turned in for a total of 66 in the Quorum.

The meeting was called to order at 6:38pm by President, Lofton Petty.

Introductions were made by attendees and the BOARD, including introduction of office manager Javon “Jay” Howard and the head of maintenance, Adam Blake.

The objective of the night's meeting was to approve the voting for new or renewed Board member positions, show “Proof of Notice” for the Annual Board Meeting, approve March 2015 Annual Board Meeting minutes, and to discuss topics such as the 2015 Financial Report and Resident/Owner concerns.

President's Report:

**PRESIDENT'S REPORT
ANNUAL MEETING
MARCH 15, 2016**

This past year has been a busy year with some new challenges. We had to fill one staff position. Javon (Jay) Howard was hired as our new office manager. While having to learn a few new things he is doing a great job, has an eagerness to learn and is working well with everyone. If you have not had the opportunity to meet Jay swing by the office and introduce yourself to Jay.

On June 11th we experienced one of the heaviest rains that I have ever seen. This resulted in several crawl spaces flooded with over 3 feet of water, mainly in the point area. A “Big Thank You” to Adam, Jef and the staff of “A&A Mechanical” for all their work and overtime to get water pumped out and gas service restored to over 13 units. They worked well into the nights and all weekend. It was greatly appreciated by all those affected.

In July we had a sewer backup that resulted in a unit being flooded. The residents were out of their unit until the first part of this year. The total cost was over \$30,000, over \$20,000 paid by our insurance company and we covered our \$10,000 deductible. Plus what the homeowner had to pay along with their insurance company.

The Board had several Saturday meetings working on our governing documents. This is a project that will take a couple more years and will need the participation of all homeowners down the road. Right now we are waiting on revised documents from our attorney. Once the final revision is complete, it will be distributed to homeowners for review. Canyon Club will schedule a get-together, hosted by HindmanSanchez for questions and answers about the new governing documents. Our current documents need updated to comply with the new laws and statutes.

The Denver Water Board has started the project of installing two new water tanks on their property. This project will last into 2020 barring any delays. They will be replacing the fence between our property and theirs starting very shortly. An eight foot fence will replace the current six foot fence, all at the expense of the Water Board. Further information is available at denverwater.org/Hillcrest or Southmoor Park West NextDoor websites.

In January we held our first “Shred Event”. It was a big success with over 1600 pounds of paper being shred. We would like to make this an annual event to occur the end of January or the first part of February as long as we continue to get such great participation.

Recently, we have had what seems to be an increase in resident violations. Please take a few minutes to review the “Rules and Regulations”. These documents are available immediately for download from any pc or handheld device at www.canyonclubcondos.org. You can also request a copy via email or simply visit Jay in the office for a hardcopy. Lessors, remember it is your responsibility to make sure your tenants have a copy of these rules. Also, we have an active community of dog walkers, joggers, leisurely walkers, children at play, maintenance staff and contractors out and about on our sidewalks and streets. Please, keep them all safe! Obey the posted speed limit of 10 mph and for goodness sake! Stop at the one and only stop sign in the complex!

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, Mark Olson and Doug Miller who maintain the complex. Thanks to all those who have helped shovel snow. Our office manager, Jay does an awesome job, helping our residents, the Board and keeping things running smooth in the office. Jay is also the point of contact for non-emergency issues and maintenance requests. A “Big Thank You” to Kent Litton, whom chairs the Architectural and Landscape committee and to all those who have helped performed walks of the community pointing out safety concerns, maintenance issues and rule violations and areas that need attention. Thanks to Sandi Redmond for her help and support in planning the budget and those residents whom attended and helped put the Budget together. Thanks to those who helped in many other ways whether 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:

Maintenance Report – March 2016 Annual Meeting

Written by Adam Blake, Maintenance Superintendent

It has been a very busy year for us and there has been no shortage of work or surprises. May brought us a late and heavy snow storm that caused extensive damage to many of our trees. June brought an abundance of rain which caused severe flooding in several buildings and resulted in nearly 200 hours of after-hours work in less than two weeks. The winter has not been much kinder to us with several consecutive weeks of freezing temperatures which further complicated snow removal and ice mitigation. Fortunately we've had fair weather for a few weeks which has allowed us to get back onto some of the projects that had been put on hold through the winter, or in some cases even longer, but it seems we'll be heading back into winter weather this week.

We've been fortunate to make time available to address things that have been neglected for some time including equipment maintenance and cleaning-up/clearing-out many of the maintenance areas. Jef has put in many hours to ensure many pieces of our equipment are taken care of including a full re-build of the golf cart engine which had stopped working, as well as several other improvements on the golf cart. He has also "resurrected" the little white truck (Cushman) which has not been running for a number of years. These are two essential tools that will streamline efficiency and definitely ease the load of the projects scheduled for this season. He has also been instrumental in ensuring our other smaller equipment is cared for and has put a maintenance schedule into place to ensure longevity and dependability of the machines we count on. We've also had the long overdue opportunity to go through several of the maintenance material storage rooms to organize and make them more functional, as well as clean out items we have no need for and distribute them to local charities or throw them away as needed. Getting these spaces functional and losing the dead weight of clutter has already proven to be a huge benefit.

We continue to monitor and address ongoing rodent problems in a few areas of the property. As a resident there are many steps you can take to help correct this problem. It is critical that trash is not left outside of units (front or back) and is placed **INSIDE** the dumpster in a **TIED BAG**. Leaving trash on a patio, at a front door, or on the ground near the dumpster is not permitted. It is also important to ensure pet waste is cleaned up quickly and pet food is not left out. So far we are certainly seeing signs that our efforts are working, but the battle has only begun. With the wet spring/summer that is being forecast it is reasonable to expect an increased problem if not carefully and constantly addressed. Even those without pets need to be ensuring clutter is not on patios and areas are well kept, monitored and cleaned frequently. Maintenance and our pest control company, IPM, are doing extra work to help keep the problem in check, but we really need every resident doing their part to help out as well.

Moving into the Spring and Summer seasons we have much on the radar. Of course there will be the usual tasks of preparing the pool area, planting flowers, charging irrigation and cleaning gutters (to name a few),

but we are also in the midst of wrapping up some landscape projects started last year (as well as starting some new ones), restriping of the streets and parking, ongoing planting of replacement shrubs, modifying areas of the irrigation to improve coverage and efficiency, replacing broken carstops, working with Denver Water on the replacement of the west fence, strengthening enforcement of the Rules & Regulations as well as the Architectural Guidelines, and continuing planning on amenities improvements to occur over the next year. Of course this list doesn't include everything that is planned, but it provides some insight of the busy season ahead of us.

As we move into the warmer weather we are seeing more activity on the property as people make their way out from the cold and dark of winter. More activity means more people, more kids playing, and more pet activity. **DRIVERS**, it is important that speed limits be obeyed for the safety of our residents and pets. Driving the posted speed limit it takes less than 30 seconds to get all the way through the property to the point so there is no reason to speed through the property and ignore stop signs. **SLOW DOWN AND USE CAUTION!** It is also important to exercise extra caution near the mailroom as this is a high traffic area from all directions. Obey stop signs (no slow & go) and be aware that visibility may be impaired due to sun conditions. Keep it slow and on your side of the road, there may be other drivers or pedestrians you don't see until it's too late. **PET OWNERS**, it is very clearly stated in the Rules & Regulations as well as numerous other places on the property that your animal must be on a leash outside of the unit and you must clean-up after your pet immediately. There is no excuse not to obey either of these points. It is also critical that patio areas are cleaned up regularly (this means daily, immediately is preferred) and kept in acceptable condition. Allowing pets to urinate or defecate on balconies is unacceptable at anytime and will not be permitted. This is a multi-family community and you need to respect that your neighbors don't want the sight (or smell for that matter) of your pets waste. Unkept patios also are encouraging the ongoing rodent issues we are experiencing and inviting unwanted "guests" right up to the back door of you and your neighbors.

I would also like to take a minute to express the sincerest thank you to the rest of the Canyon Club staff, contractors, committee members and Board of Directors. Jef Henderson has proven to be an outstanding addition to the maintenance department. Jay Howard holds things down in the office and helps ensure the ongoing operations not only for the HOA, but also fields many issues for maintenance allowing us to keep it going on the property. I am also very appreciative of our seasonal workers, snow shovelers, and contractors who all do their part to keep things moving along. Kent Litton, our Architectural Chair, spends time helping with enforcement and hosts regular "walk-about" to ensure continuity. Last, but not least is the Board of Directors. These folks volunteer their time and energy into what is usually a pretty "thankless" job. I personally spend several hours a month working with this great group to keep things going, and know that they have many additional hours they are working amongst themselves to ensure the success of the community. Did I mention that they are doing all of this as volunteers? I encourage anyone in the community to get involved and help where you can. Maybe that is running for election as a Board Member, helping with committee work (there are several different committees), or as simple as helping with one or two things here or there because your schedule doesn't allow for a "full-time commitment". Anything you can do to be more active in the community is appreciated by all. Simply coming to the HOA meetings will keep you more in touch with what's going on and will provide you the opportunity to share your thoughts. The door is always open and new ideas are always welcomed.

If you have concerns, questions or suggestions for maintenance please communicate them through the HOA office. This can be done by calling 303-757-8527, by sending an email to canyonclubcondos@gmail.com, or simply by stopping in and speaking with Jay during normal business hours. With exception to emergencies; work orders, requests or questions for maintenance should be run through the HOA office. This is done to provide a document trail for accountability, as well as to allow the maintenance department to concentrate on projects and completing work orders. As always, maintenance emergencies need to be called into the maintenance emergency line at 720-385-8158 regardless of time of day.

Social Report:

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 2015/2016 , 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, June 13. The picnic was attended by more than 95 residents. We look forward to the 2016 events. Reminder RSVP's for this event are mandatory.
3. Holiday Potluck was held on Saturday, January 9, 2016. 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.
5. Yard Sale – Held Saturday, September 12, 2015. Over the past several years this event has had fewer and fewer participants. We will discuss this event and seek alternative options for review.

Future events being planned:

- Summer picnic
- Yard Sale
- Spring planting
- Holiday Potluck

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 2016 - Susan Schubert

Financial Report:

Angie Miller did an overview of the financial reports. Items reviewed were the Balance Sheet, Budget Comparison and the Long Term Reserve Plan for the fiscal year ending September 30, 2015. The Long Term Reserve Plan was fully funded as October 1, 2015.

Election of Board:

We have three Board positions open this evening. The term is for two years and the Board will meet after the meeting to determine who will hold what position. We had one nomination form from Karen Thurman in Unit 23. No nominations from the floor. Karen addressed the members in attendance. Then it was announced that Susan Schubert, Angie Miller and Lofton Petty would be re-running for the Board. A vote was taken by ballots and it was announced that Susan Schubert, Angie Miller and Lofton Petty would extend their terms another two years.

Issues addressed:

- Speeding in the community road ways and parking lots.
- Rats and rodent issues due to excavation.
- Rules & Regulation Survey.
- Complaint filing process

A motion was made and seconded to approve the March 2015 Annual Board Meeting minutes. All 5 Board members were voted to retain their positions.

The meeting was adjourned at 8:38pm.

~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.