

**July 19, 2016**  
**Board Meeting Minutes**  
**Canyon Club Condominiums Owners Association**  
**6:30 p.m. Canyon Club ClubHouse**

Attending BOARD Members:

Lofton Petty – President  
Jeff Sterkel – Member at Large  
Angie Miller – Treasurer  
Susan Schubert – Secretary

Introductions were made by attendees (9 in total) and the BOARD, including introduction of office manager Javon “Jay” Howard, and maintenance representative Adam Blake for a total of 15 in attendance.

The meeting was called to order at 6:37pm by President, Lofton Petty.

The objective of the night’s meeting was to approve the May 2016 Board Meeting Minutes and to discuss old and new projects and business.

The meeting minutes for May 2016 were approved unanimously.

The Presidents Report was read by President Lofton Petty.

**President’s Report**  
**July 19, 2016**

We hope everyone had a safe and enjoyable July 4<sup>th</sup> and is enjoying their summer. This past Saturday, we had our “Annual Picnic”. I want to say to Susan, Adam and everyone else who helped a big “Thank You”.

All “Fire Safety Equipment Reports” were due by July 15<sup>th</sup>. If you have not done so, get them completed and to the office. Should the HOA incur any fines for not having these on file, the fines will be passed on to the homeowner whose report has not been received.

Budget-planning time is here again. The first meeting was held last night and the next meeting is scheduled for July 25<sup>th</sup> at 7 pm, here in the clubhouse. These meetings open to all homeowners and we encourage anyone who is interested in how your monthly assessment is being spent to attend. It is at the final meeting the Budget Committee will make a recommendation to the Board on the amount, if any, of any increase in our assessments.

The pool is open, we ask that you obey the rules including the hours of 10 AM to 10:30 PM and no more than 5 guests during the week and 2 on the weekend. No parties are allowed in the pool area at any time because of liability with our insurance. Anyone in the pool area outside of these hours is trespassing, the police will be called. In the event of trespassing or parties at the pool a homeowners amenities privileges can also be revoked. The pool area has 24-hour security cameras and anyone caught after hours, partying or damaging the pool or any common area will be responsible for paying any costs incurred by the association. This also applies to any amenities area on the premises. We want everyone to enjoy the amenities, but please respect others and obey the rules.

Please remember the speed limit in the complex is 10 mph. We have several children around the complex, so keep an eye out for them. School will also be starting soon, so keep a look out for students commuting back and forth to school. This does not only apply to students, we have several residents who walk the property. Personally, I was almost hit the other afternoon crossing the street by the entrance.

We continue to have issues with some residents whom have pets, not picking up after them. We are trying to come up with a solution to help catch these people. We would like some input from anyone who has any ideas. We have talked about

putting cameras in areas, but this is not an inexpensive solution. Pet waste not only pollutes our air and water but is very unhealthy to everyone when left on the grounds. We need some help here!

We wish everyone a wonderful rest of the summer. Our next regular Board Meeting will be September 15<sup>th</sup>. Please watch for notices and emails regarding the Budget Planning Meetings.

The Maintenance Report was read by Maintenance Supervisor Adam Blake.

## **Maintenance Report – July 19, 2016** - Adam Blake, Maintenance Superintendent

It has been a very busy season for us. Below are items we've completed, are working on, or will be starting in the coming weeks. Please feel free to contact maintenance for any further details or with any questions.

### **Recently Completed:**

- Cleaning gutters: All buildings and carport gutters have been cleaned, many have been done several times. The recent hail has us on the roofs again to clear debris. Please report any issues or damage.
- Pruning of shrubs. This is the selective cutting of shrubs to remove dead-wood, provide circulation and encourage new growth. This was completed by our in-house staff.
- Shearing of shrubs. This was completed by METCO landscape services.
- New walk installed at carport between units 8 & 11. Work completed by Larry Antuna and crew.
- New picnic table constructed and installed at pool deck. This table is a replacement for the old, faded & worn plastic table that was previously in place. The maintenance staff hand-crafted the new table.
- Irrigation: About once a month we "audit" the irrigation system to check for issues and proper coverage. This past audit indicated several issues in addition to a recent break in a main supply which was repaired
- Pool issues: We went through a period where the pool required extra care to balance chemicals and address mechanical issues. We've also experienced several issues with abuse of amenities access which have required extra attention. Please remember pool hours are 10a-10:30p and the guest limits are 5 guest per-unit on weekdays and 2 guests per unit on weekends and holidays.
- New fence installation: The fence along the west side of the property is complete. We'd like to thank everyone for their cooperation during the construction process and commend the fence

contractor for a job well done. As a reminder to those residents to back to Denver Water- no soil, rocks, etc are permitted to be against the new fence. No "weight bearing" items may be hung on the fence. A few decorative items hung on the fence is acceptable, but each unit owner shall be responsible for damage that may occur from such items.

- Carstop replacements: Nearly 2-dozen broken carstops have been replaced. We are also looking into other options for marking carport spaces as we've had a number of issues with "assigned" spots recently

#### **In Progress:**

- Continuing work on gutters and roof-tops to clear debris and inspect following the heavy hail we experienced on Friday afternoon.
- Estimates are being collected for a number of projects. We are getting proposals for grounds maintenance as our contract with METCO is up after this season. Asphalt and concrete repairs are being bid. I am working with the painting company to get started on a list of touch-ups and warranty work.

#### **In the Future:**

- Shrub and turf care will be addressed. Shrub replacements & additions to be planted. Turf areas to be worked-on and/or replaced. This is an ongoing situation each year.
- Completing "in-progress" projects that include landscaping, structure issues, irrigation issues and general repairs throughout the property. We are working to ensure these projects are completed before we move into the seasonal change of fall/winter so we have a fresh start in the spring on the projects we've been in the planning stages for.
- Fencing: There are a few areas where wing fences need re-constructed due to changes following the installation of the new fence and/or damage from trees pushing on or pushing up the fences.
- Lower clubhouse remodel: We've been working on a design and will be interviewing contractors for a renovation of the fitness center and restroom areas of the amenities. The current plan is to begin work after the pool has closed for the season and hope to minimize the time this area is closed for renovations.

The Social Report was read by Vice President Susan Schubert.

## **Social Report July 19, 2016**

This past Saturday, July 16, we held our Annual Summer Picnic. 140 residents joined in the fun and had a great time meeting their neighbors.

Thank you to those who attended this event.

I want to thank my fellow Board members as well as Adam, Jef, Doug and Patty for their help with planning, set-up and execution of this event.

I also with to thank our staff for the great job in maintaining the pool area, what a great venue for our picnic. And a special thank you to Jay who managed the logistics of this event.

Our next event will be the annual “yard sale” planned for Sat, Sept 17, 8:00am – 1:00pm. Canyon Club will place announcements for this event. Residents are encouraged to participate in this event and you may elect to open your patio, use the road-side or the front of the property.

Please watch for notices and emails regarding future social committee events. As always, we welcome all volunteers.

**Issues addressed:**

- Realtor Showings ~\*a discussion consisting of Realtor Open-House showings was discussed and voted on by the attendees granting permission to allow Realtors to have open-house showing during reasonable hours and days, and to be able to post proper signs for notices in designated areas.
- Roofing Jobs and concerns ~\*a discussion consisting of roofing contractors, notifications to the staff and employees and process of completion was held. In addition, cost and responsibility was discussed.
- Group/Mass Emails ~\*a discussion consisting the possibility of separating our email list into groups by court-yard was held. It was revealed to the attendees that the system we used did not have a separating option and that all emails were entered as given with the only way to individualize would be the search option and not a “separating” option.
- FHA/Sect. 8 Rules ~\*a discussion consisting of how many owners were allowed to have Section 8 rentals and if it would affect the FHA was held. Our FHA has been renewed another year and no penalties were projected due to our minimal Section 8 total of units.

**The meeting was adjourned at 7:39pm.**

~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 @303-757-8527.