

KIPLING SUN TOWNHOMES ASSOCIATION, INC.  
MEETING MINUTES OF THE BOARD OF DIRECTORS  
JUNE 17, 2010

The Board Meeting of the Kipling Sun Townhome Association, Inc. was held on June 17, 2010 at the Montessori School at 9904 W. Capri Ave. Board members present were: Neill Kefauver, Board President, Judie Solomon, Vice President and Brenda Barth, Secretary/Treasurer. Rhonda Clover Strickland represented Professional Management Associates, Inc. (PMA). Homeowners present were: Al Settles, Melissa Croswhite, John Clarke, Jerry Keller, Marguerite Greene, Marilyn Vaughn, and Kevin Moore and Maryann Rondinelle.

**CALL TO ORDER:**

Neill called the meeting to order at 6:39 p.m.

**ACCEPTANCE OF FINANCIAL REPORTS: April and May 2010**

Kevin noted there is no operating fund showing on the May 2010 financials. The Board directed PMA to send the corrected version of the financials to them as well as the Finance Committee. Judie moved to approve the April and May 2010 financials with the noted correction. Brenda seconded. The motion was approved unanimously.

The Board noted the insurance bill should be set up as an automatic payment.

**APPROVAL OF MINUTES: April 15, 2010**

Brenda moved to approve the April 15, 2010 minutes. Judie seconded. The motion was approved unanimously.

**UNFINISHED BUSINESS:**

**Bid from GSCO Regarding Drainage at 5906A:** Neill moved to approve number 1 and number 2 on the bid from GSCO regarding drainage issues in the amount of \$1,361.00. The Board noted number 3 on the list to install two window well extensions is the homeowner's responsibility.

**Bid from for ACC on Proposed Plantings from GSCO April Walkthrough:** The Board directed PMA to ask GSCO to provide this list immediately. The Board noted once PMA obtains the list, it should be forwarded to the Grading and Landscaping Committee.

**Proposed Work for GSCO – Grading 2011:** The Board tabled discussion on this matter and directed PMA to forward to the Finance Committee for approval.

**Gutter Replacement over 5916F Entryway:** The Board noted this item should be removed from the Agenda as it has already been addressed.

**Update the Contact with Denver Water Conservation Specialist for Site Review:** The Board noted no action is necessary as the meeting has been set up for July 13<sup>th</sup> and 14<sup>th</sup>. Brenda noted she has made arrangements with Matt at GSCO to obtain the keys for the meeting.

**Adoption of Reserve Investment Policy by the Board:** Neill moved to approve the adoption of the Reserve Investment Policy. Judie seconded. The motion was approved unanimously.

**Kevin/Larry on Status of the Concrete Contract:** Jerry reported the contract had been sent to the Finance Committee for approval. He noted when the contract is finalized it would be forward to PMA so it could be posted on the website. He noted a start date has not yet been decided.

**Bid for Mow Strip from GSCO:** The Board tabled action on this item until further notice.

**Audit from Brashier & Foss:** PMA advised that Brashier and Foss had advised the audit should be received within the next couple of weeks. The Board noted to update them as well as forward the audit to the Finance Committee.

**UNFINISHED BUSINESS CONTINUED:**

**Hammer Bid to Address Roofs at 5900 through 5996:** The Board noted this item should be forwarded to the Roofing Committee. The Board noted this item would be tabled.

**OTHER UNFINISHED BUSINESS:**

**Snow Removal Policy:** Neill noted the policy has not yet gone to legal. Neill directed PMA to send a reminder to him asking him to send out to his draft of the snow removal policy to the other Members for review.

**NEW BUSINESS:**

**GSCO Bid to Install Drain Pipe at 5926D:** The Board directed PMA to obtain an additional bid on this item.

**GSCO Bid to Remove Sprinklers, One Tree and Sod by the Visitor Parking Spaces:** The Board tabled discussion on this item.

**Install Drainage Between 5976F, 5966A, 5960F and 5970A:** Brenda explained that the areas are swampy. The Board noted this item would be tabled and the bid should be sent to the Drainage/Landscaping Committee.

**Murata Bid to Address the Wooden Deck and Steps at 5916D & E:** Neill signed the contract and noted the Board had already approved this item. Neill directed PMA to forward the contract to Murata immediately.

**Budget Request – 2010 Grading:** The Board directed PMA to make sure the issue is resolved and to remove from the Agenda if all is in place.

**Xcel Energy Notice:** PMA advised this notice is for informational purposes only.

**Homeowner Concerns:** A homeowner noted various concerns with neighbors. The Board noted they would address this matter with all parties.

**Homeowner Request:** The homeowner at 5906F has a request regarding his sump pump as well as inquiring about planting bushes. Beth noted no money has been budgeted for plantings. Neill noted a letter would be drafted regarding the various issues.

**Draft Letter from Kevin to SPCS, Inc.:** The Board noted this would be considered when obtaining future gutter cleaning bids.

**Homeowner Delinquencies:** The Board noted that at three months the accounts go to legal.

**OTHER NEW BUSINESS:**

**Reserve Study:** Neill read from the Reserve Study and Kevin explained what the purpose is of the study. Neill moved to approved to accept the Reserve Study. Judie seconded. The motion was approved unanimously.

**Violations and Hearings:** None.

**HOMEOWNER INPUT:**

Maryann Rondinelle asked the Board why they have not gone out to bid on management companies. The Board noted they had and PMA was competitive.

Maryann noted that Heather Strickland had refused her the right to view the records. The Board noted she was not refused the right to look at the records.

**HOMEOWNER INPUT CONTINUED:**

Maryann noted that while she was going through the records, she noticed PMA let the HOA insurance lapse in the time frame of 2008 to 2009.

The Board asked if she had made copies for proof of this accusation against PMA. The homeowner noted she did not have cash with her to pay the .30 cents per page that PMA wanted to charge so she noted she was unable to make copies.

The Board directed PMA to check into this and update the Board and Finance Committee immediately.

The homeowner asked if PMA's contract is on the website? The Board advised that it is not on the website.

**NEXT MEETING:** Neill announced that the next Board meeting would be held August 19, 2010 at Montessori Peaks Academy.

**ADJOURNMENT:** There being no further business, Neill adjourned the meeting at 8:06 p.m.