

HARTSOCK VILLAGE CONDOMINIUMS HOMEOWNERS ASSOCIATION
Board of Directors Meeting Minutes
January 10, 2012

Officers Present: Alice Wilson, Linda Crownover (via phone), Melody Dates, Patricia Lau, and Wavey Williams

Property Manager Present: Bruce Beers
Committee Chairs Present: Linda Crownover
Quorum: Yes

Visitor: Barbara Gieck, Owner

Opening:

Alice Wilson called the meeting to order at 10:35 a.m. on January 10, 2012 at the offices of Bennett-Shellenberger Realty, Inc. located at 1710 E. Pikes Peak Avenue, Suite 200, Colorado Springs, Colorado 80909.

The minutes of the last meeting, December 23, 2011, were previously approved via email on March 26, 2012.

President's Report:

1. Alice reported that the installation of the bull-nose protectors and the painting of the entryways and doorframes and chair rails in both buildings were completed by D&P Projects. The door opener and kick plates were also cleaned.
2. Repairs to the garage doors for building 2 and building 3 have not been timely. The track for the garage door at building 2 has to be replaced and the part has been ordered. The garage door at building 3 was repaired and is now working. Part of the problem is the circuit board.
3. Bruce provided the phone number of Overhead doors and the contact so Board members can expedite repairs outside normal business hours. (Shaun Root, service manager, 596-2171)
4. Bruce has met on-site with Rob of Tarr Electric. They will need to perform an in-depth inspection of the electrical system to identify the problems and the cost of repairs that will be included on the list of construction defects.
5. Replacement of floor mats will be postponed until sometime in the summer. Bruce will check the mat inside the north entrance of building 2 to see what can be done to keep it in place.
6. Linda was recognized for her contribution to the Board.

Treasurer's Report:

1. The starting balance of the Petty Cash account on July 8, 2011 was \$100.00. The current balance is \$89.22.

Property Manager's Report:

1. Bruce met with Rob of Tarr Electric. The recommendation was that we split the existing circuits into separate panels. Bruce will get an estimate for the cost of 1 new circuit.
2. Alice requested that Tarr Electric check the amperage at the end of the lines in the garage. Bruce will contact Tarr Electric and find out what the additional cost will be.
3. Alice suggested that it might be cost effective if the existing lights in the garage are replaced with a fluorescent type.
4. Bruce will check with regional building department to find what the requirement is for lights in the garage and if changing to fluorescent lights is allowed.

Unfinished Business:

1. The bid of \$5,092.00 from Olson Plumbing was to take the current screens off and install screening on the back-side and putting the screen back on. HVAC Solutions bid of \$13,000.00 was to have the same screens we now have only in metal. Lou Falzon has not submitted a bid.
2. The estimate of \$3,000.00 to repair the drainage problem at building 2 will be included on the list of construction defects. The punch list of construction defects is due in August.
3. Bruce is targeting to have the costs to correct the construction defects by the end of January. The total costs will be reported at the Annual Meeting.
4. The Tenant Information form will be included with the letter to be sent by Bruce to the owners in the Annual Meeting packet. The form will be updated every year.
5. Bruce has the attachments for the annual meeting notice and proxy and will add the rules and the updated tenant information from Linda. The annual meeting packet could be ready to send this week.
6. Moving forward, Bruce will routinely send new tenant information to the Board as the information is updated on the master list in the office. Bruce will send a copy of the current directory to the Board.
7. Bruce has notified Lori Leyba that there are issues with cigarette smoke seeping into the common areas from 2 of her units. Lori confirmed that M. Badali, the tenant in unit 3-106

has two air purifiers yet the odor is still a problem. Lori will also check with her tenant in Building 2 to make sure they have an air purifier in their unit.

8. Bruce has authorized Ron Davis to purchase and install two commercial automatic spray air fresheners. He will place one on the first floor in building 3 and one on the 2nd floor in building 2.
9. Bruce confirms a letter was sent to Lori Leyba the beginning of December advising that the move-in fees are increased to \$200.00.
10. Bruce sent a letter to Dwight Cooper notifying him that the tenant J. Wigglesworth had moved into unit 2-107 before the application was approved and that there will be a fine of \$100.00 assessed. It will also state that no new applications will be approved until the fine is paid. Bruce will copy our attorneys, the Bank and Lori Leyba on all violation notices sent to Dwight Cooper.
11. Bruce will send a letter today to Allied Van Lines for damages to the curb in the parking area.
12. Payments from Wells Fargo for unit 2-101, previously owned by G. Nopp, are still outstanding and will be until it is sold. Bruce continues to send statements every month.
13. No move-in fees have been received from B. Spaulding in unit 3-208. The Board will evaluate this situation at the next meeting.
14. Bruce will update the Board regarding the status of the 2011 property taxes for units owned by Dwight Cooper.
15. The HOA will not pursue re-certification with the FHA. Currently, we do not meet their requirements.
16. The Annual Meeting has been moved to the East Library at 5550 N. Union Blvd. from the Ruth Holley Library. The time is still 10:30 a.m. on Saturday, February 25th.
17. The vehicle that belongs to owner, B. Pearson in unit 2-204 is still leaking oil. Bruce will check the cost of a metal oil pan.
18. Bruce will email an updated Vehicle Registration list to the Board.
19. Bruce will send a second letter to M. Miller the tenant in unit 3-108 regarding his use of the electrical outlet in the garage to charge his car battery. If there is no response a fine will be imposed.
20. Bruce will send a letter to the Wagners, tenants in unit 2-308, regarding the rule about dogs and specifying that the only persons who can occupy the unit are the names that appear on the lease and recorded with the HOA.

New Business:

1. The snow removal is being done as early as 3:30 a.m. and there have been complaints. Bruce will request that they schedule removal no earlier than 7:00 a.m. and ask if buckets of ice-melt could be placed in each lobby.
2. Bruce has the letter to the owners announcing the Annual Meeting ready to go out. It will include the agenda, the 2012 budget, the rules, proxy and tenant information form. It will also inform everyone that three Board positions are open and anyone interested should contact Bruce.
3. Bruce noted that the HOA Annual Meeting Agenda is set in the By-laws.
4. Wavey will manage the sign-in table at the Annual Meeting. Bruce will bring the sign-in sheet, the Tenant Information forms, proxies, ballots and pens.
5. Bruce will give an update about new laws and registering with DORA, the Department of Regulatory Agencies to fill the owner education requirement. Linda will also contribute information.
6. Bruce will give a report at the Annual Meeting. Alice will give an update on what has been accomplished and the goals moving forward. Linda will give a report from the Strategic Planning Committee.
7. Moving forward, Bruce will communicate with at least one Board member when something breaks especially on a week-end so information can be posted and owners can be kept informed. Board members will share information with each other particularly when it pertains to their respective buildings. Board members will continue to update Bruce.
8. Bruce met with Rob of Tarr Electric at the four-plex. They might have light fixtures that will work. Bruce will get an estimate for the work.
9. Bruce will check that the furnace door for unit 1-201 has been secured and will update the Board.
10. Bruce wrote to Dwight Cooper and Lori Leyba regarding the current rental procedures and fines.
11. Moving forward, Bruce will show the fines and assessments for each individual unit as a separate line item on the monthly financials.
12. The door for unit 3-105, previously occupied by C. Salgado, still needs to be repaired. Bruce will contact Lori Leyba and find out the status of the repair.

13. Bruce has sent a letter to Dwight Cooper requesting that the tenants in unit 2-301, the Kerfelds, remove the dog that has been moved into the unit.
14. Bruce has sent a letter and a bill for \$65.00 to L. Collins in unit 2-104 for cleaning the grease on the carpet.
15. Bruce has sent a letter to Dwight Cooper and Lori Leyba regarding damage to the carpet and a cleaning bill of \$65.00 for unit 3-105, previously occupied by tenant C. Salgado.
16. Linda made a motion to accept the proposal to amend the Rules and modify item 8.7. by adding the words "and may lead to eviction of the Tenant by the Board". Wavey seconded the motion. The motion was carried. The Rules document will be updated.
17. Bruce confirmed that violation letters sent to the owners are also copied to their tenants.
18. After the Annual Meeting, Linda will draft a letter to all tenants with a copy of the most current Rules.

Announcements:

The next Board meeting will be held at 10:00 a.m. on February 15, 2012 at the offices of Bennett-Shellenberger Realty, Inc. at 1710 E. Pikes Peak Avenue, Suite 200 in Colorado Springs, Colorado 80909.

The Annual Owner's meeting will be held at 10:30 a.m. on Saturday February 25, 2012 at the East Library at 5550 N. Union Boulevard, Colorado Springs, Colorado 80918.

Adjournment:

Wavey made a motion to adjourn the meeting. Alice seconded the motion. The motion was carried. The meeting was adjourned at 11:55 a.m.

Prepared by: Patricia Lau, Recording Secretary on February 12, 2012.