



# Carriage Homes

At Stapleton Association

## BOARD OF DIRECTORS MEETING

March 28, 2016

### MINUTES

#### I. CALL TO ORDER

The Carriage Homes at Stapleton Association was called to order at 6:14pm by Paul Gladstone. The meeting took place at the Smartspace Place, located at 2373 Central Park Blvd, #100, Denver, CO 80238. Board Members Paul Gladstone (President)[by phone], Steve Petso (Treasurer), Warren Lee (Secretary) were present. Board Member Dexter Meyer (Vice President) was not present. Quorum was achieved. Community Manager Sean Robinson was present representing Hammersmith Management, Inc.

There will be no more Board Meetings with Hammersmith Management, as the management contract termination commences on April 1<sup>st</sup>, 2016.

#### II. HOMEOWNER FORUM / GUESTS

There were no homeowners present at the Board Meeting.

#### III. APPROVAL OF MINUTES

January 18<sup>th</sup>, 2016 Minutes were completed and presented. The Board motioned, seconded and unanimously carried the approval of the January Meeting Minutes.

#### IV. FINANCIAL REPORT

Financial statements for the period ending February 29, 2016 were reviewed. On a motion duly made, seconded and unanimously carried, the Board resolved to accept the financials as presented.

##### Bank Balance

<u>Institution</u>	<u>Account</u>	<u>Balance</u>
Pacific Premier	Operating	\$32,443.53
UBS Financial Services	Reserves	\$228,614.71
<b>TOTAL</b>		<b>\$268,313.92</b>

##### A. Income

Year To Date Income, \$42,419, was favorable to budget by \$861.

##### B. Expenses

Year To Date Expenses, \$39,080, was unfavorable to budget by \$1,345.

- i) Administrative Expense: Year to date, \$8,585, favorable to budget by \$3,426.

- ii) Building Maintenance Expense: Year to date, \$0, favorable to budget by \$1,400.
- iii) Grounds Maintenance Expense: Year to date, \$12,729, unfavorable to budget by \$2,383.
- iv) Utilities: Year to date, \$7,267, unfavorable to budget by \$1,099.
- v) Transfers to Reserves: Year to date, \$10,500, on par with budget.

**C. Delinquencies**

As of February 29, 2016, delinquencies due to the Association totaled \$7,015.69. There is currently one account with the attorney for collections.

**V. UNFINISHED BUSINESS**

**A. Middle Oak Loss Recommendations Update**

Manager discussed communication with Middle Oak Insurance Agent on status of the loss recommendation questions from the Board for the Agent.

**VI. NEW BUSINESS**

**A. Landscape Maintenance Proposals**

The Manager presented proposals from three landscaping contractors for the 2016 Landscape Maintenance Contract. The Board informed the Manager that they had signed a one year agreement with Valley Crest Landscaping for 2016.

**B. ACC Request**

The Board reviewed the Architectural Change Request from homeowner. The Board discussed and communicated to the Manager that they would work directly with the Homeowner on a design. The Board approved the request contingent on removability when the homeowner sells their unit.

**VII. REPORTS AND CORRESPONDENCE**

The Manager reviewed the updated Work Order Report and Violation Report presented to the Board.

**VIII. ADJOURNMENT:**

On a motion duly made, seconded and unanimously carried, the Board resolved to adjourn at 6:55pm.