

**Carriage Homes at Stapleton**  
Board of Directors Meeting Minutes  
Meeting held Smart Space  
2371 Central Park Blvd., Denver, CO 80238  
May 18, 2016

Meeting called to order at 6:30 p.m. by Paul Gladstone. Quorum of the Board of Directors established. Minutes were taken and transcribed by Debra Vickrey.

**Board members present:** Paul Gladstone, Steve Petso, Warren Lee, and Dexter Meyer

**CPMG Staff:** Debra Vickrey, Association Manager and Lina Kyle, Deputy Project Manager

**Meeting Minutes:** April 27, 2016

- **Motion** to approve the meeting minutes was made by Steve Petso, seconded by Dexter Meyer and passed unanimously.

**President's Report:** None

**Association Managers' Report:** Debra Vickrey

- Debra gave an update on daily operations and the transition from the previous management company.
- The Board agreed to schedule the next meeting for June 15<sup>th</sup>.
- Debra reported on the number of failed e-mails which impedes the Board's desire to improve communications as well as save dollars. Efforts are being made to secure a more complete and accurate e-mail roster.
- It was reported that Valley Crest will provide a report in June of all dead landscaping. The Board has agreed to have the dead plants removed as step one to improving the landscaping.

**Homeowner Forum:** No attendees

**Discussion Items:**

- CPMG suggested the Board adopt revised Governance Policies, which should have a periodic review. The Board engaged the Association attorney to do the revisions.
- **Motion** to adopt the following Governance Policies in compliance with state law was made by Steve Petso, seconded by Warren Lee and passed unanimously;
  - Adoption and Amendment of Policies, Procedures and Rules
  - Alternative Dispute Resolution
  - Collection Policy with 30/60/90 day procedure
  - Conduct of Meetings
  - Director Conflict of Interest
  - Enforcement Procedure
  - Investment of Reserve Funds
  - Records Inspection

- The Board discussed the requirement from the Association insurance carrier to modify the balconies. CPMG was directed to respond with the information gathered regarding local building code.

**Contracts:** None

**Financials/Legal:**

- **Motion** to accept the March 2016 HMI financials, the March and April 2016 CPMG financials subject to audit was made by Dexter Meyer, seconded by Steve Petso and passed unanimously.
- **Motion** to approve the 2015 audit was made by Dexter Meyer, seconded by Steve Petso and passed unanimously.
- **Motion** to approve the 2015 Management Letter of Significant Audit Findings was made by Dexter Meyer, seconded by Steve Petso and passed unanimously.
- **Motion** to ratify the Board's approval of the Moeller Graf Engagement proposal was made by Steve Petso, seconded by Paul Gladstone and passed unanimously.
- **Motion** to ratify the Board's approval of the Moeller Graf proposal in the amount of \$875.00 to prepare nine responsible governance policies was made by Steve Petso, seconded by Paul Gladstone and passed unanimously.
- **Motion** to transfer reserve investments from UBS to RBC and request investment recommendations from RBC was made by Steve Petso, seconded by Dexter Meyer and passed unanimously.

**Architectural Requests:**

- **Motion** to approve the request from 10341 E. 26<sup>th</sup> Ave. for the installation of a handicap ramp, with the condition they provide written documentation that certifies that all applicable building codes and ADA requirements are met, was made by Warren Lee, seconded by Dexter Meyer and passed unanimously.
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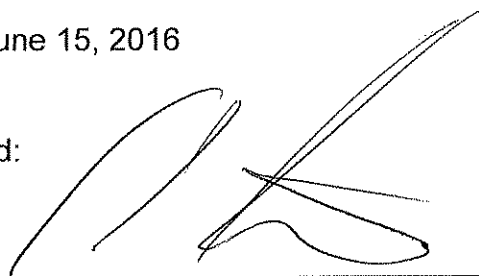
**Correspondences:** None

**Hearings:** None

**Adjournment:** 8:40 p.m.

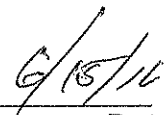
**Next Meeting:** June 15, 2016

Minutes approved:



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Paul Gladstone, President



Date