KEN CARYL RANCH TOWNHOUSE ASSOCIATION

RECORD OF PROCEEDINGS

January 8, 2020

The regular meeting of The Ken Caryl Ranch Townhouse Association Board of Directors was held at the Ken Caryl Ranch House. The following directors were present or absent as noted:

Ken Whiteacre - Present Sue Bryant - Present

Bob Campbell - Present Kathy Dann - Present

Rick White - Present Phillip Mills – Agent - Present

Two homeowners were present as well,

Call to Order – Kathy Dann called the meeting to order at 6:30 PM. A quorum was present.

Minutes – The minutes of the meeting held December 18, 2019 were approved.

Open Forum

* Pat was present to take a picture of the Board members for the newsletter.
* Susan was present for a report on the newsletter committee.

Committee Reports

 Architectural, Building & Maintenance Committee

* An application for the front door of #11899 was approved with the change of color to brown.
* #11624 requested approval to plant a Pinyon Pine tree at the unit entry to replace some Aspens that had been removed. On motion by Kathy, seconded by Sue and duly passed, the request was approved.
* Ken reported receiving a bid from Rose Paving for specified sidewalk replacements costing $4,830. On motion by rick, seconded by Sue and duly passed, the bid was accepted. Ken will schedule with Rose.

Landscape Committee

* The committee has two bids from Environmental Tree care – one for the regular phase pruning and one for special work, including Howard’s tree. On motion by Ken, seconded by Sue and duly passed, the Board approved three items from the special list and the regular phase pruning.
* It was suggested that trees to be pruned or removed be marked so it could be determined if the work was done.
* On motion by Sue, seconded by Bob and duly passed, the Board approved obtaining bids for tree replacement costs.

Communications Committee

* The next newsletter issue is scheduled for the end of January.

Financial Reports – Phil Mills reviewed the reports for December 2019.

* Ending balance of the Operating Account is $45,428. Reserve Accounts - $870,250.
* Disbursements during the month (not including the regular transfer to reserves) were $31,455.
* Delinquencies were $8,735.
* Prepaid maintenance fees were $10,302.
* Total expenses (12 months) were $10,989 over budget, due to snow removal and gutter cleaning.
* The RBC account has been opened. Kathy’s signature on the documents was obtained at the meeting.

Property Manager’s Report

* The door replacement request from 11899 was approved for a brown door.
* Chambers repaired a crack in the sidewalk at #11878. He also removed some damaged light fixtures and made some fence repairs at the tennis court. More vandalism has occurred since, including tennis court lights and picnic table.
* Huston is scheduling light pole repairs at #11714 and another location. He is waiting for snow piles to melt to dig post holes.
* Phil announced his retirement the following month and said Jessica Ramos would be trained for his accounts. She will come to the February meeting.

Unfinished Business

* The Board reviewed the revised Reserve Study Policy and on motion by Ken, seconded by Bob and duly passed, approved the policy with the deletion of the words “by a reserve study specialist” in paragraph 2.

New Business

* Phil will ask Shultz for the cost of a backflow preventer cage.

Executive Session – The Board went into executive session to discuss collection matters.

Adjourn – There being no further business to conduct, the meeting was adjourned at 7:30 PM. The next meeting will be 6:30 pm on Wednesday, February 12, 2020 at the Ken Caryl Ranch House.

Respectfully submitted by Phil Mills, Acting Secretary