

KEN CARYL RANCH TOWNHOUSE ASSOCIATION

RECORD OF PROCEEDINGS

December 13, 2023

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

Kathy Dann	Present	Pat Smith	Present
Bob Campbell	Present	Ken Whiteacre	Present
Rick White	Absent		

TinaMarie Luna, CMCA was present from PMI Denver Metro.

CALL TO ORDER:

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

MINUTES:

*Meeting minutes from the **November** Board Meeting were reviewed. Ken made a motion, and Pat seconded, to approve the minutes as submitted. The motion carried with one correction before posting.*

OPEN FORUM:

- A homeowner asked if the monthly assessment would increase in 2024.
 - No increase per Board
- A homeowner expressed her frustrations with PMI, homeowner portal and the lack of update to the Sunset Ridge website.
 - The manager explained that PMI could continue to maintain the website at an additional cost to the HOA, as the PMI homeowner Portal system has taken the place of that order version. The Board will discuss the benefits of keeping the website up and updated.
- A homeowner asked if there were any changes in insurance.
 - The manager mentioned passing the First Amendment to Supplemental Declaration to the Attorney to review and will provide an update when received.
- A homeowner mentioned the white trim missing from alongside the garage at 11855.
 - The manager asked that a work order be placed, and JT would be out to repair.

COMMITTEE REPORTS:

Architectural, Building & Maintenance Committee

- Ken received 1 HIR request, to replace storm doors and windows. Received the signed notarize letter from Jennifer and neighbor, then fence project was approved with provisions.

Ken had a few requests on updates.

- Gutter Cleaning – The Manager was asked to provide a more in detailed scoop of work from JTB.
- Ken has asked the Manager to have the homeowner at 11809 remove plastic material from the outside windows.
- Ken was concerned JT hadn't been seen out at Sunset working on work order request recently.
 - The Manager will follow up with JT and provide the Board with an update.

Landscape Committee

- Schultz – Remind Victor to add attached lid to all the ice buckets in the community.

Communications Committee

- The committee is currently working on the newsletter to be distributed in December 2023.

Financial Reports – Financials for end of month **November** 2023

- Operating Account - \$21,591.99
- Reserve Account - \$779,153.64
- **Total cash on hand - \$799,745.63**

Property Manager's Report

- PMI (*JT has been working on overdue work orders*) and working on getting through most of the new work orders as well as responding to any emergency request.

OLD BUSINESS

- Letter to Homeowners (amendment to the supplemental declaration)

ADJOURN

There being no further business to conduct, the meeting was adjourned at 7:42PM.

Next meeting scheduled for January 10, 2024, at 6:30PM via Zoom.