

KEN CARYL TOWNHOUSE ASSOC., INC.
Aka Sunset Ridge
Held Via Zoom
February 8, 2023

Meeting Minutes

Board Members Present: Kathy Dann, President, Ken Whiteacre, Vice President, Bob Campbell, Treasurer, Pat Smith, Member at Large, Rick White, Secretary

Homeowners Present: Becky Kennedy

Present for PMI Denver Metro: Paul Laird

- I. Call to Order** – Kathy Dann called the meeting to order at 6:33pm
- II. Discussion and Approval of January 11th, 2023, Minutes** – It was noted that the title of the minutes needs to be changed from agenda to minutes. A motion was made to approve the minutes of January 11, 2023, as amended. The motion was seconded and approved.
- III. Homeowner Forum** – There were no homeowner statements or comments at this meeting.
- IV. Committee Reports**
 - a. Landscape** - Schultz Drainage Rocks – Ken Whiteacre shared that Victor from Schultz Industries had redistributed the drainage rocks near his residence to their original configuration.
 - b. Architectural Building and Maintenance Committee** – Ken discussed that he received an architectural request from Tom Pine for replacement windows. Said that it was a good start, but he required some additional information surrounding the type, color etc. of the windows Mr. Pine was intending to install. Paul said he forwarded Ken’s request to Mr. Pine and would follow up with a phone call. Also, Paul will follow up with Jennifer Squire to determine if the work surrounding her requests has been completed. Fence Updates – Paul said Hunter is still working on the fence repairs. He is awaiting a bit more snow melt before he can begin again.
 - c. Communications Committee** – Pat Smith related that there was nothing new to report at this time. Paul said he would add the Meeting Rules guiding homeowner participation to the website.
- V. Management Report**
 - a. Work Orders** – Paul asked the board if they had any requests for new work orders. None were requested at this time.
 - b. Environmental Tree** – Paul said Environmental tree was scheduling a start date for their service. Kathy asked if they required a deposit to start the work. Paul said he would find out and get back to the board with a scheduled work date.

VI. New Business

a. Financial Review - January Financials – Paul discussed that the balance in the operating account was \$38,746.80 and the balance in the reserve account was \$880,738.51 and currently the association was in good financial condition.

b. Environmental Tree Care – Paul reiterated Kathy’s statement that the amount for the scheduled work was \$16,400.00 and there would be an additional charge for traffic control.

VII. Adjournment – Meeting was adjourned at 6:53 pm