**Meeting Minutes**

**THE KEN CARYL RANCH TOWNHOUSE ASSOC., INC.**

**aka Sunset Ridge Townhouse Assoc., Inc.**

**April 12, 2023**

**Meeting Via Zoom**

1. CALL TO ORDER
2. APPROVAL OF MINUTES (3-9-23) A motion was made seconded and approved for the March 9, 2023 meeting minutes.
3. HOMEOWNER FORUM

Brad Sobel wanted to reiterate that Schultz should be informed that residents with stickers on their doors are residents that take care of their own gardens and Schultz employees should not perform any landscape work for those residents’ gardens. He also stated that 11705 needs to paint garage door. Asked if he could paint the area under his front door. Ken advised him where to get the correct color of paint.

1. COMMITTEE REPORTS
	1. Architectural Building and Maintenance –

Ken stated that there are no home improvement requests at this time and that Integrity Fence had completed the installation of the west fence. Ken said that Rick White was concerned that not enough concrete was used on portions of the fence pillars, but Ken said upon closer examination he could see that there was. Ken then related that there were two fence columns on the Chatfield side that were leaning, however, Bob the brick mason was able to get the columns back in plumb and integrity reinstalled that portion of the fence. Ken stated that the board had received and approved the paving proposal from Rose Paving. Paul said he had sent the approved proposal to Rose today. Ken related that he had examined the sidewalk in front of 11803 and sent pictures to the board today. While it appears the sidewalk needs repair, the question becomes, what concrete project should take priority. Ken said that when he and Rick were performing their insurance walk through, they identified some areas where the concrete was uneven and presented some clear slip and fall possibilities that could take priority over other concrete repairs. Ken said the door at 11705 needs to be painted to match the unit body. Paul will send a letter to the owners. Also, the light post between 11671 and 11673 that is leaning and needs to be repaired. Ken suggests that our electrician or other qualified person make this repair. The light post by 11606 is not working. Ken will let Paul know if our electrician needs to address this problem. Ken took a walk around Elk Head Range Road and identified several areas of pavement that need to be repaired. He had contacted the proper authorities who could address those concerns. Ken related to Paul that the fence at 11711 needs to be repaired. Ken informed the group that the two trees that came down in last week’s windstorm were removed by Environmental Tree Company.

* 1. Communications – Pat Smith said that the newsletter was being prepared and should be ready for distribution in April.
	2. Landscape

The landscape committee provided Kathy with a map depicting possible locations to consider for the planting of new trees. Kathy said that ETC will replace the tree that was planted last year and has dies. She then asked if anyone was aware that an evergreen tree has a line of red paint. No one was aware but Ken said it could be in relation to the markings provided prior to the fence installation.

1. MANAGEMENT REPORT
	1. Environmental Tree Service

 Paul reiterated that he had contacted ETC and they had completed the removal of the downed

 trees.

* 1. Fence Repair and Gutter Maintenance

 Paul said Hunter was working on fence repairs this week and he would send pictures to the board Members.

* 1. Victor

 Paul stated that he had sent an email to Victor from Schultz industries requesting that they clear the debris under the walkway bridges so that drainage water could flow under the bridges.

* 1. Jonah Hunt of Orten, Cavanagh, Holmes, and Hunt

 Paul said that he had spoken with Jonah Hunt, and he estimated that a review of the HOA’s documents for the purposes relating to insurance matters would cost approximately $1,200.

 A motion was made, seconded, and approved to allow for that expenditure.

* 1. Violations

 Paul stated that he had been attempting to contact Nubia Hallen, the owner of 11727 concerning complaints that there are too many tenants living in that residence. He said that all of the contact information contained in the system was not good, so his next course of action is going to the residence, knocking on the door and asking the tenants for the owners contact information. Kathy suggested that Paul look at the accounts payable information to determine if there might be some helpful contact information there. Kathy asked about the following violations.

 11721 – lumber stored on north end of building

 11843 -- rack of firewood stored on south end of building

 11839 – white front door, needs to be painted as outlined in door color standard

11833 – pergola over patio has peeling paint, needs to be painted or removed at the Expense of the owner.

 11734 – Hole in the garage door

 Paul said that he was attempting to generate violation letters in the CINC software System and would provide guidance for the board to review them online.

1. NEW BUSINESS

 A. Acceptance of Financials/Payables/Delinquencies

 Paul stated that the association had $10,860.60 in their operating account, 80873.58 in their reserve account, and $747,794.68 in their RBC account. He asked if the board would like him to transfer funds from the RBC account to pay for upcoming concrete work. It was determined that we will revisit the issue when it comes time to pay Rose Paving the deposit amount for this year’s concrete work. Bob asked for clarification concerning the Mountain West insurance invoice before he would be able to approve for payment. Paul said he would investigate and provide more detail. The board asked Paul to provide some additional information in the monthly financial report that showed the monthly budget variance. Paul said he would include that information in next month’s

 report.

 While reviewing this month’s Homeowner Aging Report, Kathy noticed that the report included several accounts that were in a credit status. Paul said he would try to run a report for next month’s meeting that did not include that information. In addition, Paul noted that the report can be deceiving because it lists all accounts that have not been paid in the most recent 30-day period which then skews the total accounts receivable number. By example, the total accounts receivable number in this report is $29,296.84 and the 30-day number is $23,042.84 which makes the 60 day and over number $6,254.00. Paul then stated that there are four homeowners accounts that have entered the collection process. All have been provided the required notice and in accordance with new Colorado State regulations must be provided 30 days to set up a payment plan.

1. ADJOURNMENT – There being no further business, the meeting Adjourned at 7:29 pm