

**BOARD OF DIRECTORS
MINUTES OF MEETING
March 8, 2016**

A regular meeting of the Star Canyon Condominium Homeowners Association, Inc. was held on March 8, 2016 at the office of KC & Associates, LLC located at 10106 W. San Juan Way, Suite 210 in Littleton, Colorado.

- I. **Call to Order, Establishment of Quorum** -- President Reeh called the meeting to order at 6:00 PM. Members Present: Scott Reeh, Cyndi Parazak and Tom Kartheiser. Members Absent and Excused: Others Present: Homeowners per the sign-in sheet, Gene West from RBC Wealth Management, and Kyle Kirkwood and Kathy Christensen from KC & Associates, LLC, Community Association Managers.
 - A. **Special Guest – Gene West/RBC Wealth Management** – Mr. West presented a current Reserve funds analysis outlining possible future investment options for the Board to consider. Following discussion, Mr. West confirmed premium and positive rate of return for the Board. Following discussion, upon motion duly made by Director Reeh and seconded by Director Parazak to invest \$40,000 as proposed by Mr. West. Motion passed unanimously, without objection.
 - B. **Determination of Director Positions** – The following officers will serve until the next Annual Meeting of the Membership: Scott Reeh -- President; Cyndi Parazak – Vice President; and Tom Kartheiser, Secretary/Treasurer.
 - C. **Bank Signature Card** – The Alliance Association Bank signature card was signed by Director Kartheiser. New RBC Wealth Management signature cards were signed.
- II. **Review of Regular Meeting Minutes** -- The Board reviewed the Regular Meeting Minutes of January 19, 2016. Following review, upon motion duly made by Director Reeh and seconded by Director Parazak to approve the minutes as submitted. Motion passed without objection, unanimously.
- III. **Financial Report & Accounts Payable** -- The Board next reviewed the preliminary unaudited financial report of the Association setting forth the cash deposits, investments and budget analysis through the period ending February 29, 2016. The Board reviews and approves account payable invoices via the online invoice process, and signs any additional unsigned checks at their monthly meeting.
- IV. **Manager's Report**
 - A. **Reports** – The Board reviewed reports on work orders issued, etc. There was one reported issue on the dryer vent cleaning consisting of a venting problem.
 - B. **Violations** – Violations letters are mailed per property inspections and reported homeowner complaints on holiday lighting and electrical cords. One homeowner wishes to know who is filing complaints against her. She was informed to file a form to review records.
- V. **Committee Reports**
 - A. **Landscape Committee** – The Committee Chairperson, Karen O'Keefe, outlined projected improvements for 2016 consisting of replacement shrubs, etc. Karen will prepare a formal landscape plan for submittal to the Board and will advise the date for a tree removal.

- B. **Snow Committee** – Director Reeh has been following up on all snow related issues. Ice melt buckets were reported low. Use of sand discussed. The entrance sign will be checked out.
- C. **Social Committee** – The March luncheon will be held on March 18, 2016 beginning at 12:00 Noon at the Breckenridge Brewery. Welcome packets and newcomers letters are being delivered by Betty McGinnis.

VI. **Unfinished Business**

- A. **Perfect Patch Warranty Work** – Following discussion and review of the proposal submitted by Perfect Patch for repairs, it was decided to table further work.
- B. **Ratify 2015 Tax Engagement Letter** – Upon motion duly made by Director Parazak and seconded by Director Kartheiser to approve the Lee Public Accounting engagement letter for preparation of State and Federal taxes for the period ending December 31, 2015 at a cost of \$250. Motion passed without objection, unanimously.

VII. **New Business**

- A. **Heated Gutter System Proposal** – Following discussion and review of the proposal submitted by 3 Way Electric at a cost of \$3,475 per building (9816 & 9836), it was decided not to move forward at this time; Director Kartheiser will review the downspout issues at 9836 building.
- B. **Capital Improvements 2016** – Goals for 2016 include stucco repairs and painting. The painter will be notified that the previous job was hastily applied with paint on sidewalks and decks, painted over mud on the buildings, and cleanup needs to be better. Additional care needs to be taken overall. The grey meter boxes need to be included in the painting project.
- C. **Communications**
 - 1. **Maintenance Calendar** – Reviewed.

- VIII. **Open Forum** – The following items were brought before the Board: 1) Owners at 9816-C continue to work on converting two units into one; and, 2) LED light bulbs continue to be replaced by Owner Chris Bader.

IX. **Miscellaneous Items/Announcements**

- A. The next regular meeting will be held on Tuesday, May 10, 2016 beginning at 6 PM at the office of KC & Associates, LLC located at 10106 W. San Juan Way, Suite 210, in Littleton, Colorado.
- B. The Board approved the purchase of the Voluntary Insurance, not to exceed \$1,000 following receipt of the quote.
- C. Spring Walk Through was scheduled for Tuesday, April 26, 2016 at 4 PM.
- D. Place a new report under Board Reports on the web portal for the Board to obtain new owner information.
- E. Management sends out a Welcome letter to all new owners upon receipt of Deed information.

- X. **Executive Session** – The Board entered into Executive Session at 7:49 PM. The regular meeting resumed at 8:02 PM.

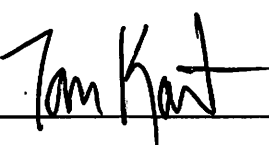
XI. **Adjournment** – There being no further business to come before the Board, a motion was made and upon unanimous consent, the meeting was adjourned at 8:03 PM.

Submitted by,

Kyle Kirkwood, CAM Apprentice
Kathy Christensen, CAM, CMCA, ASM, PCAM
Community Association Managers

THE FOREGOING ARE THE TRUE AND CORRECT MINUTES OF THE MEETING HELD ON THE DATE STATED ABOVE AND WERE APPROVED BY THE BOARD ON THIS 10th DAY OF MAY, 2016.

ATTEST:


_____ /Secretary