

**STAR CANYON CONDOMINIUM  
BOARD OF DIRECTORS  
MINUTES OF MEETING  
January 8, 2019**

A regular meeting of the Star Canyon Condominium Homeowners Association, Inc. was held on January 8, 2019 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** – Director Pabst called the meeting to order at 6:04 PM. Members Present: Randy Pabst, Tom Kartheiser and Bill Schleifman. Directors Absent and Excused: Buddy Allen, and, Frank Gieger Others Present: Angie Johnson from KC & Associates, LLC, Community Association Manager.
- II. **Open Forum** – None
- III. **Review of Regular Meeting Minutes** -- The Board reviewed the Regular Meeting Minutes and Budget Meeting Minutes of November 13, 2018. Following review, upon motion duly made by Director Schleifman and seconded by Director Kartheiser to approve the minutes as presented. The motion passed without objection, unanimously.
- IV. **Manager's Report**
  - A. **Reports** – The Board reviewed reports on work orders issued, etc.
    1. **Lattice Work** – The Board stated that JD Maintenance was doing a great job on the lattice.
    2. **Roof Leak** – Conifer Gutters was contacted and has not been out to check the leak.
    3. **Window Leak** – A homeowner replaced the window in his unit and discover there was a water leak at some point. The Board requested management to send JD Maintenance out to inspect and present a proposal for the repair.
    4. **Keys for Water Closet** – The Board requested management to obtain keys to the water closet for each Board member,
  - B. **Violations** – Violations letters are mailed per property inspections and reported homeowner complaints sent in writing.
- V. **Financial Report & Accounts Payable** - The Board next reviewed the unaudited financial report of the Association setting forth the cash deposits, investments and budget analysis through the period ending November 30, 2018. The Board reviews and approves account payable invoices via the online invoice process and additional unsigned checks at their meeting
- VI. **Committee Reports**
  - A. **Landscape Committee** – Nothing at this time.
  - B. **Snow Committee – (Volunteers Needed)** – Director Pabst informed the Board there are ice bucket at every entrance.
  - C. **Social Committee** – Nothing at this time.
- VII. **Unfinished Business**
  - A. **Loss Assessment Letter** – The Board reviewed the loss assessment letter. Following review and discussion upon motion made by Director Schleifman and

seconded by Director Kartheiser to approve the loss assessment letter and email to the homeowners. The motion passed without objection, unanimously.

**B. 9815 & 9865 High Water Usage** – The Board requested management get with a plumber to see if they can pin point a possible leak in the common area.

**C. Grate to Cover Drain Pipe** – Director Pabst is working on getting the cover for the drain pipe.

**D. Landscaping Around New Driveway** – This is tabled until March 2019.

**E. Shared Water Feature** – Director Scheifman requested a copy of the contract for the shared water agreement that is between Star Canyon and the patio homes.

**F. 9815 Fire Monitoring** – Safe system requested a duplex plug for the upgraded system. Following review and discussion, upon motion made by Director Schleifman and seconded by Director Pabst to approve the duplex plug. The motion passed without objection, unanimously.

**VIII. New Business**

**A. Maintenance Calendar** – Management presented the Board with a calendar of events for 2019.

**B. Landscape proposal** – The Landscape Committee presented the Board with three proposals, Juniper removal, addition to plants in different location and apply slow release fertilizer. The Board request a meeting with Todd to discuss the Juniper removal and the additional plant. The Board approved the slow release fertilizer for \$875.

**IX. Miscellaneous Items/Announcements**

**A.** The next Board Meeting will be on Tuesday, March 12, 2019 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 requested management put the draft of the Annual Meeting Minutes on the portal for the homeowners to review.

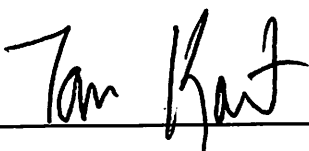
**X. Adjournment** – There being no further business to come before the Board, a motion was made and upon unanimous consent, the meeting was adjourned at 7:54 PM.

Submitted by,

Angie Johnson, CAM  
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 12<sup>th</sup> DAY OF MARCH 2019.

ATTEST:

  
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Secretary