

**STAR CANYON CONDOMINIUM
BOARD OF DIRECTORS
MINUTES OF MEETING
March 12, 2019**

A regular meeting of the Star Canyon Condominium Homeowners Association, Inc. was held on March 12, 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 6:05 PM. Members Present: Randy Pabst, Tom Kartheiser, Bill Schleifman, Frank Gieger and Buddy Allen. Directors Absent and Excused: All present, Others Present: Angie Johnson from KC & Associates, LLC, Community Association Manager.
- II. **Open Forum** – Karen Sultzbach has two items.
 1. Outlet on her patio not working, who is responsible to fix, the Board informed owner is responsible.
 2. Roof/Gutter leak caused water to get into garage roof. The Board (Tom) will have united Roofing and Conifer Gutter out to fix.
- III. **Review of Regular Meeting Minutes** -- The Board reviewed the Regular Meeting Minutes and Budget Meeting Minutes of January 8, 2018. Following review, upon motion duly made by Director Gieger 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.
 - 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 February 28, 2019. 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** – Director Pabst stated the new driveways replaced in 2018, will be replacing/adding fresh rock and dirt this spring.
 - B. **Snow Committee – (Volunteers Needed)** – Director Pabst informed the homeowners present there are ice bucket at every entrance and are full. Director Pabst stated if the ice bucket needs to be refilled to let him know.
 - C. **Social Committee** – Kathy Allen stated she would like a save the date calendar.
- VII. **Unfinished Business**
 - A. **Signed Engagement Letter (Taxes)** – In between meetings the Board approved the Engagement Letter for the tax preparation.
 - B. **Parking Rules and Map** – The parking was a trial with the adjusted map. The map that was present to the homeowner was not correct. Director Pabst will correct and send to management.

- C. **Ratify Attic Key** – In between meeting the Board approved Director Gieger purchase attic keys. There was no charge for the attic keys.
- D. **To do list** – Director Gieger read the TO DO LIST to board and owners. This list will track the day to day operations, progress of maintenance and repair issues and special projects. Director Gieger will updated and emailed the TO DO LIST to board members and management company weekly
- E. **Grate Cover for 9876** - Director Pabst stated the grate will be "fit" and then installed in the next several weeks.

VIII. **New Business**

- A. **Safe Systems Antenna** – Management presented the Board with a map of the location Safe Systems is wanting to place the antenna. The Board request management ask Safe Systems if a different location is acceptable.
- B. **FHA** – The Board reviewed the FHA Service Agreement. Following review and discussion upon motion made by Director Pabst and seconded by Director Kartheiser to approve the FHA Service Agreement. The motion passed without objection, unanimously.

IX. **Miscellaneous Items/Announcements**

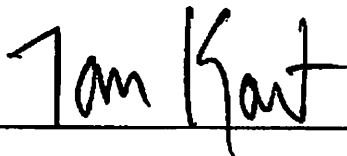
- A. The next Board Meeting will be on Tuesday, May 14, 2019 beginning at 6 PM at the office of KC & Associates, LLC located at 10106 W. San Juan Way, Suite 210, in Littleton, Colorado
- X. **Adjournment** – There being no further business to come before the Board, a motion was made and upon unanimous consent, the meeting was adjourned at 7:55 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 14th DAY OF MAY 2019.

ATTEST:



Secretary