

**STAR CANYON CONDOMINIUM
BOARD OF DIRECTORS
MINUTES OF MEETING
September 10, 2019**

A regular meeting of the Star Canyon Condominium Homeowners Association, Inc. was held on September 10, 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 6:02 PM. Members Present: Randy Pabst, Bill Schleifman, Frank Gieger. Directors Absent and Excused: Tom Kartheiser. Homeowner: per the sign in sheet, others Present: Angie Johnson from KC & Associates, LLC, Community Association Manager.
- II. **Open Forum** – A homeowner informed the Board she is in need of paint touch up by her unit. Homeowner stated she is still getting water coming in through her wall, Director Gieger caulked and there is still water coming in.
- III. **Review of Regular Meeting Minutes** -- The Board reviewed the Regular Meeting Minutes and Budget Meeting Minutes of July 9, 2019. The minutes were approved in between meetings. 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 August 31, 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:** Karen presented the Board with a tree proposal from Autumn Tree. Karen also provided a proposal from Mountain High Lawn & Landscape for plant a variety of plants.
 - B. **Snow Committee – (Volunteers Needed)** – Nothing to report at this time.
 - C. **Social Committee** – Nothing to update at this time.
 - D. **Welcome Committee** – The welcome committee reported they gave out two (2) welcome packets.
- VII. **Unfinished Business**
 - A. **Gutter Proposal** – The Board reviewed the proposal from Conifer Gutter to repair the gutters on 9836 W. Frieberg Dr. Following review and discussion the Board approved the proposal submitted by Conifer Gutter at a cost not to exceed \$498.
 - B. **Water Feature** – Tabled
 - C. **Stucco Repair** – The Board reviewed the proposal from United Roofing/ Restoration to repair the stucco at 9836 W. Frieberg Dr. Following review and discussion the Board requested a warranty needs to be added to the proposal.

VIII. **New Business**

A. Annual Meeting – Frank’s Term is up – Management informed the Board that Directors Gieger term is up this year.

B. One Open Position – The Board accepted to have Karen Sultzbach fulfill the remaining term of Buddy Allen. Upon motion by Director Pabst and second by Director Gieger to appoint Karen Sultzbach to fulfil the remainder of Buddy Allen’s term through 11/2020. Motion passed unanimously, without objection.

C. Proposed Budget – Management presented the Board with the proposed 2020 budget.

D. Irrigation Start Time – Director Gieger requested management speak with the landscape company to see if the time on the irrigation time can be changed to 6:00am and 6:00pm.

E. Snow/Landscape Proposal – The Board reviewed the proposal provided by Mile High Lawn & Landscape for the 2019-2020 snow removal and landscape services. At this time, the Board would like to review the proposal in between meetings. Management will send the proposal via email for the Board to review. There will be further discussion at the November meeting.

F. Backflow Inspections – The Board had questions in regard to the back-flow testing. Management presented the Board with the backflow testing request from Denver Water.

IX. **Miscellaneous Items/Announcements**

A. The next meeting will be the Budget/Annual Meeting on Tuesday, November 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. Director Pabst would like to have a neighborhood BBQ and is going to reach out to the City of Littleton to see if they will give Star Canyon a grant to fund the BBQ.

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 7:50 PM.

Submitted by,

Angie Johnson,
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 12th DAY OF NOVEMBER 2019.

ATTEST:



Secretary