

RECORD OF PROCEEDINGS
BOARD OF DIRECTORS' REGULAR MEETING
THE KNOLLS VILLAGE TOWNHOUSE ASSOCIATION

A regular meeting of the Knolls Village Townhouse Association was held on Tuesday, **December 3, 2013** at the association clubhouse at 6:30 PM. Present were Directors Dick Campbell, Cynthia Kiel, Barbara Stokes, Scott Ward, Darcy Johnson, Joe Johnston and Angie Brown; Paint Committee Chair Harold Arnold; Pool Manager Jean Oatman; and Manager Warren Deutsch. Joan Rowe was present to record the proceedings. Also present was Cindy DeSirant.

A motion was made by Barbara Stokes and seconded by Angie Brown to accept the November, 2013 financial statements as presented. The motion was passed.

Darcy Johnson made a motion to approve the minutes of November 5, 2013 Board meeting as written. The motion was seconded by Scott Ward and was passed.

The Board reviewed correspondence regarding light installation, concern over strange vehicles in the area, compliments regarding snow removal and city street sweeping.

Harold Arnold presented the proposal from Real Painting for the painting in 2014. There are 62 units to be painted in the spring. The paint committee will walk the property in January and in February send out letters to owners where repairs are needed. A coffee with owners in the painting cycle and the paint contractor is scheduled for March 22nd at the clubhouse and the painting is scheduled to begin in April, weather permitting.

A new hosting company will be used for the association website.

Jean Oatman, Pool Manager, presented a report on the 2013 pool season. Recommendations for next season include purchasing a new first aid kit, painting the small pool, a new lock for the gate and four more lounge chairs. Jean will re-certify for her CPO license. The pool rules should be reviewed and published in the May, 2014 newsletter. The pool will open on Thursday, May 22, 2014 and close on Sunday, September 7, 2014.

Barbara Stokes, Hospitality Committee, reported that there were 25 people at the November coffee. Events for next year will include a coffee on May 3rd, the ice cream social in July and providing refreshments for the annual meeting in October.

There were no applications approved by the Architectural Control Committee. The deadline for the next newsletter is Friday, December 6th.

Joe Johnston, Treasurer, stated that the reserve fund balance is \$425,195.00 and the paint fund balance is \$63,321.00. The \$100,000.00 CD that came due in November will be reinvested into a 1 year CD.

Warren Deutsch, Maintenance Manager, reported that the November projects included irrigation repairs, water service line repair, backfilling and re-grading, installing handrails, caulking sidewalk joints and some snow removal. The projects for December include building a small retaining wall, preparing a bed area for rock, winter clean up in bed areas, bridge repair and other general maintenance. The asphalt repair has been completed by the contractor. Warren presented a proposal from Waste Management for renewal of the trash removal contract. Warren also presented a cost analysis for replacement of existing light fixtures on individual units and installing new fixtures.

Joe Johnston made a motion to renew the three-year contract from Waste Management for trash removal (375 units including the clubhouse) with an increase of 5% or the CPI, whichever is lower, in the second and third year of the contract. The motion was seconded by Scott Ward and was passed.

A motion was made by Barbara Stokes to spend approximately \$1,200.00 for materials and labor to replace the 8 existing light fixtures on the end of units. Darcy Johnson seconded the motion and it was passed.

A motion was made by Joe Johnston and seconded by Scott Ward to approve the new Architectural Control Guidelines for publication, distribution and posting on the website. The motion was passed.

Joe Johnston made a motion to approve the collection policy prepared by the Association attorneys to comply with the Colorado State legislation and to post the policy on the website. Darcy Johnson seconded the motion and it was passed.

Cindy Kiel made a motion to approve the contract from Real Painting for 2014 the painting of 62 units. The motion was seconded by Barbara Stokes and was passed.

There being no further business, the meeting was adjourned.

RECORD OF MOTIONS AND POLICIES

THE KNOLLS VILLAGE TOWNHOUSE ASSOCIATION

December 3, 2013

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