

BOARD OF DIRECTORS' REGULAR MEETING
THE KNOLLS VILLAGE TOWNHOUSE ASSOCIATION

The regular meeting of the Knolls Village Townhouse Association was held on Tuesday, October 3, 2017, at the clubhouse at 6:30 PM. Present were Directors Richard Campbell, Cindy Kiel, Scott Ward, David Kaiser, Barbara Stokes, Joe Johnston, Darcy Johnson and Manager, Warren Deutsch. Cindy Greene recorded the proceedings.

A motion was made by Joseph Johnston and seconded by Darcy Johnson to accept the September 2017 financial statements as presented. The motion was passed.

Cindy Kiel made a motion to approve the minutes of the September 2017 board meeting. The motion was seconded by Scott Ward and was passed.

Joe Johnston, Treasurer, reported the Reserve Fund and Paint Fund balances. Joe presented the 2018 budget. He recommended spending \$30,000 to purchase tools/equipment to assist staff in completing a variety of tasks in a timelier manner. He explained that the reserves will stay at \$400,000 as recommended in the HOA reserve study in 2015. He also said that a dues increase for 2018 is not required. Dick Campbell thanked Joe for his time and effort putting the budget together. **A motion was made by Scott Ward to approve the 2018 budget as presented. The motion was seconded by Dave Kaiser and was passed.** Joe will present the budget to the community for approval at the annual Homeowners' Meeting the following Tuesday, October 10, 2017.

The Hospitality Committee, headed by Barb Stokes, will host a fall coffee at the clubhouse on Saturday, November 4, 2017, from 9-11 am. Barb is having new signs made for future annual meetings and Board meetings.

Cindy Kiel took the Clubhouse Committee to breakfast and they reviewed the updated Clubhouse Rental Agreement and Clubhouse Rules and Regulations handout required as part of the rental process.

Anita and Tom Zukas presented an update from the ACC. The Committee will have their last 2017 meeting on October 25. Anita reported that since the last ACC meeting, 19 units have moved to the escalation process, three are open with the committee, and seven have been closed. Four ACC requests were approved. Anita presented three companies to consider for property management software. Anita, Joe Johnston, Cindy Kiel and Cindy Greene will watch a demo with each company when Anita sets up a time to meet.

Dick Campbell received an email from a homeowner expressing anger that her clubhouse deposit check was cashed. It had been explained to her that the deposit was used to clean the clubhouse and the pool after her party. She plans to take the association to small claims court. The Association lawyers will be notified if this occurs.

Warren Deutsch, Maintenance Manager, reported that during September, the staff repaired sprinklers, trenched for cable repair, repaired downspouts at the clubhouse, repaired fences, pruned, and other general maintenance. During October, the staff plans to finish fence repair, install signs, fix lighting and other general maintenance.

Warren requested using Blade Runners to remove snow in one quadrant of the property and the Board agreed. He reported that concrete is being repaired and replaced by Quality Rock Design, Rushton Tree Service has almost completed trimming and removal of a few trees and Colorado Cascade has replaced five sprinkler zones and is working on two others. Warren will have staff paint curbs to deter parking at a few corners where it can be difficult to see. Warren reported that an owner complained about a car with expired plates parked on Fremont. He discussed the issue with the owner and it's being donated to charity.

Dick Campbell discussed the HOA's lien policy with the Board. In an email, an Association lawyer explained the following:

As soon as there is a balance due on a property, the Association has a statutory lien in place. As for recording a lien with the clerk and recorders' office, your most recent collection policy outlines the following procedure:

Notice of Delinquency: After an installment of an assessment or other charge owed to the Association becomes thirty (30) days past due, and before the Association turns the account over to a collection agency or its Attorney, the Association shall cause Notice of Delinquency to be sent to the owner who is delinquent in payment. The Notice of Delinquency needs to specify the following:

- a. The total amount due, with an accounting of how the amount was determined*
- b. Whether an opportunity for a payment plan exists*
- c. The name, address and contact information for the person the owner may contact to request a copy of the owners ledger*
- d. That action is required to cure the delinquency, and the specific action required to cure the default*
- e. That failure to cure the delinquency within thirty (30) days may result in the delinquent account being turned over to a collection agency or attorney.*

Lien: If payment in full is not received by the deadline stated in the Notice of Delinquency, the Association may cause a notice of lien to be filed against the property of the delinquent owner.

There being no further business, the meeting was adjourned at 8:25 PM.

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