

Enclave at Broadmoor Glen Board of Director's Meeting

May 10, 2017 Regular Meeting Minutes

Board members Present: Roy Berg, Ardith Hamilton, Karen Orazem, and Gene Staab

Excused: Nancy Schwanz

Other persons Present: Kerry Cantrell – Z&R Property Management

Homeowners Present: Carol and George Shuck, Michelle Kim

The May 10, 2017 meeting began at 1:30p.m. at Swirly Cow.

Open Forum:

Michelle Kim (4439 Songglen) registered a second noise complaint about her neighbors (4435 Songglen). This is an on-going situation that is becoming intolerable. In the past, a letter has been sent from the board. Another will be sent addressing the Kim's concerns.

Minutes:

Minutes from the March 8, 2017 board meeting were approved.

Finance Report:

Kerry reviewed the 2017-2018 year-to-date financials.

Total assets: \$14,256.55

Total Liabilities: \$33,861.12

Financials were approved. .

Manager Report:

Kerry reviewed the work orders for repairs, YTD ledger and Collections.

New Business:

Carol and George Shuck: Addressed damage to their back window and screen by the divider when it fell during a high wind storm. Discussion ensued and it was determined, per the CCL, article V, window damage is the homeowner's responsibility.

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Paint cycle: The contract for DeCarlos (painter) was approved. 20 units will be painted and 12 decks will be stained this year. Work will begin as weather permits.

Weisburg Renewal: There is a small fee increase over last year but stays within the approved budget. The contract was approved.

Deck Replacement Bids: The board approved the replacement of 3 decks located at 4423, 4467 and 4542 Songglen. A&B contract was approved.

4423 Songglen Fines: The fines will stay in place.

Courtyard Areas: For uniformity, the fences inside the front courtyard areas are to be taken down. Kerry will notify the specific unit owners of this required action.

Insurance Savings: The total savings from increasing the HOA insurance deductible will be applied to pay down our reserve loan debt.

Invoice Approvals: All invoices are reviewed by Karen and Kerry prior to payment.

Paint Touch-ups by Owners: Z&R will provide the paint codes if owners want to touch-up outside areas of their units.

Owner Approval Process: Owners must pre-submit requests for any exterior changes (windows, doors, etc) to the board for written approval. The requests are to be supported with costs and details. The process is the same for any complaints an owner may have.

Gutter Drainage: Discussion about installing a lift-up extension to certain downspouts which would help to drain water away from a unit's foundation.

Z&R Email Contacts: When Kerry is gone his email sends an out of office reply. In his stead, Linda, his assistant, may be contacted at Linda@Z&Rmanagement.com

Additional Board Members: To add new members, a vote at the annual meeting is required.

Letters/Correspondence:

All concerns have been addressed.

Status of Owner Directory:

Pam Cartwright, former treasurer, has the basic format. By law, to add personal information written approval is required from each individual.

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The next scheduled board meeting will be July 12, 2017 at Swirly Cow.

Meeting adjourned at 3:15 p.m.

Ardith Hamilton, Secretary