

Columbine Townhouses One Homeowners Association

Board of Directors Meeting Minutes

February 8, 2016

Panera Bread 7301 South Fe Drive Littleton CO

Meeting was called to order at 6:30p.m. by Cher Oliver. Quorum of the Board of Directors established. Minutes taken and transcribed by Virginia Johnson.

Board members present: Cher Oliver, Faye O'Brien, and Robin Phillips

Board members absent and excused: Everett Oliver

CPMG Staff: Virginia Johnson, Association Manager

Homeowner Forum: 1 homeowner in attendance

Items of concern: Cement Project and plans for future

Approval of December 14, 2015 Meeting Minutes:

- **Motion:** To approve the December 14, 2015 meeting minutes as written was made by Faye O'Brien, seconded by Robin Phillips, and passed unanimously.

Association Manager's Report: Virginia Johnson

Virginia provided update on daily operations.

Business & Discussion Items:

- **Motion:** To ratify the board decision to approve the Proway Cement project plan for a total of \$60,168.00 to be paid in three installments of \$20,056.00 was made by Faye O'Brien, seconded by Robin Phillips, and passed unanimously.
- **Motion:** To approve the CPMG Contract renewal was made by Robin Phillips, seconded by Faye O'Brien, and passed unanimously.
- **Motion:** to approve the CPMG Records Retention Policy and instruct CPMG to destroy records older than three years, other than those that are required by law to be maintained was made by Robin Phillips, seconded by Faye O'Brien, and passed unanimously.
- **Motion:** to approve the Cowboy Mowing bid to replace the backflow at 7875 was made by Cher Oliver, seconded by Faye O'Brien, and passed unanimously.
- **Motion:** to approve the 2017 Budget with a \$10.00 increase was made by Cher Oliver, seconded by Robin Phillips and passed unanimously.
- **Motion:** to move Board meetings from every other month to Quarterly for this year. New Dates are set as May 2, August 8, and an Annual Meeting on December 1. Was made by Cher Oliver, seconded by Faye O'Brien and passed unanimously. CPMG will adjust the schedule and communicate with Homeowners.

Discussion: the Board would like to include a list of successes from 2015/2016 and plans to build reserves with the increase for the new budget year when the budget is mailed with the coupons.

Discussion: The Board requested that CPMG contact Alpine and see if larger dumpsters can be used on the property and what is the cost difference.

Financials/Legal:

- **Motion:** To accept the December, 2015 and January 2016 financials as prepared by CPMG, subject to audit, was made by Faye O'Brien, seconded by Robin Oliver, and passed unanimously.

Review: Attorney Status Report was reviewed.

Adjournment: 6:50 p.m.

Next Meeting: May 2, 2016 at 6:30 p.m. Panera Bread

Minutes approved:



Minutes approved at May 2, 2016 Board Meeting

