

Columbine Townhouses Two Homeowners Association

Board of Directors Meeting Minutes

October 16, 2018

7732 W Glasgow Pl., Littleton CO

7:00 PM

Meeting was called to order at 7:03 p.m. by Steve Olson. Quorum of the Board of Directors established. Minutes taken and transcribed by Virginia Johnson.

Board members present: Steve Olson, Mary Schneider, Eileen Hoffman and Mary Swanson

Board members absent and excused: RJ Maunton

CPMG Staff: Virginia Johnson, Association Manager

Contractors:

Homeowner Forum: 0 homeowners in attendance –

Approval of Meeting Minutes:

- **Motion:** To approve the August 7, 2018 meeting minutes as written was made by Eileen Hoffman, seconded by Mary Schneider, and passed unanimously.

Association Manager's Report: Virginia Johnson

Virginia provided update on daily operations.

Business & Discussion Items:

- **Motion:** to approve the CPMG contract for 2019 for a total cost of \$13,848.00 was made by Steve Olson, seconded by Mary Schneider and passed unanimously.
- **Motion:** to approve the Proway Snow contract for time and materials was made by Mary Swanson, seconded by Eileen Hoffman and passed unanimously.
- **Motion:** to approve the Proway bid for cleaning gutters for a total cost of \$1880.00 plus materials for minor repairs as needed was made by Mary Swanson, seconded by Mary Schneider and passed unanimously with the work to be done in the spring of 2019.
- **Discussion:** the annual meeting was discussed and will be held on December 4th at Eileen Hoffman's house. Mary Swanson and Mary Schneider's terms are subject to reelection and both are interested in staying on the board and serving the community.
- **Discussion:** An email from a homeowner was reviewed with the board and discussed. No further action at this time as matter is taken care of.

Financials/Legal:

- **Motion:** To accept the August 2018 and September 2018 financials as prepared by CPMG, subject to audit, was made by Mary Schneider, seconded by Eileen Hoffman and passed unanimously.

Review: The Attorney Status Report was reviewed.

Architectural: None

Correspondence: None

Hearings: None

Adjournment: 7:40 p.m.

Next Meeting: December 4, 2018 prior to Annual Meeting

