

Columbine Townhouses Two Homeowners Association

Board of Directors Meeting Minutes

December 4, 2018

7422 S Zephyr Ct., Littleton CO

6:30 PM

Meeting was called to order at 6:48 p.m. by Mary Swanson. Quorum of the Board of Directors established. Minutes taken and transcribed by Virginia Johnson.

Board members present: Mary Schneider, Eileen Hoffman, RJ Maunton and Mary Swanson

Board members absent and excused: Steve Olson

CPMG Staff: Virginia Johnson, Association Manager

Contractors:

Homeowner Forum: 0 homeowners in attendance –

Approval of Meeting Minutes:

- **Motion:** To approve the October 16, 2018 meeting minutes as written was made by Eileen Hoffman, seconded by RJ Maunton, and passed unanimously.

Association Manager's Report: Virginia Johnson

Virginia provided update on daily operations.

Business & Discussion Items:

- **Discussion:** the annual meeting was discussed and will follow this meeting – The detailed agenda was reviewed.
- **Action outside of a meeting:** The FHA application for a total cost of \$1,000 was approved via email and has been submitted and is in process.

Financials/Legal:

- **Motion:** To accept the October 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:

- **Motion:** to approve the AC request from 7452 for egress window using Brighter Basements was made by Eileen Hoffman, seconded by Mary Schneider and passed unanimously.

Correspondence: None

Hearings: None

Adjournment: 6:55 p.m.

Next Meeting: February 19, 2019

