

THE CONSERVATORY HOMEOWNERS ASSOCIATION, INC.
BOARD MEETING MINUTES
July 13, 2023 at 5:30pm
Conservatory Clubhouse
2665 S. Jebel Way

- I. ESTABLISH A QUORUM** –3 of the 5 members is needed:
Andrew Igl - President
Charlie Fiser - Treasurer
Helen Hardin – Secretary
Bill Wrubleski – Director
Barb Gaetos - Director
Business Manager: Cylinda Mobley AMS, PCAM, GRI, Westwind Management Group, Inc.
Association Counsel – Aaron Goodlock with OCHH
- II. CALL TO ORDER** – The meeting was called to order at 5:30pm.
- III. DISCLOSURE OF ANY CONFLICT OF INTEREST** – Helen Hardin is married to Jim Hardin who serves on the Metro District Board. There may be times where Mrs. Hardin may recuse herself from Metro District discussions and/or voting.
- IV. HOMEOWNERS TO ADDRESS THE BOARD**
- A. Homeowner Open Forum** – None.
 - B. Correspondence** – The Board reviewed the below items.
 - 1. Acct. 78738 Underdrain Concerns
 - 2. Acct. 45668 Underdrain Concerns
 - 3. Acct. 33941 Underdrain Concerns
 - 4. G2 Update on Pool and Concrete Items
 - 5. Acct. 33107 Communication
 - 6. CPA Opinion on Surplus Funds
- V. MEETING MINUTES**
- A. June 8, 2023 Board Meeting Minutes** – On a motion duly made by Helen Hardin, seconded by Bill Wrubleski, and carried unanimously, the minutes were approved.
- VI. FINANCIAL REVIEW**
- A. Treasurer’s Report** – Charlie Fiser presented the Treasurer’s report.
 - B. June 2023 Financials** - On a motion duly made by Charlie Fiser, seconded by Andrew Igl, and carried unanimously, the financials were accepted as presented.
 - C. OCH Collection Report** – The Board reviewed the report.
 - D. OCH Covenant Report** – The Board reviewed the report.
- VII. REPORTS**
- A. Social/Welcome/Diversity Committee** – Barb Gaetos provided a synopsis of recent events and also introduced Selena Kennedy, co-chair
 - B. Communications Committee** – The Board reviewed the report.
 - C. Operations Committee** – The Board reviewed the report.
 - D. Design Review Committee** – On a motion duly made by Helen Hardin, seconded by Charlie Fiser, and unanimously approved.
 - E. Manager Report** – The Board reviewed the report.
 - F. Task List** – The Board reviewed the list and reviewed outstanding items.
- VIII. UNFINISHED BUSINESS**
- A. RTS Proposal** – On a motion duly made by Helen Hardin, seconded by Barb Gaetos, and carried unanimously, the proposal in the amount of \$7,850.00 was approved.
 - B. Board Liaison Definitions/Responsibilities** – Discussion ensued regarding committee liaison positions. Barb Gaetos will replace Helen Hardin as Operations Committee Liaison.
- IX. NEW BUSINESS**
- A. DRC VMS Forms** – Management to provide a trial period for committee to learn software.
 - B. Clubhouse Janitorial Service and Rental Monitor Solution** – Management to get proposals for janitorial services and post rental cleaning.
 - C. Vote HOA Now** – AI, CF, add budget voting to list approved.
 - D. Acct. 34644 Dispute of Driveway Violation and Request for Extension** – Management to send Board findings to resident.
 - E. Article for Board Members for Future Newsletter** – Helen to finalize Board Member Nomination article. No nominating committee
 - F. Budget Committee** – Management will provide a draft budget by the end of August and work with treasurer for a finalized budget to present to the Board of Directors.

- G. **Annual Meeting Date Change Discussion** – Proposed annual meeting December 6th pending school availability.
- H. **Underdrain Documents Electronic** – Andrew Igl sent information to management for options.
- I. **Acct. #33632 Access to the Pool** – On a motion duly made by Andrew Igl, seconded by Bill Wrubleski, and carried with Barb Gaetos abstaining, the request for pool access while owing money to the association was denied.
- J. **Manager Vacation Aug 24th** – The clubhouse will be closed on Thursday, August 24th due to manager on vacation.

X. **EXECUTIVE SESSION** – The Board convened into Executive Session to discuss the below matters. No decisions were made.

- A. USPS CBU Responsibility -
- B. HB22-1137 Covenant Further Compliance to Attorney

XI. **ADJOURNMENT** – With no further business to discuss, the meeting was adjourned at 8:30pm.

Approved by the Board of Directors

Glenn Hardin Aug 10, 2023