

THE CONSERVATORY HOMEOWNERS ASSOCIATION, INC.
BOARD MEETING MINUTES
February 10, 2022 at 5:30pm
Conservatory Clubhouse
2665 S. Jebel Way

- I. ESTABLISH A QUORUM** –3 of the 5 members is needed:
Helen Hardin, President
James Lawrence - VP
Bill Fisher, Treasurer
Chris Horne, Secretary
Max Strain, Director
Association Business Manager: Cylinda Mobley CMCA, AMS, PCAM, GRI, Westwind Management Group, Inc.
Association Counsel – Aaron Goodlock, Orten, Cavanagh, Holmes, and Hunt
- II. CALL TO ORDER** – 5:30pm
- III. DISCLOSURE OF ANY CONFLICT OF INTEREST** - None
- IV. HOMEOWNERS TO ADDRESS THE BOARD**
A. Homeowner Open Forum – None.
B. Correspondence – The Board reviewed the information.
- V. MEETING MINUTES**
A. January 13, 2022 Board of Directors Meeting Minutes – On a motion duly made by Bill Fisher, seconded by Chris Horne, and carried unanimously, the minutes were approved.
- VI. FINANCIAL REVIEW**
A. January 2022 Financials –The financials were not available due to closing out the year end. Bill Fisher has a meeting with the auditor scheduled and also with Gene West, the financial representative for the HOA.
B. OCH Collection Report - Approximately \$17k collected in the past month from delinquent owners.
C. OCH Covenant Report – The Board reviewed the information.
- VII. REPORTS**
A. Social/Welcome/Diversity Committee - The Board reviewed the information.
B. Communications Committee –The Board reviewed the report. Discussion ensued about feedback for the survey going out to the owners.
C. Operations Committee – The Board reviewed the report and approved the roster of volunteers.
D. Ad Hoc Bathroom Remodel Committee – The contractor is getting with a plumber to see if there is an alternative for the missing items to get the project finished. Supply chain issues related to Covid have continued and therefore, delayed the inspection to obtain the certificate of occupancy needed.
E. Design Review Committee – The Board approved the report.
F. Underdrain Maintenance Report – Management to find out if the markers for outfalls 1 and 2 have been put in place.
G. Ad Hoc Electric Sign Committee – See VIII. Unfinished Business C. Alpine Services Proposal.
H. HOA/CMD Pond 6 Report – No update at this time.
I. Manager Report – The Board reviewed the information.
- VIII. UNFINISHED BUSINESS**
A. 2022 Board Goals – The goals were finalized.
B. Board and Committee Member Training – All Board members have completed the training with the exception of James Lawrence who stated that he would be able to complete the program by the End of February.
C. Alpine Services Proposal – On a motion duly made by Bill Fisher, seconded by James Lawrence. And carried unanimously, the contract for project management with Alpine Services was approved in the amount of \$2550.00.
D. Clubhouse Rentals – Opening and Rates – The Board continued to discuss the opening date which is dependent on the city inspection. Clubhouse rental rates will be left the same and there is a four hour minimum to rent the clubhouse. Helen Hardin to work with management on the rental agreement updates.
E. Exterior Bathroom Signage – The Board reviewed information provided.

IX. NEW BUSINESS

- A. **SBSA Reserve Study Update Proposal** – Tabled to get information about the additional cost for a spreadsheet and board meeting attendance.
- B. **Board Member and Committee Member Code of Conduct/Social Media Policy** – The Board reviewed and discussed the document with input from association counsel. Revised document to be provided at next meeting.

X. EXECUTIVE SESSION

- XI. ADJOURNMENT** – With no further business to discuss, the meeting was adjourned at 7:45pm.

Approved by the Board of Directors


