

THE CONSERVATORY HOMEOWNERS' ASSOCIATION, INC.
BOARD MEETING MINUTES
October 12, 2023
Conservatory Clubhouse
2665 S. Jebel Way

- I. **ESTABLISH A QUORUM** –3 of the 5 members is needed:
Andrew Igl - President
Charlie Fiser – Treasurer (Absent)
Helen Hardin – Secretary
Bill Wrubleski – Director
Barb Gaetos - Director
Business Manager: Jordan Devine, Westwind Management Group
Association Counsel: Aaron Goodlock with OCHH
- II. **CALL TO ORDER** – The Board President called the meeting to order at 5:31 p.m.
- III. **DISCLOSURE OF ANY CONFLICT OF INTEREST** – There was no conflict of interest disclosed by members of the Board, regarding items on the agenda.
- IV. **HOMEOWNERS TO ADDRESS THE BOARD**
A. **Homeowner Open Forum** - None.
B. **Correspondence** – The Board reviewed correspondence and no action was taken.
- V. **MEETING MINUTES**
A. **September 14,2023 Board Meeting Minutes** – On a motion duly made by Helen Hardin, seconded by Bill Wrubleski, and carried unanimously, the minutes were approved as submitted.
- VI. **FINANCIAL REVIEW**
A. **Treasurer's Report** – Andrew Igl provided the treasurer's report.
B. **September 2023 Financials** – On a motion duly made by Helen Hardin, seconded by Barb Gaetos, and carried unanimously, the July financials were accepted as presented.
C. **OCH&H Collection Report** – The Board reviewed the information.
D. **OCH&H Covenant Enforcement Report** – The Board reviewed the information.
- VII. **REPORTS**
A. **Social/Welcome Committee** – Barb Gaetos presented recent and remaining 2023 social events.
B. **Communications Committee** – Helen reported on Communications.
C. **Operations Committee** – Tim presented on the operations.
D. **Design Review Committee** – On a motion duly made by Andrew Igl, seconded by Helen Hardin, and carried unanimously, the DRC report was approved.
E. **Manager Report** – The Board reviewed the report.
F. **Task List** – The Board reviewed the report.
- VIII. **UNFINISHED BUSINESS**
A. **Reserve Study** – Upon motion duly made by Andrew Igl, seconded by Helen Hardin, upon vote, unanimously carried, the final version of the reserve study by Association Reserves was approved.
B. **Clubhouse Cleaning Proposals** – Board tabled this agenda item pending further proposals.
C. **Final Annual Meeting Preparation**
1. **Vote Now** – Board reviewed the online voting.
2. **HOA Livestream** – Upon motion duly made by Andrew Igl, seconded by Barb Gaetos, upon vote, unanimously carried, the HOA Livestream proposal from- [Al Together](#) Now was approved. Charlie Fiser provided a proxy in favor.
D. **Trash Contract** – Board discussed having a meeting with Waste Connections to review the current contract.

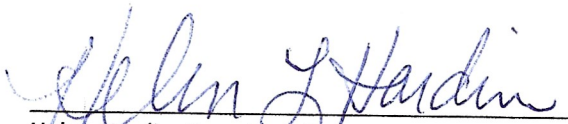
IX. NEW BUSINESS

- A. **2024 Budget Final Review** – Upon motion duly made by Helen Hardin, seconded by Andrew Igl, upon vote, unanimously carried, the Board approved the 2024 budget as presented. Charlie Fiser provided a proxy in favor.
 - 1. **DRC Requests** – Board reviewed Design Review Committee budget requests for 2024 budget.
- B. **Waterwise Guidelines** – Upon motion duly made by Helen Hardin, seconded by Barb Gaetos, upon vote, unanimously carried, the Board accepted the new design guidelines. Charlie Fiser provided a proxy in favor.
- C. **Front Range 2024 Contract** – Upon motion duly made by Helen Hardin, seconded by Bill Wrubleski, upon vote, unanimously carried, the Board approved the 2024 contract with Front Range Recreation. Charlie Fiser provided a proxy in favor.
- D. **RTS Landscape Contract** – Upon motion duly made by Andrew Igl, seconded by Helen Hardin, upon vote, unanimously carried, the Board approved the landscape contract with RTS Landscaping. Charlie Fiser provided a proxy in favor.
- E. **RTS Snow Removal** – Upon motion duly made by Andrew Igl, seconded by Barb Gaetos, upon vote, unanimously carried, the Board approved the snow removal contract with RTS Landscaping. Charlie Fiser provided a proxy in favor.
- F. **Conduct of Meeting Policy** – Board reviewed the conduct of meeting policy, and no action was taken.
- G. **Orten Cavanagh Holmes & Hunt, LLC Proposal** – Upon motion duly made by Helen Hardin, seconded by Bill Wrubleski, upon vote, unanimously carried, the Board approved the Orten Cavanagh Holmes & Hunt, LLC proposal. Charlie Fiser provided a proxy in favor.

X. EXECUTIVE SESSION –Board entered into Executive Session at 7:13 pm and exited at 7:27 pm.

- A. **Accounts 33437, 34308, 61274, 64113, 809333 – HB22-1137 Collection Turnover to Attorney** – Upon motion duly made by Andrew Igl, seconded by Helen Hardin, upon vote, unanimously carried, the Board approved turning over the accounts to the attorney for further collection efforts.
- B. **Homeowner Fee/Fine Waiver Requests** – Upon motion duly made by Andrew Igl, seconded by Helen Hardin, upon vote, unanimously carried, Board denied the request to waive the lien fee from account 61274.
- C. Upon motion duly made by Andrew Igl, seconded by Helen Hardin, upon vote, unanimously carried, the Board agreed to waive outstanding balances less than \$10 from the delinquency list.

XI. ADJOURNMENT- The Board adjourned at 7:35 pm.


Helen Hardin, Secretary, Conservatory HOA