

**THE CONSERVATORY HOMEOWNERS' ASSOCIATION, INC.**  
**BOARD MEETING MINUTES**  
**January 11, 2024, at 5:30 p.m.**  
**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  
Josh Guttormsen – Director  
Dave Sunstrom – Director  
Association Business Manager: Jordan Devine, Westwind Management Group, LLC  
Association Attorney: Aaron Goodlock, Orten Cavanagh Holmes & Hunt, LLC
- II. **CALL TO ORDER** – Andrew Igl called the meeting to order at 5:30 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**
- **Homeowner Open Forum**
    - 33587 – An owner asked about the status of the trash contract with Waste Connections. Association counsel responded and indicated more information should be available at the Board meeting in February. The homeowner also asked for status on the Mailbox CPU's and Association counsel responded that discussions was still ongoing.
  - **Correspondence** – There was no correspondence for the Board's review.
- V. **MEETING MINUTES**
- **November 9, 2023, Board Meeting Minutes** – Upon motion duly made by Helen Hardin, seconded by Charlie Fiser, and carried unanimously, the minutes were approved as presented.
- VI. **FINANCIAL REVIEW**
- **Treasurer's Report** – Charlie Fiser presented the Treasurer's report which included the November 2023 financials. Upon a motion duly made by Charlie Fiser, seconded by Helen Hardin, and carried unanimously, the November financials were approved as presented. Upon a motion duly made by Helen Hardin, seconded by Charlie Fiser, and carried unanimously, the Board approved to transfer the surplus revenue from 2023 to 2024 operating funds.
  - **December 2023 Financials** – The December 2023 financials were not available due to closing out the year end.
  - **OCH&H Collection Report** – The Board reviewed the report.

- **OCH&H Covenant Enforcement Report** – The Board reviewed the report.

## VII. REPORTS

- **Social/Welcome Committee** – The Board reviewed the report.
- **Communications Committee** – The Board reviewed the report.
- **Operations Committee** – The Board reviewed the report.
- **Design Review Committee** – Upon a motion duly made by Helen Hardin, seconded by Charlie Fiser, and carried unanimously, the report was approved.
- **Task List** – The Board reviewed the task list.
- **Manager Report** – The Board reviewed the report. The Board agreed to reschedule the April 2024 Board meeting from April 11th to April 18th per the request of Jordan Devine.

## VIII. UNFINISHED BUSINESS

- **Clubhouse Cleaning Proposals** – The Board reviewed the cleaning proposals including the revised proposal from Ludega and clarification of their service fees. Upon motion duly made by Charlie Fiser, seconded by Andrew Igl, and carried unanimously, the Ludega service agreement was approved.
- **Clubhouse Cameras** – Ms. Devine provided an update to the Board to schedule a meeting with Saddle Rock Security to discuss the placement and installation of the clubhouse cameras.
- **Board Member Monitor Schedule** – The Board reviewed the board member monitor schedule for 2024 and reminded Board members to sign up for shifts.
- **Board Training** – Ms. Devine presented topics for the Board’s review and plans to follow up with scheduling.
- **Volunteer Appreciation Dinner** – Helen provided an update to the Board and requested Board members to sign up for assigned tasks.
- **Front Range Closing Reports/Estimates** – The Board reviewed the estimates included in the 2023 closing report from Front Range Recreation.
  - Upon a motion duly made by Andrew Igl, seconded by Helen Hardin, and carried unanimously, the estimate for the wader pool manifold was approved.
  - Upon a motion duly made by Helen Hardin, seconded by Andrew Igl, and carried unanimously, the estimate for new wader autofill sensor was approved contingent upon one trip charge for both the wader pool manifold and new wader autofill sensor.
  - The estimate for the portable filtration cart was tabled until additional information is obtained. The Board also reviewed lifeguard stands recommended by Front Range Recreation.
  - Upon a motion duly made by Helen Hardin, seconded by Josh Guttormsen, and carried unanimously, the Board approved the purchase of two lifeguard stands including the accessories (wheel kit, umbrella, ring, and plastic ring buoy holder).
- **Request for Community Blood Drive** – The Board instructed management to reach out to the homeowner who initially proposed a community blood drive, outlining the required information as advised by the association's insurance agent for event approval.

**IX. NEW BUSINESS**

- **Clubhouse Supplies** – Ms. Devine and the Board discussed clubhouse supplies, agreeing to have management purchase a label maker.
- **Clubhouse ADA Switch** – Upon a motion duly made by Charlie Fiser, seconded by Helen Hardin, and carried unanimously, the estimate to installation an ADA switch on the front doors on the clubhouse from DarkStar was approved.
- **Clubhouse Closet** – Upon a motion duly made by Helen Hardin, seconded by Andrew Igl, and carried unanimously, the estimate to install a closet in the front office of the clubhouse from DarkStar was approved.
- **Pool Furniture** – Upon a motion duly made by Helen Hardin, seconded by Charlie Fiser, and carried unanimously, the quote for new pool furniture from Fruehauf’s was approved.
- **Fee Waiver Requests**
  - **77584** – The Board tabled their vote until a Design Review Request and subsequent approval are received by the homeowner.
  - **34781** – Upon a motion duly made by Andrew Igl, seconded by Josh Guttormsen, and carried unanimously, the Board approved to waive the late fees contingent upon the homeowner paying the \$40 administrative fee.

**X. EXECUTIVE SESSION** – The Board convened into Executive Session to discuss the following with the Association’s attorney:

- HB22-1137 Collection Turnover to Attorney
- Assessment Collection Matters
- Mailboxes – The meeting with the Metro District on November 28, 2023, was discussed.
- Trash Contract – Reimbursement of Homeowners funds was discussed.

The board emerged from executive session and voted on the following:

**A. HB22-1137 Collection Turnover to Attorney**

- Upon a motion duly made by Andrew Igl, seconded by Helen Hardin, and carried unanimously, the Board approved turning over account 33213 to the attorney for further collection efforts.
- Upon a motion duly made by Andrew Igl, seconded by Charlie Fiser, and carried unanimously, the Board approved turning over account 34200 to the attorney for further collection efforts.
- Upon a motion duly made by Andrew Igl, seconded by Helen Hardin, and carried unanimously, the Board approved turning over account 34898 to the attorney for further collection efforts.
- Upon a motion duly made by Andrew Igl, seconded by Helen Hardin, and carried unanimously, the Board approved turning over account 74686 to the attorney for further collection efforts.
- Upon a motion duly made by Andrew Igl, seconded by Helen Hardin, and carried unanimously, the Board approved turning over account 84345 to the attorney for further collection efforts.

- Upon a motion duly made by Andrew Igl, seconded by Charlie Fiser, and carried unanimously, the Board approved turning over account 84448 to the attorney for further collection efforts.

**B. Assessment Collection Matters**

- Upon a motion duly made by Helen Hardin, seconded by Dave Sunstrom, and carried unanimously, the Board approved proceeding with a lawsuit on account 33437 for further collection efforts.
- Upon a motion duly made by Dave Sunstrom, seconded by Charlie Fiser, and carried unanimously, the Board approved proceeding with a lawsuit on account 34308 for further collection efforts.
- Upon a motion duly made by Andrew Igl, seconded by Charlie Fiser, and carried unanimously, the Board approved proceeding with a lawsuit on account 61274 for further collection efforts.



Helen Hardin, Secretary, Conservatory HOA