



The Conservatory at the Plains Homeowners Association

THE CONSERVATORY HOMEOWNERS' ASSOCIATION, INC. BOARD MEETING MINUTES

March 13, 2025, at 5:30PM

- I. **CONFIRM QUORUM** - The regular Board of Directors meeting for the Conservatory Homeowners Association, Inc. was called to order on March 13, at 5:30PM by Andrew Igl. The meeting was held at the community clubhouse at 2665 S. Jebel Way and Microsoft TEAMS. Board Members in attendance were Andrew Igl, Helen Hardin, Charlie Fiser, Jerry Ostermiller and Curtis Link. The managing agent representative, Lyndi Fielitz, CMCA, of AMI and the association attorney, Aaron Goodlock, of Orten Cavanagh Holmes & Hunt, LLC were also present.
- II. **DISCLOSURE OF ANY CONFLICT OF INTEREST** – There were no conflict of interests disclosed by the members of the board regarding the items on the agenda.
- III. **HOMEOWNERS TO ADDRESS THE BOARD**
 - A. Homeowner Open Forum - There were no questions from the homeowners in attendance.
- IV. **MEETING MINUTES**
 - A. February 13, 2025 Board Meeting Minutes – Helen Hardin moved to approve the February 13, 2025 Board Meeting Minutes as presented, Jerry Ostermiller seconded. Motion carried unanimously.
- V. **FINANCIAL REVIEW**
 - A. Treasurer's Report – Charlie Fiser presented the Treasurer's report.
 - B. Unaudited January 2025 Financials – Charlie Fiser moved to accept the January 2025 financials as presented, Curtis Link seconded, motion carried unanimously.
 - C. Collection Report – The Board reviewed the report.
 - D. Delinquency Report – The Board reviewed the report.
 - E. Covenant Report – The Board reviewed the report. Next meeting this item will be updated to Violation report on the agenda.
 - F. Collection Policy Review – The Board will review the policy at the next meeting.
- VI. **REPORTS**
 - A. Social/Welcome Committee – Barbara Gaetos – Committee Chair gave the report. Upcoming events: Wildlife presentation, egg hunt, weight loss group, and the Food truck nights will be moved to Wednesday nights this year. The Committee has received a few more inquiries about volunteering.
 - i. Update from Blood Drive – The blood drive was very successful. All thirty-two (32) spots were filled. The next blood drive is scheduled for May.
 - B. Communications Committee – Shane Ketterman – Committee Member gave the report. Shane will include blood drive results, information about the upcoming wildlife presentation and the Wednesday food truck night.
 - C. Operations Committee - Tim Siml – Committee Chair gave the report. The committee is starting to gear up for pool season. They discarded twelve (12) tables and replaced the outside lights. Tim will submit an order to replace the umbrellas. Tim will also check the flag status. The new pool furniture will be delivered on April 19th.
 - D. Design Review Committee – Duane Oudenhoven – Committee Co-chair gave the report. The DRC will be sending the Design Review Guidelines draft to Andrew by the end of the week. Andrew Igl moved to approve the report as presented. Curtis Link seconded. Motion carried unanimously.
 - E. Manager Report – Lyndi Fielitz gave the report. She updated the Board on various ongoing projects, such as tenant records, clubhouse monitors, keycard access, underdrain binders, and clubhouse maintenance.
 - i. CTA Update – At this time, the courts are not requiring HOA's to file and no fines will be imposed.

VII. UNFINISHED BUSINESS

- A. Mailbox Update – Aaron Goodlock gave the update. The permits have been processed and paid for.
- B. Clubhouse Maintenance Documentation Integration into Vantaca – Lyndi showed the board where the log is in Vantaca.
- C. Water Aerobics Instructor Update – One candidate is available. Barbara proposed using part of the social budget to help pay for the instructor. It was proposed to send a survey to the homeowners to gather more information.
- D. Wix Domain Transfer – AMI will transfer the domains from GoDaddy to WIX.
- E. Goals for 2025
 - i. Appoint designated personnel for preventative maintenance: one to oversee underdrain maintenance and another to manage building maintenance
 - ii. Publish Bi-monthly newsletter – Publishing monthly newsletter!

VIII. NEW BUSINESS

- A. Pool Repair Bid – Tabled for more information.
- B. Metro Fences Discussion – Tabled to review new proposed DRC guidelines.
- C. New HVAC Company Discussion – The Board discussed their lack of response from the current HVAC company. Lyndi will get bids for the Board to review.
- D. Review of Language in Notices – The Board would like the language in the notices to reflect the hard and soft costs to the association.
- E. Action taken outside of the meeting:
 - i. Ratify Updated Clubhouse Rental Agreement
 - ii. Ratify Charles Taylor Agreement

Andrew Igl moved to approve items i.-ii that were approved previously by a majority vote. Charlie Fiser seconded. Motion carried unanimously.

IX. EXECUTIVE SESSION

- A. CHOA 70842 – Fee waiver request – Andrew Igl moved to approve the fee waiver. Charlie Fiser seconded. Motion carried unanimously.
- B. CHOA 70826 - Fee waiver request – Denied.
- C. Legal Matters – The Board discussed other legal matters of the Association.

- X. ADJOURNMENT** – There being no further business, a motion was made, seconded, and unanimously carried to adjourn the regular meeting at 7:07 PM into executive session to discuss legal. The Board exited the session at 7:36 PM.


Helen Hardin, Secretary