

**THE CONSERVATORY HOMEOWNERS' ASSOCIATION, INC.**

**BOARD MEETING MINUTES**

**November 9, 2023, 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  
Bill Wrubleski – Director  
Barb Gaetos – Director  
Association Business Manager: Jordan Devine, Westwind Management Group, LLC  
Association Attorney: Aaron Goodlock, Orten Cavanagh Holmes & Hunt, LLC
- II. **CALL TO ORDER** – The Board President 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**
  - A. **Homeowner Open Forum**
    - i. 34311 – An owner reported concerns with water on their property and had questions about the underdrain that were answered by the Board and association counsel.
  - B. **Correspondence** – There was no correspondence for the Board's review.
- V. **MEETING MINUTES**
  - A. **October 12, 2023, Board Meeting Minutes** – Upon motion duly made by Helen Hardin, seconded by Barb Gaetos, and carried unanimously, the minutes were approved as presented.
- VI. **FINANCIAL REVIEW**
  - A. **Treasurer's Report** – Charlie Fiser presented the Treasurer's report.
  - B. **October 2023 Financials** – Upon motion duly made by Charlie Fiser, seconded by Helen Hardin, and carried unanimously, the financials were accepted as presented.
  - C. **OCH&H Collection Report** – The Board reviewed the report.
  - D. **OCH&H Covenant Enforcement Report** – The Board reviewed the report.
- VII. **REPORTS**
  - A. **Social/Welcome Committee** – The Board reviewed the report. Upon motion duly made by Charlie Fiser, seconded by Helen Hardin, and carried unanimously, the Board approved the purchase of a refrigerator, microwave, and food warmer for the clubhouse.
  - B. **Communications Committee** – The Board reviewed the report.

- C. **Operations Committee** – The Board reviewed the report. Upon motion duly made by Helen Hardin, seconded by Barb Gaetos, and carried unanimously, the Board approved the purchase of outdoor lighting in the vicinity of the pool area.
- D. **Design Review Committee** – Upon motion duly made by Andrew Igl, seconded by Charlie Fiser, and carried unanimously, the report was approved.
- E. **Task List/Manager Report** – The Board reviewed the report.

**VIII. UNFINISHED BUSINESS**

- A. **Clubhouse Cleaning Proposals** – The Board reviewed the proposals and requested more information. Tabled until January 2024.
- B. **Final Annual Meeting Discussion** – The Board reviewed tasks for the Annual Meeting.
- C. **Trash Contract/Fee** – The Board discussed the meeting held with Waste Connections on October 24, 2023, and reviewed the contract.
- D. **Action Taken Outside of a Meeting- Westwind Management Contract Addendum** – Moved to Executive Session.
- E. **Clubhouse Cameras** – Jordan Devine presented options for consideration. The Board requested a meeting with Saddle Rock Security to further discuss the options for security camera placement and installation at the clubhouse.
- F. **Board Member Monitor Schedule** – The Board reviewed the clubhouse monitor schedule.
- G. **Plains Conservatory Trail Reminder** – The Board reviewed the communication regarding Plains Conservatory Trail reminders for distribution.

**IX. NEW BUSINESS**

- A. **Board Training Schedule (include new Board members)** – The Board discussed plans for Board training to be reviewed in January 2024.
- B. **Volunteer Appreciation Dinner** – Helen Hardin presented plans for the Volunteer Appreciation Dinner on January 30, 2024, and invited the Board to proofread the invitation before mailing.
- C. **Clubhouse Folding Chair Purchase** – Upon motion duly made by Andrew Igl, seconded by Helen Hardin, and carried unanimously, the Board approved the purchase of new folding chairs for the clubhouse.
- D. **Clubhouse Procedures** – The Board reviewed clubhouse rental procedures and reported issues with PDK access. Jordan Devine to add confirmation of PDK access to emails to homeowners prior to clubhouse reservations.
- E. **Front Range Closing Reports** – The Board reviewed the reports and tabled the proposals until January 2024.
- F. **Calls to Westwind Management** – Jordan Devine presented a communication strategy to improve callbacks to homeowners to be distributed via eblast or in the community newsletter.

- X. **EXECUTIVE SESSION** – The Board convened into Executive Session and upon exiting, voted on the following:

- A. **Accounts 34404, 91628 – BH22-1137 Collection Turnover to Attorney** – Upon motion duly made by Andrew Igl, seconded by Helen Hardin, and carried unanimously, the Board approved turning over the accounts to the attorney for further collection efforts.
- B. **Homeowner Fee/Fine Waiver Request: Account 96347** – Upon motion duly made by Andrew Igl, seconded by Charlie Fiser, and carried unanimously, the Board approved the fee waiver request for account 96347.
- C. **Homeowner Fee/Fine Waiver Request: Account 34275** – Upon motion duly made by Andrew Igl, seconded by Charlie Fiser, and carried unanimously, the Board approved the fee waiver request for account 34275.
- D. **Homeowner Fee/Fine Waiver Request: Account 33871** – Upon motion duly made by Andrew Igl, seconded by Barb Gaetos, and carried unanimously, the Board approved the fee waiver request for account 33871.
- E. **Homeowner Fee/Fine Waiver Request: Account 33354** – Upon motion duly made by Andrew Igl, seconded by Bill Wrubleski, and carried unanimously, the Board approved to waive the late fees for account 33354.
- F. **Homeowner Fee/Fine Waiver Request: Account 65752** – Upon motion duly made by Andrew Igl, seconded by Charlie Fiser, and carried unanimously, the Board approved the fee waiver request for account 65752.
- G. **Homeowner Fee/Fine Waiver Request: Account 34404** – Upon motion duly made by Andrew Igl, seconded by Helen Hardin, and carried unanimously, the Board denied the fee waiver request for account 96347.
- H. **Homeowner Fee/Fine Waiver Request: Account 72623** – Upon motion duly made by Andrew Igl, seconded by Charlie Fiser, and carried unanimously, the Board approved the fee waiver request for account 72623.
- I. **Homeowner Fee/Fine Waiver Request: Account 34626** – Upon motion duly made by Andrew Igl, seconded by Helen Hardin, and carried unanimously, the Board approved the refund request for account 34626.
- J. **Homeowner Fee/Fine Waiver Request: Account 74490** – Upon motion duly made by Andrew Igl, seconded by Bill Wrubleski, and carried unanimously, the Board approved to waive \$60 as long as the remaining balance was paid in full for account 74490.

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Helen Hardin, Secretary, Conservatory HOA