

**THE CONSERVATORY HOMEOWNERS' ASSOCIATION, INC.**  
**BOARD MEETING MINUTES**  
**March 14, at 5:30 p.m.**  
**Virtual: Microsoft Teams**

- 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 5:34 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**
    - 34660 – An owner inquired if the Board had any information regarding updates on the planning of travel circles by the City of Aurora. Andrew Igl and Helen Hardin responded that they were not aware of any updates.
  - **Correspondence** – There was no correspondence for the Board's review.
  
- V. **MEETING MINUTES**
  - **December 6, 2023, Organization Meeting Minutes** – Upon a motion duly made by Helen Hardin, seconded by Charlie Fiser, and carried unanimously, the minutes were approved as presented.
  - **February 8, 2024, Board Meeting Minutes** – Upon a motion duly made by Helen Hardin, seconded by Josh Guttormsen, and carried unanimously, the minutes were approved as presented.
  
- VI. **FINANCIAL REVIEW**
  - **Treasurer's Report** – Charlie Fiser presented the Treasurer's report.
  - **January 2024 Financials** – The Board reviewed and approved the January 2024 Financials during the February 8, 2024, Board meeting. No further action was required.
  - **February 2024 Financials** – Upon a motion duly made by Charlie Fiser, seconded by Andrew Igl, and carried unanimously, the Board approved the February 2024 Financials as presented.
  - **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** – Josh Guttormsen presented updates from the Communications Committee updates.
- **Operations Committee** – The Board reviewed the report.
- **Design Review Committee** – Upon a motion duly made by Josh Guttormsen, seconded by Andrew Igl, and carried unanimously, the February 2024 DRC report was approved.
  - **January 2024 DRC Report** – Upon a motion duly made by Josh Guttormsen, seconded by Charlie Fiser, and carried unanimously, the January 2024 DRC report was approved.
- **Task List** – The Board reviewed the task list.
- **Manager Report** – The Board reviewed the report.
- **Compliance Summary** – The Board reviewed the report.

## VIII. ACTIONS TAKEN OUTSIDE OF A MEETING – For Ratification

- **Wader Pool Autofill** – Upon a motion duly made by Helen Hardin, seconded by Andrew Igl, and carried unanimously, the Board approved the new wireless autofill system for the wader pool.

## IX. UNFINISHED BUSINESS

- **Hybrid Conference Device (HD Video, Microphone, and Speaker)** – Upon motion duly made by Andrew Igl, seconded by Helen Hardin, upon vote, unanimously carried, the Board approved the purchase of the “Meeting Owl 3 (Next Gen)” hybrid conference device.
- **Clubhouse Security Cameras** – Upon a motion duly made by Andrew Igl, seconded by Charlie Fiser, and carried unanimously, the Board approved the proposals for clubhouse security cameras from Saddle Rock Security.
- **Motion Activated Thermostat Estimate** – The discussion regarding this item was tabled until additional product information could be obtained for further review.

## X. NEW BUSINESS

- **Tree Pruning Estimate from RTS Landscaping** – The discussion regarding this estimate was tabled until additional information could be obtained.
- **Parking Lot Maintenance** – The Board discussed arrangements to inspect and carry out maintenance on the clubhouse parking lot prior to the pool opening.
- **Drainage Proposal from G2** – Upon a motion duly made by Helen Hardin, seconded by Andrew Igl, and carried unanimously, the Board approved the proposal from G2 to resolve a drainage problem at the clubhouse.
- **Update on Meeting with Page Specialty** – The Board discussed the meeting held on Thursday, March 7th, with a representative from Page Specialty. Helen Hardin, Charlie Fiser, Josh Guttormsen, and Ms. Devine attended the meeting.
- **May & June 2024 Board Meeting Facilitation** – Josh Guttormsen volunteered to lead the May and June Board meetings in place of Andrew Igl, who will be absent.

- **PKD Access Community Announcement & Pool Opening** – The Board reviewed communication plans for PKD access and reminders to residents to verify their access before the pool opening. The Board also discussed the need for volunteers to assist with access issues during the pool opening weekend.
- **Association Credit Card** – The Board examined the criteria and procedures for acquiring an Association credit card and requested the drafting of a policy outlining its usage.
- **2024 Annual Meeting Date** – The Board decided to schedule the 2024 Annual Meeting for Thursday, December 5th, at 6:30 pm, to be held at the Conservatory HOA community center.
- **Draft Board Resolution – Underdrain Maintenance** – Upon a motion duly made by Helen Hardin, seconded by Andrew Igl, and carried unanimously, the Board approved the Resolution Regarding Allocation of Maintenance Responsibility for the Underdrain System, pending final typographical edits by Orten Cavanagh Holmes & Hunt, LLC.
- **2023 Federal & State Tax Returns** – Upon a motion duly made by Andrew Igl, seconded by Josh Guttormsen, and carried unanimously, the Board approved the 2023 Federal and State tax returns as presented.
- **Fee Waiver Request/s (34200)** – Upon a motion duly made by Andrew Igl, seconded by Charlie Fiser, and carried unanimously, the Board approved the fee waiver request for account 34200, contingent upon the owner settling the remaining outstanding balance within 30 days.

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

- Assessment Collection Matters (33285, 34404)
- Payment Plan (33437)
- Update on Mailboxes

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

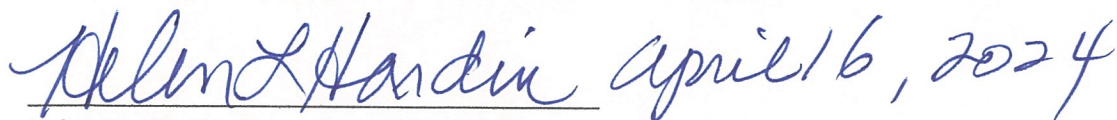
**A. Assessment Collection Matters**

- Upon a motion duly made by Andrew Igl, seconded by Helen Hardin, and carried unanimously, the Board approved proceeding with a lawsuit on account 33285 for further collection efforts.

**B. Payment Plan**

- Upon a motion duly made by Andrew Igl, seconded by Josh Guttormsen, and carried unanimously, the Board agreed to propose an 18-month payment plan for the outstanding balance, plus future assessments, for account 33437.

XII. **ADJOURNMENT** – The Board adjourned at 7:56 pm.

 *Helen Hardin April 16, 2024*

Helen Hardin, Secretary, Conservatory HOA