

Red Canyon Townhomes Association
Board Meeting Minutes
Wednesday, October 24, 2019, 6:00PM
McNeill Property Management Office and Via Go to Meeting

BOARD MEMBERS PRESENT IN PERSON: Deborah Hannon

BOARD MEMBERS PRESENT VIA GO TO MEETING: Susan Flock, Bonnie Hahn, Audrey Powell

BOARD MEMBERS NOT PRESENT: Michael Lavery and Patty Hodapp

ALSO PRESENT: Dan McNeill, Managing Agent, Brandi Resa, Bookkeeper and Mariah Raiche, Secretary to the Meeting

- I. Roll Call. With four of six Board members present in person and via conference call, a quorum was established. Dan McNeill called the meeting to order at just after 6:00PM.

- II. Review and Approval of the Minutes of July 23, 2019, Board of Directors Meeting. These minutes were previously drafted and distributed to the Board for review. There being no suggested changes, there was a MOTION: TO APPROVE THE MINUTES OF THE July 23, 2019, RED CANYON TOWNHOME ASSOCIATION BOARD OF DIRECTORS AS PRESENTED. The motion was duly seconded and carried unanimously.

- III. Financial Review and 2020 Budget Presentation. Brandi Resa, Bookkeeper, prepared the current (as of September 30, 2019) financial reports and she and Dan McNeill presented them to the Board. According to the Balance Sheet, the association currently has total assets, liabilities and equity of \$545,241.96, including \$158,783.83 cash in the bank, \$359,895.39 in certificates of deposit at Community Banks of Colorado and in Everbank. \$51,997.44 is being held in an annuity and there is \$25,365 in prepaid insurance premiums.

The Profit and Loss Statement reveals that nine months through the year, the association has total income of \$118,329.51 with an additional \$38,360.49 due to come by year end. Operating expenses total \$106,906.70 based on budgeted expenses of \$122,185.88. Therefore, the association is \$15,279.18 under budget. Net income is \$15,617.62.

The 2019 beginning balance in Reserves was \$583,042. Current year funding totals \$75,232.28 so far. Capital expenses total \$158,128.86 and include \$143,241.66 for the complete painting of all structures, \$1606.70 for a large-scale pruning project, \$13,280.50 for asphalt crack-filling and patching and removal of two landscaping islands on Chelsea Court with asphalt replacement. The ending balance in Reserves is \$591,124.74 which includes regular member contribution and income from garage owners. An additional \$22,800 is on deposit as working capital.

Dan then reviewed the proposed 2020 Operating Budget with the Board. No dues increase is planned for the coming year. The Board and management reviewed the proposed budget line item by line item, making some adjustments where warranted. Decreases are planned for general maintenance. Increases are expected for snow removal. Based upon the current number of owners with dogs at Red Canyon, pet income is expected to generate \$2600 (at \$100 per dog per year). After detailed discussion, there was a MOTION: TO APPROVE THE 2020 BUDGET WITH NO DUES INCREASE. 2019 DUES WILL REMAIN AT \$825 / QUARTER / UNIT (WITHOUT A GARAGE) AND \$882 / QUARTER / UNIT (WITH A GARAGE). The motion was seconded and carried unanimously. The approved 2020 budget is hereto attached and incorporated into these minutes.

- IV. Manager's Report. Dan reviewed the Reserve Study with the Board. 2020 capital projects under consideration include concrete curb and sidewalk work and landscape additions. Roofs are slated for replacement in 2022 and 2023. Asphalt mill and overlay originally slated to occur in 2020, will be pushed back to 2024 to occur after the Roof Replacement.

The 2019 Projects List was updated and distributed to the Board. The List is now substantially complete. Roof inspections (and recommended repairs) and gutter cleaning are scheduled. A final leaf raking will occur later this month.

- V. Other Business. The 2020 Annual Meeting was scheduled for Thursday, January 23, 2020, at 6:00PM. The location is to be determined. Erin Carlson resigned from the Board when she sold her unit, so her seat is up for election. Audrey, Susan, Bonnie and Patty have terms that expire at the Annual Meeting. There are five seats up for election. Management will solicit volunteers for the Board.

Bonnie asked for an update on the request posed to Town of Eagle to change the parking signs on Nogal Road from 9AM-5PM to 12PM-5PM. Mariah will reach out to the Town of Eagle to follow up on the request.

There was a discussion about the overuse of the Christian Court trash enclosure causing extra charges for overage pickups. A new code will be assigned to the

Christian Court enclosure and a different code will be assigned to the Chelsea Court enclosure to help restrict use of the Christian Court enclosure. Management will distribute the new codes for the appropriate enclosure to owners via email and as a door to door memo for residents.

- VI. Adjournment. There being no further business to come before the Board, the meeting adjourned at approximately 7:00PM.

Respectfully submitted,

Secretary to the Meeting

Red Canyon Townhomes Owners Association, Inc.
Profit & Loss Budget Overview
Budget Draft 2020 - no change in dues

Ordinary Income/Expense	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	TOTAL Jan-Dec
Income													
Fines/Interest	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Garage Operating	72.00	72.00	72.00	72.00	72.00	72.00	72.00	72.00	72.00	72.00	72.00	72.00	864.00
Interest Income, Operating	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Late Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Operating Assessment	12,786.87	12,786.83	12,786.83	12,786.83	12,786.83	12,786.83	12,786.83	12,786.83	12,786.83	12,786.83	12,786.83	12,786.83	153,442.00
Pet Fee	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,500.00
Total Income	12,858.87	12,858.83	12,858.83	12,858.83	12,858.83	12,858.83	12,858.83	12,858.83	12,858.83	12,858.83	12,858.83	12,858.83	156,806.00
Gross Profit	12,858.87	12,858.83	12,858.83	12,858.83	12,858.83	12,858.83	12,858.83	12,858.83	12,858.83	12,858.83	12,858.83	12,858.83	156,806.00
Expense													
401 Accounting Services	325.00	325.00	325.00	325.00	325.00	325.00	325.00	325.00	325.00	325.00	325.00	325.00	3,900.00
405 Tax Preparation	0.00	0.00	450.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	450.00
410 Insurance	2,083.37	2,083.33	2,083.33	2,083.33	2,083.33	2,083.33	2,083.33	2,083.33	2,083.33	2,083.33	2,083.33	2,083.33	25,000.00
420 Spring/Fall cleanup	0.00	0.00	0.00	6,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,500.00
421 Lawn Care/Mowing	0.00	0.00	0.00	0.00	1,750.00	1,750.00	1,750.00	1,750.00	1,750.00	1,750.00	1,750.00	1,750.00	10,500.00
422 Landscape maint - weeding	0.00	0.00	0.00	0.00	1,416.67	1,416.67	1,416.67	1,416.67	1,416.67	1,416.65	0.00	0.00	8,500.00
423 Tree Spraying	0.00	0.00	0.00	0.00	3,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,500.00
424 Pet Clean Up	366.67	366.67	366.67	366.67	366.67	366.67	366.67	366.67	366.67	366.67	366.67	366.67	4,400.00
426 Pest Control	0.00	0.00	0.00	0.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	3,000.00
430 Irrigation System	0.00	0.00	1,062.50	1,062.50	1,062.50	1,062.50	1,062.50	1,062.50	1,062.50	1,062.50	1,062.50	1,062.50	8,500.00
440 Legal Fees	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	1,000.00
441 Collections	0.00	0.00	0.00	0.00	200.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	200.00
450 Maintenance - General	1,604.17	1,604.17	1,604.17	1,604.17	1,604.17	1,604.17	1,604.17	1,604.17	1,604.17	1,604.17	1,604.17	1,604.17	19,250.00
452 Playground	75.00	75.00	75.00	75.00	75.00	75.00	75.00	75.00	75.00	75.00	75.00	75.00	900.00
459 Project Mgmt Fees	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	6,000.00
460 Management Fees	1,400.00	1,400.00	1,400.00	1,400.00	1,400.00	1,400.00	1,400.00	1,400.00	1,400.00	1,400.00	1,400.00	1,400.00	16,800.00
461 Office Supplies	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	1,500.00
472 Snow Removal	750.00	750.00	750.00	750.00	750.00	750.00	750.00	750.00	750.00	750.00	750.00	750.00	4,500.00
473 Snow Removal - Shoveling	1,083.33	1,083.33	1,083.33	1,083.33	1,083.33	1,083.33	1,083.33	1,083.33	1,083.33	1,083.33	1,083.33	1,083.33	6,500.00
474 Snow Removal Loader	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00
475 Roof/icles/chipping	600.00	2,000.00	400.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	4,000.00
480 Trash Removal	1,208.37	1,208.33	1,208.33	1,208.33	1,208.33	1,208.33	1,208.33	1,208.33	1,208.33	1,208.33	1,208.33	1,208.33	14,500.00
481 Trash Controllable	416.67	416.67	416.67	416.67	416.67	416.67	416.67	416.67	416.67	416.67	416.67	416.67	5,000.00
485 Electric	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	1,800.00
490 Contingencies	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	106.00	106.00
Miscellaneous	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Expense	11,287.57	12,187.49	12,099.99	17,749.99	16,583.33	13,283.33	13,083.33	13,083.33	13,083.33	13,083.31	10,087.49	11,193.46	156,806.00
Net Ordinary Income	1,571.30	671.34	758.84	-4,891.16	-3,724.50	-424.50	-224.50	-224.50	-224.50	-224.48	2,771.34	4,165.34	0.00
Other Income/Expense													
Other Income													
Capital Reserve Income	8,113.13	8,113.17	8,113.17	8,113.17	8,113.17	8,113.17	8,113.17	8,113.17	8,113.17	8,113.17	8,113.17	8,113.17	97,358.00
Garage Reserve Income	156.00	156.00	156.00	156.00	156.00	156.00	156.00	156.00	156.00	156.00	156.00	156.00	1,872.00
Interest Income, Capital	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,000.00
Total Other Income	8,269.13	8,269.17	8,269.17	8,269.17	8,269.17	8,269.17	8,269.17	8,269.17	8,269.17	8,269.17	8,269.17	8,269.17	103,230.00
Other Expense													
Total Capital Reserves - Projects	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Other Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Net Other Income	8,269.13	8,269.17	8,269.17	8,269.17	8,269.17	8,269.17	8,269.17	8,269.17	8,269.17	8,269.17	8,269.17	8,269.17	103,230.00
Net Income	9,840.43	8,940.51	9,028.01	3,378.01	4,544.67	7,844.67	8,044.67	8,044.67	8,044.67	8,044.69	11,040.51	16,434.51	103,230.00