

**Avila Park Home Owner's Association**  
Board of Directors  
Minutes of the Board Meeting  
February 17<sup>th</sup>, 2021

Minutes of the Board of Directors meeting of the Avila Park Home Owner's Association, Denver, CO, held virtually in Denver, CO at 5:30PM MST on February 17<sup>th</sup>, 2021.

**1. CALL TO ORDER**

Michael Workman, Avila Park Senior Property Manager, called the meeting to order at 5:30PM MST.

**2. ROLL CALL**

Board members present:

Chad Lisowe, Vice President, arrived 5:30PM MST

Natalie Pearson, President, arrived 5:30PM MST

Dmitry Kaydanov, Treasurer, arrived 5:30PM MST

Christian McConnell, Member at Large, arrived 5:30PM MST

Joe Schierbeek, Secretary, arrived at 5:30PM MST

Others present:

John Wagon seller, Owner of 306, arrived 5:30PM MST to discuss the possibility of installing new windows at their specific unit or across the building, left the meeting at approximately 7:00 PM MST

Jason Hernandez, Owner of 607, arrived 5:30PM MST, left the meeting at approximately 5:45PM MST

Matt Vita, Owner of 404, arrived approximately 5:45PM MST to listen to the Board meeting. Left the meeting at approximately 7:00PM

Absent:

No Board members were absent

**3. APPROVAL OF PRIOR MEETING MINUTES**

Motion by Christian McConnell, seconded by Dmitry Kaydanov, to approve the minutes of the January HOA meeting conducted on January 21<sup>st</sup>, 2021. Motion carried at approximately 5:45PM MST.

**4. OLD BUSINESS**

**Fire Inspection & Safety Reports.** Michael updated the Board on the progress of the Fireplace and Safety inspection reports. At this time, he informed the board he has obtained full compliance from every homeowner that has responded. At this time, Michael is still waiting to hear from the last individuals. It is estimated the responses are three-quarters complete. The Board also has a plan in place to explore mitigation efforts for eliminating the smoke that can result in the building when certain owners use their fireplace.

**Broad Based Building Exterior Re-key.** Michael informed the Board that the 50 keys have been shipped. Once the shipment is completed, all of the external locks will be re-keyed for security purposes. This is consistent with prior conversations that have occurred regarding this process.

**Welcome Packet.** The Board is withholding any release of the formal “Welcome Packet” until the App Folio transition is complete. The information regarding App Folio will need to be included within the “Welcome Packet”, hence the delay.

**Lighting Replacements.** The Board gave an update on various lighting updates being made across the building including the parking lot, pool room, and gym. The Board also discussed the replacement of lights within the Bike Storage room.

**Vending Machine Removal.** Michael updated the Board on the removal of the Vending Machines. The vending machines are scheduled to be removed on the afternoon of Saturday, February 20<sup>th</sup>.

**SBSA Contract Status.** Michael informed the Board he is following up with SBSA on the Contract that was discussed in December. Michael committed to contacting SBSA during the week ending February 19<sup>th</sup>. Michael has not heard from SBSA since the Board instructed him to reach out to regarding an 8% lock on the contract.

**Snow Removal Update.** Michael informed the Board he reached out to the Snow Removal Company regarding billing discrepancies. Michael has yet to hear back from the Company on this billing discrepancy. The Board and Michael discussed alternatives to snow removal, such as a volunteer homeowner to conduct snow removal and use of snow melt. The conversation ended with the Board instructing Michael to explore the possibility switching the vendor used for Snow Removal Services. Before this would happen, Michael will reach out to the current vendor to ensure they want to continue doing business with Avila Park.

**Trash Bin and Door Replacement Update.** The Board discussed the issue of the trash room doors, specifically their inability to stay open. Michael discussed the possibility of using a “Commercial Door Opener”, or an eye-hook option and chain to keep the door open when the Trash Removal service removes garbage and recycle. The Board also discussed the possibility of power-washing this room as it could use a general cleaning. The Board also instructed Michael to remove the Front Entrance access for the Trash Removal Company. The Board also instructed Michael to give Andy access to all exterior doors on the building.

**Bike Clean-up Project.** Christian McConnell is initiating the Bike clean-up project to begin during the month of March. Recyclebicycles.net is a site that the Board could use to help dispose of the bicycles.

## 5. NEW BUSINESS

**Insurance Renewal.** Michael informed the Board that the Insurance Renewal has been completed. The information regarding the new Insurance Policy was provided with the February Board Materials.

**Possible Security Double-Billing.** The Board is following up on a possible double-billing error associated with the fob security system.

**Trash Room Doors.** Discussed in the “Old Business” section above, the Board is sending a work order to Andy to complete a mechanism to hold the trash room doors open. The Board does not have any plans to replace the Trash Room doors at this time.

**Moving Fee and Deposit.** The Board discussed the process of fees associated with residents moving in. Previously, the Property Manager would arrive on the property and hang elevator pads for the move and would charge the property \$75 for each move-in. The Board discussed a resolution to formalize this process as part of the move-in process. This will include passing out the elevator key, collecting the deposit for the elevator key, hanging up and removing the elevator pads, and updating the security film for the move-in date. This \$75 fee is additional to the existing \$250 deposit for the elevator key. The resolution is to be dropped off during the next check-run.

**Elevator Pad Destruction and Possible Fine.** The Board discussed the damage caused by a guest of an Owner. The Board decided to issue a warning letter to the owner of the unit, as well as holding the Owner responsible for half of the repair costs incurred for fixing the elevator pads and hooks within the elevator that hold the pads. The Board also discussed a “Template” for the fine process to formalize the issuance, and possible escalation, of fines going forward.

**Communication amongst the Board and Weststar between meetings.** The Board discussed a method of communication between the Board and Weststar to enhance productivity between board meetings. The Board agreed to consolidate conversation between Natalie Pearson, President of the Board, and Michael Workman, unless a communication is sent with each Board Member in the “To” line of the email.

**App Folio Update.** The Board discussed the roll-out of the App Folio system release. The Board was given access to the site to explore the account settings, profile, etc. of the system.

## **6. NEXT MEETING DATE**

The next monthly Board meeting is scheduled for March 17<sup>th</sup>, 2021 at 5:30PM MST.

The board meeting adjourned at 7:50PM MST.  
These minutes were approved by the Board of Directors.

Joe Schierbeek, Secretary

February 17<sup>th</sup>, 2021