

**Avila Park Home Owner's Association**  
Board of Directors  
Minutes of the Board Meeting  
January 20, 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 January 20<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

Natalie Pearson, President

Dmitry Kaydanov, Treasurer

Christian McConnell, Member at Large

Joe Schierbeek, Secretary

Others present:

Daniel Connell, Owner of 205, arrived 5:30PM MST, left the meeting at approximately 5:35 PM MST

Griffin Sandberg, arrived 5:30PM MST, left the meeting at approximately 6:00PM MST

Absent:

No Board members were absent

**3. APPROVAL OF PRIOR MEETING MINUTES**

Motion by Joe Schierbeek, seconded by Christian McConnell, to approve the minutes of the December HOA meeting conducted on December 16<sup>th</sup>, 2020. Motion carried at 5:53PM MST

**4. OLD BUSINESS**

**Washer and drier update.** The Board discussed upgrading the Washer & Drier system to a card system that would also include a coin machine. The Board decided to stay with the status quo and put forth no change in the existing Washer & Drier coin laundry system.

**Security Update.** The Board is in the process of drafting a Security Policy to send to the Association's attorney

**Fire & Safety Inspection Report.** The Board complied with the Denver Fire & Safety inspection report. The Board is still working on obtaining the full population of the Fire & Safety Inspection reports. Weststar will communicate to the Board the remaining units who are required to provide the completed report.

Additionally, regarding this topic, the Board discussed obtaining Chimney Inspection reports, even for those units that do not plan on having a fire. This conversation also covered if any additional considerations & actions should be made regarding possible re-entry of smoke into the building. The Board discussed as an action item exploring an Air-

filter for the Make-up air unit as a possible solution. Other broad-based solutions were also explored by the Board.

**Broad Based Building Re-Key.** The Board discussed re-keying the building and the need to communicate to the community that the external locks will re-keyed and Community members will need to use their fobs and codes to enter the external building doors. Michael Workman will communicate the reason for the Re-key a week before the keying takes place. This communication will also include the rationale for why the Re-key is taking place.

**Welcome Packet.** The Board is finalizing the Welcome Packet for Distribution.

**Lighting Fixture Update.** The Board discussed updating certain light fixtures throughout the building to LED. Including the lights included within the Fitness Room. During this discussion, the Board also discussed the possibility of potentially replacing carpet throughout the building.

## 5. NEW BUSINESS

**Room 405 Noise Fine.** The Board approved issuing three fines to Room #405 in escalating severity for noise complaints throughout the week of January 17<sup>th</sup>, 2021. According to policy, this is a Tier 1 Violation and escalates \$50, \$100, to \$200.

**Coupons and Update in HOA Assessments.** The Board discussed communicating the updated HOA amounts via a variety of methods. This included a new statement for January as well as new coupon books that have been sent to those owners.

**App Folio Update.** The Board discussed the continued implementation efforts with App Folio. The roll-out is continuing to happen with a tentative end of January 2021 goal. App Folio allows the Board to pull “Tenant” reports as well as “Homeowner” reports. App Folio provides enhanced communication between vendors servicing the building, Weststar Property Management, and all members of the community.

Specific to the renters, App Folio gives Weststar the ability to investigate information pertaining all units that are up for rent – this includes existing tenants in a rental, whether a unit is empty or not.

**Unit 406 Design Review Application – Kristin O’Connell.** The Board reviewed and approved the Design Review Application submitted by Kristin O’Connell for her Unit, #406. The approval is contingent upon communication of discussed information during the meeting.

**Drier Vents & Snake Drains.** The Board directed Michael at Weststar to coordinate the replacement of drier vents and completion of snaking and cleaning out the basement drains.

**Unit 105 Design Review Application.** The Board refused the Design Review Application submitted. The Board discussed having Property Maintenance (Andy) address the painting of the door on her behalf.

**Unit 202 Out-of-Policy Hardware.** The Board decided to communicate to Unit #202 that their updated door hardware is out of policy and needs to be upgraded to “Oil Rubbed Bronze”. No fine will be issued at this time.

**Vending Machine Removal.** The Board discussed the removal of the Vending Machines has not taken place. This was scheduled for the end of December. Weststar is following up.

**SBSA Contract.** The Board discussed the submission of the contract to proposal to SBSA. As of the date of the meeting, no further communication has occurred with SBSA. The Board discussed following-up with SBSA ASAP.

**Bike Project.** The Board discussed the next steps with the “Bike Registration Project”. The Board plans to kick-off the Bike clean-up project by February 1<sup>st</sup>, 2021.

**Newsletter Draft.** The Board discussed minor edits to the Quarterly newsletter communication to be sent out in January.

#### **6. NEXT MEETING DATE**

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

The board meeting adjourned at 7:50PM MST.

These minutes were ----- on ----- by the Avila Park Board of Directors.

Joe Schierbeek, Secretary

January 20<sup>th</sup>, 2021