

**Avila Park Homeowners Association**

Board of Directors

Minutes of the Board Meeting

April 21st, 2021

Minutes of the Board of Directors meeting of the Avila Park Homeowners Association, Denver, CO, held virtually in Denver, CO at 5:30PM MST on April 21st, 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:

Chris DeVenney, Owner of 602, arrived at the beginning of the meeting, 5:30PM MST. Chris left the meeting at approximately 7:10PM MST.

Patsy Williamson, Owner of 202, arrived at the beginning of the meeting, 5:30PM MST. Patsy left the meeting at approximately 7:10PM MST.

Absent:

No Board members were absent

**3A. Approval of 3.31.21 Financial Statements**

Weststar Management is working through a process change for the Financial Statement preparation thus the March 31st statements will be provided for review at a later date.

Prior to the finalization of these minutes at the May 19<sup>th</sup>, 2021 Avila Park HOA meeting the financials were provided to the Board for review.

### **3.B APPROVAL OF PRIOR MEETING MINUTES**

Motion by Christian McConnell, seconded by Joe Schierbeek, to approve the minutes of the March HOA meeting conducted on March 17th, 2021. Motion carried at approximately 5:45PM MST.

### **4. OLD BUSINESS**

**SBSA Status Report.** During the month of March, an inspection took place of the roof with SBSA. The report is currently being drafted by SBSA.

#### **Work Orders:**

**A:** Back Parking light over the back door - This work order was addressed and completed during the month of March. No further action needed at this time.

**Denver Lock and Key - Status Update.** Weststar Management reached out to Denver Lock and Key during the month of March. The key the building currently has does not match the inventory of keys that is held by Denver Lock and Key. Denver Lock and Key is not able to provide this key due to "Proprietary" information associated with the key currently being used by the building. Weststar has identified the appropriate locksmith to cut the keys. The HOA has paid Angel already for the re-key effort. The Board discussed getting 45 keys cut to the new exterior locks in case of emergency. The Board also discussed cutting an additional 15 keys to the interior of the building in this keying process.

**Appfolio.** The board discussed the transfer of Appfolio information when a new Owner buys and moves into the building. Weststar informed the Board that through the purchasing process, the new owners are automatically directed to filling out the required information within Appfolio. The Board identified the current welcome information required by the building and requested Weststar to use the same information within the "CondoCerts" process.

**A:** Pet Registration - This is currently being integrated into Appfolio. This is only able to be updated by Weststar Management at this time.

**B:** Multiple Vehicle Entries by the Owner - Managed within Appfolio. No further action at this time.

**ARC Forms; Examples.** Architectural Design Review is able to be uploaded within the Appfolio site. When the form is submitted in Appfolio, it is submitted to Mike at Weststar for his review. If all the appropriate information is included within the application, then Mike submits the form automatically through Weststar for approval/rejection via the Appfolio system. The Board reviewed ARC examples that Weststar was able to provide from other managed properties.

Discussion ensued regarding the ARC Form currently being drafted by the Board. The Board submitted the new ARC Form to Weststar for this form to be used in the future.

**Finalize Welcome Packet.** The Board discussed finalizing the “Welcome Letter” for new residents by linking the appropriate information within Appfolio. Namely this was the update of the online payment portal information for the “Welcome Letter”.

**Towing - Update to the Vendor (Completed).** A new contract was set-up via auto-renewal with the same vendor. No further action required.

**Other.** NONE

## **5. NEW BUSINESS**

### **Work Orders.**

**A: Choice Mechanical - Exhaust Vents.** Work order has been sent and rescheduled due to weather. This is anticipated to be completed before the end of April.

**B: Choice Mechanical - Sump Pump.** Weststar has been contacted and is coming out to address this issue. Expected to be resolved by the end of April.

**C: MEI - Elevator Repairs over the Weekend.** Emergency elevator service occurred successfully. No further action required at this time. Additionally, the elevator “Stop” switch is being repaired by MEI based on a recent inspection performed.

**Elevator Service Contract Bid.** Weststar informed the Board of a potential bid for a new elevator servicer - PEAK ELEVATOR. The monthly cost of the service would be \$150 a month. This is what is currently being charged with MEI, the current elevator servicer for the building. Based on discussions, the Board has concluded to stay with MEI as the elevator service contractor.

**Security Resolution.** The Board discussed a resolution to recent security issues within the building. This included assigning fines as needed to responsible parties in accordance with the building’s security policies. Refer to the “Violation Report History” below for more details on this topic.

**Denver Fire Department - Elevator Inspection Report.** The elevator “Stop” switch needs to be repaired. Otherwise, the elevator is appropriately up to code.

**Work Order History Report.** The Board discussed the “Work Order History Report” that was provided as a part of the Board Packet. This includes the Garage Sump Pump, the three Exhaust Vents (included above), and the performed elevator maintenance - also discussed above. Additionally, Mountain Alarm is being contacted for an update in April. Lastly, the Board discussed during this section the “Avila Park Open Items List” that is developed internally by the

Board. The Board also committed to submitting the "Open Items List", pertaining to "Maintenance Items" to the Appfolio site.

**Other.** As motioned by Chad Lisowe, and seconded by Christian McConnell - the Board approved the updated security policy for the building. This policy still needs to be signed by the President of the HOA to be finalized.

## **6. CORRESPONDENCE**

**Calendar 2021.** No action occurred during this meeting regarding the 2021 Calendar.

**Violation History Report.** The Board discussed multiple violations regarding both noise and security that are associated with a unit within the building. The Board took appropriate action according to the Building's policies regarding both noise and security within the building. Two Tier one's - code access, and failure to reserve the party room, additionally - a Willful and Wanton Violation.

**Letter to the Board - #105.** The Board discussed a letter drafted to the Board regarding security policies and potential fines.

**CondoCerts.** No action occurred during this meeting regarding the 2021 Calendar.

**Other.** NONE

## **7. NEXT MEETING DATE**

The next monthly Board meeting is scheduled for May 19<sup>th</sup>, 2021 at 5:30PM MST.

The board meeting adjourned at 8:15PM MST.

These minutes were ----- by the Board of Directors.

Joe Schierbeek, Secretary

April 21st, 2021