

Lincoln Square Lofts Homeowner's Association
October 15, 2020
Zoom and Clubhouse 6:30pm
10180 Park Meadows Drive
BOARD OF DIRECTORS MEETING MINUTES

Call to Order: 6:30 pm

ROLL CALL

Call to Order - The Regular Board Meeting of Lincoln Square Lofts Homeowners Association came to order @ 6:30 pm via in person at the Community Clubhouse and online via Zoom Virtual Meeting. Board Members Present were Loyce Smith, Carolyn Erickson, Balaji Ramnath and Brad Hetland. Rachael Burke of the Cherry Creek HOA Professionals (CCHOA - Management Company) was also present.

OPEN FORUM

Owner Michelle Poirier spoke to the Board of Directors on the option to leave the pool area open throughout the winter month for use of the grill. Carolyn responded with it would be a liability concern as a resident had slipped and fell a few years ago in the winter, in the pool area. The idea of setting up a reservation system to the owners for grill use in the winter months was suggested. Fines would be associated with improper cleanup to the residents. Manager will review with legal and the Board on possible ideas for the reservations.

Robert expressed concerns to the Board and manager of gym equipment being stolen, in particular, dumbbells. The Board and manager did not have knowledge of this activity until now. Manager assured that the dumbbells would be replaced as the gym was in the process of undergoing a remodel. Robert also addressed concerns with the door to gym sticking at times and is unable to be accessed. Manager informed that they received 2 other calls regarding this and is working on a solution. Lastly, Robert informed of the men's toilet needing to be serviced at the clubhouse. A discussion followed with all members in attendance that the HOA should change the rules to reflect access to common areas to be limited to owners only and not renters. It is believed that owners take more responsibility and respect for the community and assets than the temporary residents do.

Lastly, it was discussed that the garage timers should be adjusted back to a max of 10 seconds for entering and exiting. The manager is to arrange with the contractor for adjustments, send out a notice to the community informing, and post signage on how to/when to use the fobs at garage entrances. It was noted that many people try to access the garage when pulling in off Park Meadows Drive and before they are at the trash enclosure to enter.

APPROVAL OF MINUTES

The September 17, 2020 Board of Directors Minutes were reviewed. A motion was made by Carolyn and seconded by Brad to accept the minutes as presented.

FINANCIALS

The September 31, 2020 financials were reviewed by the Board. A motion was made by Carolyn and seconded by Brad to accept the financials as presented, unaudited for September.

RESIDENT APPEALS OF FINES

There were no resident appeals currently for the Board to review.

2021 BUDGET

The manager presented the 2021 draft budget to the Board for review. The Board has asked that the managing agent review all line items and increase/decrease as necessary based on 2020 Actual Expenses as well as review the current Reserves Study and budget accordingly. The manager presented concerns with the Board's original agreement to only raise dues by 1.5% in 2021 and is suggesting at minimum a 5% increase to accommodate for the yearly expenses, increase contribution to the Association's Reserve fund, and allow partial funding to renovate areas of concern such as resurfacing the parking lot, landscaping improvements and electrical updates. Carolyn presented the idea of changing the assessment of all units to a flat rate, which is not based on the square footage of a unit. Manager will review with attorney on making the change. The Board agreed to table the 2021 budget for now and will re-review once the changes have been made.

The Manager discussed the most recent item of Elizabeth resignation. The Board will need to fill the vacancy at the Annual Meeting. In addition, Loyce and Carolyn are up for re-election at the end of the year. A call for candidates will be sent out once a date has been decided and the budget approved.

OLD BUSINESS

Higgins/Spyder Construction- Manager presented to the Board the most recent updates regarding the wall leaks. Manager presented the received proposals from RE, Higgins and Blue Sky for repairs for the Board to review. Carolyn believes that the HOA is still under warranty from Palace Construction. She will contact Palace Construction to review the warranty in the morning. The item has been tabled until further communication has been received.

Gym remodel – The Manager informed the Board on the gym remodel dates which are scheduled for October 19-22 2020 by KOS Fitness. Signage was posted at the gym as well as distributed through email.

Ratification of Email Vote – The Manger presented the email votes that have been recorded and action taken since the September Board of Directors Meeting. A motion was made for the ratification of Waste Focus recycle flyers to be posted and signage ordered.

NEW BUSINESS

Census – Manager informed that they received a call from a census worker looking to obtain access to the property. The Board informed that a representative had already visited. Manager to contact back and obtain name and employee number in order to schedule another visit.

mms Companies bid – A bid was presented by Brad for electronic filing to the manager by email. The Board provided the information that their prior managing agent had held files digitally and the disks were provided to the community at the transition. The Board believes that A&M Management has already digitalized the records and was provided to the next managing agent through a disk. Carolyn will follow up with prior managing agent to check if such was sent and who signed for the disk. They believe that Cherry Creek HOA Professionals received all of the records at the time of transition.

Manager is obtaining 2 other bids for scanning and organizing the documents located in the storage room.

Legal – The Manager presented the finalized COVID-19 waiver from the attorney along with a sample of a Maintenance and Insurance chart. Manager strongly recommends the Association proceed with obtaining the chart for responsibility purposes. A motion was made by Brad and seconded by Loyce to accept the Attorney drafted COVID-19 waiver and proceed with an Attorney drafted Maintenance and Insurance chart. Manager will contact Attorney to proceed with chart.

Workorders – Completed workorders were presented by the Manager and reviewed by the Board. No action was needed at this time. Creekside Maintenance provided a Inspection Chart of the property dated October 2, 2020. One of the main concerns is the emergency exit lights are not functioning properly and will likely need a battery replacement. Manager will ask Creekside Maintenance to bid on project and will present to the Board for approval as the job is out of the scope of contracted work.

Clubhouse Rental – The manager presented to the Board a resident who wishes to rent the clubhouse for their book club meetings. It was decided that all rentals will be responsible for payment of disinfectant cleanings at this time due to COVID-19 guidelines. Manager will get a price from Mop Stars on cleaning costs associated and bill rentals.

ADJOURNMENT

With no further business to discuss, the meeting was adjourned at 8:52 pm. Next Board of Directors Meeting is scheduled for Thursday, December 17, 2020 at 6:30 pm. Meeting will be located at the clubhouse in addition to Zoom.