

Nineteenth Fairway Townhouse Condominium Association, Inc.

Board of Directors Meeting

May 14, 2020

A meeting of the Nineteenth Fairway Townhouse Condominium Association was held on Thursday, May 14, 2020 at 2:30 p.m. via teleconference.

1. **Call to Order**. The meeting was called to order at 2:36 pm.
2. **Roll Call/Establish Quorum**. Directors in attendance were Kara Robinson, Leigh Hatfield and Jim Sheldon. Also in attendance was Eileen Jacobs of Mountain Caretaker, Inc.
3. **Approval of Minutes**. Upon motion duly made and seconded, the minutes of the January 9, 2020 meeting were approved unanimously.
4. **Financial Report**. Eileen noted that financials were sent previously, along with a cash flow spreadsheet. The cash flow sheet shows the current reserve balance, expenditures and available cash, plus the monthly dues amounts coming into reserves from regular and special assessments.

The one seriously delinquent account is expected to be brought current at closing scheduled for the end of this month.

5. **Grading Project Proposal Review/Approval**. The updated spreadsheet including revised numbers from Brush Creek Landscaping was reviewed. Bids were received from BCL, Castle Peak Masonry & Construction, Bronn Excavating, and Paulsen Construction. Discussion of the bids, which varied a bit in scope, ensued. John Cona, Criterium Engineering joined the call. Both Mr. Cona and Mountain Caretaker recommended BCL as their bid, although higher, was most comprehensive.

Discussion was held regarding irrigation, which BCL can do at the same time as the excavating. BCL also has a machine that can trench underneath the sidewalks.

Upon motion duly made and seconded, the Board unanimously approved Brush Creek Landscaping as the preferred vendor for this project. Management will secure the insurance certifications and tax id. John Cona will draft a contract for the Board to review.

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Management will work with BCL to discuss various potential change orders, exploring the possibility of bringing water to C building for this summer.

It was reiterated that there are a lot of unknowns related to this project as some things cannot be seen or evaluated until digging begins. That is anticipated in the first week of June.

6. **Other Business.**

- a. Appointment of Roger Silverstein to the Board. Upon motion duly made and seconded, Roger Silverstein was unanimously approved to fill the vacant Board seat created by the resignation of Kari Mohr when she sold her unit.
- b. Exterior Staining Update. Management has asked the contractor to wait until after the excavation to prevent the dust from settling on the newly painted buildings.
- c. Maintenance Requests. The Board was encouraged to log in to the website to view the maintenance requests that are coming in from individual owners. Emergency repairs must be done. Other repairs may need to wait until funds are available.

7. **Adjournment.** Upon motion duly made and seconded, the Board adjourned the meeting at 3:45 p.m.

Respectfully submitted,

MOUNTAIN CARETAKER, INC.

By: _____
Eileen Jacobs