

Minutes of a Meeting of the Board of Directors
of
Stapleton Mansion Homes Condominium Association

A special meeting of the board of directors of Stapleton Mansion Homes Condominium Association (the "Association") was held on October 13, 2014 at 11:00 AM at 3401 Quebec St, Denver, CO 80207

All directors signed a Waiver of Notice and Consent to the Meeting: copies are attached to these minutes.

Ed Koldenhoven and James Gosselin were present and Mr. Koldenhoven acted as chairman of the meeting.

The Chairman stated that the purpose of the meeting was to adopt a budget for expenditures for the calendar year 2015, including operating expenditures and reserves for items of deferred maintenance, and to establish and levy annual assessments fixed at a uniform rate for all units to meet the expected need of the Association.

The Chairman presented a budget prepared by the board after several work sessions; the budget was discussed by the board, a copy of the budget is attached to these minutes.

On motion duly made and seconded, the following resolution was unanimously adopted:

RESOLVED, that the budget attached to these minutes marked "Exhibit A" is approved and adopted for the year 2015.

The next order of business was to establish and levy annual assessments to fund the expenditures in the budget. The board reviewed the financial statements of the Association, the schedule of expenditures, and the projected needs for the reserve fund in order to determine the annual assessments for 2015; it was determined that the total revenue requirements for 2015 were estimated at \$289,296, to be assessed uniformly against each unit in the Association in the annual amount of \$2,952, to be paid in 12 equal monthly payments of \$246.00

each due in advance on the first day of each month; payments received after the 15th day of each month shall be subject to a late fee of \$10.00

On motion duly made and seconded, the following resolution was unanimously adopted:

RESOLVED; that based on the budget adopted above the annual assessment for the year 2015 are projected to be the amount of \$289,296; such assessment is levied uniformly against each unit in the Association in the annual amount of \$2,952 payable in twelve equal monthly payments of \$246.00 each in advance on the first day of each month, and a late fee of \$10 is assessed for payments received after the 15th day of the month:

BE IT FURTHER RESOLVED; that a meeting of the Owners will be held on:

Thursday, November 20, 2014 at 6:30 PM at Stapleton Sam Gary Branch Denver Library, 2961 Roslyn St., Denver, CO 80238,

to consider ratification of the budget as required by Article IV, paragraph 6 of the Declaration, and that copies of the budget and notice of the meeting be sent to all Owners as required by the Declaration.

The Chairman noted that the Association's management company, Association Management Services LLC, has undertaken extra work on behalf of the Association to process the hail damage claim and oversee the roof replacement and repair, and to oversee fall landscape improvements. It was determined that the work was beyond the scope of the management contract, and, after discussion, it was determined that the management company should be paid a bonus of \$600.00 on November 1, 2014 for such work.

Upon motion made and seconded the following resolution was unanimously adopted:

RESOLVED, that the Association issue payment on November 1, 2014 to Association Management Services LLC in the amount of \$600.00 as additional compensation for management services benefiting the Association.

There being no further business the meeting was adjourned.

 13/Oct/14
_____, Director
Ed Koldenhoven

ISI OVID BELDOCK _____, Director
Ovid Beldock

JA JAMES GOSSELIN _____, Director
James Gosselin

Stapleton Mansion Homes Condominium Association, filing No. 2
Proposed Budget for 2015 Adopted by the Board of Directors
October 13, 2014
Monthly Assessment: \$246 / 98 units

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
Scheduled Assessments	24,108	24,108	24,108	24,108	24,108	24,108	24,108	24,108	24,108	24,108	24,108	24,108	289,296
1. Total Income	24,108	24,108	24,108	24,108	24,108	24,108	24,108	24,108	24,108	24,108	24,108	24,108	289,296
Expenditures:													
Administration:													
Management	800	800	800	800	800	800	800	800	800	800	800	800	9,600
Accounting/Financial/Audit	900	900	900	900	900	900	900	900	900	900	900	900	10,800
Administration Expense	300	300	300	300	300	300	300	300	300	300	300	300	3,600
Insurance	3,400	3,400	3,400	3,400	3,400	3,400	3,400	3,400	3,400	3,400	3,400	3,400	40,800
Building Maintenance	300	300	300	300	300	300	300	300	300	300	300	300	3,600
Landscaping Maintenance	0	0	1,325	1,325	1,325	1,325	1,325	1,325	1,325	1,325	0	0	10,600
Irrigation Maintenance			500	500	500	500	500	500	500	500			4,000
Exterior Lighting/Electricity	150	150	150	150	150	150	150	150	150	150	150	150	1,800
Snow Removal	2,000	2,000	2,000	2,000						2,000	2,000	2,000	14,000
City Water/Sewer	1,750	1,750	2,500	2,500	2,500	2,500	5,000	5,000	2,500	2,500	1,750	1,750	32,000
Mutual of Omaha Payment	<u>5,704</u>	<u>5,704</u>	<u>5,704</u>	<u>5,704</u>	<u>5,704</u>	<u>5,704</u>	<u>5,704</u>	<u>5,704</u>	<u>5,704</u>	<u>5,704</u>	<u>5,704</u>	<u>5,704</u>	<u>68,448</u>
2. Total Expenditures:	15304	15304	17879	17879	15879	15879	18379	18379	15879	17879	15304	15304	199,248
3. Cash Flow	8,804	8,804	6,229	6,229	8,229	8,229	5,729	5,729	8,229	6,229	8,804	8,804	90,048
Maintenance Reserve	6,000	6,000	5,000	5,000	6,000	6,000	5,000	5,000	6,000	5,000	6,000	6,000	67,000
Contingency Reserve	2,804	2,804	1,229	1,229	2,229	2,229	729	729	2,229	1,229	2,804	2,804	23,048

2015 Budget Notes:

1. Scheduled Assessments are based on a \$20 per month increase to \$246 per unit.
2. Management, Financial, Audit and Administration Expense are the same as 2014.
3. Insurance is increased to \$42,000 and we will pay the premiums monthly.
4. Building, landscape, and Irrigation maintenance are essential the same as 2014.
5. Snow removal is increased by \$2,000 to \$14,000 over 7 months.
6. Exterior maintenance, water/sewer, Mutual of Omaha are the same as 2014.

Dear Members:

The upcoming meeting on Nov 20 is a membership meeting to ratify the proposed budget adopted by the Board on September 4, 2014.

In 2012 our reserve study was outdated; therefore, we ordered a new study that disclosed that the reserves were inadequate and underfunded. To correct this, as well as qualify for FHA financing, the Board approved an increase in the monthly assessment for 2013 of \$20, and an equal increase to take effect for 2014 and 2015 (see budget letter to members dated Oct12, 2013 posted on the Association's web site). The increase has been implemented in 2013 and 2014, and **the final increase will be implemented in 2015 increasing the monthly assessment to \$246 starting Jan 1, 2015.** Our 2015 budget will contribute \$90,000 to capital reserve, which we believe will be adequate to meet the needs established by the reserve study up date.

In the past year we restructured our 15 year Mutual of Omaha loan reducing our interest from 6.25% to 5.25%. Our loan from Triple G for the balance of the remediation work was paid off as of November 2014. The \$1,500 (fifteen hundred dollars) monthly payment will now go to our reserve account.

In May of 2014 the Stapleton area was struck with a severe hail storm which damaged all of our asphalt shingle roofs; 10 roofs were replaced and 1 roof repaired with insurance proceeds of \$438,000, the Association's cost was limited to \$5,000 deductible. The roof work is being completed this week. (See insert regarding satellite dishes on HOA roofs and buildings.)

I believe that the finances and management of the HOA are much better today as a result of the changes made in the past years. The objectives of the Board are to protect the property investment of all members and to manage the HOA according to the governing documents we all signed when we purchased our units. I believe that these objectives are being realized.

The HOA property belongs to all members; the Board encourages members to treat the property as it belongs to you and your neighbors, it really does – pick up litter, keep trash cans in the garage on non pick up days etc. Respect for your neighbors and your property protect our investments and make our HOA a better place to live.

The management and the board appreciate the support of the membership and looks forward to a successful new year.

Ed Koldenhoven
President, Stapleton Mansion Homes Condominium Association no 2