

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 Friday, October 30, 2015 at 10:00 AM at 8181 E Tufts Place, suite 520. All directors signed a Waiver of Notice and Consent to the Meeting: copies are attached to these minutes. Wesley Zepelin and Ovid Beldock were present in person and Edwin Koldenhoven participated by speaker phone; Mr. Koldenhoven acted as chairman of the meeting.

The Chairman stated that the business of the meeting was as follows:

1. to adopt a budget for expenditures for the calendar year 2016, including operating expenditures and capital reserves for items of deferred maintenance, and to establish and levy annual assessments fixed at a uniform rate for all units to fund the budget; and
2. to consider the adequacy of the Capital Reserve Account and provide for funding of this account to meet projected future needs; and,
3. to create a committee to advise the board on possible claims against Pro356 contracting and Roof Brokers Inc. arising out of installment of new roofs following the hail storm of May 21, 2014.

BUDGET:

The Chairman presented a budget prepared by the board after several work sessions; the budget was, 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 2016.

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 2016; it was determined that the total revenue requirements for 2016 were estimated at \$289,296, to be assessed uniformly against each unit in the Association in the annual amount of \$2,952.00 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 2016 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, December 10, at 6:30 PM at
Stapleton Master Community Association Conference Room,
7530 East 29th Ave, 3rd Floor, 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.

CAPITAL RESERVE ACCOUNT:

The Board proceeded to review the status of the Capital Reserve Account and the Association's financial statements for the past 3 years and determined that operating revenues over that period have not been sufficient to fund this Account; that the projected balance on 12/31/2015 will be approximately \$90,000 which is not sufficient to meet projected future needs; and, that revenues from the current budget will not be adequate to fund this account to an acceptable level.

The Board discussed the levy of a special assessment pursuant to Article IV, paragraph 6. of the Declaration for the purpose of funding this account. After extended discussion the Board determined that a onetime special assessment in the amount of \$2,000.00 for each unit should be proposed and presented to the Members at a meeting called for this purpose on Thursday, December 10, 2015 at 7:00 PM, and that written notice of such meeting should be sent to all members not less than 30 days nor more than 60 days in advance of the meeting, all in accordance with Article IV, paragraph 7 of the Declaration. Upon motion duly made and seconded the following Resolution was unanimously adopted:

RESOLVED, the Board does hereby levy a special assessment in the amount of \$2,000.00 as a charge against each unit in the year 2016; that such assessment shall be payable in two (2) equal installments of \$1,000.00 each due on March 1, 2016 and on September 1, 2016; such assessment is for the purpose of funding the Association's Capital Reserve Account, and the assessment is subject to approval of two-thirds (2/3) of the votes of a quorum cast by the Members voting in person or by proxy at a meeting duly called for this purpose, AND, that such meeting be held on

*Thursday December 10, 2015 at 7:00 PM, at
Stapleton Master Community Association Conference Room,
7530 East 29th Ave, 3rd Floor, Denver, CO 80238,*

AND, written notice of the time and place of such meeting be sent to all members as required by Article IV paragraph 7 of the Declaration.

Contract/Legal Review Committee

The Chairman noted that the Board had undertaken an inspection and review of the roof replacement and repair work performed by Pro356 Contracting and Roof Brokers Inc. to verify compliance with the contract specifications, and the Association received detailed and extensive Roof Inspection Report indicating that the work was not completed in accordance with the specifications and standards of workmanship required under the contract; resulting in a claim being made against the contractors. The issues involved in this matter are complex and numerous and should be referred to an ad hoc committee to review and evaluate and, to make recommendations to the Board.

William Caniglia, Property Manager recommended that the board move forward with the creation of the committee, and that Aaron Hyatt, unit owner and attorney at law has agreed to serve on such a committee; Mr. Beldock recommended that Kaitlin Nares, unit owner who is also an attorney be asked to serve on the committee; Mr. Zepelin volunteered to serve on the committee and recommended that William Caniglia, Property Manager also serve on the committee.

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

RESOLVED, the board does hereby establish a committee to be called the Legal/Contract Review Committee for the purpose of reviewing the Association's contract to replace and repair roofs with Pro356 Contracting and Roof Brokers Inc. ("Contractors") and all work, activities, payments, and details related to the contract and performance by the contractors, and, that the committee make recommendations to the Board regarding such performance and any claims that should be made against the Contracts and Association action to enforce such claims.

BE IT FURTHER RESOLVED, that the board be composed of 4 members to be appointed by the board including at least one board member; that, subject to acceptance, the following persons, who are unit owners, are appointed to this committee: Wesley Zepelin, Director, William Caniglia, Property Manager, Aaron Hyatt, attorney at law, and Katlin Nares, attorney at law.

There being no further business the meeting was adjourned.

ISI EDWIN F. KOLDENHOVEN, Director
Edwin F. Koldenhoven

ISI OVID BELDOCK, Director
Ovid Beldock

ISI WESLEY ZEPELIN, Director
Wesley Zepelin

Stapleton Mansion Homes Condominium Association
 2016 Budget, Adopted by Board of Directors, Oct. 30, 2015
 Monthly Assessment, \$246, 98 units

	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
Transfer to Reserves	2,411	2,411	2,411	2,411	2,411	2,411	2,411	2,411	2,411	2,411	2,411	2,411	28,932
Total Income:	21,697	21,697	21,697	21,697	21,697	21,697	21,697	21,697	21,697	21,697	21,697	21,697	260,364
Expenditures:													
Operating Expense:													
	900	900	900	900	900	900	900	900	900	900	900	900	10,800
2. accounting / audit	900	900	900	900	900	900	900	900	900	900	900	900	10,800
3. Postage, Printing, Copies	100	100	100	100	100	100	100	100	100	100	100	100	1,200
4. office supplies	30	30	30	30	30	30	30	30	30	30	30	30	360
5. telephone	75	75	75	75	75	75	75	75	75	75	75	75	900
6. web site expense	60	60	60	60	60	60	60	60	60	60	60	60	720
7. education & licensing	30	30	30	30	30	30	30	30	30	30	30	30	360
8. Insurance	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	36,000
9. lawn maintenance				1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	10,000
10. shrub, flower, care	0	0	0	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	0	10,000
11. Irrigation Maintenance			500	500	500	500	500	500	500	500			4,000
12. building maintenance	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	12,000
13. exterior lighting/electricity	150	150	150	150	150	150	150	150	150	150	150	150	1,800
14. snow removal	2,000	2,000	2,000	2,000						2,000	2,000	2,000	14,000
15 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
16. annual storm drainage fee		4,500	4,500										9,000
17. Contingency for unbudgeted operating expense	<u>3,220</u>	<u>3,220</u>	<u>3,220</u>	<u>3,220</u>	<u>3,220</u>	<u>3,220</u>	<u>3,220</u>	<u>3,220</u>	<u>3,220</u>	<u>3,220</u>	<u>3,240</u>	<u>3,240</u>	<u>38,680</u>
18. Total Operating Expense	13,215	17,715	18,965	16,965	14,965	14,965	17,465	17,465	14,965	16,965	15,735	13,235	<u>192,620</u>
19. 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>
Total:	18,919	23,419	24,669	22,669	20,669	20,669	23,169	23,169	20,669	22,669	21,439	18,939	261,068
Cash Flow	2,778	-1,722	-2,972	-972	1,028	1,028	-1,472	-1,472	1,028	-972	258	2,758	-704