

**Minutes of a Meeting of the Board of Directors**  
**of**  
**Stapleton Mansion Homes Condominium Association**  
**Held on Monday, April 8, 2019 at 4:00 PM**

A meeting of the Board of Directors of Stapleton Mansion Homes Condominium Association (the "Association") was held on Monday, April 8, 2019 at 4:00 PM at 2961 Roslyn St, Denver, CO 80238. The following directors were present and participated in the meeting: Carol Roberts, Marthanne Simmons and Anne Allen. Verne Luxenburg was not present. William Caniglia, property manager, was present and participated in the meeting. Kirby Ross of A-REG was also present. HOA members Mary Ellen Bunning, Hugh Evans, and Theresa Tapperson also attended. Stephanie Schugar Holsinger attended on behalf of her mother, Linda Jackier Schugar.

William Caniglia acted as Chairman of the meeting.

The Chairman declared that a quorum was present for the conduct of business.

The property manager presented the Board with the insurance renewal rates from American Family Insurance for March 15, 2019 through March 15, 2020 period. The Board also discussed the loss assessment coverage for individual units.

The property manager also discussed the Grounds Maintenance Proposal submitted by Clean Scapes covering April-October 2019. The proposal included \$18,685 in basic services (weed control, fertilization, aeration, mowing, trimming); \$2,825 for irrigation system maintenance; \$11,200 for garden area maintenance (Spring cleanup and haul away, mid-season pruning, Fall trimming and haul away); and extra services (e.g. mulch refresh; inspection of irrigation drip lines and turf areas; installation of splash blocks, gutter extensions, and cobble stone; addition concrete repairs; monthly maintenance). The extra services will be paid for from the \$12,800 remaining in the landscaping budget. The Clean Scapes proposal was approved by the Board.

Squirrels continue to be a problem around the buildings. This will be addressed by the property manager.

Kirby Ross presented the Board with an update of the closeout of capital improvements to 16 buildings completed last year and the proposed timeline to finish the final two buildings (Nos. 35 and 36). Kirby also presented the Board with a binder of paint colors to reference in future work. Kirby also focused on maintenance issues that were discovered during inspection and described in the

Summary Report dated April 4, 2019. It was noted that homeowners should be shoveling their upper decks in the winter months since the decks are not waterproof. This information should be included in the next newsletter.

Kirby presented close out documents for the 16 completed buildings along with final invoices for this work and requested approval of these invoices:

1. painting contract - \$20,452 – final payment.
2. gutter and down spout contract - \$20,846.20 – final payment
3. contingency and extra work, \$10,413.75;  
and supervision, \$7,000.00, total - \$17,413.75 – final payment.

On motion duly made and seconded the closing documents were accepted and the invoices were approved for payment by unanimous consent.

By unanimous consent the Board approved the following Board members as officers of the Association, as noted, and all board members accepted the appointment:

Carol Roberts -	President
Marthanne Simons -	Vice President, Treasurer
Ann Allen -	Vice President, Secretary
Verne Luxenburg -	Vice President, Assistant Secretary, Assistant Treasurer.

The meeting was adjourned at 5:45 PM.

William Caniglia - April 8, 2019

William Caniglia, Property Manager, Chairman of the Meeting