

STAPLETON MANSION HOMES CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES
MAY 22, 2024

CALL TO ORDER: The meeting was held via ZOOM and called to order at 6:12 pm by President Dan Kempe. Members present were Dan Kempe and Carol Roberts. Verne Luxenburg was absent. Cathy Ross represented Skyline Management.

Homeowners Forum: There were three owners present. Items brought before the Board included questions on the Fire Marshall requirements with BBQ grills, the recent request to have all trash containers stored inside garages, many staircase railings need to be replaced.

Minutes Approval: Minutes from the February 7, 2024 meeting were reviewed. Dan motioned to accept the minutes as submitted. Carol seconded. Minutes approved.

Financial Report: The Board reviewed the January, February and March 2024 financials. It was noted at year end, the financials reflected that the expenses were \$35,465.12 under budget. Operating cash as of March 31, 2024 was \$58,565 and Reserves were \$230,137. Motion to approve first quarter financials by Dan and seconded by Carol. Motion passed.

Management Report: Skyline is sending out the owner annual Denver Fire Department forms as required in all multi-family communities in the City & County of Denver. A reminder to keep trash containers inside garages and to transfer service into each owner's name has also been sent out. The situation where an Owner installed a new heat pump unit and did not seek advance approval to install it was discussed.

At this time, Dan adjourned the quarterly board meeting to commence the annual meeting at 7:00PM.
The meeting was resumed & called to order at 8:10 pm by President Dan Kempe.

Old Business:

- a. **Tree pruning:** Annual tree pruning is budgeted for \$5000 and storm damages expense was \$1200. Bob Howey with N&D, will be forwarding his proposal for this season's pruning.
- b. **Maple Trees:** Carol reported that the fertilizing has made a big difference. The Board approved an expenditure of \$100 to purchase more fertilizer.
- c. **Building Signage:** New address signage that was proposed in February is in process.

New Business:

- a. **Cleanscapes Landscaping:** The annual landscape maintenance contract presented by Cleanscapes was reviewed. There remained a question regarding the year over year increase and how this was calculated for the 2024 season. After further review and discussion, Dan made the motion to accept the 2024 landscape maintenance contract noting concerns regarding future sprinkler issues. Carol seconded. The 2024 contract approved.
- b. **Architectural Guidelines:** Skyline presented a draft Design Guidelines and Architectural Request Form for members to submit prior to exterior alterations. This will assist for issues such as the unapproved heat pump installation that did not receive proper approval prior to installation.
- c. **2488 Roof Repair:** Skyline presented a proposal from Roof & Gutter Guys for the repair of 2488 Syracuse garage ceiling which also involves the balcony above the garage at 2468 Syracuse in the amount of \$3875. Dan made the motion to accept Roof & Gutter Guys proposal, seconded by Carol. Motion carried.
- d. **Third Quarter Board Meeting:** The Quarterly Board meeting will be determined at a later date.

Adjournment: There being no further business, a motion to adjourn at 8:37pm was made by Dan and seconded by Carol. Motion carried.