

**Shadow Creek Condo Association  
Board of Directors Meeting  
December 17, 2019**

**MINUTES**

---

Board Members Present: John Martin, Kathy Wegner, Sherry Bruff, Joe Zamudio, Greg Pavlich and Gary Waggoner  
Owners present: Sam Maphis, Bob Wegner, Sharon McClew and Rich Wildau.  
Helen Cartwright represented Creekside Community Association Management.

The meeting was called to order at 2:04 pm. We have a quorum.

Approval of Agenda

John added 315 landscaping lights to the agenda. Gary moved to approve the agenda with this addition. Kathy seconded the motion, which passed unanimously.

Approval of Minutes

Gary moved to approve the minutes of the October 15, 2019 board meeting. Greg seconded the motion, which passed unanimously.

Approval of Financial Statements

At the end of November 2019, we have \$5,744.07 in the checking account and \$133,334.28 in reserve savings. The reserves are lower due to paying the deposit for modernizing the 315 elevator.

Income is in line with the budget and there are no delinquent homeowner accounts.

Administration and utility expenses will end the year right on budget. Repairs and maintenance expenses are over budget, specifically in the categories for elevators, lighting, grounds and snow removal. We are on schedule with reserve transfers.

Joe moved to approve the November 2019 financial statements. Gary seconded the motion, which passed unanimously.

Maintenance / Landscape Committee Reports

*Fire Safety Inspection:* Kathy and Joe met with the City of Boulder Wildland Fire Specialists to inspect the Shadow Creek property for fire hazards. The report highlighted several areas that require attention, including removing leaves from under decks and overhangs, removing juniper bushes from close to the buildings, and installing flashing between the decks and the siding.

Helen will follow up with Green Spaces about the leaves and the junipers. John will pick up firewood that has been left by previous residents.

Greg is planning on doing some work on his deck. The maintenance committee will work with Greg to come up with guidelines for deck requirements going forward.

We will include a request in the newsletter for owners to remove clutter from the rear stairwells, with a deadline of January 30. Kathy will arrange an interior inspection with the fire marshal for the first week of February 2020.

*337 Heating system & repairs:* There was a leak at the manifold for the underfloor radiant heat system in unit 104, which resulted in water damage in the unit and into the garage ceiling. The plumber was not able to repair the damaged rubber tubing but was successful in plugging the damaged tube. This means that there will be areas in the floor that will not heat, but hopefully this will have minimal impact for the residents.

The board needs to put in place contingencies to minimize potential damage or disruption in case something similar happens in other units.

The maintenance committee will work with the plumber to install shut off valves to the seven units that do not already have them so that in the event of an issue with one unit we would not have to turn off the heat to the whole building. The committee will also arrange to inspect the manifolds in the other condos in building 337 and will investigate further more long term options for the heating system.

*315 Front lighting:* Our electrician has inspected the lights and has determined that either a couple of the fixtures are broken or there is a problem with the wiring. The board requested that a prompt repair is done, even if only on a temporary basis, with a proposal for a permanent solution.

*Interior front entry upgrades:* The board recently approved expenditures on furniture and lighting upgrades for the 337 lobby area. Sharon would like to proceed with similar improvements for the 315 entry way. Helen will look up the costs for 337 for budgeting guidelines and Sharon will bring a proposal to the board for approval.

In addition, Kathy and Sharon would like to work with an interior designer to come up with a longer term plan of modernizing the look in the interior hallways. The board gave this plan the go ahead.

*Tree Trimming proposal:* Greg moved to approve all the items on the Reinholt Tree bid, including removing the spruce at the 315 entry way. Joe seconded the motion which passed unanimously.

*315 Landscaping Planning:* The landscaper has recommended installing the new mulch in the spring. Once the tree trimming and juniper removal have been completed, the landscape committee will reconvene to come up with plans for the 315 landscaping areas.

#### 2020 Budget & Reserves Study:

Helen & Gary presented a draft budget with a \$15 / month dues increase. Operating costs have been increased to be in line with expected expenditures. There are changes to the allocation of funds to the reserve accounts to better reflect current needs. Kathy suggested increasing the amount of the extra parking fee, which has not changed in many years. Board members will review the budget and the final figures will be approved at the next board meeting.

#### Draft Collection Policy:

Gary proposed that a collection policy should have 10% / month late fee. He will bring a draft policy to the next board meeting.

#### Board Elections:

Sherry, John and Gary are up for re-election at the 2020 Annual Meeting. Sherry will not stand for a new term as she is selling her unit. Sharon would like to join the board and John will ask around to see if anyone else is interested.

#### Next Meeting Date:

The next meeting will be at 2 pm on Tuesday February 18, 2020 in the Flatirons Room at the Boulder Public Library.

The meeting was adjourned at 3:57 pm.