

**Brooktree Townhouses Homeowners Association**  
**Board Meeting Minutes**  
**September 3<sup>rd</sup>, 2020**  
**Teleconference**  
**3:30 p.m.**

**Board Members Present:**

Tara Closky  
Karen Perez  
Lisa Byther  
Carlos Molina  
Joe Greco

**Owners Present:**

Lucas Hall  
Natalie Ford  
Greg McGinnis

**Caretaker Present:**

Josef Lehner

**Management Present:**

Abel Vega

**Karen called the meeting to order at 3:39PM.**

**Caretaker Introduction**

Karen introduced the new caretaker Josef Lehner and stated he will start work tomorrow. Karen stated Josef resided at Brooktree for four years and will be moving into the caretaker unit.

**Review/Approve Board Meeting Minutes**

Joe stated there were changes that he will submit via email. Joe clarified the Annual meeting date stating the Annual meeting will be held on October 15<sup>th</sup>.

**Old/New Business**

**VMC Items**

Abel stated grass and weed spraying has been delayed as the landscaping company Mountain Organics and their team were affected by COVID-19. Abel welcomed Josef and will set a time to meet and discuss duties.

**Paint/Roof Construction Update**

Karen reminded everyone that BluSky contract has been cancelled and Jace Management is now finishing the remaining work. Karen stated that the Board is currently getting bids for any remaining interior damage work and punch list items. Karen stated Jace Management's scope of work of the exterior is expected to be completed by September 15<sup>th</sup> with the

interior work to follow. Karen stated the Board will also be changing the exterior lights which have been purchased.

### **Annual Meeting**

Karen stated there will be two Board members rolling off the Board, with one member remaining and the other position remaining open. Karen asked that a notice of the open board position be included in the Annual meeting notice.

### **Fireplace Inspections**

Lisa stated fireplace inspections have been scheduled for September 24<sup>th</sup> & 25<sup>th</sup> with Summit Fireplace in Frisco. Karen stated the caretaker will assist with providing access to units; the contractor cost for the inspection that will be applied to each owner's statement is \$49 per gas fireplace and \$149 per wood burning fireplace. Karen stated this cost will be for the inspection only and owners will need to contact Summit Fireplace in Frisco to schedule any recommended repairs. Karen stated owners will be able to opt out of the inspection if they are able to provide proof of work that has been done. Karen continued by stating Summit Fireplace will provide the Board with an inspection sheet that will go to each owner. It will be the owner's choice to do the repairs with Summit Fireplace or another service provider.

### **Rules & Regulations**

Lucas Hall stated he would like to offer revisions and updates to the Rules & Regulations for the Board to consider. Karen stated the Board would be happy to review Lucas' submission and work with him in revising the Rules.

**Next meeting will be October 1<sup>st</sup>, 2020.**

**Meeting adjourned at 4:20pm.**