

**Brooktree Townhouses Homeowners Association**  
**Board Meeting Minutes**  
**Tuesday, September 6<sup>th</sup>, 2022**  
**Teleconference**  
**4:00 p.m.**

**Board Members Present:**

Karen Perez  
Todd Graden  
Lisa Byther

**Owners Present:**

Tara Closky (212B)

**Management Present:**

Abel Vega  
Steve MacDonald

**Karen Perez called the meeting to order at 4:03PM.**

**Approve Last Meeting Minutes**

Lisa Byther recommended a change to the adjournment section of the meeting minutes. Karen Perez moved to approve the last meeting minutes with this change. Todd Graden second. All were in favor.

**Caretaker Update**

Karen Perez stated that the Board has signed a new tenant to the old caretaker unit and they will be paying \$2,700 per month. The tenant has requested to paint and update the unit. Lisa Byther stated the Board has decided to pay for half of the painting bid and a portion of the updates. The Board discussed asking the new tenant to help with certain aspects of the property.

**VMC Update**

Steve MacDonald stated he called Karen Perez to talk about the relationship between Brooktree and Vail Management and does not think it has been positive. With there no longer being a caretaker, Vail Management's responsibilities also increased. Charging more for the management of Brooktree was considered but it was determined that it was best to part ways to allow Brooktree to find a better fit going forward. With this 60-day notice, Vail Management will effectively no longer manage Brooktree as of end of day, November 6<sup>th</sup>, 2022. Vail Management has agreed to assist with the transition to a new management company and assistance will be available after November 6<sup>th</sup>, 2022, for a fee.

**Maintenance**

**Weed Spraying**

Karen Perez stated she contracted a company for weed spraying around certain areas that were outside the original scope. The Creekside of C & D-building as well as the stairs by Vail View Drive will be sprayed Friday and Saturday.

### **Pet Pickups**

Karen Perez thanked Lisa Byther for getting new pet waste bags.

### **Fireplace Inspections**

Abel Vega stated Matt will be onsite to help provide access for this work.

### **Booting Contract**

Todd Graden stated he is still trying to get the booting contract from the booting company. Lisa Byther asked if there is another company to work with. Abel Vega stated he is not aware of another company that polices parking and provides booting and towing services.

### **Snow Shoveling Bid**

Karen Perez spoke with Lyons Management who offered a flat fee of 9-shovels per month or a per time rate. Karen Perez recommended the per time rate.

### **Special Meeting**

Karen Perez stated one owner has voted no. Lisa Byther stated she would call this owner to help answer questions.

### **Annual Meeting**

Karen Perez stated the Board needs to finalize the packet for mailing by next week. The Board will need to determine how many openings there will be. Still waiting on a budget from Airi & AB Financial Group and Karen is working with them in answering questions. Will need to adjust the budget for snow shoveling and plowing when bids come in. Lisa Byther recommended an in-person meeting to illicit more volunteers for open Board positions.

### **Old/New Business**

#### **Rules Revision Update**

Karen Perez asked the Board for final input and revisions via email.

#### **Parking Passes**

Karen Perez stated she is buying new parking passes for 2023. Todd Graden recommended holding off until the Board decides if they will be using the current booting company for parking policing as they provide vehicle and license plate tracking.

#### **Executive Session**

Karen Perez moved that the Board go into Executive Session to discuss the management of the association. Lisa Byther second. All were in favor.

**Next meeting will be October 4<sup>th</sup>, 2022, at 4:00pm.**

**Karen Perez moved to move adjourn the meeting. Lisa Byther second. All were in favor. Meeting adjourned at 5:13pm.**