

**Brooktree Townhouses Homeowners Association**  
**Board Meeting Minutes**  
**Tuesday, September 20<sup>th</sup>, 2022**  
**Teleconference**  
**4:00 p.m.**

**Board Members Present:**

Karen Perez  
Todd Graden  
Lisa Byther  
Brent Black

**Owners Present:**

Tara Closky (212B)  
Len Loudis

**Management Present:**

Abel Vega

**Karen Perez called the meeting to order at 4:04PM.**

**Approve Last Meeting Minutes**

Lisa Byther recommended a change to the Caretaker Update section of the meeting minutes.

**Caretaker Update**

Karen Perez stated the caretaker unit is being rented and the tenant has moved in. The electrical switches and outlets for the range, dishwasher and microwave were replaced or fixed. The Board is looking to have the range vented out to the stairwell. A valve in the shower was found to be leaking, a plumber was making a repair and installing a shower kit as of the meeting. Len Loudis asked what the lease term is. Karen Perez stated the lease term is \$2,700 per month for 1-year with a 60-day termination clause. Karen Perez stated the Board purchased kitchen cabinets as well. Karen Perez stated the tenant is willing to assist with certain duties the Board needs help with, not including shoveling but may include parking and pet waste station duties. Karen Perez stated a plumber also found a leak down in the sauna area while working on the caretaker unit and is repairing while onsite.

**VMC Update**

Abel Vega stated he will have the meeting minutes and results from the 09.17.22 special meeting and will share it with the Board once completed. Karen Perez stated the voting is closed and would like notice sent to owners stating the special assessment passed. Abel Vega stated he notified Nate Walsh of the recent smoking violation and answered questions about the fine that was issued. Lisa Byther asked about the fines being cumulative. Karen Perez stated the new rules will show that fines now reset.

**Maintenance**

**Weed Spraying**

Karen Perez reconfirmed that she hired a different weed spraying company. Abel Vega stated he informed Matt Debus and cancelled any scheduled services.

### **Fireplace Inspections**

Abel Vega reconfirmed Matt Debus will work with Carl & Chim Chimnee and will meet him onsite. Matt Debus and Carl with Chim Chimnee on the phone which is his preferred method of communication. Karen Perez stated costs will be billed directly to owners.

### **Lucas Hall Leak**

Karen Perez stated she told Lucas Hall that Horn Bros. Roofing did seal the area above his unit's windows. Brent Black stated that to issue a real fix, the area would need to be torn apart and re-waterproofed and flashed. Karen Perez stated this caulking repair did help with Molly Eppard's unit and helped with Lucas Hall's unit until now.

### **Annual Meeting**

Karen Perez stated Airi with AB Financial will not be in town until the 26<sup>th</sup> due to her wedding and honeymoon. The earliest they can share a revised budget will be the 28<sup>th</sup> of September. The Board is trying to arrange a Zoom meeting to go over the budget when Airi becomes available. Karen Perez stated she is waiting on input from the other Board members before issuing the agenda. Karen Perez stated the meeting date may be moved to November either on a Tuesday or Saturday.

### **Old/New Business**

#### **Rules Revision Update**

Karen Perez asked what the fine reset timing should be. Tara Closky recommended a 1-year reset of fines. Karen Perez recommends May 1<sup>st</sup> to April 30<sup>th</sup> to capture the ski season. Tara Closky asked about grills. Karen Perez stated charcoal is not permitted and gas is currently acceptable. Karen Perez moved to approve the revised Rules & Regulations with the revisions made by the Board. Brent second. All were in favor.

#### **Booting/Parking Passes**

Todd Graden stated he worked with the booting company and has a demo for an mobile app called SimplePermits they provide. The Board will need to sign a contract with the app developer and then a contract with the booting company giving them access to the app. Brent Black recommended a parking pass for owners and then a different parking pass for tenants or guests. Board will review the app and make a decision. Karen Perez stated she will still purchase new parking passes just in case. The Board discussed multiple parking policing options and how to notify owners at the Annual Meeting.

#### **New Management**

Karen Perez stated the two management companies that they contacted are not taking on new associations at this time. No other Board members have reached out for management companies.

#### **Snow Plowing/Snow Shoveling**

Karen Perez talked to Shem and Mike Schwartz. Plowing is not in place at this time. Tara Closky moved to approve the contract with Vail Valley Snow Removal. Brent Black second. All were in favor. Karen Perez stated she received one bid for snow shoveling and moved to approve Lyons Management's shoveling contract. Brent Black second. All were in favor.

**Painting**

Karen Perez received a bid for \$1,200 to paint the sign on Sandstone Road. Karen Perez moved to approve Aaron Levinson's contract. Tara Closky 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 at 5:36pm.