

Liberty Square Condominium Owners Association, Inc.

Board of Directors / Meeting Minutes

June 14, 2022

The meeting was held virtually by Zoom and was called to order at 3:02 p.m. Present were as follows:

Bobbi Dorry	President / Secretary
John Adams	Vice President
Geoff Clarke	Treasurer
Derek Patterson	Z&R Property Management

A Board packet was issued by mail and email before the meeting.

Hearings:

A hearing was called for Unit 37, considering a possible \$50.00 assessment fine and other enforcement actions for failing to remove pet hair from the Common Area stairs. The owner did not respond and was not present. Discussion followed. A motion was made to impose the \$50.00 fine, provide a 10-day compliance period, and if the violation is not corrected, a new \$50/day fine will begin until compliance is met. The motion carried 3-0 in favor.

A hearing was called for Unit 54, considering a possible \$50.00 assessment fine and other enforcement actions for failing to remove a privacy screen from the deck. The owner did not respond and was not present. Discussion followed. A motion was made to impose the \$50.00 fine, provide a 10-day compliance period, and if the violation is not corrected, a new \$50/day fine will begin until compliance is met. The motion carried 3-0 in favor.

Owner's Forum:

There were no suggestions or comments submitted.

Secretary's Report:

The April Board meeting minutes were approved as submitted.

In May, an email vote was taken to approve boiler repairs for Building 5042, which carried 3-0 in favor.

In May, an email vote was taken to approve pool entry gate/fence repairs, which carried 3-0 in favor.

In May, an email vote was taken to approve a new heat exchanger for Building 5034, which carried 3-0 in favor.

In June, an email vote was taken to approve pool tile repairs, which carried 3-0 in favor.

An email vote was taken in June for additional tile repairs, which carried 3-0 in favor.

Financial Report:

Total assets as of May 31 are \$437,595.01 with \$415,322.25 in Reserves. Operating expenses are \$39,377.10 under budget for the year. Reserve funding is short by 3-months; that shortage will be funded from the Cash account, so the balance is on schedule for the year. The Income Statement and Cash Disbursement reports were reviewed.

The Aged Receivables report was reviewed. There are 18 homes owing 2 months of dues and 4-homes currently in collections (the Cornerstone legal report was reviewed).

Manager's Report:

The Activity List was reviewed.

The draft Summer Newsletter was reviewed, with changes being noted.

A list of the mailbox cluster units was reviewed, showing which address is assigned to each cluster unit.

Old / New Business:

There was discussion on a 2006 Covenant First Amendment, which provided for not allowing any future dogs into the community. This provision will be reiterated in the Rule updates currently being worked on.

The resident of Unit 66 submitted a request to be reimbursed for a tow fee that occurred in early April. Details of the towing were discussed, and a motion to deny the request was made, which carried 3-0 in favor.

Mrs. Dorry reviewed three bids for installing new supports for the floor landings at 4 locations per the scope of work created by Knott Laboratory. A question-and-answer period followed. A motion was made to approve the bid from All Phase Restoration Colorado Springs, which carried 3-0 in favor.

The resident of Unit 89 submitted a request to see if the Association has previously considered installing security cameras to monitor the parking lots (noting a theft of a motorcycle). It was noted that any monitoring camera/systems are not an option at this time (cost, equipment storage, insurance, policies).

Mr. Patterson reviewed a bid to create a new Association-owned website that is a stand-alone site, not using a management company's software/website/portal. A question-and-answer period followed, and more information will be sought.

The JETZ Companies lease agreement and payment schedule were reviewed, noting payment histories for 2020, 2021, and 2022. The commission fees are paid to the Association monthly.

Copies of the approved contracts for installing new electronic locks for the pool gate and laundry room door were reviewed. The system is fully operational and is managed by online software; all owner entry fobs have been programmed. Any replacement fobs are \$50/each.

There was discussion on installing new bulletin boards in the stair entries for all Buildings. Initial pricing for an outdoor aluminum unit was noted, and Mr. Adams will see if he can find a better price for a similar product. A motion was made to approve the project (pending final pricing), which carried 3-0 in favor.

A copy of the updated Association Insurance Certificate was reviewed.

The 2022 Board Meeting schedule has not been determined at this time. It was noted that the Annual Meeting is normally held in January or February, and the Budget Meeting is usually held in November.

It was reiterated that the Board member terms are 1-year, so all three members will be up for election at the next Annual meeting.

Bids are being sought to replace the western wood perimeter fence as one project versus sporadic repairs. A motion was made to approve the project (pending the best price), which carried 3-0 in favor.

A bid from O'Briens Carpet One was reviewed to make numerous carpet repairs and install new carpet relating to the recent mudjacking project at various locations. A motion was made to approve the project, which carried 3-0 in favor.

A bid is being sought for tree health care (removals/chemical applications) for all trees in the Common Areas. This will be a new line item for the 2023 budget. A motion was made to approve the project, which carried 3-0 in favor.

There was discussion on the process of Mr. Patterson authorizing emergency expenses outside of the budget (the contract currently notes \$500.00). It was agreed that no spending limit is needed for the day-to-day operations utilizing the current budget line items as the guide, and any larger project/expense would require bids for the Board to review. Any emergency repairs/replacements need to be presented to the Board after the fact.

There was a discussion on implementing a parking permit program for the community. Two permits would be assigned to each home (identifiable by Unit). The permits were previously purchased. It was noted that the current visitor spaces would be repainted, so there are only 5 visitor spaces east of Building 5030 (where there are two or three visitor spaces now). This would utilize other "old" guest spaces for resident-assigned parking, and overflow visitor parking would have to be on the street. Visitor parking spaces will be limited to a maximum of 4-hours of use. Replacement permits would cost \$50.00 each.

Mrs. Dorry reviewed a list of repairs needed to numerous asphalt parking spaces, painting or restriping issues, replacement of broken concrete parking blocks, and asphalt drainage work. A motion was made to approve a not to exceed the limit of \$5k for all of these projects, which carried 3-0 in favor.

Mr. Adams inquired into having a common barbecue area, more information to follow later.

There was a discussion on the status of the deck repair/replacement work that occurred in 2020 (joist replacements and beam replacements) by Decks By Schmillen. Knott Laboratory has provided a deck modification for the decks to be in line with the most current code compliance for weight. Board has decided to get bids for the cost of the work to the decks.

The Rules were reviewed, noting several items that need to be updated. Mr. Patterson will work on this project and email the Board with the first draft of updates.

There being no further business, the meeting was adjourned at 5:18 p.m.



Derek Patterson
Property Manager