

**May 17, 2011  
Board Meeting  
Canyon Club Condominiums Owners Association  
7:00 p.m. Canyon Club – Clubhouse**

**AGENDA**

- I. Call to Order**
  - Introduction of Attendees
  - Board Roll Call
  
- II. Approval of January 2011 Board Meeting Minutes**
  
- III. President's Report**
  
- IV. Budget Report**
  
- V. Committee Reports**
  - a. Architectural /Landscape
  - b. Maintenance Report
  - c. Social Committee
  
- VI. Old Business**
  
- VII. New Business**
  
- VIII. Adjournment**

# **Canyon Club Homeowner's Association**

## **Board Meeting**

### **January 18, 2011**

Attending BOARD Member:

Lofton Petty – President  
Susan Schubert – Vice President  
Sandy Redman – Treasurer  
Bea Fittler-Totth – Secretary  
Jeff Sterkel – Member at Large

The meeting was called to order at 7:04 pm by President, Lofton Petty.  
Introductions were made by attendees and the BOARD.

#### **Approval of November 2010 Minutes**

Minutes from the November 2010 Board Meeting were not read, but provided in the meeting packet. A motion was made, seconded and the minutes were approved by the Board as written for the November 16, 2010 Board Meeting.

#### **Reports**

##### **Presidents Report – Lofton Petty**

Lofton thanked Board Member Susan Schubert and everyone who helped with the successful Holiday potluck. He thanked Jeff & Chris Sterkel for donating the TV and a Satellite dish to the clubhouse. He thanked Sandy Redman for donating a DVD player for the clubhouse. To use the Satellite dish, which has not yet been installed, a clubhouse renter would need to bring their own receiver in and connect it to the dish and TV. Note the dish will only work with Direct TV receivers.

Please obey the winter parking guidelines to help the maintenance staff in maintain our roadways and sidewalks. While the maintenance guys do an awesome job maintaining the walkways and streets, please wear proper shoes for your own safety and use the handrails when on the steps.

Office Manager Fay Rebuelta, Mike Weiss from LCM and Board Member Jeff Sterkel completed and mailed the application to certify Canyon Club with FHA lending to make it easier for buyers applying for FHA funding. This may take some time before it is processed, but it has cost us little in attorney fees conferring with Rich Johnston.

The Annual Meeting will take place on March 15, 2011. Please get your proxy cards in or let Fay know you will be attending, as we must have a quorum.

Board Member Sandy Redman asked if the HOA could get a digital box for basic channels. Adam advised that another resident would like to donate another TV for the fitness room. It was asked if it is possible to get a signal from the same box that would be attached to the TV in the clubhouse. Yes, this is possible, by splitter. It was motioned and approved to buy a digital converter box.

##### **Budget Report – Sandy Redman**

There is a deficit of \$4,986 in the operational fund because our property insurance was paid in one lump sum to save on finance charges. A motion was made and approved to write off \$2,278.37 for Unit 98 as bad debt, because CCC's Board accepted a settlement. A motion was made to transfer \$50,000 to Merrill Lynch. There was discussion on what type of CD in which to place the funds. Painting of buildings will be necessary in 2014. It is not necessary to

invest all of the reserve funds at once or at the same time. Our financial adviser recommended we invest in the 5-year CD in order to get the highest interest rate/return. All of our CD's are worth more than face value because of our interest rates. We are well-invested with what we have. A motion was made and approved to transfer \$50,000 to the Merrill Lynch reserve fund, invest \$50,000 in a 3-year CD, and invest another \$50,000 in a 4-year CD.

## **Committee Reports**

### **Architectural/Landscape by Corrine Hatlen**

Six architectural requests were approved since the last board meeting. These include a railing post for #4, security/storm doors for #106 and #127, sliding door for #98, and satellite dishes for #144 and #147. The bimonthly walkabout is usually scheduled for the third Saturday but will be postponed this month until January 29th. If you would like to be part of the walkabout, we will meet at the mail room at 9:00 a.m. If you notice anything in the complex that needs repair or attention, please contact the office or maintenance.

The board thanked Corrine for performing her walkabouts.

### **Maintenance by Adam Blake**

Snow has finally arrived. Adam thanked Chris Guiver, Mark Olson, Kurt Rappel, and Ronnie Villanueva, all who have assisted us with shoveling so far this year. He also thanked Robert for all the dedication and help everyday.

A new blower fan for the heating unit in the game room was replaced by A&A Mechanical. They are currently working through replacing all the switch and outlet receptacles, since many of them had broken or were shorting when used, which posed a risk for potential fire and personal shock. Some switches are being changed to energy efficient units which shut off the lights in unoccupied areas, because lights are often left on in the fitness center and restrooms.

Over the New Year's holiday weekend some damage was caused to a section of fence which leads out to the point when a vehicle ran through it. The party responsible has provided insurance information and the situation is underway. Estimates have been released to the insurance company and we are awaiting the payment/response on the matter. Once the situation has been finalized with the insurance company repairs will begin.

Adam reminded people to clean up after their pets and to please not litter or leave trash out. If you witness any one violating our littering or pet rules, please report the incident to the office, as we cannot enforce our policies without witnessed accounts. There have also been several recent issues with messes being left in the game room and hot tub areas. If these areas cannot be respected and well kept, they may need to be closed temporarily.

Adam reminded everyone that construction materials are not permitted to be dumped into the dumpsters (which is posted at each dumpster enclosure). If you are doing a remodel or renovation it is your responsibility to arrange disposal of the old items and/or to ensure your contractor has made arrangements or will haul-out the material. Unit owners will be fined for the actions of their agents. Alpine Waste, our trash service provider, has implemented new policies in 2011 which impose additional charges for any trash found outside the dumpster. Maintenance does check the contents of bags left outside of dumpsters to determine from which unit the trash came and send fine letters along to those residents. In the future, unit owners will be assessed not only a fine as outlined in the bi-laws, but also any additional costs incurred from Alpine Waste for such action. The drivers for Alpine Waste check contents as well to confirm unit numbers and pass this information along to us. We truly are not trying to be "nit-picky" but these additional charges are unnecessary and affect everyone through HOA dues. There is no acceptable reason besides a physical disability or already full dumpster to leave trash out. If you have a physical disability, or otherwise cannot lift the trash into the dumpster, please contact Maintenance for assistance.

He reminded everyone that the emergency line is for emergencies, and not for day-to-day issues (such as porch light replacements or pet station bags).

He thanked all those residents who are helping out around the community and keeping us informed by being our eyes and ears while we are away.

There was discussion on removing the dumpster covers to make it easier to put trash inside for those who can't reach. Without covers, however, the smell would be bad. The board was reminded that at the last Annual Meeting, residents were told they were allowed to leave trash outside the dumpsters if they couldn't reach the top. Unfortunately, with Alpine Waste's new policy, the HOA can no longer allow it. Additionally, the board reminded everyone that part of the reason we got lids was because of rodents and coyotes. It was asked if we can get front-door dumpsters; Adam will look into it. It was asked if another recycling bin can be installed, but unfortunately, we do not have another type of space that would allow a recycling truck to get in.

It was recommended that the maintenance report be emailed to advise residents of the new fines by Alpine Waste. Board Member Jeff Sterkel believes we should focus more on email this year. Board Member Sandy Redman doesn't fully agree, as only 25% of the members on her work email list open her email announcements. Jeff reminded everyone that we opted out of postal mail to save on postage, and we should be consistent. We won't reach everyone by email, but we wouldn't reach everyone by paper either. A hardcopy of the newsletter and maintenance report will continue to be available in the mailroom.

#### **Social Committee by Susan Schubert**

Susan thanked everyone for helping and joining the holiday potluck. We may do a yard sale this year. Let's decide on a weekend.

#### **Old Business**

None

#### **New Business**

The Cintas contract will end April 2012. The board decided to not go with the new offer.

#### **General Discussion**

There was discussion regarding pickets/posts replacement & cleaning. Owner Amanda Lumb-Hilaire suggested that a power washer be purchased, as it would be useful for many things, such as the dumpsters and fences. Board President Lofton Petty also suggested that we could pay contractors, like our snow shovelers, to power wash fences. Adam will get pricing on power washers.

Amanda also suggested a spring cleaning event as a community. Possibly have a different task every week during the spring: power washing, cleanup, planting, etc.

#### **Lofton adjourned the meeting at 8:15 pm.**

These minutes are a record to the best of our knowledge of the events. If you have any questions and/or changes, please contact the Canyon Club Office.

## **Presidents Report**

### **May 17, 2011**

This evening we are without two of our Board members. Sandy had to make a trip to Minnesota to attend to some family business. Bea had leg surgery last week; she is recovering at home and is doing well. We wish her a speedy recovery.

Recently we have had several complaints about noise issues. We are not an apartment complex; thus we cannot address noise issues unless they violate the city ordinance. If one of your neighbors is making unreasonable noise after 10 pm and before 7 am, then the resident being disturbed should first talk to their neighbor. If the disturbance continues you can call DPD and file a complaint. You may also file a written complaint with Fay in the office. The complaint must include the date, time and unit number. We will then send the resident and/or owner, if a leased unit, a warning letter regarding the noise complaint. Upon receipt of any further written complaints, additional letters will be sent imposing a fine. Please review the Rules and Regulations on the web site at [CanyonClubCondos.org](http://CanyonClubCondos.org). If you feel someone is in danger, call the police.

Spring has arrived and it is that time of year we want to enjoy the outdoors. I just want to remind everyone about those outdoor grills. On balconies no charcoal grills, smokers or ten pound LPG containers are permitted. You can use up to a one pound LPG container or an electric grill. This is a Denver City ordinance and patrolled by the Fire Department. If the complex incurs any fines, these will be passed on to the owner. The Canyon Club HOA will also send letters and impose fines when appropriate. Again, please refer to the Rules and Regulations.

Everything else has been business as usual. The maintenance department is gearing up to get flowers planted and the pool open by Memorial Day. Have a great Memorial Day and 4<sup>th</sup> of July.

Canyon Club Condominiums  
Funds Balance Sheet  
APRIL 30, 2011

	OPERATING	RESERVES	TOTAL
	-----	-----	-----
ASSETS			
CASH			
11100	Cash - Citywide Banks	130,986.97	194.30
			131,181.27
11101	Cash - Debt Card	904.16	
			904.16
11120	Cash - Merrill Lynch MM 04030	(54,051.06)	(54,051.06)
11125	Cash - Merril Lynch CD Accts	1,015,000.00	1,015,000.00
11150	Petty Cash	160.19	160.19
	-----	-----	-----
	TOTAL CASH	132,051.32	961,143.24
			1,093,194.56
RESERVE TRANSFERS TO BE MADE			
11295	Due (to)/from	(36,304.31)	36,304.31
11296	Due (To)/From Prior Years	11,499.24	(11,499.24)
	-----	-----	-----
	NET CASH PER FUND	107,246.25	985,948.31
			1,093,194.56
ACCOUNTS RECEIVABLE			
ASSESSMENTS RECEIVABLE			
11310	Assessments Receivable	6,249.33	
			6,249.33
11311	Allowance For Doubtful Acct	(18,950.00)	
			(18,950.00)
	-----	-----	-----
	NET ASSESSMENTS RECEIVABLE	(12,700.67)	0.00
			(12,700.67)
OTHER ACCOUNTS RECEIVABLE			
11315	Accrued Int Receivable		2,953.71
			2,953.71
	-----	-----	-----
	TOTAL OTHER RECEIVABLES	0.00	2,953.71
			2,953.71
	-----	-----	-----
	TOTAL RECEIVABLES	(12,700.67)	2,953.71
			(9,746.96)
OTHER CURRENT ASSETS			
11505	Prepaid Workers Comp Ins	587.00	
			587.00
11510	Pre-Paid Ins	5,600.00	
			5,600.00
11520	Employee Loans	419.28	
			419.28
11525	Prepaid Storm Drain	9,020.22	
			9,020.22
	-----	-----	-----
	TOTAL OTHER CURRENT ASSETS	15,626.50	0.00
			15,626.50
FIXED ASSETS			
11610	Furniture & Equipment	47,858.96	
			47,858.96
11611	Accuml Dep Furniture & Equip	(34,926.17)	
			(34,926.17)
	-----	-----	-----
	TOTAL FIXED ASSETS	12,932.79	0.00
			12,932.79
11995	Payroll Clearing	557.37	
			557.37
	-----	-----	-----
	TOTAL ASSETS	123,662.24	988,902.02
			1,112,564.26
	=====	=====	=====
LIABILITES			
CURRENT LIABILITES			
21110	Accounts Payable	5,314.02	
			5,314.02

Canyon Club Condominiums  
Funds Balance Sheet  
APRIL 30, 2011

	OPERATING	RESERVES	TOTAL
21115	Accrued Property Taxes	750.00	750.00
21120	Pre-Paid Assessments	18,699.27	18,699.27
21125	Prepaid AT&T Lease	12,000.00	12,000.00
21130	Salaries Payable	870.00	870.00
21135	Payroll Taxes Payable	3,886.83	3,886.83
21140	Income Tax Payable	843.00	843.00
	<b>TOTAL CURRENT LIABILITIES</b>	<b>42,363.12</b>	<b>0.00</b>
	<b>INSURANCE PROCEEDS</b>		
21155	Unexpended Insurance Proceeds	(5,000.00)	(5,000.00)
	<b>NET INSURANCE PROCEEDS</b>	<b>(5,000.00)</b>	<b>0.00</b>
	<b>TOTAL LIABILITIES</b>	<b>37,363.12</b>	<b>0.00</b>
	<b>FUND BALANCES</b>		
31100	Retained Earnings	117,491.89	819,706.94
31105	Transfers Between Funds	(47,640.07)	47,640.07
31110	Adj For (Gain)/Loss on Sale#44		17,769.71
31115	Prior Year Audit Adjs	(11,576.86)	588.80
	Current Earnings	28,024.16	103,196.50
	<b>TOTAL EQUITY</b>	<b>86,299.12</b>	<b>988,902.02</b>
	<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>123,662.24</b>	<b>988,902.02</b>

CANYON CLUB CONDOMINIUMS

BUDGET COMPARISON

OPERATING FUND

APRIL 30, 2011

CURRENT PERIOD			YEAR TO DATE			ANNUAL	
ACTUAL	BUDGET	VARIANCE		ACTUAL	BUDGET	VARIANCE	BUDGET
REVENUE							
ASSESSMENT REVENUE							
37,555	37,551	4	41100	260,293	260,265	28	448,024
(7,110)	(7,110)	(0)	41101	(49,772)	(49,774)	2	(85,324)
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30,445	30,441	4		210,521	210,491	30	362,700
TOTAL OPERATING ASSESSMENT REV							
OTHER OPERATING REVENUE							
0	0	0	41165	0	0	0	20,700
67	167	(101)	41180	931	1,169	(238)	2,000
25	83	(58)	41200	261	585	(324)	1,000
25	8	17	41220	50	60	(10)	100
50	0	50	41260	90	0	90	0
(95)	17	(112)	41280	491	119	372	200
0	250	(250)	41300	823	1,750	(927)	3,000
0	0	0	41318	1,668	0	1,668	0
0	0	0	41330	28	0	28	0
0	83	(83)	41335	500	585	(85)	1,000
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71	608	(537)		4,843	4,268	575	28,000
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30,516	31,049	(533)		215,363	214,759	604	390,700
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TOTAL OPERATING REVENUE							
EXPENSES							
BUILDING							
170	750	580	51025	3,981	5,250	1,269	9,000
0	42	42	51200	500	294	(206)	500
0	83	83	51240	0	585	585	1,000
0	458	458	51340	121	3,210	3,089	5,500
0	83	83	51440	0	585	585	1,000
84	125	41	51460	588	875	287	1,500
0	42	42	51470	(81)	294	375	500
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254	1,583	1,329		5,109	11,093	5,984	19,000
-----							
TOTAL BUILDING							
EQUIPMENT SYSTEMS							
0	0	0	61050	0	100	100	100
-----							
0	0	0		0	100	100	100
-----							
TOTAL EQUIPMENT SYSTEMS							
RECREATION FACILITIES							
0	0	0	61560	212	200	(12)	1,000
0	0	0	61600	210	0	(210)	2,000

CANYON CLUB CONDOMINIUMS

BUDGET COMPARISON

OPERATING FUND

APRIL 30, 2011

CURRENT PERIOD				YEAR TO DATE				
ACTUAL	BUDGET	VARIANCE		ACTUAL	BUDGET	VARIANCE	ANNUAL BUDGET	
0	42	42	61660	Recreation Equipment	34	294	260	500
0	42	42		TOTAL REC FACILITIES	456	494	38	3,500
GROUND								
1,694	2,000	306	71020	Landscape-Contr	5,082	6,000	918	16,000
0	625	625	71040	Landscape-Other	604	1,875	1,271	5,000
0	167	167	71056	Concrete & Asphalt	119	1,169	1,050	2,000
0	0	0	71060	Fence	116	300	184	300
782	0	(782)	71100	Sprinklers	782	0	(782)	500
0	0	0	71120	Snow Removal	2,247	2,500	253	2,500
0	50	50	71205	Security	(301)	350	651	600
0	67	67	71210	Vehicle	1,302	469	(833)	800
131	83	(48)	71211	Vehicle - Gas/Mileage	604	585	(19)	1,000
0	0	0	71212	Equipment - Gas*****USE 71211	80	0	(80)	0
0	42	42	71215	Equipment-Repair	453	294	(159)	500
0	42	42	71216	Equipment Rental	134	294	160	500
0	42	42	71220	Grounds Equipment	(417)	294	711	500
2,606	3,118	512		TOTAL GROUNDS	10,805	14,130	3,325	30,200
UTILITIES								
2,144	2,710	566	81020	Gas/Electric	17,448	23,761	6,313	38,000
1,592	2,917	1,325	81040	Water/Sewer	14,685	20,419	5,734	35,000
0	0	0	81080	Storm Drains	0	0	0	11,000
1,030	1,000	(30)	81100	Trash Removal & Recycle	7,291	7,000	(291)	12,000
4,766	6,627	1,861		TOTAL UTILITIES	39,423	51,180	11,757	96,000
RENTAL EXPENSE								
0	0	0		TOTAL RENTAL EXPENSE	0	0	0	0
DEPRECIATION								
0	0	0		TOTAL DEPRECIATION	0	0	0	0
ADMINISTRATIVE EXPENSES								
775	775	0	91020	Management - Accounting	5,425	5,425	0	9,300
104	183	79	91021	Office Supplies/Printing-Actng	1,719	1,285	(434)	2,200
6	167	161	91022	Other Admin - Accounting	924	1,169	245	2,000
13	417	404	91040	Legal	1,294	2,919	1,625	5,000
0	0	0	91080	Audit/Review & Tax Prep	1,900	1,800	(100)	1,800
0	772	772	91100	Insurance	27,280	31,140	3,860	35,000
0	500	500	91102	Ins-Deductible/Claims	0	3,500	3,500	6,000
8,745	10,542	1,796	91220	Salaries	65,760	73,794	8,034	126,500

CANYON CLUB CONDOMINIUMS

BUDGET COMPARISON

OPERATING FUND

APRIL 30, 2011

CURRENT PERIOD				YEAR TO DATE				ANNUAL
ACTUAL	BUDGET	VARIANCE		ACTUAL	BUDGET	VARIANCE	BUDGET	
773	1,167	394	91235	Payroll Taxes	6,013	8,169	2,156	14,000
537	500	(37)	91265	Payroll Insurance Workers Comp	2,075	3,500	1,425	6,000
144	158	14	91270	Payroll Processing	1,077	1,110	33	1,900
234	125	(109)	91345	Uniforms	1,558	875	(683)	1,500
0	83	83	91350	Contract Labor	960	585	(375)	1,000
0	200	200	91355	Contract Labor - Pool	0	200	200	1,200
448	417	(31)	91400	Telephone/Pagers/Answer Svc	3,043	2,919	(124)	5,000
0	42	42	91407	Computer	0	294	294	500
182	250	68	91410	Copiers	1,275	1,750	475	3,000
0	125	125	91420	Office Supplies & Exp	803	875	72	1,500
0	50	50	91440	Dues/Ed/Subscrip	30	350	320	600
17	0	(17)	91460	Holiday/Events	730	700	(30)	1,400
0	400	400	91480	Recrdng/Filing/Lic/Permit Fees	255	400	145	400
0	0	0	91560	Income Taxes	4,386	4,000	(386)	4,000
0	0	0	91580	Income Taxes-State	2,442	2,000	(442)	2,000
0	0	0	91615	Penalties & Interest	33	0	(33)	0
0	0	0	91620	Bad Debt	2,278	5,000	2,722	10,000
0	0	0	91660	Miscellaneous Expenses	18	0	(18)	0
267	0	(267)	91900	Other Admin ** USE ** 91022	267	0	(267)	0
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12,247	16,873	4,626		TOTAL ADMIN EXPENSES	131,546	153,759	22,213	241,800
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19,873	28,243	8,370		TOTAL EXPENSES	187,339	230,756	43,417	390,600
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10,643	2,806	7,837		NET PROFIT / (LOSS)	28,024	(15,997)	44,021	100
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**Architectural and Landscape Committee Report  
May 2011**

It's been a slow time for architectural requests though they usually pick up in the summer. Authorized new windows/patio door and satellite dish for #10 and a satellite dish for #146.

The bimonthly walkabout is scheduled for the third Saturday of the month so the next one will be this Saturday, May 21<sup>st</sup>.

If you would like to be part of the walkabout, we will meet at the mail room at 9:00 a.m.

We always request if you notice anything in the complex that needs repair or attention, please contact the office or maintenance.

Submitted by Corrine Hatlen

## Maintenance Report – May 17<sup>th</sup>, 2011 – Written by Adam Blake – Maintenance Superintendent

It has been a very busy season transition for us this year. Irrigation required a great deal of repairs and head replacements, but is now up and running. We continue to prepare the pool for the season working on issues with the lights and damage to the plaster from last year's numerous vandalisms. I was hoping to have the pool open a week ahead of schedule, but the weather has not cooperated. The pool is scheduled to open Memorial Day weekend. Flowers have been picked up and will be getting planted as the weather allows, hopefully we get the majority of them in this week. We added a new member to the staff for the busy summer season. Jeff Matzlahn of unit 91 will be working with us on the daily tasks and grounds maintenance. We have also had to spend a significant amount of time dealing with the many issues created by all the rain we have experienced. Sump maintenance, water in crawlspaces, gutters, and general water management has definitely kept us on our toes.

I would like to take a minute to remind everyone that it is a violation of our Rules & Regulations to feed any of the 'wild' animals on the property. In several areas we have had to clean-up carrots (and other veggies), nuts, seeds, plates of food, etc. It has even gotten to the point where squirrels are approaching people seeking something to eat. **This is a major problem.** When the animals are fed, several things happen. As mentioned, they get comfortable with things and start to 'invite' themselves in. We have actually had to run a squirrel out of the shop more than once. This poses a large health and well-being risk to our resident's and their children. Additionally, we have had several reports of coyotes on the property. Coyotes pose an even bigger threat to residents, children, and pets. Why do we have coyotes, because we have an abundance of their food source. There has been a huge boom in our rabbit population this year. As a result we are having more coyote sightings. Simply said, stop feeding the rabbits & squirrels!

With the pool opening looming, I wanted to bring up a few reminders regarding the pool usage:

- HOA dues must be current and paid in full for amenities access.
- Pool hours are 10:00am-10:30pm. Use outside of these hours is considered trespassing.
- Food in the pool area is okay, but must be kept at tables. Absolutely no food near or in pool or hot tub.
- Children who wear diapers **MUST** use swim diapers in pool. No young children in hot tub.
- Anyone under 16 must have adult(18+) supervision present at all times when using pool area.
- Tampering with any of the pool or spa mechanicals may result in loss of pool privileges.
- Absolutely **NO SMOKING** within pool deck area. This is per state law.
- **DO NOT PROP POOL GATE OPEN FOR ANY REASON OR PERIOD OF TIME!**
- Additional rules are posted at the pool. Please take a minute at the beginning of each visit to review them.

If you ever have something to report, questions, or concerns please don't hesitate to notify maintenance directly, or through the main office. Wishing everyone a great kick-off to summer. Just a quick reminder that the main and maintenance offices will be closed on Monday, May 30 for observance of Memorial Day.

Thank you – Adam & The Maintenance Staff

Maintenance Office: 303-757-3426 -or via email: [adammaintenance@ymail.com](mailto:adammaintenance@ymail.com)

Main Office: 303-757-8527 -or via email: [canyonclubcondos@yahoo.com](mailto:canyonclubcondos@yahoo.com)

Information is always available on the web at: [www.canyonclubcondos.org](http://www.canyonclubcondos.org)