

**May 21, 2013
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 2013 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 22, 2013**

Attending BOARD Members:

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 7:03 pm by President Lofton Petty.
Introductions were made by attendees and the BOARD.

Approval of November 2012 Board Minutes

Minutes from the November 20, 2012 Board Meeting were not read, but provided in the meeting packet. A motion was made, seconded and all minutes were approved by the Board as written for the November 20, 2012 Board Meeting.

Reports

Presidents Report – Lofton Petty

Another year has passed and a new one is here. I hope everyone had a great holiday. I would like to say “Thank You” to Susan Schubert for all her work on the Holiday potluck, again it was a big success and enjoyed by all who attended.

Winter is upon us and I just want to ask everyone to please obey the winter parking guidelines as this helps the maintenance staff in maintaining our roadways and sidewalks. While the maintenance guys do an awesome job maintaining the walkways and streets, there will still be ice. We ask that you please wear proper shoes for your own safety and use the handrails when on the steps.

As a safety note, please double-check your carbon monoxide detectors to make sure they are functioning properly. With the below freezing temperatures our furnaces are running a lot.

Remember that our meeting on March 19th is our Annual Meeting. We have two Board positions open. You will be receiving your proxies along with nomination forms in the mail from LCM. If you are interest in running for the Board, complete the nomination form and return to Beth in the office. If you are unable to attend the meeting, please complete the proxy and return to Beth in the office.

From the Board and Staff of Canyon Club, we wish everyone a Happy, Healthy and Prosperous New Year!

Budget Report

Sandy reviewed the budget report and explained that the expenses exceeded the income in December by \$8,502.00. The two items that exceed the budget are insurance and the line for storm drains. We paid the bill for the entire year

for storm drains and three months in advance for insurance. For the long term reserve, CCC has spent \$346,000 on the roofing project so far.

Committee Reports

Architectural Report –Corrine Hatlen

There have been requests for the skylight/suntube offer from the roofing company from Units 4, 35, 42 and 64. There has also been a satellite installation request from Unit 9, new storm door for Unit 78, and a roof vent for a new washer/dryer installation for Unit 29.

As per the guidelines, any alterations planned for the exterior of the unit does require a request be submitted prior to any work for review and approval.

A different form is required for any installation of skylights or sun tubes through the roofing company.

Please contact the office if you have any questions or to obtain a request form; or check the website, canyonclubcondos.org.

We typically have a bimonthly walkabout to look for safety and landscaping issues. This is usually the same month as the board meeting. Because of the roofing work currently underway, this month's walkabout will be postponed.

A notice will be placed at the mailroom when this is scheduled.

This is open to anyone who wants to participate.

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

Maintenance Report – Adam Blake

- **Roofing**

The roofing project continues and has experienced some delays due to weather. I have been advised by Mountain States that they predict another 15 working days to wrap-up the project. Of course this will be weather dependent. If you have experienced any issues through the roofing project please let the office or maintenance know. Issues can also be called into Dan from Mountain States directly by calling 720-335-1112.

- **Cold Weather**

We have been experiencing some very cold weather, especially over the last week. I want to remind everyone to take precautions during these cold-spells to keep everything “running smooth”. Any sinks on exterior walls should have the cabinet doors left open to allow warm air to circulate into the cabinet to help keep the pipes from freezing. All exterior hose connections should be disconnected and winterized (this should have been done months ago).

Do not leave your vehicle idling in the carport spots unattended to warm-up. This act is called “puffing” and is in-fact illegal. Not only is a ticket or theft a concern, but because of the close proximity of the carports to the living spaces this is a safety concern. In the cold weather the exhaust gases collect under the

carports and in the patio areas, especially when vehicles are backed-in. This creates a major carbon-monoxide danger to the units nearby. To worsen the situation, the exhaust gases can be picked up by the fresh-air supplies of furnaces and pumped into the interior of units. Those with remote-starts on their vehicles need to keep all of this in mind as well. While it is a convenience, it is not acceptable in covered parking. It is a good idea to warm your car before heading for the open road, but do so with you in the car in one of the open street parking places. The short distance from your carport to the street-side parking under low RPM's will be fine.

In this cold weather the streets are not melting off as quickly as usual. If you are aware of an area that you feel needs attention, please let us know. Drivers should be conscious of the limited stopping and turning and should maintain low speeds throughout the property. Once temps warm up later in the week action will be taken to speed the process of getting dry streets back.

- **General Maintenance**

Not much out of the ordinary in maintenance. We are working on planning for spring projects such as turf care (& replacement in certain areas), edging repairs, shrub health, etc. I have received many comments on the additional downspouts that are in place with the new gutters on the fronts of the buildings. In many areas we will be putting underground lines to carry water under sidewalks to the major drain-ways and prevent the "flow-over" we are seeing right now.

Some new procedures are also being rolled-out with regard to the manner projects and tasks are handled. The process will take some time to be completely in place, but is already in progress. A few of the changes include the addition of regular site inspections with notes to specific details; a work-order process being implemented through the main office, and more transparent long-term scheduling. If you ever have questions or concerns about what's going on, please don't hesitate to contact us. The best way to reach Adam is via email at adammaintenance@ymail.com but you can also call if that is better for you. The maintenance number is 303-757-3426.

Social Committee Report – Susan Schubert

The Social committee recently held the Holiday Potluck on Friday, December 14. More than 65 homeowners gathered to celebrate the Holiday season and our community. CCHOA supplied beverages and homeowners brought their favorite potluck dishes to share. It was a fun evening for all.

Future events being planned:

- Treats at the Annual Meeting – looking for volunteers to bake cookies/ treats
- Spring planting event – seeking help with planting
- Summer Yard Sale – get ready to clear out your homes. Remember one persons trash is another persons treasure
- Summer Picnic

If you would like to volunteer for this or other Committees please contact the office. We welcome new volunteers.

Old Business

None

New Business

A spending proposal for the painting of the roof A/C units and pedestals in the amount of approximately \$3,100.00 was introduced. A motion was made, seconded and the proposal was approved.

A spending proposal for the repair of exercise equipment in the Fitness Room in the amount of approximately \$701.36 was introduced. A motion was made, seconded and the proposal was approved.

A proposal to eliminate the phone line in the maintenance office was introduced. A motion was made, seconded and the proposal was approved.

Lofton adjourned the meeting at 7:20 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 21, 2013

In March we held our Annual Meeting. I want to say "Thank You" to everyone who attended. There were some discussions and feed back provided to the Board. We want to hear what homeowners have to say, as this helps us in maintaining the complex. We consider all opinions when looking at various projects, including what the majority of people want and the costs.

During the annual meeting one of our residents asked about another recycle container. We looked into options and added a second pickup. Recycling is now picked up on Tuesday and Friday. Beth also updated the information as to what can be recycled.

As many of you may be aware, we changed our insurance to American Family. They provided us full coverage with a lesser premium. We have also contracted with Environmental Design to do our landscaping this year.

Water restrictions are in place, thus we will only be watering a couple days per week. As an individual, I ask everyone to do what they can to conserve water in their daily routines. Annual Fire Equipment Reports are due to Beth in the office. If you do not comply and we are fined, you will be responsible to reimburse the fine to the HOA. The Board has been working on the Rules and Regulations. This got sidelined due to the roofing project, but should be done soon. Thanks to Norm Early and his committee for getting things started on this project.

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 large LPG canisters 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 DFD. 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 next Board meeting will be July 16th. We wish everyone a wonderful and safe July 4th holiday.

C/O LCM Property Management
1776 South Jackson Suite 530
Denver CO 80210

	Operating	Reserves	Total
CASH			
100100 - Cash Citywide Banks	120,993.87	194.50	121,188.37
100200 - Cash - Debit Card	2,237.49	0.00	2,237.49
100700 - Cash - Merrill Lynch MM 04030	0.00	9,728.12	9,728.12
100900 - Cash - Merril Lynch CD Accts	0.00	526,000.00	526,000.00
101000 - Petty Cash	160.19	0.00	160.19
TOTAL CASH	123,391.55	535,922.62	659,314.17
DUE (TO)/FROM			
111200 - Due (To)/From Current Year	(35,213.71)	35,213.71	0.00
111250 - Due (To)/From Prior Years	98,107.43	(98,107.43)	0.00
TOTAL DUE TO/FROM	62,893.72	(62,893.72)	0.00
NET			
	186,285.27	473,028.90	659,314.17
ACCOUNTS RECEIVABLE			
130100 - Assessments Receivable	13,837.54	0.00	13,837.54
130200 - Allowance for Bad Debt Current	(18,950.00)	0.00	(18,950.00)
TOTAL ACCOUNTS RECEIVABLE	(5,112.46)	0.00	(5,112.46)
OTHER RECEIVABLES			
140300 - Employee Loans	419.28	0.00	419.28
140400 - Accrued Int Receivable	0.00	2,953.71	2,953.71
TOTAL OTHER RECEIVABLES	419.28	2,953.71	3,372.99
OTHER CURRENT ASSETS			
150100 - Prepaid Workers Comp Ins	587.00	0.00	587.00
150200 - Pre-Paid Ins	5,600.00	0.00	5,600.00
150300 - Prepaid Storm Drain	9,020.22	0.00	9,020.22
159600 - Payroll Clearing	557.37	0.00	557.37
TOTAL OTHER CURRENT ASSET	15,764.59	0.00	15,764.59
FIXED ASSETS			
160100 - Furniture & Equipment	47,858.96	0.00	47,858.96
160200 - Accuml Dep Furniture & Equip	(34,926.17)	0.00	(34,926.17)
TOTAL FIXED ASSETS	12,932.79	0.00	12,932.79
TOTAL ASSETS	210,289.47	475,982.61	686,272.08
LIABILITIES			
ACCOUNTS PAYABLE			
200100 - Prepaid Assessments	25,515.46	0.00	25,515.46
200200 - Accounts Payable	5,314.02	0.00	5,314.02
TOTAL ACCOUNTS PAYABLE	30,829.48	0.00	30,829.48
OTHER PAYABLES			
210200 - Accrued Property Taxes	750.00	0.00	750.00
210300 - Prepaid AT&T Lease	12,000.00	0.00	12,000.00
210600 - Salaries Payable	870.00	0.00	870.00
210700 - Payroll Taxes Payable	3,886.83	0.00	3,886.83
210800 - Income Tax Payable	843.00	0.00	843.00
TOTAL OTHER PAYABLES	18,349.83	0.00	18,349.83
UNEXPENDED INS PROCEEDS			
230100 - Unexpended Ins Proceeds	(5,000.00)	0.00	(5,000.00)
TOT UNEXPENDED INS PROCEEDS	(5,000.00)	0.00	(5,000.00)

Canyon Club Condominium Owners Assn Funds Balance Sheet 04/30/2013

C/O LCM Property Management
1776 South Jackson Suite 530
Denver CO 80210

	Operating	Reserves	Total
TOTAL LIABILITIES	44,179.31	0.00	44,179.31
EQUITY			
FUND BALANCES			
301200 - Retained Earnings	219,252.45	1,086,055.01	1,305,307.46
301300 - Inter Fund Transfers	(47,640.07)	47,640.07	0.00
301400 - Equity Adjustments	(11,576.86)	588.80	(10,988.06)
301600 - Adj For (Gain)/Loss On Sale#44	0.00	17,769.71	17,769.71
Current Earnings	6,074.64	(676,070.98)	(669,996.34)
TOTAL EQUITY	166,110.16	475,982.61	642,092.77
TOTAL LIABILITIES & EQUITY	210,289.47	475,982.61	686,272.08

Canyon Club Condominium Owners Assn
Budget Comparison - Operating Fund
04/30/2013

C/O LCM Property Management
1776 South Jackson Suite 530
Denver CO 80210

Month	Current Mnth Actual	Current Mnth Budget	Current Mnth Variance	Year To Date	Current YTD Actual	Current YTD Budget	Current YTD Variance	Current Year Total Budget
	39,596	39,609	(13)	1.400100				
	(9,084)	(9,084)	0	1.400200	277,172	277,263	(91)	475,308
	30,512	30,525	(13)		(63,588)	(63,588)	0	(109,008)
					213,584	213,675	(91)	366,300
	400	125	275	1.420100	1,766	875	893	1,500
	(85)	0	(85)	1.420200	(182)	0	(182)	0
	73	42	31	1.420300	451	294	157	500
	0	8	(8)	1.445100	25	56	(31)	100
	0	0	0	1.445300	503	0	503	0
	0	8	(8)	1.445500	0	56	(56)	100
	0	0	0	1.446100	0	0	0	23,800
	0	0	0	1.449959	100	0	100	0
	100	83	37	1.455600	600	441	159	750
	519	188	331	1.455700	2,082	1,316	766	2,250
	1,008	434	574		5,347	3,038	2,309	29,000
	31,520	30,959	561		218,931	216,713	2,218	395,300
	930	750	(180)	1.500100	3,259	5,250	1,991	9,000
	0	42	42	1.500900	0	294	294	500
	0	0	0	1.500950	2,120	0	(2,120)	0
	0	0	0	1.502100	198	0	(198)	0
	0	42	42	1.502400	176	294	118	500
	0	167	167	1.503100	0	1,169	1,169	2,000
	60	183	123	1.503700	916	1,281	365	2,200
	0	83	83	1.504000	170	581	411	1,000
	145	158	13	1.504150	1,110	1,106	(4)	1,900
	0	100	100	1.504200	520	700	180	1,200
	1,135	1,525	390		8,470	10,675	2,205	18,300
	0	0	0	1.545400	44	50	7	100
	0	167	167	1.555200	0	1,169	1,169	2,000
	0	167	167		44	1,219	1,176	2,100
	0	100	100	1.600150	0	700	700	1,200
	0	0	0	1.600200	488	400	(88)	2,000
	0	0	0	1.600205	0	0	0	2,000
	0	42	42	1.610100	938	294	(644)	500
	0	142	142		1,425	1,394	(31)	5,700
	1,613	1,875	263	1.700100	4,999	5,625	626	15,000
	0	0	0	1.700900	55	0	(55)	2,000
	86	183	97	1.701200	333	1,281	948	2,200
	0	83	83	1.701300	376	581	205	1,000
	0	83	83	1.701350	84	581	517	1,000
	297	0	(297)	1.701500	1,377	2,500	1,123	2,500
	0	1,250	1,250	1.704999	180	3,750	3,570	10,000
	68	0	(68)	1.720300	157	300	143	300
	2,063	3,474	1,411		7,540	14,618	7,078	34,000
	2,354	2,173	(181)	1.800100	16,247	17,680	1,433	30,000
	2,405	2,667	262	1.800300	22,162	18,669	(3,493)	32,000
	0	0	0	1.800500	12,036	12,000	(36)	12,000
	1,153	1,042	(111)	1.800800	7,537	7,294	(243)	12,500
	5,912	5,882	(30)		57,982	55,643	(2,339)	86,500
	775	775	0	1.900200	5,425	5,425	0	9,300
	176	250	75	1.900400	971	1,750	779	3,000
	(182)	0	182	1.900500	(231)	0	231	0
	8,547	4,250	(4,297)	1.900700	41,036	29,750	(11,286)	51,000
	0	500	500	1.900800	0	3,500	3,500	6,000
	0	0	0	1.900900	2,000	2,000	0	2,000
	0	0	0	1.901000	6,978	5,000	(1,978)	5,000
	0	0	0	1.901100	659	2,000	1,341	2,000
	0	0	0	1.901500	1,086	750	(336)	1,500
	0	400	400	1.901700	55	400	345	400
	320	458	138	1.902000	2,682	3,206	524	5,500
	83	167	84	1.902200	892	1,169	277	2,000
	0	183	183	1.902205	318	1,281	963	2,200
	201	167	(34)	1.902206	201	1,169	968	2,000
	40	42	2	1.902500	40	294	254	500
	0	75	75	1.903180	441	525	84	900
	0	333	333	1.903400	0	2,331	2,331	4,000
	(20)	0	20	1.904999	0	0	0	0
	9,958	7,600	(2,358)		62,553	60,550	(2,003)	97,300

APPROVED Long Term Reserve Plan for the Fiscal Year 2012-2013
Funds Available October 1, 2012 as of 5/20/2013

Item	Replaces	# Years		Total \$ Accumulated	Current Year Expenses	Total Current		Required Annual Reserve	
		Useful Life	#Years Expended			Balance	Accumulated		
Buildings									
Roofs - All	\$900,000	25	22	\$804,948	\$751,785	\$53,163		\$36,000	
Painting	\$200,000	10	9	\$180,000	\$0	\$180,000		\$20,000	
Siding/Prepntg repairs	\$75,000	10	9	\$67,500	\$0	\$67,500		\$7,500	
Stairways	\$150,000	40	4	\$0	\$0	\$0		\$3,750	
Gutters	\$20,000	20		\$4,000	\$0	\$4,000		\$1,000	
HVAC	\$30,000	15		\$2,844	\$0	\$2,844		\$2,000	
Electrical	\$15,000	35		\$8,550	\$0	\$8,550		\$430	
Carports	\$100,000	40		\$5,000	\$0	\$5,000		\$2,500	
Grounds									
Fences	\$100,000	30	20	\$58,828	\$0	\$58,828		\$3,333	
Asphalt	\$60,000	10		\$24,638	\$0	\$24,638		\$6,000	
Landscaping	\$35,000	15		\$0	\$0	\$0		\$9,286	
Concrete	\$45,000	5		\$17,711	\$2,860	\$14,851		\$9,000	
Sprinkler System	\$12,500	35		\$6,521	\$0	\$6,521		\$350	
Sewer System	\$30,000	20		\$7,999	\$0	\$7,999		\$1,500	
Pool									
Pool/Hot Tub	\$50,000	20	5	\$7,141	\$0	\$7,141		\$2,500	
Heaters/Pumps	\$10,000	8		\$4,930	\$0	\$4,930		\$1,250	
Furniture	\$2,500	10	9	\$968	\$0	\$968		\$250	
Laundry/Mailroom									
Clubhouse	\$12,000	10		\$3,600	\$530	\$3,070		\$1,200	
Large Equipment									
Maintenance	\$40,000	15		\$6,740	\$0	\$6,740		\$2,700	
Office	\$1,500	4		\$2,359	\$0	\$2,359		\$375	
Contingency	\$50,000	10		\$11,824	\$0	\$11,824		\$5,000	
Totals				\$2,004,500		\$1,244,689	\$755,174	\$489,515	\$118,564
							Interest Income -	(\$10,000)	
							Amount To Be Saved 2012-2013 Budget Year =	\$108,564	
							Actual Savings for 2012-2013 in Budget	\$109,008	
							Total in Reserve Account as of 10/1/12:	\$1,244,689	

Architectural and Landscape Committee Report

May 2013

There have not been a lot of requests since the last board meeting, other than a couple satellite dish requests.

As reported in the last meeting, our April walkabout included a meeting afterwards where our maintenance supervisor, Adam, reviewed the unit owner's responsibilities for the care and maintenance of their unit and what the Association's responsibilities are in the buildings. Adam also discussed what additional insurance might be needed by the unit owner to insure better coverage. I want to thank Adam for his time and expertise, as well as the refreshments.

Topics for future meetings were also discussed and included, among other subjects, Adam giving some instruction on minor repairs for both electrical and plumbing issues. While there was no walkabout or meeting this month, Adam and I plan to have monthly combination walkabouts and meetings this summer. If you have any specific subjects you'd like Adam to try to address, please contact the maintenance office or Canyon Club office.

The walkabouts are typically the third Saturday of the month and, at this time, scheduled for 8:30 a.m. for the summertime. The meeting with Adam will be immediately afterwards in the clubhouse. A sign will be posted in the mailroom about a week before to confirm the date and time.

As always, please feel free to contact the main office whenever you notice something you feel needs attention around the buildings and grounds.

Submitted by Corrine Hatlen

Maintenance Report – May 21, 2013 Written by Adam Blake, Maintenance Superintendent

Sod & Seed: We have been delayed in doing this project due to weather delays and completing other projects. At this time I am certain we will not be able to get everything on the list done before the temperatures get too hot, but I'm hoping we can pick it up again in the fall. We are addressing the worst areas first and working through to the areas that are simply thin. Many of the thin areas are slated to be seeded in the fall immediately following the fall aeration.

Irrigation: As of the time of this meeting irrigation should be checked, repaired, and schedules running. We are very limited this year as to when we can water so you will see the sprinklers on at times we previously tried to avoid. In the past we have tried to accommodate "high-traffic" times when it was likely residents were out playing with their children or walking their pets. This year we are limited to watering 2-days per week. Additionally, there are 8-hour periods in the middle of those days when we cannot water. Because of this we will need to take advantage of what opportunity we have which means sprinklers will be running during these "high-traffic" times, but only on Tuesdays and Fridays.

Flower Planting: Flowers are in! Unfortunately we are already seeing destruction by the rabbits and are doing what we can to deter this. I would like to thank Guzel Vafina for her volunteer help in planting the flowers, as well as a thank you to Robert and Jeff for assisting with the planting.

Pool Season: The pool has been open since May 11th, although we are only vacuuming on the weekends. The chemicals are being balanced and the water is filtered 24-7 so it is safe to use. I discovered over this past weekend some trouble with the lights which we will be investigating. The pool will open full-time on Memorial Day weekend at which time daily maintenance will begin. We have already had several instances of folks in the pool after-hours. If you see this occur please let us know or call DPD non-emergency to report the issue. Using the pool after-hours is considered trespassing which can result in loss of amenities use and/or criminal charges.

Other Issues: We have replaced the filter control on the pool as it was leaking badly. Wasp traps have been placed and are re-baited on a regular basis. We continue to try to keep the rabbit problem under control, although our trapping efforts have not been very successful. This past weekend we had a sewer main for an entire building back-up which resulted in several hours of work.

Near-future projects: We will be continuing to work on the sod projects until the temperatures are too high to continue (the sod won't take & will die). I am working on scheduling bids for some projects related to the new drainage issues from the addition of front gutters and downspouts. These include underground drainage and chase installations in portions of the sidewalks. We are also planning on cleaning carports and striping over the summer, although it will likely be a couple of months before this begins. Our biggest priority right now is to continue the "green" projects while temps are cool enough. Once things get consistently hot we'll shift our efforts to the less temperature dependant issues until things cool down in the fall.

If you have questions, comments, or feel something needs attention please contact us. Information can be sent via telephone through the HOA office by calling 303-757-8527, or you can reach me directly through email at adammaintenance@ymail.com.