

September 21, 2010
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 July 2010 Board Meeting Minutes**

- III. President's Report**

- IV. Budget Report – Sandy Redman**
 - a. Approval of FY 2010-2011 Budget

- 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

July 20, 2010

Attending BOARD Member:

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

The meeting was called to order at 7:05 pm by President, Lofton Petty.
Introductions were made by attendees and the BOARD.

Approval of the January 2010 and April 12, 2010 Minutes

A motion was made, seconded and the minutes were approved by the Board as written for the May 18, 2010 Business Board Meeting. It was decided that since there was only one owner in attendance, that she could read the minutes and reports on her own.

Reports

Presidents Report – Lofton Petty

Lofton thanked residents for their understanding, cooperation and patience during the plumbing project, which is almost complete. The total cost has come in as estimated. Trash collection days have changed from Monday and Friday to Tuesday and Saturday per Alpine Waste. The recycle pickup is still on Friday.

Although previously discussed at Board Meetings and announced in newsletters, problems with owners and their dogs still continue. The board asks that owners take responsibility for their pets by cleaning up after them and not allowing them to run off their leash. Animal control or the police department can be called when a violation occurs. Or a written can be filed with Fay, who will send a violation letter to the owner.

There has been a couple vandalism incidents in the pool area. Please keep an eye out for any suspicious activity. If you spot something do not hesitate to call the police. Remember that this type of activity hurts us all, because repairs have to be paid for by everyone with our homeowner's dues.

Budget Report – Lofton Petty for Sandy Redman

The variance in the Budget Comparison shows a profit of \$15,440.

Committee Reports

Architectural/Landscape by Corrine Hatlen

To be read by attendee on her own.

Maintenance – Adam Blake

The plumbing project is near completion. Except for some concerns about notifying residents in advance about their water being shut off for the day, everything went smoothly.

There have been some issues with the pool, including vandalism, resulting in problems with the card key system. Trouble shooting of the locks has been done, and they are set-up for a replacement under warranty. The locks will be shipped back for replacement this week and replaced before the end of the month.

Maintenance has had several surprise projects this season including the removal of 3 bee hives, a blown-down tree, and numerous unit specific issues. They have also been working on the rooftops to clean gutters, check the rooftops, and spray for yellow jacket (wasp) nests. Yellow jackets in units can be sprayed or swatted just like flies. Adam suggested residents pick up **Total Kill** by **Ortho**, a product sold at Home Depot for about \$2.00 a can and has a great foaming action that really knocks them out. For those with rooftop furnace/AC units they advise having a professional assist with installing fine screen over vent openings and caulking shut any unnecessary openings to eliminate access for insects. If you notice a nest, please let maintenance know so they can address it.

A roofing contractor will be out next week to inspect and repair areas of the roof as needed. This is an annual inspection that is performed to prolong the life of our roofs for as long as possible.

Maintenance is wrapping up the majority of our larger “maintenance” projects and plan on moving into August with a transition into “improvement” projects. Maintenance projects are routine maintenance and those projects that repair/restore structural and mechanical items around the property. Improvement projects are those that, like the replacement of the mulch in bare beds, help to beautify and improve the property’s appearance and value. These projects are planned for later in the summer to ensure all budget needs for maintenance issues are fulfilled.

Social and Grievance Committee Report – Susan Schubert

The pool party was a success. Thank you to those who showed up. Please RSVP and show up for any events, as food orders and seating arrangements are based on RSVPs. One grievance hearing was held on July 19th and it was successfully resolved.

Old Business

None

New Business

A motion was made to approve the B&M Shake Tune-up Repair at a cost of \$5,000. It was seconded and approved.

General Discussion

Board Member Susan Schubert indicated the need to enforce the rule that prohibit diapers in the pool and that it something to consider for next year’s budget. Board Member Jeff Sterkel suggested that a sign be posted. Again, this is something to consider for next year’s budget, because Adam wants to get updated signs with many more specifics than the currently posted sign.

Jeff Sterkel asked that maintenance on the copier be maintained, as a dark line appears on the bottom half of each page of the meeting packets.

Ginger Soderland asked about reseeding her courtyard because there are dry patches in the grass. Adam is assessing whether the dry patches are being caused by lawn mower burn or if it truly needs reseeding.

Lofton adjourned the meeting at 7:27 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.

President's Report

September 21, 2010

Our fiscal year is coming to an end and this past month we spent several evenings working on the budget, which will be discussed later in the meeting. However, at this time I would like to say "Thank You" to Sandy for her time in putting together meetings and working hard on getting everything together. I also want to say "Thank You" to those homeowners whom attended the meetings and gave us their input. It was really appreciated. The Board members also spent several hours discussing and working the figures to give us a workable budget for this next year, "Thank You".

Adam worked with Alpine Waste and was able to get the Saturday pickup moved to Friday. So our pickup days are now Tuesday and Friday. We were also able to purchase some more pet stations that were on sale. These have been placed around the property where needed with the hopes that people will pick up after their pets. This is by far the area where we receive the most complaints from homeowners.

The architectural guidelines have been revised for those living in ground floor units and wishing to add to their patios or adding concrete in their patio areas. A copy can be obtained on our website or through the maintenance office.

Canyon Club Condominiums
Funds Balance Sheet
AUGUST 31, 2010

	OPERATING	RESERVES	TOTAL
ASSETS			
CASH			
11100	Cash - Citywide Banks	109,269.69	194.23
11101	Cash - Debt Card	1,602.81	109,463.92
11120	Cash - Merrill Lynch MM 04030	77,096.09	1,602.81
11125	Cash - Merrill Lynch CD Accts	755,000.00	77,096.09
11150	Petty Cash	160.19	755,000.00
	TOTAL CASH	111,032.69	832,290.32
			943,323.01
RESERVE TRANSFERS TO BE MADE			
11295	Due (to)/from	(23,191.01)	23,191.01
	NET CASH PER FUND	87,841.68	855,481.33
			943,323.01
ACCOUNTS RECEIVABLE			
ASSESSMENTS RECEIVABLE			
11310	Assessments Receivable	23,537.20	23,537.20
11311	Allowance For Doubtful Acct	(18,950.00)	(18,950.00)
	NET ASSESSMENTS RECEIVABLE	4,587.20	0.00
			4,587.20
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	4,587.20	2,953.71
			7,540.91
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	121,545.54	858,435.04
			979,980.58
LIABILITES			
CURRENT LIABILITES			
21110	Accounts Payable	5,314.02	5,314.02
21115	Accrued Property Taxes	750.00	750.00

Canyon Club Condominiums
Funds Balance Sheet
AUGUST 31, 2010

	OPERATING	RESERVES	TOTAL
21120 Pre-Paid Assessments	31,130.33		31,130.33
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
TOTAL CURRENT LIABILITIES	54,794.18	0.00	54,794.18
INSURANCE PROCEEDS			
21155 Unexpended Insurance Proceeds	(5,000.00)		(5,000.00)
NET INSURANCE PROCEEDS	(5,000.00)	0.00	(5,000.00)
TOTAL LIABILITIES	49,794.18	0.00	49,794.18
FUND BALANCES			
31100 Retained Earnings	75,909.48	741,574.56	817,484.04
31105 Transfers Between Funds	(47,640.07)	47,640.07	
31110 Adj For (Gain)/Loss on Sale#44		17,769.71	17,769.71
31115 Prior Year Audit Adjs	(11,576.86)	588.80	(10,988.06)
Current Earnings	55,058.81	50,861.90	105,920.71
TOTAL EQUITY	71,751.36	858,435.04	930,186.40
TOTAL LIABILITIES & EQUITY	121,545.54	858,435.04	979,980.58

CANYON CLUB CONDOMINIUMS

BUDGET COMPARISON

OPERATING FUND

AUGUST 31, 2010

CURRENT PERIOD				YEAR TO DATE				
ACTUAL	BUDGET	VARIANCE		ACTUAL	BUDGET	VARIANCE	ANNUAL BUDGET	
REVENUE								
ASSESSMENT REVENUE								
36,259	36,248	11	41100	Assessments	398,849	398,728	121	434,975
(7,044)	(7,043)	(1)	41101	Reserve Revenue Frm Budget	(77,481)	(77,482)	1	(84,525)
-----				-----				
29,215	29,205	10		TOTAL OPERATING ASSESSMENT REV	321,368	321,246	122	350,450
OTHER OPERATING REVENUE								
0	0	0	41165	AT&T Wireless - Income	20,700	20,700	0	20,700
220	125	95	41180	Late Charges	2,408	1,375	1,033	1,500
106	83	23	41200	Late Interest	906	917	(11)	1,000
0	8	(8)	41220	Fines & Violations	125	92	33	100
0	41	(41)	41260	Key Fees	220	459	(239)	500
166	0	166	41280	Collection/NSF Fees	1,785	0	1,785	0
0	291	(291)	41300	Laundry Income	2,446	3,209	(763)	3,500
10	62	(52)	41335	Income - Clubhouse	910	688	222	750
0	16	(16)	41910	Miscellaneous Income	256	184	72	200
-----				-----				
502	626	(124)		TOTAL OTHER OPERATING REVENUE	29,756	27,624	2,132	28,250
-----				-----				
29,717	29,831	(114)		TOTAL OPERATING REVENUE	351,124	348,870	2,254	378,700
EXPENSES								
BUILDING								
413	750	337	51025	Building Maintenance	6,398	8,250	1,852	9,000
0	0	0	51040	Building Maint Contract	118	0	(118)	0
0	0	0	51120	Bldg-Exterior	12	0	(12)	0
5,000	291	(4,709)	51200	Roof	5,175	3,209	(1,966)	3,500
0	83	83	51240	Gutters	302	917	615	1,000
0	83	83	51340	Sewer	1,905	917	(988)	1,000
0	83	83	51440	Cleaning	195	917	722	1,000
165	125	(40)	51460	Pest Control	1,179	1,375	196	1,500
206	41	(165)	51470	Tools/Equipment	1,287	459	(828)	500
0	0	0	51520	Supplies-Building	486	0	(486)	0
-----				-----				
5,784	1,456	(4,328)		TOTAL BUILDING	17,058	16,044	(1,014)	17,500
EQUIPMENT SYSTEMS								
0	0	0	61020	Fire/Security/Entry Sys	268	0	(268)	0
0	0	0	61050	Fire Extinguisher Inspec	275	100	(175)	100
-----				-----				
0	0	0		TOTAL EQUIPMENT SYSTEMS	543	100	(443)	100

CANYON CLUB CONDOMINIUMS

BUDGET COMPARISON

OPERATING FUND

AUGUST 31, 2010

CURRENT PERIOD			YEAR TO DATE				ANNUAL	
ACTUAL	BUDGET	VARIANCE		ACTUAL	BUDGET	VARIANCE	BUDGET	
RECREATION FACILITIES								
0	0	0	61520	Clubhouse	96	0	(96)	0
367	200	(167)	61560	Pool/ Hot Tub Supplies	1,914	800	(1,114)	1,000
0	400	400	61580	Pool/ Hot Tub-Equipment	635	1,600	965	2,000
24	0	(24)	61600	Pool	337	0	(337)	0
0	41	41	61660	Recreation Equipment	41	459	418	500

390	641	251		TOTAL REC FACILITIES	3,022	2,859	(163)	3,500
GROUNDS								
1,694	2,285	591	71020	Landscape-Contr	11,858	13,712	1,854	16,000
0	0	0	71030	Landscape-Trees/Shrubs/Plants	278	0	(278)	0
468	1,000	532	71040	Landscape-Other	2,337	4,500	2,163	5,000
0	166	166	71056	Concrete & Asphalt	0	1,834	1,834	2,000
9	0	(9)	71060	Fence	438	300	(138)	300
20	0	(20)	71100	Sprinklers	277	500	223	500
0	0	0	71120	Snow Removal	1,553	2,500	947	2,500
0	33	33	71205	Courtesy Patrol	0	367	367	400
0	66	66	71210	Vehicle	165	734	569	800
0	83	83	71211	Vehicle - Gas/Mileage	123	917	794	1,000
0	0	0	71212	Equipment - Gas	564	0	(564)	0
0	41	41	71215	Equipment-Repair	585	459	(126)	500
0	41	41	71216	Equipment Rental	0	459	459	500
27	83	56	71220	Grounds Equipment	541	917	376	1,000

2,218	3,798	1,580		TOTAL GROUNDS	18,719	27,199	8,480	30,500
UTILITIES								
2,324	2,615	291	81020	Gas/Electric	27,983	28,397	414	31,000
3,355	0	(3,355)	81040	Water/Sewer	23,367	29,168	5,801	35,000
0	0	0	81080	Storm Drains	0	0	0	11,000
907	1,000	93	81100	Trash Removal & Recycle	10,751	11,000	249	12,000

6,586	3,615	(2,971)		TOTAL UTILITIES	62,100	68,565	6,465	89,000
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	8,525	8,525	0	9,300
111	183	72	91021	Office Supplies/Printing-Actng	1,842	2,017	175	2,200

CANYON CLUB CONDOMINIUMS

BUDGET COMPARISON

OPERATING FUND

AUGUST 31, 2010

CURRENT PERIOD			YEAR TO DATE				ANNUAL	
ACTUAL	BUDGET	VARIANCE		ACTUAL	BUDGET	VARIANCE	BUDGET	
0	166	166	91022	Other Admin - Accounting	1,884	1,834	(50)	2,000
179	416	237	91040	Legal	2,122	4,584	2,462	5,000
0	0	0	91080	Audic/Review & Tax Prep	1,500	1,800	300	1,800
0	2,583	2,583	91100	Insurance	31,623	28,417	(3,206)	31,000
0	500	500	91102	Ins-Deductible/Claims	0	5,500	5,500	6,000
9,275	10,541	1,266	91220	Salaries	111,034	115,959	4,925	126,500
749	1,166	417	91235	Payroll Taxes	9,752	12,834	3,082	14,000
0	500	500	91265	Payroll Insurance Workers Comp	1,996	5,500	3,504	6,000
134	141	7	91270	Payroll Processing	1,592	1,559	(33)	1,700
0	16	16	91275	Payroll DOT	0	184	184	200
198	150	(48)	91345	Uniforms	2,227	1,650	(577)	1,800
0	83	83	91350	Contract Labor	722	917	195	1,000
0	200	200	91355	Contract Labor - Pool	0	1,000	1,000	1,000
464	416	(48)	91400	Telephone/Pagers/Answer Svc	4,393	4,584	191	5,000
0	41	41	91407	Computer	75	459	384	500
182	250	68	91410	Copiers	3,242	2,750	(492)	3,000
5	125	120	91420	Office Supplies & Exp	963	1,375	412	1,500
0	50	50	91440	Dues/Ed/Subscrip	584	550	(34)	600
0	250	250	91460	Holiday/Events	1,315	1,500	185	1,500
0	0	0	91480	Recrdng/Filing/Lic/Permit Fees	255	500	245	500
3,200	0	(3,200)	91560	Income Taxes	6,978	4,000	(2,978)	4,000
0	0	0	91580	Income Taxes-State	1,729	2,000	271	2,000
0	0	0	91600	Bank Charges	5	0	(5)	0
0	0	0	91615	Penalties & Interest	50	0	(50)	0
0	0	0	91620	Bad Debt	135	5,000	4,865	10,000
0	0	0	91660	Miscellaneous Expenses	10	0	(10)	0
50	0	(50)	91900	Other Admin	69	0	(69)	0
-----					-----			
15,322	18,552	3,230		TOTAL ADMIN EXPENSES	194,623	214,998	20,375	238,100
-----					-----			
30,300	28,062	(2,238)		TOTAL EXPENSES	296,065	329,765	33,700	378,700
-----					-----			
(583)	1,769	(2,352)		NET PROFIT / (LOSS)	55,059	19,105	35,954	0
=====					=====			

**APPROVED Long Term Reserve Plan for the Fiscal Year 2009-2010
Funds Available October 1, 2009 as of 9/21/2010**

Item	Replaces\$	# Years Useful Life	#Years Expended	Total \$ Accumulated	Current Year Expenses	Total Current Accumulated Balance	Required Annual Reserve
<u><i>Buildings</i></u>							
Roofs - All	\$900,000	30	19	\$536,289	\$0	\$536,289	\$35,000
Painting	\$175,000	10	6	\$103,601	\$0	\$103,601	\$17,500
Siding/Prepntg repairs	\$50,000	10	6	\$19,332	\$0	\$19,332	\$7,054
Stairways	\$150,000	40	1	(\$66,156)	\$0	(\$66,156)	\$3,750
Gutters	\$20,000	20	2	\$2,000	\$0	\$2,000	\$1,000
HVAC	\$30,000	15	4	\$3,244	\$0	\$3,244	\$2,000
Electrical	\$15,000	35	1	\$7,690	\$0	\$7,690	\$430
<u><i>Grounds</i></u>							
Fences	\$100,000	30	17	\$53,497	\$0	\$53,497	\$3,333
Asphalt	\$60,000	10	5	\$18,638	\$0	\$18,638	\$6,000
Landscaping	\$35,000	15	8	(\$13,329)	\$0	(\$13,329)	\$2,333
Concrete	\$45,000	5	5	\$16,711	\$0	\$16,711	\$9,000
Sprinkler System	\$12,500	35	22	\$6,171	\$0	\$6,171	\$350
Sewer System	\$30,000	35	22	\$114,759	\$107,960	\$6,799	\$860
<u><i>Pool</i></u>							
Pool/Hot Tub	\$50,000	20	3	\$3,311	\$1,170	\$2,141	\$2,500
Heaters/Pumps	\$10,000	8	5	\$3,680	\$0	\$3,680	\$1,250
Furniture	\$2,500	10	7	\$718	\$0	\$718	\$250
<u><i>Laundry/Mailroom</i></u>							
	\$12,000	10	1	\$1,200	\$0	\$1,200	\$1,200
<u><i>Clubhouse</i></u>							
	\$66,000	25	5	\$15,948	\$0	\$15,948	\$2,640
<u><i>Large Equipment</i></u>							
Maintenance	\$40,000	15	3	\$1,340	\$0	\$1,340	\$2,700
Office	\$1,500	4	2	\$1,609	\$0	\$1,609	\$375
<u><i>Contingency</i></u>							
	\$50,000	10		\$4,687	\$504	\$4,183	\$5,000
Totals	\$1,854,500			\$914,425	\$109,634	\$804,791	\$104,525
Interest Income							(\$20,000)
Amount To Be Saved 2009-2010 Budget Year							\$84,525
Actual Savings for 2009-2010 in Budget							\$84,525
Total in Reserve Account as of 8/31/09:	\$804,425						

CANYON CLUB CONDOMINIUMS
 BUDGET COMPARISON
 OPERATING FUND
 September, 2010

	(2008-2009 A I BUDGET	2009-2010 BUDGET	2010-2011 BUDGET
REVENUE			
ASSESSMENT REVENUE			
41100 Assessments	426,446	434,975	448,024
41101 Reserve Revenue Frm Budg	70,085	84,525	85,324
	-		
TOTAL OPERATING ASSESS	356,361	350,450	362,700
OTHER OPERATING REVENUE			
41165 AT&T Wireless - Income	20,700	20,700	20,700
41180 Late Charges	3,000	1,500	2,000
41200 Late Interest	1,800	1,000	1,000
41220 Fines & Violations	300	100	100
41260 Security	50	500	200
41280 Collection/NSF Fees	10,000	-	-
41300 Laundry Income	1,500	3,500	3,000
41335 Income - Clubhouse	300	750	1,000
41910 Miscellaneous Income		200	-
	-		
TOTAL OTHER OPERATING REVENUE	37,650	28,250	28,000
	-		
TOTAL OPERATING REVENUE	394,011	378,700	390,700
EXPENSES			
BUILDING			
51025 Building Maintenance	5,000	9,000	9,000
51340 Sewer	2,000	1,000	5,500
51200 Roof	3,500	3,500	500
51240 Gutters	2,000	1,000	1,000
51440 Cleaning	1,000	1,000	1,000
51460 Pest Control	1,200	1,500	1,500
51470 Tools/Equipment	-	500	500
TOTAL BUILDING	16,200	17,500	19,000
EQUIPMENT SYSTEMS			
61050 Fire Extinguisher Inspec	50	100	100
	-		
TOTAL EQUIPMENT SYSTEMS	50	100	100
RECREATION FACILITIES			
61560 Pool/Hot Tub Supplies	750	1,000	1,000
61600 Pool/Hot Tub Equipment	500	2,000	2,000
61620 Hot Tub	500	-	-
61660 Recreation Equipment	500	500	500
	-		
TOTAL REC FACILITIES	2,250	3,500	3,500
GROUNDS			
71020 Landscape-Contr	14,000	16,000	16,000
71040 Landscape-Other	6,171	5,000	5,000
71056 Concrete & Asphalt	3,000	2,000	2,000
71060 Fence	300	300	300

71100 Sprinklers	500	500	500
71120 Snow Removal	2,500	2,500	2,500
71205 SECURITY	1,500	400	700
71210 Vehicle	500	800	800
71211 Vehicle - Gas/Mileage	2,000	1,000	1,000
71215 Equipment - Repair	750	500	500
71216 Equipment Rental	500	500	500
71220 Grounds Equipment	500	1,000	500
-	-	-	-
TOTAL GROUNDS	32,221	30,500	30,200
UTILITIES			
81020 Gas/Electric	30,000	31,000	38,000
81040 Water/Sewer	35,000	35,000	35,000
81080 Storm Drains	11,000	11,000	11,000
81100 Trash Removal & Recycle	12,000	12,000	12,000
-	-	-	-
TOTAL UTILITIES	88,000	89,000	96,000
RENTAL EXPENSE			
-	-	-	-
TOTAL RENTAL EXPENSE	-	-	-
DEPRECIATION			
TOTAL DEPRECIATION	-	-	-
ADMINISTRATIVE EXPENSES			
91020 Management - Accounting	9,300	9,300	9,300
91021 LCM - Office Supplies/Printing	2,200	2,200	2,200
91022 LCM - Other Admin.	2,000	2,000	2,000
91040 Legal	8,000	5,000	5,000
91080 Audit/Review & Tax Prep	1,800	1,800	1,800
91100 Insurance	52,500	31,000	35,000
91102 Insurance - Deductible	6,000	6,000	6,000
91220 Salaries	120,000	126,500	126,500
91235 Payroll Taxes	14,500	14,000	14,000
91265 Payroll Insurance WC	5,640	6,000	6,000
91270 Payroll Processing	1,500	1,700	1,900
91275 Payroll DOT	200	200	-
91345 Uniforms/Mats	1,000	1,800	1,500
91350 Contract Labor - Other	1,000	1,000	1,000
91355 Contract Labor - Pool	1,000	1,000	1,200
91400 Telephone/Pagers/Answer S	5,500	5,000	5,000
91407 Computer	250	500	500
91410 Copiers	2,800	3,000	3,000
91420 Office Supplies & Exp	1,500	1,500	1,500
91440 Dues/Ed/Subscrip	600	600	600
91460 Holiday/Events	1,500	1,500	1,500
91480 Recrdng/Filing/Lic/Permit Fe	500	500	400
91560 Income Taxes	4,000	4,000	4,000
91580 Income Taxes-State	2,000	2,000	2,000
91620 Bad Debt	10,000	10,000	10,000
-	-	-	-
TOTAL ADMIN EXPENSES	255,290	238,100	241,900
-	-	-	-
TOTAL EXPENSES	394,011	378,700	390,700
-	-	-	-
NET PROFIT / (LOSS)	-	-	-
=	-	-	-

Maintenance Report – Sept. 21st, 2010 – Adam Blake, Maintenance Superintendent

Despite the beautiful weather, we find ourselves preparing for the seasonal changes that bring falling leaves and snow. The pool is now closed for the season, and soon we will be moving the deck furniture in for the winter. We have also been working to ensure our equipment is ready for the snow removal season. You may have noticed postings asking for assistance with snow removal. If you wish to help or know someone who does, please contact Adam to provide contact information. The Maintenance Department keeps a list and calls those on the list as demand requires. If you are unreachable or unable to help at that time we understand. Snow removal help does get paid, and participants must be at least 18 years of age.

In recent weeks we have also been working on some other big projects such as:

- The mulch removal/new rock install project is in progress, and will continue for a few more weeks. In the spring we will be planting some new shrubs to “fill-in” some of these newly revived beds and hope to really freshen up the appearance of the property.
- We have also had some patios and sidewalk mud jacked to correct issues with drainage and trip-hazards. Many of these patios had been “in-waiting” for some time now.
- Several areas of fence have been repaired and replaced. We also replaced some of the steel support posts for the fence in carport areas. Please be aware when parking and do not make contact with the fence.
- Hornets and wasps have been abundant this year and have kept us busy with spraying and nest removal.
- Several carpentry projects have been completed including; to repair areas where bee hives were removed earlier in the season, replacing broken or rotted siding and trim, re-insulating problematic areas which consistently were freezing in the winter, and general building maintenance.
- New pet stations have been added to a few courtyards which were in need.
- Replacement and addition of equipment in the hot tub mechanicals to better maintain the chemicals, temperature, and balance of the hot tub. (Just a reminder the hot tub stays open all year)
- Carports are being blown out by the grounds keeping contractor. These are being done 2 per week, for the 5 weeks of September. Maintenance will be doing a thorough cleanup of these areas after the leaves are done falling.

As we move into cooler weather I encourage everyone to review the “Storm Parking Procedures”, and prepare your home for winter. Some things to think about are:

- Hoses and outside water hook-ups. **These must be winterized.** Damage caused by non-winterization is the responsibility of the homeowner.
- Furnace “check-ups”. If you need an HVAC tech, contact maintenance for information. Beware the “flyer specials” and scare tactics. Don’t forget to change your filter, I recommend every 1-3 months.
- Insulation – something to think about, a tax credit is being offered on energy efficiency through December 31st. Contact Adam with Maintenance with questions.

If you notice something that needs our attention, or have concerns or questions, please do not hesitate to contact us at the Maintenance Office. Our phone number is 303-757-3426 or email to adammaintenance@ymail.com.

Architectural and Landscape Committee Report

September 2010

Two requests for satellite dishes were approved since the last meeting for units 60 and 130.

I would like to remind everyone that any changes to the exterior of the units should be submitted for review prior to the work being done on the designated forms which are available from the office. These are to be approved as meeting the guidelines and also allow maintenance to assist in the specifications if needed.

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