

**January 18, 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 November 2010 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**
  - a. Cintas contract
  
- VIII. Adjournment**

**Canyon Club Homeowner's Association  
Board Meeting  
November 16, 2010**

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 7:02 pm by President, Lofton Petty.  
Introductions were made by attendees and the BOARD.

**Approval of September 2010 Minutes**

Minutes from the September 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 September 21, 2010 Board Meeting.

**Reports**

**Presidents Report – Lofton Petty**

It has been a quiet couple of months and not much to report. One unit that was on our aging report for over two years has sold. We will be collecting on the super lien for the past six months and future payments. New lending guidelines have changed for condominium communities regarding FHA loans. It is now required that each community get certified that they meet the required guidelines. These certifications are good for two years, meaning that we do not have to qualify every time some one applies for FHA funding. The Board is looking into what it requires to get this certification

**Budget Report – Sandy Redman**

This month's income is \$29,282 and expenses are \$52,441. We overspent this month to pay our insurance in full, so that we can save \$750 in finance charges. Dues will increase in December to avoid confusion at the end of the assessment, which will end in November.

**Committee Reports**

**Architectural/Landscape by Corrine Hatlen**

Three architectural requests were approved since the last board meeting. These include a railing for #62, new door for #76 and a wheelchair ramp for #88. Corrine thanked Adam and Robert for their work on replacing weed barriers and rocks that has been completed around the complex. The board thanked Corrine for performing bi-monthly walkabouts.

**Maintenance – Susan Schubert for Adam Blake**

Maintenance continues to prepare for the winter weather by winterizing areas, using the few remaining nice days we have had to wrap up some projects, and bracing for the inevitable snow. Ground Masters has been coming through

about every 2 weeks to do property cleanups, with the Maintenance staff cleaning up leaves along streets and parking between visits.

An electrical meter panel had pulled loose from its mounts on one building and has been re-secured. This project required coordinating with Xcel to terminate power for a brief time. Adam thanked those residents affected for their patience during this process. The meter box has been repaired and is now mounted securely.

Adam reminded people of the following: to use pet stations and report, in writing, any one who does not use them; please winterize your unit by disconnecting all hoses; owners/residents will now be limited to storing items in a 3x4 foot area in only one storage room - items will be removed after November 30<sup>th</sup> if not labeled with the name, unit number and last date of review (at minimum, annually); an energy tax credit of 30% (maximum credit of \$1,500) of an upgrade to new windows, insulation, weather sealing etc. is available through the end of the year.

### **Old Business**

None

### **New Business**

LCM recommended that Canyon Club get FHA certified and Attorney Rich Johnston sent the board a packet. If CCC is certified as a group, individual buyers do not have to do the work. At a cost of \$2,500, the board will consider it a service to help units sell faster and easier. The general consensus among the board and attendees was that any advantage Canyon Club can have over other HOA's will be a good thing, since the market is doing so poorly at the moment.

Some attendees were concerned with possibly having new owners with poor credit if CCC becomes FHA certified. Board member Jeff Sterkel stated that everyone wants to be part of an FHA because it's the up-and-coming loan of the future. It basically protects the unit if it goes into foreclosure.

It was motioned, seconded and approved to move forward with FHA certification. Jeff Sterkel will be in charge of the process.

### **General Discussion**

Upon asking Carol Geoffrey was provided with clarification on the architectural alteration approval process. Carol also asked about the possibility of using one of her two units as a short-term executive rental. Sandy Redman stated that this question has been brought up before, but it wasn't approved because of Bylaws & Declarations. It was made clear that a 6-month lease is required, per the Bylaws & Declarations, but what happens between a landlord and their tenant is out of the board's control.

**Lofton adjourned the meeting at 7:45 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

### January 18, 2011

Another year has passed and a new one is here. I hope everyone enjoyed the holidays. I would like to say "Thank You" to Susan Schubert and everyone who helped with the Holiday potluck it was again a big success and enjoyed by all who attended. You may have also noticed the big screen TV in the clubhouse. I want to say "Thank You" to Jeff and Chris Sterkel who donated the TV and a Satellite dish and to Sandy Redmond who donated a DVD player. To use the Satellite dish, which has not yet been installed, you would need to bring your receiver in and connect it to the dish and TV. Note the dish will only work with Direct TV receivers. This is a big plus for those who rent the clubhouse.

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, we ask that you please wear proper shoes for your own safety and use the handrails when on the steps.

As was discussed at the last meeting we are working on certifying Canyon Club with the FHA lending to make it easier for those applying for FHA funding. Fay, Mike from LCM and Jeff completed the application and it was mailed to the local office for processing. This may take some time before it is processed, but so far the only thing it has cost us is a little in attorney fees conferring with Rich Johnston.

Just as a reminder, the meeting on March 15, 2011 is our Annual Meeting. Please get your proxy cards in or let Fay know you will be attending, as we must have a quorum. From the Board and Staff of Canyon Club, we wish everyone a Happy, Healthy and Prosperous New Year!

Canyon Club Condominiums  
Funds Balance Sheet  
DECEMBER 31, 2010

		OPERATING	RESERVES	TOTAL
ASSETS				
CASH				
11100	Cash - Citywide Banks	113,778.21	194.27	113,972.48
11101	Cash - Debt Card	1,276.59		1,276.59
11120	Cash - Merrill Lynch MM 04030		73,359.02	73,359.02
11125	Cash - Merrill Lynch CD Accts		830,000.00	830,000.00
11150	Petty Cash	160.19		160.19
	TOTAL CASH	115,214.99	903,553.29	1,018,768.28
RESERVE TRANSFERS TO BE MADE				
11295	Due (to)/from	(57,862.99)	57,862.99	
11296	Due (To)/From Prior Years	11,499.24	(11,499.24)	
	NET CASH PER FUND	68,851.24	949,917.04	1,018,768.28
ACCOUNTS RECEIVABLE				
ASSESSMENTS RECEIVABLE				
11310	Assessments Receivable	10,244.28		10,244.28
11311	Allowance For Doubtful Acct	(18,950.00)		(18,950.00)
	NET ASSESSMENTS RECEIVABLE	(8,705.72)	0.00	(8,705.72)
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	(8,705.72)	2,953.71	(5,752.01)
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	89,262.19	952,870.75	1,042,132.93
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LIABILITIES				
CURRENT LIABILITIES				
21110	Accounts Payable	5,314.02		5,314.02

Canyon Club Condominiums  
Funds Balance Sheet  
DECEMBER 31, 2010

	OPERATING	RESERVES	TOTAL
21115	Accrued Property Taxes	750.00	750.00
21120	Pre-Paid Assessments	17,309.76	17,309.76
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>40,973.61</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>35,973.61</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	(4,986.39)	67,165.23
	<b>TOTAL EQUITY</b>	<b>53,288.57</b>	<b>952,870.75</b>
	<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>89,262.18</b>	<b>952,870.75</b>

CANYON CLUB CONDOMINIUMS

BUDGET COMPARISON

OPERATING FUND

DECEMBER 31, 2010

CURRENT PERIOD			YEAR TO DATE				ANNUAL	
ACTUAL	BUDGET	VARIANCE		ACTUAL	BUDGET	VARIANCE	BUDGET	
REVENUE								
ASSESSMENT REVENUE								
37,555	37,551	4	41100	Assessments	110,973	110,061	12	449,024
(7,110)	(7,111)	1	41101	Reserve Revenue Frm Budget	(21,331)	(21,333)	2	(85,324)
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30,445	30,440	5		TOTAL OPERATING ASSESSMENT REV	99,642	88,728	14	363,700
OTHER OPERATING REVENUE								
0	0	0	41165	AT&T Wireless - Income	0	0	0	20,700
207	167	40	41180	Late Charges	519	501	18	2,000
45	84	(39)	41200	Late Interest	159	252	(93)	1,000
0	9	(9)	41220	Fines & Violations	0	27	(27)	100
10	0	10	41260	Key Fees	20	0	20	0
51	17	34	41280	Collection/NSF Fees	185	51	134	200
0	250	(250)	41300	Laundry Income	221	750	(529)	3,000
50	84	(34)	41335	Income - Clubhouse	150	252	(102)	1,000
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353	611	(248)		TOTAL OTHER OPERATING REVENUE	1,254	1,833	(580)	28,000
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30,808	31,051	(243)		TOTAL OPERATING REVENUE	99,996	90,561	(9,435)	390,700
EXPENSES								
BUILDING								
872	750	(122)	51025	Building Maintenance	1,752	2,250	(498)	9,000
0	42	42	51200	Roof	0	126	126	500
0	84	84	51240	Gutters	0	252	252	1,000
43	459	(416)	51340	Sewer	43	1,377	(1,334)	5,500
0	84	84	51440	Cleaning	0	252	252	1,000
84	125	(41)	51460	Pest Control	252	375	(123)	1,500
0	42	42	51470	Tools/Equipment	(94)	126	220	500
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999	1,536	(537)		TOTAL BUILDING	1,953	4,758	(2,805)	19,000
EQUIPMENT SYSTEMS								
0	0	0	61050	Fire Extinguisher Inspec	0	100	100	100
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0	0	0		TOTAL EQUIPMENT SYSTEMS	0	100	100	100
RECREATION FACILITIES								
0	0	0	61560	Pool/ Hot Tub Supplies	147	200	53	1,000
5	0	5	61580	Pool/ Hot Tub-Equipment	5	0	(5)	0
0	0	0	61600	Pool	0	0	0	2,000
0	42	42	61660	Recreation Equipment	0	126	126	500

CANYON CLUB CONDOMINIUMS

BUDGET COMPARISON

OPERATING FUND

DECEMBER 31, 2010

CURRENT PERIOD			YEAR TO DATE					ANNUAL
ACTUAL	BUDGET	VARIANCE			ACTUAL	BUDGET	VARIANCE	BUDGET
5	42	37		TOTAL REC FACILITIES	152	326	174	3,500
GROUNDS								
0	0	0	71020	Landscape Contr	3,388	4,000	612	16,000
0	0	0	71040	Landscape-Other	583	1,250	667	5,000
0	167	167	71056	Concrete & Asphalt	0	501	501	2,000
0	100	100	71060	Fence	0	200	200	300
0	0	0	71100	Sprinklers	0	0	0	500
0	500	500	71120	Snow Removal	0	1,500	1,500	2,500
0	50	50	71205	Security	(301)	150	451	600
0	67	67	71210	Vehicle	6	201	195	800
0	84	84	71211	Vehicle - Gas/Mileage	59	252	193	1,000
75	0	(75)	71212	Equipment - Gas	219	0	(219)	0
0	42	42	71215	Equipment-Repair	40	126	86	500
0	42	42	71216	Equipment Rental	134	126	(8)	500
(417)	42	459	71220	Grounds Equipment	(417)	126	543	500
(342)	1,094	1,436		TOTAL GROUNDS	3,712	8,432	4,720	30,200
UTILITIES								
2,414	2,830	416	81020	Gas/Electric	6,791	9,257	2,466	38,000
1,358	2,917	1,059	81040	Water/Sewer	7,927	8,751	624	35,000
0	0	0	81080	Storm Drains	0	0	0	11,000
1,030	1,000	(30)	81100	Trash Removal & Recycle	3,171	3,000	(171)	12,000
5,302	6,747	1,445		TOTAL UTILITIES	17,888	21,008	3,120	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	2,325	2,325	0	9,300
308	184	(124)	91021	Office Supplies/Printing-Actng	1,048	552	(496)	2,200
913	167	(751)	91022	Other Admin - Accounting	918	501	(417)	2,000
316	417	102	91040	Legal	569	1,251	682	5,000
0	0	0	91080	Audit/Review & Tax Prep	0	0	0	1,800
0	772	772	91100	Insurance	27,280	28,052	772	35,000
0	500	500	91102	Ins-Deductible/Claims	0	1,500	1,500	6,000
13,135	10,542	(2,613)	91220	Salaries	30,700	31,625	925	126,500
1,813	1,167	149	91235	Payroll Taxes	2,385	3,501	1,116	14,000



CANYON CLUB CONDOMINIUMS

BUDGET COMPARISON

OPERATING FUND

DECEMBER 31, 2010

CURRENT PERIOD				YEAR TO DATE			ANNUAL	
ACTUAL	BUDGET	VARIANCE		ACTUAL	BUDGET	VARIANCE	BUDGET	
537	500	(37)	91265	Payroll Insurance Workers Comp	1,074	1,500	426	6,000
131	159	28	91270	Payroll Processing	405	477	72	1,900
207	125	(82)	91345	Uniforms	661	375	(286)	1,500
0	84	84	91350	Contract Labor	960	252	(708)	1,000
0	0	0	91355	Contract Labor - Pool	0	0	0	1,200
432	417	(15)	91400	Telephone/Pagers/Answer Svc	1,384	1,251	(133)	5,000
0	42	42	91407	Computer	0	126	126	500
182	250	68	91410	Copiers	546	750	204	3,000
0	125	125	91420	Office Supplies & Exp	319	375	56	1,500
0	50	50	91440	Dues/Ed/Subscrip	30	150	120	600
572	0	(572)	91460	Holiday/Events	672	700	28	1,400
0	0	0	91480	Recrdng/Filing/Lic/Permit Fees	0	0	0	400
0	0	0	91560	Income Taxes	0	0	0	4,000
0	0	0	91580	Income Taxes-State	0	0	0	2,000
0	0	0	91620	Bad Debt	0	0	0	10,000
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18,700	16,276	(2,424)		TOTAL ADMIN EXPENSES	71,277	75,264	3,987	241,800
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24,664	25,745	1,081		TOTAL EXPENSES	94,982	109,888	14,906	390,600
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6,144	5,306	838		NET PROFIT / (LOSS)	(4,986)	(19,327)	14,341	100
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**DRAFT Long Term Reserve Plan for the Fiscal Year 2010-2011  
Funds Available October 1, 2010 as of 1/18/2011**

<b>Item</b>	<b>Replace\$</b>	<b># Years Useful Life</b>	<b>#Years Expended</b>	<b>Total \$ Accumulated</b>	<b>Current Year Expenses</b>	<b>Total Current Accumulated Balance</b>	<b>Required Annual Reserve</b>
<u>Buildings</u>							
Roofs - All	\$900,000	25	20	\$572,289	\$0	\$572,289	\$36,000
Painting	\$175,000	10	7	\$123,434	\$0	\$123,434	\$17,500
Siding/Prepntg repairs	\$50,000	10	7	\$30,136	\$0	\$30,136	\$7,054
Stairways	\$150,000	40	2	(\$62,406)	\$0	(\$62,406)	\$3,750
Gutters	\$20,000	20		\$3,000	\$0	\$3,000	\$1,000
HVAC	\$30,000	15	5	\$5,244	\$0	\$5,244	\$2,000
Electrical	\$15,000	35		\$8,120	\$0	\$8,120	\$430
Carports	\$100,000	40		\$2,500	\$0	\$2,500	\$2,500
<u>Grounds</u>							
Fences	\$100,000	30	18	\$56,830	\$0	\$56,830	\$3,333
Asphalt	\$60,000	10		\$18,638	\$0	\$18,638	\$6,000
Landscaping	\$35,000	15		(\$10,996)	\$0	(\$10,996)	\$2,333
Concrete	\$45,000	5		\$16,711	\$0	\$16,711	\$9,000
Sprinkler System	\$12,500	35		\$6,171	\$0	\$6,171	\$350
Sewer System	\$30,000	20		\$8,299	\$0	\$8,299	\$1,500
<u>Pool</u>							
Pool/Hot Tub	\$50,000	20	3	\$4,641	\$0	\$4,641	\$2,500
Heaters/Pumps	\$10,000	8		\$3,680	\$0	\$3,680	\$1,250
Furniture	\$2,500	10	7	\$718	\$0	\$718	\$250
<u>Laundry/Mailroom</u>							
	\$12,000	10	1	\$2,400	\$0	\$2,400	\$1,200
	\$66,000	25	5	\$15,948	\$0	\$15,948	\$2,640
<u>Large Equipment</u>							
Maintenance	\$40,000	15		\$4,040	\$0	\$4,040	\$2,700
Office	\$1,500	4		\$1,984	\$0	\$1,984	\$375
<u>Contingency</u>							
	\$50,000	10		\$7,313		\$7,313	\$5,000
<b>Totals</b>	<b>\$1,954,500</b>			<b>\$892,096</b>	<b>\$0</b>	<b>\$892,096</b>	<b>\$108,665</b>
<b>Interest Income</b>							<b>(\$20,000)</b>
<b>Amount To Be Saved 2009-2010 Budget Year</b>							<b>\$88,665</b>
<b>Actual Savings for 2009-2010 in Budget</b>							<b>\$84,525</b>
<b>Total in Reserve Account as of 10/1/10:</b>	<b>\$892,096</b>						

**Architectural and Landscape Committee Report  
January 2011**

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.

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 – January 17<sup>th</sup>, 2011 – Adam Blake, Maintenance Superintendent

Finally we have snow! This is a blessing because we are in great need of the moisture, but snow is always a grind for the Maintenance staff and shoveling volunteers. I would like to thank those residents who have assisted us with snow so far this year. Chris Guiver, Mark Olson, Kurt Rappel, and Ronnie Villanueva all deserve a pat on the back for stepping up and bearing the cold with us when needed. I would also like to thank Robert for all the dedication and help everyday.

Much has happened over the holiday season. At the clubhouse we have had some repairs done, and some are still in progress. The heat unit for the game room required a new blower fan which was replaced by A&A Mechanical. Robert and I are currently working through replacing all the switch and outlet receptacles as well. Many of them had broken or were shorting when used which posed a risk for potential fire and personal shock. This isn't surprising as nearly all of them have had decades of service. Some switches are being changed to energy efficient units which shut off the lights in unoccupied areas as we have found lights left on nearly everyday 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.

We continue to have many issues of residents being disrespectful to the common areas of the property. Many pet owners are not cleaning up after their pets. I plead that if you witness someone not cleaning up after their pets, or letting their pet run freely, ***please report the incident!*** We cannot enforce any of the policies without reports on witnessed accounts. We have also seen a lot of cigarette butts, litter, and various other trash being left about. With so many dumpsters and pet stations throughout the property, there is no reason things should not be put in their place. We have also had 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.

We are also seeing lots of issues where residents are either not getting their household trash into the dumpsters, or they (or their contractors) are filling the dumpsters with construction/demolition materials which does not leave room for residential household trash. I would like to remind 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. Such items will be charged additional yardage with the minimum being a 1 yard additional charge. This means even a small bag of trash will be charged as one yard. We have had many residents leaving bags of trash on the ground outside of nearly empty (or sometimes completely empty) dumpsters. This is unacceptable. We do check the contents of these bags 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.

I also wanted to take a minute to remind everyone that the emergency line is for emergencies, and not for day-to-day issues (such as porch light replacements). Unless otherwise instructed by a member of the maintenance staff for a specific situation, please only use the emergency line for emergencies. We have received many calls at all hours for simple, non-emergency issues. Imagine being woke up at midnight to find out the issue is simply a light that is out, or that a pet station is out of bags.

I do want to thank all those residents who are helping out around the community and keeping us informed by being our eyes and ears while we are away. I would also like to encourage everyone to participate in the upcoming "Architectural WalkAbout" which is scheduled for Saturday, January 29<sup>th</sup>. Notices will be posted to announce details.

As always, if you have any questions or comments please do not hesitate to contact the Maintenance Office. We can be reached via email at "[adammaintenance@ymail.com](mailto:adammaintenance@ymail.com)" or by phone at: 303-757-3426.