

**ROCKY MOUNTAIN VILLAGE ESTATES
BOARD OF DIRECTORS MEETING
MINUTES OF MEETING
MARCH 15, 2023**

A regular meeting of Rocky Mountain Village Estates Board of Directors was held on Wednesday March 15, 2023, at the Bergen Park Church located at 31919 Rocky Village Drive in Evergreen, Colorado. Access to the meeting was also available electronically via Zoom teleconference for those members wishing to sign-on virtually. The meeting address of record is the office of KC & Associates, LLC, 10106 W San Juan Way, Suite 210 in Littleton, Colorado.

- I. **Call to Order, Roll Call:** The meeting was called to order at 2:02 PM by President Pete MacKay. Directors in attendance: Pete MacKay, Brian Vitello, Gerda Ceremsak, and Marlin Ekiss. Directors absent and excused: None. Homeowners: Jeanne Dreksler, Walter Weiss, Charles Carcano, Vernon Rider, Greg and Janis Dufford, Lisa Turturici, Andy Johnson, Helena Roberts, Darlene Higdon, Ann Redwine, Ron Pieffer, Donna and Robert Frantz, Maureen McDevitt, Maureen Brooks, Vaunie Jean Hensley, Terri Tucker, Joan Kindt, Helen Oltmans, Mary Ann Evans, Mary Adamowski, Linda Kirkpatrick, Marcia Jones, and Gaynel Loufek. Others in attendance: Brac Bufford, Facilities Manager and Brittany Bazan, Community Association Manager, of KC & Associates LLC.
- II. **Determination of Quorum:** Director Ceremsak noted that a quorum of the Board was present necessary to conduct the business of the Association.
- III. **Changes to the Agenda:** No changes to report.
- IV. **Secretary's Report:**
 - A. Motion to waive the reading of the 2023 Budget Meeting Minutes from December 8, 2022, and approve as written made by Director Ceremsak and 2nd by Director Vitello. All in favor with no objection.
 - B. Motion to waive the reading of the November 17, 2022 minutes, and approve as written made by Director Ceremsak and 2nd by Director Vitello. All in favor with no objection.
- V. **Treasurer's Report:** Director Ekiss presented a Treasurer's Report on the financial affairs of the community. As of February 28, 2023, the operating account had \$28,488 and the reserve account had \$545,781. The total operating expenses for February totaled \$66,058 which was approximately 2.27% over the projected operating budget. Operating expenses over the budgeted totals was caused by the HOA insurance renewal, which reflected an increase. Total year-to-date operating expenses through February totaled \$128,177 which is 0.78% under the operating budget of \$129,187.
- VI. **President's Report:** See attached report.

VII. **Unfinished Business –**

A. None

VIII. **New Business**

A. **Guest Suite Policy:** The guest suite policy was revised and read to the membership attending the meeting. A motion to approve the re-written guest suite policy made by Director Ceremsak, second by Director Ekiss. Motion passed unanimously without opposition.

IX. **Introduction of Guests/Open Forum:** -- No items were brought before the board.

X. **Miscellaneous Discussion Items/Announcements**

A. The next meeting will be held on May 17, 2023, via Zoom and in person at Bergen Park Church beginning at 2:00 PM.

XI. **Adjournment** – There being no further business to come before the Board, upon motion made, seconded, and unanimously carried, the meeting adjourned at 2:32 PM.

Submitted by,
Brittany Bazan
Community Association Manager

THE FOREGOING ARE THE TRUE AND CORRECT MINUTES OF THE MEETING HELD ON THE DATE STATED ABOVE AND WERE APPROVED BY THE BOARD ON THIS 17th DAY OF MAY 2023.

ATTEST:

Gerda P. Ceremsak Secretary

Brac Burford, Rocky Mountain Village Estates

From: Gerda Ceremsak <ceremsak@gmail.com>
Sent: Wednesday, March 15, 2023 9:25 PM
To: RMVE2@comcast.net

HIGHLIGHTS of the RMVE Board Meeting on March 15, 2023

We need an update of the Reserve Fund study.

Revised regulations for the Guest Suites will be presented at the Board Mtg. later today.

Testing of the security cameras was done on Monday p.m.

Another letter sent regarding a covenant violation.

Call County Commissioners re tarp situation.

Reinstate requirement of insurance policies on file needed for every condo.

Small adjustment of February budget needed.

Reminder: Remodels need approval prior to starting.

Gerda P. Ceremsak

Brac Burford, Rocky Mountain Village Estates

From: Gerda Ceremsak <ceremsak@gmail.com>
Sent: Wednesday, March 22, 2023 7:54 PM
To: RMVE2@comcast.net
Cc: Pete MacKay

Highlights of Board Meeting on March 22, 2023

Marlin will look into finding new benches for outside Genesee's entrance.

Extensive discussion regarding both exercise rooms. Some machines need to be removed. Waivers are needed to be signed by everyone who uses these rooms. Using equipment is at your own risk.

Rules and regulations need to be revised for all common areas -- especially concerning the ages of unaccompanied children in these areas.

There was discussion concerning the revised regulations for our suite rentals. The Board will enforce the new rules starting on April 1, 2023.

An appointment will be made concerning a minimal reserve fund survey.

Genesee elevator needs some major repair. Otis Elevator Co. will be asked for an estimate.

March and April financial statements are needed a week before May Board meeting.

Please be advised that your RMVE Homeowner dues are expected on the first of the month -- with a grace period extended until the tenth of the month. After the tenth, fines will be charged for unpaid dues.

Gerda P. Ceremsak

Brac Burford, Rocky Mountain Village Estates

From: Gerda Ceremsak <ceremsak@gmail.com>
Sent: Wednesday, March 29, 2023 10:21 PM
To: RMVE2@comcast.net
Cc: Pete MacKay
Subject: Board meeting on March 29, 2023

HIGHLIGHTS OF WORKING BOARD MEETING ON MARCH 29, 2023

Brittany and Brac are not available after working hours. Do not call them.

Discussion re failing boiler for Bergen Building. It was agreed to purchase a new one.

Will discuss next week whether to reinvest some of our money in the Reserve Fund.

Exercise rooms will need revised Rules and Regulations. **Waivers will be needed from all who use the machines.**

Subjects discussed: landscaping, window washing, screens, new benches for Genesee.

Every owner of a condo will need to provide a copy of their insurance policy to Brac.

Some discussion re Lot 2B. No decisions made.

PLEASE BE ADVISED THAT YOUR RMVE HOMEOWNER DUES ARE EXPECTED ON THE FIRST OF EACH MONTH. AFTER THE TENTH OF THE MONTH (GRACE PERIOD), FINES WILL BE CHARGED FOR UNPAID DUES.

Gerda P. Ceremsak

Brac Burford, Rocky Mountain Village Estates

From: Gerda Ceremsak <ceremsak@gmail.com>
Sent: Thursday, April 6, 2023 2:00 PM
To: RMVE2@comcast.net
Cc: Pete MacKay; Donna Frantz
Subject: BD. Meeting

Highlights of Working Board Meeting - 4/5/23

RMVE web site is up and working. Arts and Crafts, Buy and Sell, Condo Buy and Sell. Pls. visit Ponderosa is still helping with our fireplace problems. Exercise Room has revised regulations. There are 4 lease permits still available. New boiler is being installed in Bergen building. Landscaping decisions will be made next week. Large tree in front of Genesee needs to be removed. Decision made to invest \$200,000 from Reserve Fund. Gutters need to be cleaned. Discussion re our camera surveillance efficiency. May 17th will be our next Board Meeting.

Visitors welcomed to attend working Board meetings for more details. Wednesdays --10 a.m.

Gerda P. Ceremsak

Highlights of Working Board Meeting -- 4/12/2023

Fire mitigation meeting attended -- checking to see if Federal funds would be available to us.

Landscaping group expect proposal on Friday/Monday for work in certain areas. Large blue spruce needs to be removed. Brac to get bids re stump removal.

Rules for exercise rooms to be sent out via e-mail and cubbie notes.

Some guest suite reservations are subject to Board approval.

Instructions will be put in elevators re emergency actions.

Reinvest \$150,000 of reserve fund money.

Brac is getting proposals re gutter cleaning and window washing.

Permission needed if you are planning any renovations.

Gerda P. Ceremack

Highlights of Working Bd. Mtg. April 19, 2023

Discussion re landscaping estimate -- proposal approved.

Fire mitigation meeting on 23rd. Brian will attend.

Discussion re lag time of 911 call and fire dept. arriving.

Brittany will check of the distribution of welcome packets to new owners.

Tree in front of Genesee will be removed next week.

Contractor company Transblue will walk through woodworking and craft rooms and give estimate.

Does Comcast have a new representative for Community Bulk Accounts?

We reviewed activity on our security cameras.

Gutter cleaning will begin in July.

Brac is getting bids on window cleaning.

Brac needs insurance confirmation from ALL owners.

Bergen Park Church has confirmed Board Mtg. dates.

Please be sure our front doors are closed properly. They cannot be left open without supervision.

Gerda P. Cereusak

Highlights of Working Board Meeting -- April 26, 2023

Brian attended the mitigation meeting and reported that we need to check with our insurance to see if we could possibly keep the tree in front of Genesee.

The telephone line in Bergen is to be fixed on Thurs.

Brac will distribute a memo regarding maintenance matters.

Transblue will send an electrician to give us an estimate for the craft/woodworking rooms. We still need a permit from Jefferson County.

Brian will check with Great American Outdoors Act to see if they can help with Lot 2B.

Britany will check with Comcast re a new representative for Community Bulk Accounts.

Discussion re new Reserve Fund study. Do we need an on-site visit or just an update?

Gerda P. Ceremak

Highlights of Working Board Meeting --- May 3, 2023

Brac will reposition the rocks that are across from the dumpsters.

Tom Barnes asked for some new bike racks, He and Brac will recommend which ones will work best. The Board will vote next week.

We will be getting an estimate regarding tree trimming and fire mitigation.

Brittany needs to reschedule with Transblue for an electrician to give us an estimate for the necessary work in the craft/woodworking rooms.

Brittany will check with CDOT regarding the tarp area behind King Soopers.

Dorothy Manchette B207 will be moving to rehab and then assisted living.

REMINDER: all owners must supply condo insurance policies information to Brac.

Good News -- tree in front of Genesee will remain. PTL

Everyone must breakdown their cardboard boxes. Put in dumpster if no room in bins.

Will vote on reserve study on the 10th. Should larger gutters be added to reserve study?

All decks must be shoveled. Allowing the snow to melt can cause much damage.

Brittany will keep checking with Comcast for the name of a new rep. to help us.

Discussion regarding Community rooms in both buildings. Do we need new guidelines?

Gerda P. Ceremak

Highlights of Working Board Meeting – May 10, 2023

Keith came to the rescue and solved our hot water problem early on Saturday. He may need to correct the flu problem.

We still need an estimate for our tree trimming (Dan Williams)

There are 2 openings for renting our condos. Almost to our limit.

Pete needs to get additional papers signed regarding the easement for the Arts Center.

Linda and her purple ladies may get started soon on some landscaping projects.

The Board needs to revise our rules and regulations regarding outside people using our community rooms. Remember -- the front door must be guarded at all times when left open.

Brittany will send out a notice of our next Board Meeting (May 17th) and the agenda.

Brittany will suggest an electrician to repair the crooked lamp post outside of Bergen.

Brac has not received an answer regarding our elevators from Otis.

New bike racks for Genesee were discussed, but no decision was made.

Brittany will try to find a construction company to repair the craft/woodworking rooms. Transblue is no longer being considered.

Insurance papers still needed for some condos.

Please be advised that your HOA checks need to be received by K&C by the 10th of each month. If you pay by check, allow enough time to get it to them.

Brittany is still searching for the name of the Comcast representative for Community bulk accounts.

Gerda P. Czerwinski

Highlights of Working Board Meeting -- May 17, 2023

Lot 2B has been listed for sale by K. C. Butler

No update on G - Condo 223

Due to the flooding in the Bergen Guest suite, new flooring will be needed. A motion was made to have Carol do the repair work. A motion was made by Marlin to have the work done asap. All Board members were in favor. A floor sample was selected. Just the living room and hallway will be done. Bedroom and kitchen floors are okay.

Brittany will advise her accounting department that checks written for RMVE must be mailed at least by the next day.

Brittany will check as to the Rotary group using the Evergreen Room on a regular basis.

A waiver agreement is being developed for the exercise rooms. It must be signed to have a key issued for entrance and use. The door will be kept locked.

Brian met with the landscaping company and work should begin the first full week in June. The Purple Thumbs would love to have more people join them.

Gerda P. Ceremusak

Minutes of Working Board Meeting – 5/24/2023

Pete gave Brittany a list of questions to ask their attorney in June re condo insurance. (saves us money)

Our website needs updating re Articles of Incorporation -- Kathy Christianson KC & Associates

No decision made yet regarding new bike racks.

Drainage problem in Genesee building solved over the weekend.

Only one complaint regarding the Zoom process of our Board Meeting on May 17, 2023
Notice to be put in our cubbies regarding recycling.

We are still experiencing problems and will cancel our recycling program if ALL of us cannot obey the rules and regulations. Trash is sometimes found in the bins.

Two companies came and looked at the work necessary to correct the problems in our workshop/craft rooms. We are waiting for their estimates.

There are two condos available to be rented as of this date.

The leaning lamp post near Bergen will be repaired soon.

Brac will cut down a small tree near Carmen's garden.

Brac will try to eliminate/reduce the number of voles near our buildings. He has various things to try.

Keith is looking for ways to repair the exhaust pipes from our Bergen boilers.

We need to have a review of our reserve study -- should be every three years.

Dan Williams will give us an estimate regarding tree trimming.

There was discussion regarding EV vehicles. Allow? Charging availability?

Question was raised regarding needing to have the flu to our fireplaces cleaned.

There was no update on Lot 2B.

Next Wednesday a realtor will attend our meeting to help us decide what information the realtor needs to give to each buyer of a RMVE condo .


Gerda Ceremsak, Secretary

Brittany Bazan

From: Gerda Ceremsak <ceremsak@gmail.com>
Sent: Wednesday, May 31, 2023 10:10 PM
To: rmve2@comcast.net
Cc: Pete MacKay; Brian Vitello; Marlin Ekiss; Donna Frantz; Brittany Bazan
Subject: Minutes of Working Board Meeting -- May 31, 2023

Minutes of Working Board Meeting -- May 31, 2023

Very interesting and informative meeting with a local realtor concerning guidelines regarding information about RMVE condos.

Brac will be the point person for realtors to contact. This realtor will compose a list of pertinent information regarding rules, regulations, HOA assessments, key for mailboxes, etc. That list will be given to new owners as well as to the various realtors who sell units at RMVE.

There was discussion as to what action should be taken on weekends if an alarm goes off with only one unit being involved.

Insurance information still needed for some condos.

We are still working on a solution for Lot 2B. Everyone will be advised when a plan is suggested.

We are still waiting for estimates on repairing the woodworking/craft rooms.

There will be a show and tell on Monday (9 a.m. coffee) of the new flooring in the Bergen suite.

There will be a signup sheet from Ponderosa Co. for cleaning our fireplaces. Question? Do the flus need to be cleaned?

Waivers and keys need to be made for the workout rooms

We still have not learned the name of the representative from Comcast who handles Community Bulk Accounts.

There is no new information regarding our elevators and washing our windows.

Gerda Ceremsak, Secretary

Brittany Bazan

From: Gerda Ceremsak <ceremsak@gmail.com>
Sent: Wednesday, June 7, 2023 3:58 PM
To: rmve2@comcast.net
Cc: Pete MacKay; Brittany Bazan; Marlin Ekiss; Brian Vitello

Minutes of Working Board -- June 7, 2023

In Attendance: Pete, Brian, Marlin, Brac, Gerda, Maureen McDivitt

Question was raised -- vinyl flooring is okay as a replacement.

Sarah Miller from the Arts Center will be placing various pieces of art in our Community Rooms for us to enjoy.

The lights on our decks will need to be replaced. Brac will check into possibilities.

Carpet on first and second floors of Bergen will be cleaned. If necessary, replaced.

Pete is working on setting up procedures if alarm is going off in only one condo.

Landscaping is happening. We hope everyone will enjoy the results.

We finally have a bid for window washing. It will take place after the pine pollen is over.

Annual inspection of Bergen's elevator is on the 13th.

Gutters will get cleaned early in July.

We will have a waiver for the exercise rooms very soon.

We will have a question and answer session regarding Lot 2B soon.

Brittany Bazan

From: Gerda Ceremsak <ceremsak@gmail.com>
Sent: Wednesday, June 14, 2023 9:51 PM
To: rmve2@comcast.net
Cc: Pete MacKay; Brian Vitello; Brittany Bazan; Marlin Ekiss
Subject: Minutes of Working Board -- June 14, 2023

Minutes of Working Board -- June 14, 2023

In attendance: Pete, Brian, Marlin, Brac, Brittany, Gerda, Maureen McDevitt, Linda Dyer

Pete read about the culture of RMVE Board -- workable solutions, cordial, hard working, proud to be representing owners.

Window washing to be done on August 9th to 11th.

Pete read new proposal for our actions when the alarm goes off in only one condo and the lobby. If the alarm goes off in the hallways, 911 is to be called and we are to leave the building.

Bear Creek Construction will be repairing damaged decks.

Hodge Plumbing is recommended for plumbing problems.

Juniper roots need to be removed before the final bill is paid for landscaping work.

Brac needs to repair sprinkler heads near Genesee building.

New lights for our decks will be ordered soon.

Front doors must be watched when outside meetings are held in our Community Rooms.

If you have a plumbing problem after hours, call K and C. Depending on what the problem is, you may have to pay for the repair. If it is not an emergency issue, wait until Monday to have it fixed.

Waivers and keys for the exercise rooms will be available shortly.

Ponderosa will have a signup sheet for fireplace cleaning. Should flue be cleaned?

Brac will be on vacation from July 3rd to the 14th. Back on the 17th[

Minutes of Working Board -- June 21, 2023

In attendance: Pete, Brian, Marlin, Brac, Brittany, Gerda, Linda Dyer

Pete reported there were 6 RVs in the RTD parking lot. Please go to RTD park and ride and demand that these vehicles not be allowed to park there overnight.

In the near future we will have a pre-announced fire drill, followed by an unannounced drill. Please participate. How can those of us who cannot hear the alarm when we are in our bedrooms be helped. The former monitors DO NOT WORK.

Those who want to use the Community Rooms need to request approval from Brac (not just sign up in the book). There is a \$100 damage deposit due beforehand.

Pete has developed a new notice concerning RMVE Security. Please read carefully.

Additions/corrections to our rules and regulations can be approved by the Board.

At the next Board meeting (July 19th), waivers and keys to the exercise rooms will be available. Also new guest suite policy rules will be explained .

Hopefully our landscaping will be finished soon. Feel free to pick any weeds you see. We will all need to help keep our property looking nice.

Brac will be on vacation from July 3 -- 17th.

Gerda Crenshaw
Secretary

Brittany Bazan

From: Gerda Ceremsak <ceremsak@gmail.com>
Sent: Wednesday, June 28, 2023 9:13 PM
To: rmve2@comcast.net
Cc: Pete MacKay; Brian Vitello; Marlin Ekiss; Donna Frantz; Brittany Bazan
Subject: Minutes of Working Board -- June 28, 2023

Minutes of Working Board -- June 28, 2023

in attendance: Pete, Brian, Marlin, Brittany, Brac, Gerda, Linda Dyer, Maureen McDeevit

Pete reported there were fewer RVs in the RTD parking lot this a.m. Maybe because of our telephone calls?

Someone from Bergen Park Church wrote a letter concerning Lot 2B. The Board voted to reject the idea.

PLEASE DRIVE SAFELY AT 15 MILES OR LESS ON OUR ROAD. Children are out of school and at the Art Center.

We will have a Fire Drill after the 17th of July. Please participate so we can know how efficient it can be.

Pete is working on a revision of our rules for the Community Rooms.

Brac is waiting for an estimate for a deck repair.

Pete will give Alpine Landscaping a check today.

There are signup sheets in both lobbies to have your fireplace cleaned. Every other year is recommended.

On July 1, 2023 KC and Associates will be using a new computer system to handle our accounts with them. We are trusting on a smooth transition.

Rob Franz will be looking at what a new reserve study will look like. We need to have one done this year.

Remember: Brac will be on vacation from July 3 until the 17th.

Next Board meeting will be on July 19th at Bergen Park Church.

There will be no Working Board meeting on July 5th.