

**Eagle View Condominium Association  
P.O. Box 3396  
Estes Park, Colorado 80517-3396**

**Board of Directors Meeting Minutes  
22 May 2018**

1. The meeting was called to order at 5:58 pm.

2. Roll Call

The following Board members were present in attendance:  
Kate B, President and Treasurer and Kevin J

The following Board member was present by phone:  
Lori W, Secretary

Absent Board member:  
Teresa G

Homeowners present:

Kay H (L7)  
Melina F (D2)  
Doug B (G2)

3. Approval of Minutes

Lori W moved to approve the minutes of the February 28, 2018 meeting. It was seconded by Kevin J. It was unanimously approved.

4. Financial Report

Kate B provided the Eagle View bank balances as at 30 April 2018 and said that the annual financial reports will be available in July.

US Bank: \$35,901.37  
US Bank Reserve: \$2,000.02  
Advantage Bank Reserve: \$59,275.46

5. Old Business:

a) Actions taken since last meeting

<b>Date</b>	<b>Board approvals:</b>
03/14/18	B3 Skylight replacement
03/19/18	Remove unlicensed commercial van from parking lot (action not required)
03/23/18	Skylight maintenance H & L Buildings
03/24/18	Approve Kevin J to join the Board
04/06/18	Approve Randy R to prep and repair A, B and C buildings for painting
04/21/18	Approve Preventative Tree Spraying for aphids
04/26/18	Approve L3 windows replacement
05/14/18	Approve removal of tree and railroad tie currently restricting access to D2 parking space

b) Water valves brought to level in parking lot

Doug B had offered to assist the Board with this issue and said that he would contact the representative from the Town of Estes Park water department to locate the buried water valves.

Doug provided the Board with the following update:

- he met with a Town of Estes Park representative regarding the water valves and found that some of the valves are exposed, and he will bring up a locator to find the rest and document them,
- he will expose the valves and clean around them so that they can be accessed but will leave them just below the surface to prevent damage from snow plowing,
- he will obtain keys to the valves to be retained by the HOA,
- the water to Eagle View can be turned off from the manhole located on the south side of the L building,
- it will not be necessary to hire a contractor to do any work with the valves.

The Board is grateful to Doug for the time and effort he has spent on this issue for the benefit of Eagle View.

6. New Business:

1) Additional duties to be handled by the Accountant

Mueller Pye CPA was asked for a cost estimate to undertake the full bookkeeping duties for Eagle View, starting 1 July 2018, to include the following:

- record accounts payable and accounts receivables
- record bank deposits (assessments to be mailed to Mueller Pye Loveland office)
- assess late fees/interest/return check fees per Eagle View policy
- become signatory to Eagle View bank accounts
- record vendor invoices
- semi-monthly accounts payable processing

- print and issue bill payment checks
- download banking transactions and reconcile checking and savings accounts
- record month-end transactions
- submit monthly Accounts Receivable (assessment) reports
- prepare quarterly financial statements
- prepare annual budget and enter into Quickbooks
- Tax correspondence
- obtain vendor W-9s and prepare and print 1099s (up to 10)

Mueller Pye's monthly fee for undertaking this work is: \$290.00

Mueller Pye agreed to have two of their staff become signatories to the Eagle View bank accounts and that separation of duties would be maintained. The Mueller Pye staff are: Connie Murray (operating bank account) and Paul Mueller (reserve bank account).

**Action taken by the Board:**

The Board agreed to have Mueller Pye CPA handle all aspects of Eagle View's bookkeeping duties effective 1 July 2018 and assessment payments are to be sent directly to their office located in Loveland (full address to follow).

The Board agreed to add the following individuals as signatories to the Eagle View Bank accounts held with US Bank:

Connie Murray (US Bank operating account)

Paul Mueller (US Bank Reserve account)

2) Landscape Committee Update

The Landscape Committee is gathering information to present at the owners' meeting.

**Action taken by the Board:**

None.

3) Bookkeeping and administrative duties (Kate B)

Kate B's unit is on the market and, if it sells prior to the owners' meeting, she has offered to continue handling the Eagle View bookkeeping duties, including paying contractor invoices for work that had Board approval, preparing the FY18/19 budget and working with the Accountant during the handover of duties. She also agreed to handle administrative duties on behalf of the Board including preparing for and assisting in conducting the owners' meeting. She agreed to assist the HOA with these duties for a nominal consideration of \$25.00.

**Action taken by the Board:**

The Board agreed that if Kate B's unit were to be sold prior to the August owners' meeting, she can continue with the bookkeeping duties for Eagle View until 30 June 2018, work with the Accountant during the handover period and undertake administration duties as directed by the Board until the owners' meeting on 11 August 2018 for the nominal consideration offered.

4) Open Forum

5) Next meeting: Owners Annual Meeting on 11 August 2018, 1200 Graves Ave, Estes Park, at 10:30 am.

A motion was made by Kevin J and seconded by Lori W to adjourn the meeting at 6:35 pm.

Respectfully submitted,

Lori W  
Secretary