

MINUTES
LOWRY COMMUNITY MASTER ASSOCIATION, INC.
DIRECTORS MEETING
January 22, 2015

CALL TO ORDER: Josh Thall called the meeting to order at 6:02 p.m.

ROLL CALL: The following were present:

- Board of Directors – Josh Thall, Rob Norris, Joel Malecka, Jolene White, Dave Harlor, Mark Barela, Makala Hubbell, and Alicia Allen.
- Mary Carr, LCMA Executive Director
- Trisha K. Harris, Esq. HindmanSanchez, P.C.
- Randy Dunton, MSI, LLC

PUBLIC COMMENT:

- No members of the public were present.

ACTION ITEMS:

- Approve Board meeting minutes from November 3rd, 2014: Motion to approve the November 3rd, 2014 Board meeting minutes was made by Mark Barela and seconded by Jolene White. The motion passed unanimously.
- Review Annual Meeting Minutes from December 11, 2014. Motion to recommend owners approve the 2014 Annual Meeting Minutes at the next annual meeting was made by Rob Norris and seconded by Dave Harlor. The motion passed unanimously.

Joel Malecka arrived at 6:06 p.m.

- Sign/Approve Resolutions
 - 2015 LCMA Board Meeting Schedule (Resolution 2015-01): Motion to approve the 2015 LCMA Board Meeting Schedule (Resolution 2015-01) was made by Dave Harlor and seconded by Joel Malecka. The motion passed unanimously.
 - 2015 Annual Meeting Date (Resolution 2015-02): Motion to approve the 2015 Annual Meeting Date (Resolution 2015-02) with the annual meeting date set for Tuesday, December 8, 2015, was made by Rob Norris and seconded by Jolene White. The motion passed unanimously.
 - 2014 Audit of Financial Records (Resolution 2015-03): The Executive Committee has reviewed the engagement letter from Potts & Company and has recommended approval of it. Motion to approve the proposal from Potts & Company, P.C. for the 2014 audit (Resolution 2015-03) was made by Dave Harlor and seconded by Alicia Allen. The motion passed unanimously.
- Vacant Board Seat: There is a vacancy on the Board of Directors resulting from the resignation of Gary Duke, which position expires in December of 2015. The Board discussed two persons who have expressed interest in serving on the Board. One of them has not yet submitted his application and met with members of the Board. Mary Carr will ask him to do so, and the Board will then make a decision.

Makala Hubbell arrived at 6:21 p.m.

- Appoint Officers:
 - Motion to appoint Josh Thall as President was made by Rob Norris and was seconded by Joel Malecka. The motion passed unanimously.
 - Motion to appoint Joel Malecka as Vice President/Secretary was made by Josh Thall and seconded by Rob Norris. The motion passed unanimously.
 - Motion to appoint Dave Harlor as Treasurer was made by Joel Malecka and seconded by Josh Thall. The motion passed unanimously
- Appoint Representative to Boulevard One Master Association: The LRA wants a representative of the LCMA Board to serve on the Boulevard One Master Association. Josh Thall was appointed by the LRA last year as Vice President of the Boulevard One Master Association. Motion to designate Josh Thall as the representative for the LCMA to continue to serve on the Boulevard One Master Association Board of Directors for the coming year was made by Dave Harlor and seconded by Joeline White. The motion passed unanimously.
- Review Standing Committees and Appoint Committee Members
 - Buildings and Grounds (BAG): BAG is currently comprised of Dave Harlor, Dennis Schlacter, Chuck Woodward, Tom Berger and Matt Alcorn. Motion to keep the membership BAG same, with Dave Harlor to be Chair, was made by Josh Thall and seconded by Joel Malecka. The motion passed unanimously.
 - Communications Committee: Motion to eliminate the Communications Committee was made by Jolene White and seconded by Rob Norris. The motion passed unanimously.

Rob Norris left the meeting at 6:37 p.m.

- Events Committee: Josh Thall suggested soliciting more assistance on the Events Committee from members of the community. Motion to appoint Makala Hubbell as the Chair of the Events Committee was made by Jolene White and seconded by Josh Thall. The motion passed unanimously.
- Executive Committee: The Executive Committee has historically been comprised of the officers, and Rob Norris has continued to serve on the Executive Committee in the past. Motion to appoint Josh Thall (as Chair), Joel Malecka, Dave Harlor, Alicia Allen, and Rob Norris to the Executive Committee was made by Josh Thall and seconded by Joeline White. The motion passed unanimously.
- Approve 2015 Reserve Study Bid: BAG has reviewed bids for the 2015 reserve study from Aspen Reserve Specialties and from SBSA. BAG recommends accepting the bid from Aspen Reserve Specialties, which prepared the last reserve study. Motion to accept the bid from Aspen Reserve Specialties to prepare the 2015 reserve study was made by Josh Thall and seconded by Joel Malecka. The motion passed unanimously.
- Allocate Year-End Excess Operating Funds: Each year, the excess operating funds are usually allocated to the Reserve Fund and/or to the Capital Fund. Motion to transfer \$40,000 of the excess funds to the Capital Fund, to transfer \$20,000 of the excess funds to the Reserve Fund and to keep the balance of approximately \$20,000 of the excess funds in the operating account was made by Josh Thall and seconded by Dave Harlor. The motion passed unanimously.

COMMITTEE REPORTS:

Executive Committee:

- Approval of Year-End Financials: The Year-End Financials were not yet completed, so discussion of this was tabled until the next Board meeting.

- Alley Audit Discrepancies: Josh Thall explained that homes located on LCMA-owned alleys are assessed an Individual Purpose Assessment to fund the reserve account for alley maintenance. During a recent audit of the alley IPA, it was discovered that some homes have been charged an alley IPA in the past which should not have been. On the other hand, some homes have not been charged an alley IPA which should have been. Motion to refund current owners who have been paying alley IPAs inadvertently in the past and to start charging the alley IPA to those owners who were supposed to be charged starting with the second quarter of 2015 was made by Josh Thall and seconded by Joel Malecka. The motion passed unanimously.
- Bad Debt – 2014 – The LCMA's bad debt is currently at 3.2%, which is very good.

Buildings and Grounds Committee (BAG):

- NASA Apollo Capsule in LCMA Park: Wings Over the Rockies has an old NASA Apollo Capsule prototype it would like to place on display somewhere within Lowry, preferably in an LCMA owned park or LCMA owned open area. The museum is willing to be responsible for maintenance and liability related to it, with the LCMA granting an easement for its placement. The capsule would have to be enclosed or fenced to prevent people climbing on it or defacing it, which the Board expressed concern about. Mary Carr will respond to Wings Over the Rockies about the Board's concerns.

Events Committee:

- No report was given.

Executive Director's Report:

- CMCA Certification: Mary Carr reported that the State of Colorado has passed legislation requiring community managers to be licensed. Mary Carr is currently taking classes toward the education requirement.

OTHER BUSINESS:

- There was no other business.

NEXT MEETING:

- The next LCMA meeting is scheduled for Thursday, March 26th, 2015 at 6:00 p.m. at the Eisenhower Chapel.

ADJOURNMENT:

Motion to adjourn was made by Jolene White and seconded by Mark Barela. The meeting adjourned at 7:38 p.m.