

**CANYON VIEW HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
Minutes of February 6, 2020**

PRESENT:	Jo Darnall Joe Hawkins Beth Bascom	President Vice President Director
ALSO PRESENT:	Keith Lammey	Association Manager
ABSENT:	John Shepherd David Streeter	Secretary Treasurer Director

Owners Open Forum

- There were no non-board members present at this meeting.

Board of Director's Meeting

The meeting was called to order at 6:37 PM by Jo Darnall

New Business

Approval of Minutes

A **motion** was duly made by Joe Hawkins and seconded by Jo Darnall to approve the November 14, 2019 Board meeting minutes as prepared. **Passed.**

Association Manager Report

The Association Manager's report was distributed and discussed. The report included the December 2019 financial reports. The most significant expense variations were discussed and the number and amount of past due receivables noted. The Association Manager explained what was being done regarding the past due receivables. A **motion** was duly made by Joe Hawkins and seconded by Beth Bascom that the financial reports through December 2019 be approved as presented, subject to audit. **Passed.**

Review/Accept FYE March 31, 2019 Audit Report

The Audit Report for the fiscal year ended March 31, 2019 which was completed by Blair & Associates was review and discussed. The Association Manager explained that, 1) as shown on page one, this is a "clean audit" with on issues or concerns, 2) as shown on pages 3 and 4, the Balance Sheet and the Profit and Loss Statement verified that our internally prepared reports were correct, 3) as shown on page 5 the data shown in the Statement of Cash Flows is consistent with the Association's internally prepared financial reports and 4) the Supplemental Information on pages 10 through 13, which summarizes the Association's Reserve Fund balance and related projections of future reserve fund revenue and expenses was included as part of the Audit Report. Following a brief discussion of the report, a **motion** was duly made by Beth Bascom and seconded by Joe Hawkins to accept the Audit Report as prepared by Blair & Associates. **Passed.**

Review/Approve FYE March 31, 2021 Budget

Following a short discussion regarding the proposed budget and the fact that only three of the five board members were present at this meeting, a **motion** was duly made by Jo Darnall and seconded by Joe Hawkins to defer a vote on the draft budget until a Special Meeting of the Board of Directors to be held on February 13, 2020 at 6:30 PM. **Passed.**

Review/Approve Landscape Maintenance Contract

The Association Manager presented a draft three year contract with Baker & Associates Landscape Management, LLC. for the landscape maintenance beginning April 1, 2020 and continuing thru March 31, 2023. The contract provided for a 4% increase from the existing landscape contract; however the price would be locked in for the next three years.

Following a brief discussion of the contract and a short discussion regarding an incident involving a Baker and Associates employee and the resident of 32 Poppy Court that occurred on February 6, 2020, a **motion** was duly made by Beth Bascom and seconded by Joe Hawkins to approve the draft contract with Baker & Associates Landscape Management, LLC. *Passed.*

Confirm Annual Meeting Date

Following a brief discussion, all agreed that the planned March 12, 2020 Annual Meeting date should be retained.

Old / Other Business

Update on Moving Reserve Funds

The Association Manager explained that, as directed by the board of directors, \$150,000 of the Association's reserve fund had been invested into six \$25,000 CD's at the Bank of Colorado, Durango Branch. The CD's which will earn a 1.86% yield, will all mature on April 24, 2021.

Update on Xeriscape Conversion Concept

The Association Manager explained that, as previously directed by the board of directors, the xeriscape conversion concept would be included as an agenda item at the March 12, 2020 Annual Meeting.

BMSA Delegate Report

John Shepherd, the Canyon View Delegate to the Battlement Mesa Service Association board of directors did not attend this meeting, thus there was no BMSA Delegate Report.

Adjournment

With no further business to come before the Board, a **motion** was duly made by Beth Bascom and seconded by Jo Darnall to adjourn the meeting at 8:44 PM.