

**Lines III Condominiums Residential Owners Association**

## Board of Directors Meeting Minutes

Date: August 19, 2025

Time: 6:00 PM

Location: ZOOM

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**1. Roll Call – Board of Directors**

- a. Present: Candice Hart, Jordan Fairley
- b. Absent: Conlan McGough
- c. A quorum was established.

**2. Call to Order:** The meeting was called to order at **6:03 PM** by Laura Brown.**3. Approval of Prior Minutes:** Minutes from April 17<sup>th</sup>, 2025 Board of Directors Meeting were provided to the Board of Directors via email, however with several edits needed, minutes were not approved at this time.**4. Board of Directors – Q3 Education**

- a. The Board reviewed educational materials related to policy adoption and compliance in accordance with CCIOA. Focus was placed on the Collections Policy, which outlines procedures for managing delinquent accounts and ensuring fair treatment of all owners.
  - i. Action: Board reviewed and approved the updated Collections Policy.
  - ii. Motion: Candice Hart
  - iii. Second: Jordan Fairley
  - iv. Vote: Approved unanimously.

**5. Financial Review – YTD Financial Summary (as of July 31, 2025):**

- a. Total Income: \$347,279.59 (70% from special assessments, 12% from dues)
- b. Total Expenses: \$104,908.11
- c. Net Operating Income: \$242,371.48
- d. Cash on Hand: \$376,237.57 (includes operating and reserve funds)
- e. CD Renewal: After review, Board agreed to keep the current CD in place for 3 months.
  - i. Motion: Candice Hart
  - ii. Second: Jordan Fairley
  - iii. Vote: Approved unanimously.

**6. Seasonal Contract Review**

- a. Landscape & Irrigation: Vendor performance satisfactory. No major issues reported. Management to confirm with JT, Daly Foreman about watering schedule, particularly at night.
- b. Tree Maintenance: Several aspen trees were previously noted as dead/dying, however removal is not a priority action items at this time.

## **7. Capital Maintenance**

- a. Exterior Maintenance (Rear Decks of Aspen Building (Phase 1):
  - i. Progress continues on back decks with JMor Construction. Front walkways still pending permitting. Additional maintenance: stone, stucco, and footers (if needed).
  - ii. Work expected to take approximately 3–4 weeks for rear decks, then front walkways will be addressed.
  - iii. Samples for aluminum railings requested for final approval.
- b. Roof Replacement (Phase 2) – Three vendors have submitted proposals for review for the replacement of both buildings, including the roof overhang above stairways on Glenwood Building.
  - i. Storm Help Pro = \$124,900
  - ii. Pacific Sheet Metal = \$313k
  - iii. Western Slope Roofing = \$124,425
    1. Board discussed funding and contract requirements (50% deposit upon approval) and substantial price difference. The Board would like management to request estimate from current contractor JMor and one additional roofing contractor for comparison and approval at the following Board meeting.

## **8. Community Comment**

- a. No community comments were submitted for discussion.

## **9. Old Business**

- a. No old business discussed.

## **10. New Business**

- a. Next Board Meeting: Tentatively scheduled for **October 7<sup>th</sup>, 2025 at 6 PM via ZOOM.**
- b. Annual Ownership Meeting: Tentatively scheduled for **November 11<sup>th</sup> at 6 PM via ZOOM.**

## **11. Adjournment**

- a. Motion: Candice Hart
- b. Second: Jordan Fairley
- c. Vote: Approved unanimously
- d. Meeting Adjourned: 7:11 PM

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**Drafted by:**  
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