

PARK EAST OWNERS' ASSOCIATION

Board of Directors Meeting – Minutes

Date: September 10, 2025

Time: 6:00 PM

Location: Zoom

1. Call to Order

The meeting was called to order at 6:01 PM by Association Manager Laura Brown.

Verification of Quorum:

A quorum was confirmed with the following Board members present:

- Scott Schrieber
- Christine Zanjani pour
- Brian Maize
- Richard Malone

Absent:

- Ryan Gordan. Joined later in the meeting.

Laura welcomed attendees and confirmed that this meeting served as a follow-up to the August 26, 2025 Emergency Board Meeting.

2. Approval of Previous Meeting Minutes

Although a meeting summary was provided and meeting minutes were provided in the Chat by Management, meetings minutes were not made available to the Board in advance, so minutes will not be reviewed and approved until the following meeting.

3. Irrigation System Repairs & Replacement

Emergency Updates & Vendor Reports: Laura summarized the findings from Daly Property Services regarding the irrigation system. JT from Daly reported that the system has roughly 100 issues, 68 of which are high priority, including multiple broken sprinkler heads and a significant mainline break. Water loss of approximately 17,000 gallons per night was observed during testing.

Repair Estimates:

JT presented repair options, estimating \$5,000–\$7,000 and 5–7 days of labor to restore the system to operational condition. Long-term solutions for complete rebuild of the system could cost \$50,000–\$100,000.

Board Discussion:

- The Board discussed three primary options: abandoning the system, winterizing only, or repairing for continued use.
- JT recommended proceeding with repairs and performing system blowout/winterization to avoid additional damage.
- Scott raised concerns about overwatering and cost control; Christine emphasized the need for a functioning system going into winter.

Motions:

- **Motion:** Scott moved to approve hiring American Leak Detection and Daly Property Services to locate the mainline leak, repair broken heads, and complete system winterization with an approved budget not to exceed \$6,000.
- **Second:** Christine seconded.
- **Vote:** Motion passed unanimously.

4. Financial Review

Laura presented the Association's financials, noting that:

- The operating budget is on track with year-to-date expenses.
 - Reserve contributions have been paused temporarily due to emergency irrigation expenses.
 - Current reserves are approximately \$57,805, which can support the approved repair costs.
- The Board discussed the potential need for a future assessment or reallocation of funds if significant long-term irrigation repairs are pursued.

5. Homeowner Forum

Owners present asked questions regarding:

- The possibility of shutting down portions of the system permanently.
- Whether a master valve could be installed to prevent future excessive water loss.
- Options for rock or xeriscaping to reduce maintenance costs.

Laura will share Daly's blue map assessment with owners who were not present and will forward any additional owner questions to Daly for follow-up.

6. Board Decisions & Next Steps

- Next Board Meeting: Scheduled for **October 13, 2025 at 6:00 PM** to review and approve the 2026 budget.
- Annual Meeting: Scheduled for **November 10, 2025 at 6:30 PM** at Sopris Elementary.
- Tree Maintenance & DRC: Board directed Laura to obtain estimates for tree maintenance and to send a community-wide call for Design Review Committee volunteers.

7. Adjournment

With no further business, the meeting was adjourned at 7:19 PM.

Motion: Brian moved to adjourn; Second: Christine. Motion carried unanimously.

<u>Action Items Recap</u>		
Responsible Party	Action Item	Deadline
Daly Property Services & American Leak Detection	Perform leak detection, repair high-priority issues, and complete winterization	Prior to system blowout deadline
Laura Brown	Share blue map assessment with owners and forward questions to Daly	Ongoing
Board	Review and finalize 2026 budget for October meeting	10/13/25
Laura Brown	Solicit Design Review Committee volunteers and request tree maintenance estimates	Before budget finalization

Respectfully Submitted,

Laura K. Brown, Association Manager
Property Professionals