

Lines III Condominiums Residential Owners Association

Board of Directors Meeting Minutes (DRAFT)

October 9th, 2025

6:00 PM

ZOOM

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1. Call to Order and Roll Call: The meeting was called to order at 6:02 PM by Laura Brown, Association Manager. Directors Present: Candice Hart, Conlan McGough, and Jordan Fairley. A quorum was established.
 2. Approval of Previous Meeting Minutes: Minutes from April 17, 2025 and August 19, 2025 were reviewed.
 - a. **Motion:** Candice Hart, Second: Jordan Fairley, Vote: Unanimous approval
 3. Seasonal Maintenance Contracts:
 - a. The Board reviewed renewal proposals from Daly Property Services for Landscaping and Irrigation Services for 2026 – renewal approved with no changes to scope.
 - i. **Motion:** Candice Hart, Second: Conlan McGough, Vote: Unanimous approval
 - b. Snow Removal Contract for 2025–2026 – approved, with a clarification requested for equipment access and ice bucket placement details.
 - i. **Motion:** Candice Hart, Second: Conlan McGough, Vote: Unanimous approval
 4. Phase 1: Exterior Maintenance Update: The Manager provided a status update on Phase 1 exterior projects, including railing replacements, stucco repair, and slope/drainage corrections. Contractor coordination and owner communications remain ongoing. Final inspections pending. Manager to confirm completion with vendor. Stucco and concrete caulking between materials were noted as final items.
 - a. **Motion:** Candice Hart, Second: Conlan McGough, Vote: Unanimous approval
 5. Phase 2: Roof Replacement Project: The Board discussed upcoming Phase 2 capital work related to roof replacement. Contractor bids were reviewed and will be finalized once confirmation is received on structural and ventilation specifications. Phase 2 includes addressing stairwell and fascia areas to ensure compliance with building code requirements.
 6. Financial Review
 - a. YTD Financials: The Board reviewed year-to-date financial statements through September 30, 2025.
 - i. Balance Sheet (as of 9/30/2025)
 1. Operating = \$280,989.12
 2. Reserve = \$14,270.14

3. Edward Jones CD = \$77,239.06
 - ii. Delinquency & Collections = \$106,150 (3 Owners), which includes the \$37,500 special assessment. The Board reviewed the CCIOA requirements for a payment plan and noted a pending property funding sale.
- b. 2026 Budget Review: After reviewing projected expenses and reserve funding needs, the Board unanimously approved the 2026 Budget reflecting a modest increase in dues to maintain fiscal responsibility and continue funding the reserve account for future capital projects.
 - i. **Motion:** Conlan McGough, Second: Candice Hart, Vote: Unanimous approval
7. Community Comment: Owners discussed trash service, roof scheduling (Spring/Fall), and pet waste station maintenance. Aaron Lippold offered to volunteer to assist with pet station upkeep alongside board members to help conserve HOA funds.
8. Old Business: None reported.
9. New Business: None reported.
10. Next Board Meeting:
 - a. Scheduled for Q1 2026 (tentatively **February 10th at 6 PM** via Zoom).
 - b. Annual Ownership Meeting: Confirmed for **November 11, 2025, at 6 PM** via Zoom.
11. Adjournment: With no further business, the meeting adjourned at 7:29 PM.
 - a. **Motion:** Conlan McGough, Second: Candice Hart, Vote: Unanimous approval

Respectfully submitted,

Laura Brown, Association Manager

Property Professionals

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