

**SKYLINE CONDOMINIUM ASSOCIATION OF SILT, INC.**

**Board of Directors Meeting Minutes (Draft)  
November 3, 2025 – 4:30 PM (ZOOM)**

**Directors Present:**

- Jim Mann, Town of Silt Representative
- Tom Sabel
- Michael Bertaux

**Others Present:**

- Laura Brown, Association Manager, Property Professionals
- Janet Washburn, Homeowner

**1. Call to Order:** The meeting was called to order at **4:30 PM** by President Jim Mann.

**2. Approval of Previous Meeting Minutes:** The Board reviewed the **April 9, 2025** Board of Directors Meeting Minutes.

- **Motion:** Michael moved to approve the minutes as presented.
- **Second:** Jim.
- **Motion passed unanimously.**

**3. Management Report – Laura Brown**

**Board Education & Collection Policy Update:** Laura presented the updated **Colorado state-mandated Collection Policy**, required under HB25-1043 and CCIOA. Key updates include revised timelines, certified mail requirements, lien foreclosure restrictions, and enhanced homeowner notification standards.

- **Motion:** Michael moved to approve distribution of the updated Collection Policy to all owners.
- **Second:** Jim.
- **Motion passed unanimously.**

Laura will prepare and send the required owner letter and make the policy available online.

**4. Financial Report – 2025 YTD Financials:** Laura reviewed the YTD financial statements through **October 31, 2025**, noting:

- **Total YTD Income:** \$43,678.22
- **Total YTD Expense:** \$49,302.56
- **Net Income:** -\$5,624.34
- Major expense driver: \$16,931.50 sewer repair paid in 2025 with income from special assessment recorded in 2024.
- Expected insurance reimbursement was received.
- Laundry income remains significantly below budget and policy has not been approved by owners.
- Landscaping and snow removal tracking under budget
- No reserve transfers occurred in 2025 due to operating shortfall

Directors expressed concern regarding financial reconciliation, particularly around large sewer expenses and their placement on the balance sheet. Further accounting review will occur prior to the 2026 budget approval meeting.

## 5. 2026 Budget Proposal

Laura requested Board guidance regarding dues increases, reserve contributions, and upcoming capital needs. Discussion focused on creating three budget scenarios:

- Hold dues flat
- Increase dues to include anticipated maintenance projects
- Increase dues further to build reserves

Laura will prepare and send the proposed budgets to the Board prior to the November 17<sup>th</sup> budget meeting.

**6. Management Agreement:** Laura informed the Board that Property Professionals may no longer be the best fit due to the Association's needs. If continuing, the monthly management fee would need to increase to \$700/month with reduced meetings and inspections. The Board will evaluate options and interview alternative management companies.

## 7. Maintenance Updates & Seasonal Contracts

- **Building C Laundry Facilities / Utility Fee Adjustment:** The Board discussed the long-standing inequity in utility costs for Building C's shared laundry room. Jim will make another attempt to gain approval from Buildings A & B for an adjusted fee structure or special assessment.
- **Driveway Repair:** A driveway repair estimate of approximately **\$4,500** was reviewed. Alternative proposals were also discussed for comprehensive parking lot crack fill and seal coat (**\$17,400**). Due to limited reserves, the Board agreed the repair must be included as part of the 2026 resident vote and budget conversation.
- **Tree Maintenance:** A tree behind Building B fell in recent winds. Laura will obtain a cost estimate from a local tree company for stump removal and clean up. The Board also discussed participating in Garfield County's **Russian Olive Removal Cost Share Program** in Spring 2026.
- **Xeriscape & Water-Wise Improvements:** The Association is considering converting dead grass areas to xeriscape landscaping in 2026. CSU Extension recommendations will be reviewed as part of the planning process.
- **Snow Removal Contract:** The Board approved the 2025–2026 snow removal contract with Daly Property Services. Call-out trigger: **3 inches**, Hourly rate remains unchanged from 2024, Total 2024 season cost was approximately **\$892**. Laura will send the contract to Jim for electronic signature.
  - **Motion:** Jim moved to approve the proposed snow removal contract with Daly Property Services.
  - **Second:** Jim.
  - **Motion passed unanimously.**
- **Parking Lot Map & Enforcement**
- Resident comments about parking layout were discussed. The Board will revisit updated mapping and potential reconfiguration in 2026.
- **Exterior Maintenance – Satellite Dish Management**
- Satellite dish installations continue to create exterior damage, particularly on Building C. The Board intends to create an installation and repair policy for resident education and enforcement.

## 8. Exterior Modification Application – Unit 693

Janet Washburn presented a request for a washer-dryer hookup. The Board approved the application pending:

Final cost breakdown. Janet also confirmed interior damage to drywall with significant repairs needed. Insurance confirmation regarding interior damage responsibility. Laura will issue written approval and contact the insurance company for clarification.

**9. Old Business:** No additional items were presented.

**10. New Business:**

- **First Quarter 2026 Board Meeting:** Tentatively scheduled; date to be finalized at the November budget meeting.
- **Annual Ownership Meeting:** The Board scheduled the 2025 Annual Ownership Meeting for: **December 3, 2025 at 5:30 PM via Zoom.**

**11. Community Comment:** Residents discussed concerns regarding driveway durability, garbage truck wear, and long-term parking lot maintenance priorities.

**10. Adjournment**

- **Motion:** Michael moved to adjourn at **5:39 PM.**
- **Second:** Jim.
- **Motion passed unanimously.**

The meeting adjourned at **5:39 PM.**

Respectfully submitted,

Laura Brown, Association Manager  
Property Professional Association Management