

Lines III Condominiums Residential Owners Association

Board of Directors Meeting Minutes

February 10, 2026 | 6:00 PM | Zoom

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. A quorum was established. The Board acknowledged the current vacant Board seat and discussed the importance of additional owner involvement and volunteer participation to help support ongoing community operations and future planning efforts.
2. **Approval of Previous Meeting Minutes:** Minutes from October 9th, 2025 were reviewed.
 - a. **Motion:** Candice, Second: Conlan, Vote: Unanimous approval
3. **Seasonal Maintenance Contracts:**
 - a. **Mountain Pest Proposal (Wasps):** The Board reviewed the seasonal pest control proposal from Mountain Pest for wasp treatment and prevention services. Discussion included contract coverage, treatment frequency, and clarification regarding additional nest removals if needed throughout the season. The Board discussed the proposed cost of approximately \$90 per month for service from April through October and agreed the preventative services are important for resident safety and comfort. Management will provide the Board with both the 2025 and 2026 proposals and cost comparisons for final records and follow up with the vendor regarding contract details and any additional treatment costs.
 - b. **Landscaping and Open Space Maintenance:** The Board reviewed ongoing landscaping services with Daly Property Services and discussed seasonal maintenance expectations for both irrigated common areas and the natural open space areas adjacent to the buildings.
 - c. **Tree Maintenance:** The Board discussed ongoing tree maintenance concerns, including treatment options for spruce trees and the condition of several aging aspen trees throughout the property. Candice Hart emphasized the importance of proactive spruce tree treatment and mulching to improve tree health and appearance. The Board discussed prioritizing natural or minimally invasive treatment options whenever practical. Conlan McGough agreed to continue monitoring several structurally compromised aspen trees. Management will coordinate with the tree contractor to inspect both spruce and aspen trees during the upcoming treatment visit and provide recommendations for future maintenance planning and insurance documentation if needed.
 - i. Jack volunteered to assist with mulch installation around the spruce trees during the spring season, with reimbursement provided by the Association for approved materials.
4. **Phase 1: Exterior Maintenance Update**
 - a. **Summary of Progress on Current Capital Projects:** Management provided an update regarding the ongoing exterior improvement projects, including stucco repair work, deck repairs, and related exterior maintenance improvements. The Board discussed overall project progress and noted that work has continued steadily with attention to resident safety and construction site cleanup. Additional discussion occurred

regarding liability concerns during active construction and the importance of maintaining organized work areas.

- b. Review of Contractor Timelines, Budget Adherence, and Next Steps: Management reported that current exterior repair projects remain generally within anticipated budget expectations despite some adjustments during construction. The Board reviewed project sequencing and next steps for spring completion activities. Management will follow up with contractors regarding invoicing, remaining scope items, and timeline coordination. Management also noted the need to coordinate with Jose (JMor) regarding outstanding deck-related invoicing and project details.

5. Phase 2: Roof Replacement Project

- a. Review of Scope and Funding Strategy: The Board reviewed the proposed roof replacement project scope and discussed updated contractor recommendations, including winterization considerations and remaining walkway roofing concerns on the Glenwood building. Management reported that Jose is preparing an updated proposal with additional detail regarding the scope of work, project breakdowns, and deposit requirements. The Board requested clarification regarding flashing details, walkway coverage, and remaining roofing areas not yet completed.
- b. Motion to Ratify Approved Vendor and Authorize Project Start: The Board discussed authorizing the roofing vendor to proceed once updated details and final scope clarifications are received. Consensus of the Board supported moving forward with the project subject to receipt of the updated proposal and final confirmation of work details. Management will continue coordinating with Jose and provide updated documentation to the Board.

6. Additional Maintenance Action Items

- a. Fence Repair/Replacement: The Board discussed damaged fence sections currently stored near the parking area. Jack volunteered to relocate the fence materials to the open space area until future repair or replacement decisions are finalized.
 - b. Trash Shed Maintenance/Updated Signage Installation - The Board reviewed the need for improved signage at the trash shed area to encourage proper trash disposal and reduce misuse of the facility. Candice Hart will assist Management with determining ideal sign placement locations.
 - c. Camera Update: The Board discussed updating the trash shed camera system to improve monitoring and reduce recurring issues. Management will coordinate installation of the new camera and related signage.
 - d. Additional discussion included general maintenance concerns around the trash enclosure area and ongoing owner education regarding proper use of the facility.
 - e. The Board also discussed scheduling dryer vent cleaning during the spring season as part of preventative maintenance planning. Aaron offered to provide contact information for a recommended vendor. Management will establish a recurring maintenance schedule approximately every 18 months moving forward.
7. Additional maintenance reminders included: Fire extinguisher installation following completion of construction work, notification to the Association's insurance carrier regarding completed building improvements, ongoing irrigation monitoring and owner communication prior to seasonal startup, and dog station maintenance and locking procedures.

8. Financial Review

- a. Review of 2025 Year-End Financials: Management reviewed the Association's year-end financial reports with the Board. The Board reviewed operating income and expenses, including special assessment revenue, exterior repair expenses, landscaping costs, insurance, utilities, and ongoing capital improvement expenditures.
 - i. Management noted that several large capital projects remain under budget due to phased scheduling and timing of roof replacement work.
- b. Delinquency and Collections Overview: The Board reviewed the delinquency report and discussed the importance of maintaining current assessment payments, particularly regarding special assessment obligations tied to major capital projects. Management discussed ongoing collections monitoring and the importance of balancing financial responsibility with consistent communication and compliance efforts.

9. Community Comment:

- a. Owners present participated in general community discussion regarding ongoing improvements, maintenance priorities, and future planning efforts.
- b. Aaron expressed interest in becoming more involved with the Association and potentially serving on the Board of Directors. The Board welcomed the interest and encouraged additional owner participation moving forward.

10. Old Business: No additional old business was discussed.

11. New Business:

- a. Next Board Meeting: The next Board Meeting was scheduled for May 7, 2026 at 6:00 PM via Zoom. The Board also discussed the continued need for additional Board member participation to help distribute workload and support long-term community planning efforts.

12. Adjournment: With no further business, the meeting adjourned at 6:58 PM.

- a. **Motion:** Candice Hart, Second: Conlan McGough Vote: Unanimous approval

Respectfully submitted,

Laura Brown, Association Manager
Property Professionals
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Approved by the Board of Directors on 5/14/2026