

Wapiti Commons Homeowners Association
Board of Directors Meeting Minutes
Date: March 30th, 2026 | Time: 6:00 PM (via Zoom)

1. Call to Order & Introductions:

- a. Roll Call and Verification of Quorum
 - i. The meeting was called to order at 6:00 PM.
 - ii. Board Members Present: Dylan, Jeff, Luz
 - iii. Also Present: Laura Brown, Property Professionals.
 - iv. Homeowners in attendance, including Rebecca and Paige.
 - v. A quorum of the Board was verified.
- b. Approval of Prior Board Meeting Minutes (October 6, 2025): The Board reviewed the October 6, 2025 meeting minutes. Luz identified a correction needed to her information contained within the draft minutes.
 - i. Motion: Jeff moved to approve the October 6th, 2025 Board Meeting Minutes as amended.
 - ii. Second: Dylan
 - iii. Vote: Unanimously approved.
- c. Brief Overview of Meeting Goals and Expectations: Management reviewed the agenda and outlined the meeting objectives, including:
 - i. Annual board and owner education
 - ii. Review of year-end and year-to-date financials
 - iii. Discussion of maintenance priorities
 - iv. Long-term planning and capital improvements
 - v. Owner questions and community feedback

2. Board and Owner Education:

- a. Governing Document 101: Management provided an overview of the Association's governing documents and discussed the hierarchy and purpose of:
 - i. Declaration of Covenants
 - ii. Bylaws
 - iii. Rules and Regulations
 - iv. Policies and Procedures
- b. Board Member Roles and Responsibilities: Management reviewed fiduciary responsibilities of directors, including:
 - i. Duty of Care
 - ii. Duty of Loyalty
 - iii. Duty to Act in the Best Interests of the Association
 - iv. The Board discussed the importance of making decisions collectively during properly noticed meetings and maintaining consistency in governance practices.
- c. Robert's Rules of Order (Summary): A brief overview of parliamentary procedure was provided, including:

- i. Making motions
- ii. Obtaining seconds
- iii. Board discussion
- iv. Voting procedures
- v. Maintaining orderly meetings
- d. Owner Rights and Responsibilities: Management reviewed owner rights under the governing documents and Colorado law, including:
 - i. Participation in open meetings
 - ii. Access to Association records
 - iii. Covenant compliance requirements
 - iv. Architectural approval requirements for exterior modifications

3. Financials & Budget Approval:

- a. Review of Year-End Financials (December 31, 2025): Management presented the 2025 Year-End Financial Statements. The Association ended the year with total cash assets of approximately \$5,673.47, including operating cash and security deposit funds. The Board reviewed the Income Statement showing:
 - i. Total income: \$29,720.00
 - ii. Total expenses: \$30,600.93
 - iii. Net Operating Income (Loss): (\$880.93)
 - iv. Management explained that the operating loss was primarily attributable to:
 - 1. Higher-than-anticipated insurance premiums
 - 2. Fire sprinkler system maintenance expenses
 - 3. Legal expenses associated with required governance policies
 - 4. Fewer units contributing dues than originally anticipated during budget preparation.
 - v. The Board reviewed the delinquency report reflecting two accounts totaling approximately \$400.00, both of which were subsequently resolved.
- b. Discussion on YTD Financials and 2026 Projections: Management presented the February 28, 2026 financial statements. Financial highlights included:
 - i. Total cash assets of approximately \$6,970.58.
 - ii. Year-to-date operating income of \$6,020.97.
 - iii. Year-to-date operating expenses of \$5,123.86.
 - iv. Positive net operating income of \$897.11.
 - v. Management reported that the Association was performing favorably compared to budget projections and that only one minor delinquency remained outstanding in the amount of approximately \$10.48.
 - vi. Discussion followed regarding:
 - 1. Snow removal expenditures
 - 2. Insurance costs
 - 3. Fire sprinkler maintenance requirements
 - 4. Future reserve planning needs

4. Maintenance and Future Community Improvements:

- a. Seasonal / Operational Maintenance: The Board reviewed upcoming spring and summer maintenance priorities, including:

- i. Landscape maintenance
 - ii. Irrigation startup
 - iii. Fire sprinkler testing
 - iv. Backflow inspections
 - v. Ongoing community inspections
 - vi. Management reported continued concerns regarding landscaping deficiencies associated with the original installation completed during the development phase.
- b. Vendor Coordination and Scheduling: Management presented a proposal from Daly Property Services to provide landscape maintenance services for the 2026 season.
 - i. The proposed contract totaled \$3,000 for seasonal maintenance beginning in April.
 - ii. The Board discussed prior vendor performance concerns and the need to maintain the property while continuing conversations with Habitat regarding outstanding landscaping deficiencies.
 1. Motion: Dylan moved to approve the Daly Property Services landscape maintenance contract for \$3,000.
 2. Second: Luz.
 3. Vote: Unanimously approved.
 4. Management was directed to obtain signatures and coordinate commencement of services.
 - iii. The Board also discussed:
 1. Scheduling fire sprinkler system testing in conjunction with interior backflow testing.
 2. Management was directed to coordinate vendor scheduling for efficiency.
- c. Trash Bins / Garbage Collection: The Board discussed recurring issues with overflowing trash receptacles. Jeff requested pricing information regarding:
 - i. Larger dumpster options and increased collection frequency
 1. Management agreed to obtain pricing proposals from Alpine Waste for future Board consideration.
- d. Capital & Long-Term Improvements: Larger Infrastructure or Improvement Projects
 - i. The Board discussed potential future community improvements, including:
 1. Dumpster enclosures
 2. Parking lot striping
 3. Community bulletin boards
 4. Fencing improvements
 5. Community gathering spaces
 - ii. The Board acknowledged that future reserve planning should remain focused on major Association assets, including:
 1. Building exteriors
 2. Roof systems
 3. Parking areas

- e. Planning and Prioritization of Future Investments: Directors discussed the importance of establishing long-term priorities and building adequate financial reserves before undertaking discretionary improvement projects.
 - i. The Board generally agreed that infrastructure preservation and maintenance should remain the primary focus in the near term.

5. Old Business

- a. Habitat Landscaping Deficiencies: The Board continued discussion regarding unresolved landscaping concerns associated with the original installation completed by Habitat's contractor. Discussion included:
 - i. Weed growth around condominium buildings
 - ii. Incomplete landscaping improvements
 - iii. Irrigation deficiencies
 - iv. Developer responsibilities
 - v. Management agreed to:
 - 1. Resurface prior email communications
 - 2. Share walkthrough photographs
 - 3. Continue communication with Habitat representatives
 - 4. Board members and homeowners expressed interest in advocating directly with Habitat regarding completion of outstanding work.

6. New Business

- a. Exterior Modifications and Fence Guidelines: The Board discussed questions regarding temporary fencing and dog gate installations within limited common areas. Management reviewed covenant provisions requiring prior approval for exterior modifications. Discussion focused on:
 - i. Establishing consistent fence standards
 - ii. Maintaining community aesthetics
 - iii. Addressing homeowner requests for pet containment solutions
 - iv. The Board directed management to:
 - 1. Draft proposed fencing design guidelines
 - 2. Develop an owner survey regarding fencing preferences
 - 3. Present recommendations for future Board review
- b. Community Fencing and Pet Waste Concerns
 - i. The Board discussed concerns related to pet waste and the use of temporary fencing within common areas adjacent to the condominium buildings. Directors discussed the need for consistent architectural standards should owners seek approval for individual fencing or pet containment areas in the future.
- c. Monthly Inspection Reporting: The Board discussed monthly property inspections and requested improved communication regarding inspection schedules and findings.
 - i. Management agreed to provide inspection reports to the Board on a regular basis.

7. Owner Open Forum and Community Comment

- a. Landscaping Concerns: Rebecca expressed concerns regarding:
 - i. Unfinished landscaping around condominium buildings

- ii. Weed management
 - iii. Irrigation functionality
 - iv. The Board acknowledged the concerns and reiterated ongoing efforts to work with both the new landscape contractor and Habitat representatives.
 - b. Exterior Modification Questions: Owners asked questions regarding:
 - i. Dog gates
 - ii. Fence installations
 - iii. Architectural approval requirements: Management explained that permanent exterior modifications require prior approval pursuant to the governing documents.
 - c. Community Communication: Discussion occurred regarding:
 - i. Use of the Board's shared email account
 - ii. Communication procedures
 - iii. Owner participation and volunteer involvement
 - iv. The Board encouraged owners to remain engaged and participate in future Association discussions.
- 8. Adjournment:** There being no further business before the Board, the meeting was adjourned at 6:53.
- a. Motion to Adjourn: Jeff
 - b. Second: Luz
 - c. Vote: Unanimously approved.

 **Prepared by:**

Laura Brown, Community Association Manager
On behalf of the Wapiti Commons HOA Board of Directors

Approved by the Board of Directors on 6/11/2026