

Wapiti Commons Homeowners Association

Board of Directors Meeting Minutes

June 11th, 2026 | 6:00 PM (via Zoom)

- 1. Call to Order:** The meeting was called to order at 6:01 PM.
 - a. Roll Call and Verification of Quorum
 - i. Board Members Present:
 1. Jeff Lawson
 2. Dylan Lauffer
 3. Luz Galaviz
 - ii. Also Present: Laura Brown, Property Professionals, Association Management

A quorum was established.
- 2. Approval of Prior Meeting Minutes:** The Board reviewed the March 30, 2026 Board Meeting Minutes.
 - a. Motion: Dylan moved to approve the March 30, 2026 Board Meeting Minutes as presented.
 - b. Second: Luz seconded the motion.
 - c. Vote: Unanimously approved.
- 3. Board and Owner Education**
 - a. CCIOA and Governing Documents Review: Management provided a brief educational overview regarding:
 - i. The Colorado Common Interest Ownership Act (CCIOA)
 - ii. Condominium association governance
 - iii. Board responsibilities and fiduciary duties
 - iv. Association Rules and Regulations
 - v. State annual registration requirements through DORA and the Colorado Secretary of State
 - b. The Board discussed the current draft Rules and Regulations originally prepared during the declarant phase and acknowledged that future revisions may be necessary to better reflect the Association's needs as owner control continues to develop.
- 4. Financial Report:** Management reviewed the Association's May 31, 2026 financial statements.
 - a. Balance Sheet - As of May 31, 2026:
 - i. Operating Cash: \$6,263.43
 - ii. Reserve Cash: \$2,101.74
 - b. Management reported that revenues were approximately \$5,149 below budget, primarily due to fewer unit closings and occupied units than originally projected. Operating expenses remained below budget overall; however, the Board noted several variances, including:
 - c. Backflow inspection expenses significantly exceeded budget due to required fire sprinkler system inspections.
 - d. Management fees remained below budget due to the reduced number of occupied units.
 - e. Reserve transfers have not yet been initiated as anticipated in the budget.

- f. Delinquency Report: The Board reviewed the delinquency report showing total outstanding receivables of \$620.96 as of May 31, 2026. No formal action was taken regarding collections.

5. Maintenance and Future Community Improvements

- a. Landscaping and Irrigation Update: The Board reviewed ongoing landscaping and irrigation concerns with Daly Landscaping and Habitat. Discussion included:
 - i. Status of the spring cleanup and concerns that certain contract items may not have been completed.
 - ii. Review of landscaping invoices and contract expectations.
 - iii. Weed control recommendations and the impact of spraying versus future grass seeding.
 - iv. Dead and struggling trees throughout the community.
 - v. Irrigation adjustments necessary to improve watering coverage and reduce waste.
 - vi. Exposed irrigation lines requiring correction.
 - vii. Areas of standing water and drainage concerns near portions of the property.
 - viii. The Board directed management to:
 - 1. Review the landscaping contract and invoices.
 - 2. Verify completion of spring cleanup services.
 - 3. Obtain professional recommendations from Daly regarding weed treatment and future seeding efforts.
 - 4. Request estimates for tree removal and irrigation modifications as needed.
- b. Habitat Declarant Turnover Items: The Board reviewed several outstanding items requiring follow-up with Habitat, including:
 - i. Pavement settlement and sinking near condominium buildings.
 - ii. Pavement concerns adjacent to owner lots.
 - iii. Large dirt mound located behind the development.
 - iv. Exposed irrigation infrastructure.
 - v. Walking path sealing and maintenance concerns.
 - vi. Irrigation system documentation and mapping.
 - vii. Clarification regarding remaining warranty obligations.
 - viii. The Board directed management to prepare written follow-up correspondence requesting status updates and timelines from Habitat.
- c. Trash Collection: The Board discussed trash service operations and reported that dumpsters generally appeared to be functioning adequately without consistent overflow concerns.
 - i. Management will continue monitoring service levels and provide reminders to residents regarding proper trash disposal practices to minimize overages and maintain cleanliness throughout the community.
- d. Fencing Guidelines and Architectural Standards (Draft): The Board reviewed preliminary draft fencing guidelines and architectural modification standards. Discussion included:
 - i. Potential fence styles and appearance standards.
 - ii. Property line considerations.
 - iii. Long-term maintenance responsibilities.
 - iv. Consistency and aesthetics within the community.

- v. Following discussion, the Board agreed additional owner feedback would be beneficial before adopting formal standards.
 - vi. Management was directed to prepare a homeowner survey regarding fencing preferences for future Board consideration. No formal policy was adopted.
- 6. **Old Business:** None presented at this time.
- 7. **New Business**
 - a. Future Meeting Schedule: The Board established the following tentative meeting schedule: Quarter 3 Board Meeting: **September 17, 2026 at 6:00 PM**
 - b. Annual Membership Meeting: Tentatively scheduled for late October or early November 2026. Management will investigate library availability and return with recommendations.
 - c. Declarant Transition Documentation: The Board requested additional documentation from Habitat, including:
 - i. Improvement Location Certificates (ILCs)
 - ii. Irrigation system as-built plans
 - iii. Additional information regarding common area infrastructure and property boundaries
 - iv. Management will coordinate these requests and provide updates at the next meeting.
- 8. **Owner Open Forum and Community Comment:** Owners and Board members discussed:
 - a. Irrigation concerns near individual units.
 - b. Standing water and drainage issues.
 - c. Property appearance and landscaping expectations.
 - d. Ongoing communication with Habitat regarding unresolved construction and warranty-related matters.
 - e. No formal actions were taken during Owner Open Forum.
- 9. **Adjournment:** There being no further business to come before the Board, the meeting was adjourned at approximately **7:11 PM**.
 - a. **Motion:** Luz moved to adjourn the meeting.
 - b. **Second:** Dylan seconded the motion.
 - c. **Vote:** Unanimously approved.

 Draft prepared by:

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

Approved by the Board of Directors on 9/17/2026