

AMERICANA CONDOMINIUM ASSOCIATION INC.

BOARD OF DIRECTORS MONTHLY MEETING

Tuesday, January 12th, 2016

Location: 1121 Albion, 10th Floor

Time: 7:00 pm

Owners in attendance: 202,706,508,802,805,605,409,302,704,307,209

Board Members: Delia Herrera, Dewey Davey, Jay Davenport, Jeanette Booher, and Steve Elkins

1. Call to Order
2. Minutes Review - Skipped; available on website and downstairs
3. New business
  - a. Board office hours have been posted on the office door. Come during these time for fob creation, package pickup and lockouts.
  - b. Informal Board Meetings will begin on January 26th at 7pm. Owners are asked to bring concerns, suggestions and questions.
  - c. Board will start meeting weekly to cover administrative items each Monday at 7pm.
  - d. Meet and Greet with CAP - A summary of the questions and answers has been added below.
  - e. New Collections Policy - This will be send out this month to make it easier to collect back dues and to bring us into compliance with state statutes.
  - f. Smoking Policy - We will begin the process of officially surveying owners
4. Maintenance
  - a. Continuing Projects
    - i. Parking lot - Western will be out to re evaluate. There is a new area that has begun to show water damage. CAP will also get bids from two other contractors.
    - ii. Cleaning Company - Dewey has gathered a group of volunteers to clean the building. The board will continue to monitor this and can hire a cleaning company if necessary.
    - iii. Snow Removal - CAP is in the process of obtaining 3 bids. In the meantime if more than 4 inches fall a crew will be sent out to shovel and plow. Volunteers in the building will shovel the walk if less than 4 inches. Ice salt shakers will be purchased and places at the exits for residents to use and return.
  - b. New projects
    - i. Reserve Study - Three bids have been obtained and the board voted to move forward with the purchase of a study. The study will provide an overview of the life of all the decorative, structural and mechanical systems within the building as well as a 30 year plan on the budgetary and reserve needs to ensure the building is maintained.
    - ii. 805 - Had plumbers visit for a clogged shower drain. The drain is still clogged, but no other 5 stack owners have communicate a backup thus far. Because this item affects only one unit it is the unit owner's responsibility.
    - iii. 510 - Had water leaking into their kitchen from an HVAC vent. No update on the cause yet.

- iv. 509 - Had a leak in their bathroom that led to the emergency water shut off. The board create a notice template that can be easily and quickly placed in the elevators the next time an emergency water shut off occurs.
5. Committee reports
  - a. Vending - Spent \$168.21 and deposited \$485.16
  - b. Laundry - Deposited \$991.25 in coins; \$634.50
  - c. Social\Beatification\Projects Committee - No updates
6. Financial Reports - These will be posted to the website once December is closed
7. Other items

There are several mailboxes without locks. Mail cannot legally be delivered to these. Locks will be made available in the office or purchase.
8. Open Forum

Meeting Adjourned. Next Monthly Meeting to be held February 9th.

## **CAP Q&A**

What is considered an emergency and what is the number?

If it's an emergency to you it's an emergency to CAP. Sometimes items will have to wait until morning on occasion but if there is a problem. There is a 24 hour emergency pager that can be called during non office hours. The emergency number is (303) 215-3323

What is the contact information for CAP?

The office can be reached Monday through Friday from 8am to 5pm. Our property manager is Chris Stange and his number is (303) 832-2971 ext: 303.

Who is CAP?

CAP is a medium size HOA management company that services a wide range of HOAs with somewhat specializing in HOAs from the 1950s to the 1980s. They have a staff of 13 people with offices in Downtown off of 16th street. They have a total of 45 association's right now. CAP has been in business for 13 years and all their communities are in Denver. CAP is working on innovating to allow owners more online access so owners can see their account balances in real time. They only service multi unit complexes.

How is building maintenance handled?

If there are any maintenance items that need to be addressed residents are asked to call CAP. Residents can also chose their own vendors and ask the HOA for reimbursement if the issue is deemed to be HOA responsibility.

What items will be available during the office hours?

The board will be available at that time to create fobs, perform lock outs, collect and deliver packages, and answer questions or address concerns.