



The Conservatory at the Plains Homeowners Association

THE CONSERVATORY HOMEOWNERS' ASSOCIATION, INC. BOARD MEETING INUTES

February 13, 2025, at 5:30PM

- I. **CONFIRM QUORUM** - The regular Board of Directors meeting for the Conservatory Homeowners Association, Inc was called to order on February 13, at 5:30PM by Andrew Igl. The meeting was held at the community clubhouse at 2665 S. Jebel Way and Microsoft TEAMS. Board Members in attendance were Andrew Igl, Helen Hardin, Charlie Fiser, Jerry Ostermiller and Curtis Link. Managing agent representative, Lyndi Fielitz, CMCA, of AMI and the association attorney, Aaron Goodlock, of Orten Cavanagh Holmes & Hunt, LLC were also present.
- II. **DISCLOSURE OF ANY CONFLICT OF INTEREST** – There were no conflict of interests disclosed by the members of the board regarding the items on the agenda.
- III. **HOMEOWNERS TO ADDRESS THE BOARD**
 - A. Homeowner Open Forum – There were no questions from the homeowners in attendance.
- IV. **MEETING MINUTES**
 - A. January 9, 2025 Board Meeting Minutes – Helen Hardin moved to approve the January 9, 2024 Board Meeting Minutes as presented, Andrew Igl seconded. Motion carried unanimously.
- V. **FINANCIAL REVIEW**
 - A. Treasurer's Report – Charlie Fiser presented the Treasurer's report.
 - B. Unaudited December 2024 Financials - Charlie Fiser moved to accept the December 2024 financials as presented, Helen Hardin seconded, motion carried unanimously.
 - C. Collection Report – The Board reviewed the report.
 - D. Delinquency Report – The Board reviewed the report.
 - E. Covenant Report – The Board reviewed the report. The Board decided that homeowners will not be charged late fees until May 1, 2025 to give homeowners time to set up their accounts with AMI.
- VI. **REPORTS**
 - A. Social/Welcome Committee – Barbara Gaetos – Committee Chair gave the report. The community's first Blood drive is scheduled for February 28, 2025. The Social Committee's next meeting is February 18, 2025.
 - B. Communications Committee – Shane Ketterman - Committee Member gave the report. A fence article, safety article, and seasonal articles were suggested. Andrew volunteered to write an article for April newsletter.
 - C. Operations Committee - Tim Siml – Committee Chair gave the report. The ADA handicap button needs repair. Dark Star has been notified. There is a gap where the roof meets and building in front. Tim will take a photo of the area. Tim will also be working on removing and breaking down thirteen (13) outdoor tables.
 - D. Design Review Committee – The Board reviewed the report. Joy DeMots - spoke about the fire mitigation meeting on March 26, 2025 at 6PM. The DRC will send their suggested revisions to the Board after the next DRC meeting. The Board mentioned they would like to review fence guidelines. The DRC thanked Board for the volunteer dinner. Charlie Fiser moved to approve the report as presented. Jerry Ostermiller seconded. Motion carried unanimously.
 - E. Manager Report – Lyndi Fielitz gave the report. She reported that three (3) people visited the clubhouse during the extended hours. The fireplace was serviced, and no repairs were needed. She is working with Vantaca to develop a maintenance log for the community.
- VII. **UNFINISHED BUSINESS**
 - A. Mailbox Update – Aaron Goodlock gave an update on the Mailbox project. The City of Aurora is

asking for more information and edits to the application. Aaron asked the City to submit all requested edits at one time. It is difficult to estimate a date of approval from the City of Aurora.

- B. Volunteer Appreciation Dinner January 29, 2025 – Helen Hardin recapped the event. The decorations were great. Theme was very well received. It was suggested to add an article in the newsletter about the event. Next year an event photographer could be considered.
- C. Metro Public Safety – Clubhouse Monitor Agreement – Andrew Igl moved to approve the Metro Public Safety Clubhouse Monitor Agreement. Helen Hardin seconded. Motion carried unanimously. Lyndi will set up a meeting with Metro Public Safety to go over clubhouse monitor operations.
- D. Clubhouse Rental Agreement – Tabled. Pending revisions.
- E. Clubhouse Maintenance Documentation Integration into Vantaca – Lyndi gave an update on the Maintenance log. She is still working with Vantaca to streamline the view and data collection.

VIII. NEW BUSINESS

- A. Underdrain Project – Charles Taylor Proposal – Tabled. Lyndi will ask Charles Taylor to add a time frame and a do not exceed clause of \$6,500 without approval to the contract.
- B. 2025 Annual Meeting Date – The Annual Meeting date for 2025 is set for Thursday, December 4th 2025.
- C. RTS landscaping Bid – Charlie Fiser moved to approve the RTS Landscaping Tree replacement bid for \$3,870.00. Jerry Ostermiller seconded. Motion carried unanimously.
- D. Water Aerobics Instructor – Barbara is stepping down from her water aerobics instructor role. The Community will seek certified volunteers. Lyndi will research other instructor options.
- E. Men's Restroom Plumbing Bid – Lyndi has scheduled the work for \$815.00. No vote was needed since it is under the pre-approved threshold.
- F. Schooley Mitchell – (Matt Nagy) Service Agreement – Andrew Igl moved to approve the Service Contract with Schooley Mitchell as presented. Helen Hardin seconded. Motion carried unanimously.
- G. CAI Events – The Board reviewed the upcoming CAI events.
- H. Wix Website Domain – Lyndi will reach out to Westwind to get domain transferred to Wix.
- I. Goals for 2025
 - i. Appoint designated personnel for preventative maintenance: one to oversee underdrain maintenance and another to manage building maintenance
 - ii. Publish Bi-monthly newsletter
- J. Action taken outside of the meeting -
 - i. Ratify AMI Office Hours – 1:00pm – 7:00pm one Thursday out of the month
 - ii. Ratify Updated Clubhouse Rental Agreement
 - iii. Ratify Addendum to DRC Construction 2025 Contract. Andrew Igl moved to approved items i.- iii. That were approved previously by a majority vote. Helen Hardin seconded. Motion carried unanimously.

IX. EXECUTIVE SESSION –

- A. CHOA 70413 – The past due account was discussed.

- X. **ADJOURNMENT** – There being no further business, a motion was made, seconded, and unanimously carried to adjourn the regular meeting at 8:17 PM into executive session to discuss legal. The Board exited the session at 9:01 PM.


Helen Hardin, Secretary