

Horizon Towers Condominium Association
2024 Monthly Board Meeting
The sports Center at Horizon Towers
February 12, 2024 @ 5:30 PM

MINUTES

President -Chuck Spath

Called meeting to order at 5:31PM.

Chuck Spath – Roll Call

- Present: Chuck Spath, Dale Wheatley, Andy Hatfield, and Gladys Gore. Margaret Grant has resigned from the Board. Glenda O’Halloran Office Manager is here to cover the minutes.
- Proof of Notice of Meeting
 - Posted on Thursday February 8th, 2024, at 4:15pm

Treasurer:

- Andy read the Treasurer’s report with \$35,253.01 in the Checking account and \$95,243.08 in the reserves. Total is \$130,496.09

Chuck– President’s Report

- Chuck stated he did not have a President’s Report.

Glenda – Manager’s Report

- *Please see attached document...*

Old Business

- P3 Garage Roof repair – Chuck proposes to repeal the December Resolution conditionally approving the repair contract and instead add this repair scope to the General Contractor scope of work. Andy Hatfield makes the motion and Gladys seconded; Vote is unanimous in favor of the proposal.
The Board resolves to cancel the December Resolution regarding garage roof repair and add the roof repair scope to the scope of work we will include in a solicitation for a General Contractor to oversee inspections and repair listed in the Knott Facility Assessment.
- Facility Assessment Repairs status and action plan – Charged Office to contact General Contractors as recommended by Knott Labs to discuss their availability and approach to the needed repairs listed in the Knott Facility Assessment. The Office Coordinator will make initial assessment and recommendations regarding qualified bidders and report recommendations to the Board.

- Locker Rooms, steam room and hallway tile – Board received a bid to clean, re-grout and seal for \$2700. We will not be moving forward with that bid as the office has further information on additional vendors to do the work for less than \$1000. Office will finalize information and present to the Board.
- Master Key Control – Dale made a proposal to establish a formal master key control procedure including an access list (see attached procedure) and rekey the residential units to a new master key with only four keys to be made – two for issue to the Fire Department and two secured in the Office Security Closet. The proposal also included resetting combinations on all push button-controlled locks to the building, gates, and restricted common areas. Master Key for units Master Key for Electrical and communication closets. Recommend gaining control approximate costs of \$3000 that would be paid for by the COA HOA.

The proposal included a rule requiring each condo's Limited Common Area (Heat Pump/Water Heater) hall closet to remain unlocked for ready emergency access. Reminder to all owners/tenants will need to keep their Utility closets unlocked for their units or we can replace the handle to not have a lock.

Dale moved the Board adopt the master key procedure, the rule requiring utility closet doors remain unlocked, the Office schedule with the locksmith to replace all residential lock in knob and dead bolt locks with a new master system with 4 keys (two for fire and two for the office). In addition to control the office door with an extra key not on the same system. Andy seconded the motion and the board voted unanimously in favor of the resolution. The motion carried.

The Board resolves that potential security vulnerabilities presented by the current lack of confidence in current Master Key accountability be addressed by:

1. Rekeying residential entrance door lock-in-knob and dead bolt locks to a new Master Key exclusively used for the residential units. All residential entrance doors must remain on the Master Key system to ensure ready emergency access and support HTCA Right of Access as defined in the CC&R.
2. Ensuring Residential Master Key production will be limited to four keys. Two keys are assigned for Fire Department use in the Knox Boxes. Two keys are for use by people on the access list contained in the procedure. Replacement Master Keys shall only be ordered with Board approval.
3. Implementing the Residential Master Key Control procedure (attached)
4. Securing the two COA Master Keys in the locked Security Closet within the locked HTCA Office (Both locks to be changed). Keys to the Security Closet shall be issued only to the Office Coordinator/Manager and HTCA Officers listed in the Access List. The HTCA Office key shall be limited to HTCA Board members and building staff (whether contract or direct employees).
5. Establishing a master key sign out/sign in log as outlined in the procedure.
6. Assigning the HTCA Office Coordinator/Manager to inventory the two master keys each business day.
7. Additionally, resetting all combination locks on HTCA building perimeter, Restricted Common Areas, and Sports Center Gate.

New Business – by Chuck

- Authorized Expenditure Limits being given to the Office Coordinator to commit up to \$1,000 with a maximum of \$2,500/mo. Board President would be authorized with \$2,500/mo. with a \$5,000/mo. limit. Chuck makes a motion to approve Dale seconded and unanimous Board vote approving the resolution, the motion carried.
- EV Proposal from Brad Pollard for cost of energy being used to charge electric Vehicle. The motion to accept Mr. Pollard’s proposal was made by Gladys; Andy seconded the motion. The Board vote was unanimous to approve this proposal, the motion carried.

Brad Pollard has installed an electric car charger in the P3 parking area on the south wall between two of his parking spots near an existing wall outlet shared with Gladys Gore. To facilitate tracking electricity usage, he has installed a Poniiie PN2500 wireless pass-through meter that reports KWH usage. His Tesla car also can track electrical consumption, but this exterior monitor provides a readout accessible by phone or by directly reading the numbers on display.

Brad proposes to pay for electrical use by paying a \$5/month outlet billing fee plus the actual cost of electricity used calculated at the current rate charged by Xcel. He is open to our preference in billing cycles so we might consider Quarterly or Semi-Annual billing to reduce billing/paying labor for the office.

Brad recognizes that the monitor he has installed could simply be reset or bypassed by any person attempting to cheat the system, although there would be some risk of being discovered as the charger needs to be plugged in for an extended period to deliver significant cost in electricity. He also notes that the reset risk is minimized after a significant KWH use has been recorded because we would note that a new reading is lower than the accumulated readings from earlier months. If the monitoring is ever zeroed out or has been bypassed, Brad proposes the maximum fee for operating the charger at full capacity 24/7 for the unaccounted-for period be charged.

Brad reports the following electricity use during his monitoring experiment ending 12/31/2023:

434.76 KWH used
\$14.17/KWH current Xcel billing rate
\$61.66 electrical usage
\$5 fee monthly billing fee

- 32 Waves threshold freeze – Currently we have 63 Units utilizing the services of 32Waves internet. Because 32 Waves has a set amount, we must pay for the building usage we cannot allow additional Units to “opt-out”. If we do allow them to “opt-out” the additional costs will then be the responsibility of the HOA. Dale makes a motion to freeze the 63 units we are at, so we do not lose any additional income unless 32 Waves

agrees to lower billing proportionate to the reduction in units served, Gladys seconds the motion and the Board vote is unanimous in favor of the motion, the motion carried.

- Sealing the holes in the pool area ceiling beneath Unit 201 bathroom where sound intrusion has been noted. – Office will be moving forward to explore options and report back to the Board.
- Annual Owner Education CCIOA (Colorado Common Interest Ownership Association) - The office has been charged with putting together a power point to provide CCIOA required Annual education for Condo owners and the board.
- Bylaw Policy Updates to comply with CCIOA Revisions in 2022 as received from our COA attorney – Office Charged with completing first draft and presenting to the Board to have everything updated by March 30, 2024.
- HTCA Guidelines to Rules and Regulations – Review, Update, Board Ratification as policy. The Board will be working with the office on this task to bring everything current and consistent. The Rules and Regulations, as revised, will be adopted by Board vote after an owner comment period.

There were no requests to speak on any specific topics from the attendees.

- Marissa Lock questioned whether we have external CCTV coverage at the P2 garage. Ms. Lock related an incident where she had been confronted by two persons exhibiting suspicious behavior at the door several months earlier.

President Spath asks to adjourn meeting at 6:57pm motion made by Andy, seconded by Gladys and vote is unanimous by the Board to adjourn.

Meeting concluded.