

Silver Queen West Condominium Association

Board Meeting – Dillon Town Hall & Zoom

February 26, 2026, at 1:00p

Director's Present:

- Joanne Gipple
- Larry Funk
- Marsha Hennesey
- Chelsea Martin
- Jake Metz
- Paul Gottler

Directors Absent:

- Angelique Justich

Board Representatives Present:

- Chris Trettel, Property Manager
- Karen Breckheimer, Assistant Property Manager
- Eric Nicholds – Basic Property Management, Inc. (BPM)
- Gary Nicholds – Basic Property Management, Inc. (BPM)

Approval of Prior Minutes:

Draft minutes from the prior Board Meeting were distributed and required additional review. The Board agreed to review and provide revisions via email. Final approval will occur at the next Board Meeting.

Treasurer's Report:

Marsha Hennesey presented the December 2025 and January 2026 financial reports. December year-end results aligned with budget expectations.

Homeowner Comments:

A homeowner requested improved posting of meeting minutes and suggested publishing draft annual meeting minutes. The Board acknowledged and will improve posting consistency.

Manager's Report:

- Vehicles and equipment:

- The truck and backhoe have been operating well throughout the winter season. Snowplow wing repairs (welding) have held up successfully.
- Boilers and water heaters:
 - All boiler systems are functioning properly.
 - Triangle Tube, the boiler manufacturer, has ceased U.S. operations. Management proactively procured a full inventory of repair parts to mitigate future supply chain risk.
- Buildings:
 - Units 7124 / 7114: Bathroom stack leak identified and resolved; stack replaced with PVC and drywall repaired.
 - Unit 7325: Ceiling leak in bedroom traced to roof failure. Roof has been repaired and drywall restored.
 - Units 7314 / 7304: Dishwasher leak from 7314 caused water intrusion into the bathroom light fixture in 7304. Both unit owners and the management company have been notified.
 - Building D – main breaker: Intermittent breaker trips occurring when heat tape and dryers operate simultaneously. Investigation ongoing; heat tape use has been limited to downspouts only and is deactivated during warmer periods.
 - Building A – boiler room: Failed condensate pump replaced; associated lines and drainage rocks serviced.
- Grounds:
 - Exterior post lights behind Buildings A & B were damaged by snowplow and have been repaired.
 - Ten tons of sand/salt mix procured and applied after each storm to hills and entry roads. Due to the low snow season with temperature fluctuations, parking lot scraping frequency has increased.
- Upcoming:
 - Building A — Crawl Space: A minor water leak from a cracked cast iron pipe has been identified (confirmed non-sewage). Repair is scheduled for spring to avoid shutting down an active stack during the season.

Old Business:

- Lock System Compliance: Management will conduct a full unit inspection cycle to verify lock compliance.

Water Valve & Supply Line Inspection Project:

- Objective:
 - Inspect water shutoff valves and supply lines in all units to confirm operational status and identify needed repairs or replacements.
- Communications:
 - The board will send a letter via property management to all homeowners informing them of intent to inspect units and request access.
- Motion and vote:

- A motion was made by Chelsea Martin and seconded by Marsha Hennessey to approve moving forward with a property-wide inspection of water valves and supply lines, including homeowner notification and scheduling. The motion was unanimously approved.

Electrical System Investigation (Building D):

- The Board discussed ongoing breaker issues. Action items include continued diagnostics, inspection of heat tape and outlets, wiring upgrades, and consultation with experts if necessary.

Next Meeting Scheduling:

The Board scheduled the next meeting on May 21st, 2026, at 1:00p. Final date is to be confirmed.

Adjournment:

A motion was made and seconded to adjourn the meeting and enter Executive Session. The motion was unanimously approved.