

Silver Queen West Condominium Association  
Board Meeting – Basic Office & Zoom  
September 25, 2025

**Directors Present:**

Lydia Fausset, Larry Funk, Joanne Gipple, Paul Gottler, and Marsha Hennessy, Angelique Justich, and Chelsea Martin on Zoom.

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

**Owners Present or Zoom:**

Jarrett Kobach - Unit 7206

**Call to Order:**

Joanne Gipple called the meeting to order at 1:00 PM.

**Homeowner's Forum:**

Jarrett expressed a concern that homeowner's may not be receiving the board meeting notice. He also asked that the board clarify the policy of owners and renters having a trailer on property. Larry stated that it has been an ongoing policy to allow owners, with manager approval the use of a trailer for a few days while they are moving in and out. Larry further explained that any trailer left on site, must have the approval of a manager and that, depending upon the case there may be a weekend or two that it may take the individual to move out. Larry also stated in Jarrett's case that he would be given the same opportunity as any other owner or renter when he decides to move. Jarrett also questioned clarity regarding some sections of the rules and Joanne said that his concerns would be discussed in the special session later in today's meeting.

**Approval of Minutes:**

*A motion was made and seconded to approve the minutes for the May 1, 2025 board meeting. The motion was unanimously approved.*

**Treasurer & Financial Report:**

Marsha reported as of August 31, 2025, an operating cash balance of \$29,433.36. A reserve cash balance of \$836,710.77 with total cash of \$866,144.13. The reserve fund has been reduced by \$47,193.61 to pay for property improvements.

## **Manager's Report:**

Chris reported that the backhoe may require some professional maintenance, pick-up needs tires and plow needs to be evaluated for the coming winter. A replacement storage tank for Building B is in place and final installation will be completed next week. Building cleaning and staining are completed. There is some concern regarding pigeons roosting on balconies and decks. Owners are reminded not to feed the pigeons.

Larry stated that he agreed with the purchase of tires for the plow truck and asked that he be given time to research the need for a replacement snowplow. The board discussed setting aside funds for these items.

*A motion was made and seconded to set aside \$10,000 for the purchase of a replacement snowplow and new snow tires. The motion was unanimously approved.*

## **2026 Budget Presentation:**

The budget committee made up of Marsha, Lydia, Joanne, Chris and Madison developed the 2026 budget. The committee recommends a dues increase of 3% for the coming year. Joanne offered an overview that includes income increases in storage lockers from \$25 per month to \$30 per month. Garage fee increased from \$25 per month to \$40 per month. The reserve fund contribution remains at the current level of \$126,000 annually. Laundry is projected at the current usage. Total income projected for 2026 is \$594,424.

The projected insurance expense for buildings for the first six-months is 15% higher; the liability and umbrella 10% higher. These expenses renew on July 1 and are projected for the last six-months of 2026. The budget indicates a reduction in payroll expense of \$6,758. The 5-year Comcast contract that expires in June 2027 includes an increase of 4.4%. In a review of the repair and maintenance budget, it was noted that the amount was lower by \$4,500. Utilities were projected with increases in Comcast of 4.4%; electric 3%; sanitation & trash removal of 8%; and water of 3%.

*A motion was made and seconded to approve the 2026 budget. The motion was unanimously approved.*

## **Old Business:**

Larry reported with the help of managers and visits to entrance doors that 56 owners are on the original Kwikset locks that were installed during the construction project in 2012. Another 16 owners, with Tom's assistance upgraded to a second Kwikset master and owner key. As of this date, along with the assistance of All-Secure Lock, 16 owners have upgraded their cylinder to the Schlage master key. That leaves 18 owners. Of the 18 owners, after a final lock check today, only 4 owners are not scheduled to become compliant. Larry plans to contact these owners next week.

Angelique reported that she has transferred the rules and regulations to a Microsoft Word program. She plans to forward the document to board for review at the next board meeting. Her plan is to get final approval so that the living document may be brought up to date. Anglique has also taken on the responsibility of upgrading the website by including board minutes and Association documents. She plans to have the site up and running by October 1, 2025.

Joanne mentioned that she had received an email from an owner that had removed their propane BBQ grill thinking that it was a violation of SQW's rules and regulations. Joanne informed her that this was a misunderstanding as propane grills are not presently a violation, but that there is some concern and advises that these grills may become an insurance issue or a county violation. Larry advised that two owners are in violation of the rules having firepits on their deck. Kerry agreed to send a letter to these owners. This coming year Joanne wants the board to take on a project to inspect all units to verify that kitchen and toilet supply tubes and water valves have been upgraded to one-quarter turn ball valves. After the inspection, Larry suggested that the board contact owners, similar to the method that was used for the lock cylinder change. Owners will be given a report on their current valves along with the information, including cost to make the adjustment. At the same time of the water valve inspection, units should be checked for the electrical upgrade program.

**Executive Session:**

The board entered executive session at 3:15 PM and returned at 4:10 PM

**Board Meeting Schedule:**

The Annual Meeting is scheduled for November 15 at the Dillon Townhall. The next board meeting is scheduled immediately after the annual meeting.

**Adjournment:**

*A motion was made and seconded to adjourn at 4:20 PM. The motion was unanimously approved.*

Respectfully submitted,  
Larry Funk, Secretary