Sunridge at Avon II Condominium Association

Board of Directors Meeting — Minutes

Online Meeting via Zoom, hosted by George Merritt, Merritt Services, Ltd.

Wednesday, July 15, 2026, 5:30 PM

Approved by the Board of Directors by Action Without a Meeting, 5–0, effective October 19, 2026

Call to Order

Drew Dodd, noting a quorum was present, called the meeting to order at 5:32 PM.

Roll Call

Directors present: Drew Dodd (President), Phil Foster, Aisha Niehaus, Jonathan Rosman, Mike Valigore, and Dennis Martin — six of seven, constituting a quorum. Eugene Cojocari was absent. Also in attendance: George Merritt, Merritt Services, Ltd., property manager. Member attendance is noted in the Summary (Member Attendance and Comment).

Motions and Board Actions

1. Motion to formally appoint Dennis Martin to the Board of Directors, confirming the Board's prior Action Without a Meeting ratifying his appointment by email vote (Jonathan/Mike). The vote was taken by calling for those opposed; no opposition was voiced, and the motion carried. Dennis fills the vacant Board seat and will stand for ratification by the membership at the November 18, 2026 Annual Meeting.
2. Motion to approve the minutes of the April 15, 2026 board meeting (Phil/Jonathan). The vote was taken by calling for those opposed; no opposition was voiced, and the minutes were approved unanimously.
3. Motion to post the December 10, 2025 Annual Meeting draft minutes to the Association website as presented, marked as an unapproved draft until formally approved by the membership at the November 18, 2026 Annual Meeting (Drew/Mike). The vote was taken by calling for those opposed; no opposition was voiced, and the motion carried.
4. Motion to table engagement of Altitude Community Law for the governing document update (bid: $7,960) until the Board has reviewed the most recent quarterly financials (Jonathan/Phil). The vote was taken by calling for those opposed; no opposition was voiced, and the motion carried unanimously.
5. Motion to set Saturday, October 10, 2026 as the date of the Sunridge II Harvest Fest block party (Drew/Aisha). Following discussion, the date was set without objection; planning details to be addressed at the September 2 meeting.
6. Motion authorizing the property manager to proceed with urgent preventative jetting as needed, with long-term plumbing plans to be decided after lining bids are received (Drew/Jonathan). The vote was taken by calling for those opposed; no opposition was voiced, and the motion carried.
7. Motion to engage Altitude Community Law to prepare a mini-split policy for the Association and an owner license, maintenance, and indemnity agreement, both for Board review (Drew/Mike). Because Jonathan and Dennis are pursuing installations in their own units, the second was

deliberately taken from a non-participating Board member. The vote was taken by calling for those opposed; no opposition was voiced, and the motion carried unanimously.

8. Motion to upgrade the Association's Dropbox to a paid subscription account (approximately $10–$30 per month, basic tier, paid annually) to gain edit capability, access records, and ownership transfer to the current property manager (Drew/Phil). The vote was taken by calling for those opposed; no opposition was voiced, and the motion carried.
9. Motion to engage Altitude Community Law to develop an Association camera policy, at a quoted cost of $505 (Drew/Phil). The vote was taken by calling for those opposed; no opposition was voiced, and the motion carried unanimously.
10. Motion to engage McCaffery Reserve Consulting to update the Association's reserve study under the existing contract, at a cost of $375 (Drew/Aisha). The vote was taken by calling for those opposed; no opposition was voiced, and the motion carried.
11. Motion to elect Mike Valigore as Treasurer of the Association (Drew/Aisha). The vote was taken by calling for those opposed; no opposition was voiced, and the motion carried.
12. Motion to adjourn (Drew/Phil) at 8:01 PM; approved.

Executive Session

A portion of the meeting was held in Executive Session (approximately 5:37 PM to 5:59 PM).

Quick Recap

The Board formally appointed Dennis Martin to the Board and elected Mike Valigore as Treasurer; approved the April 15 minutes and the posting of the December 10, 2025 Annual Meeting draft minutes to the website; tabled the governing document engagement pending the Q3 financial review; authorized urgent preventative jetting; engaged Altitude Community Law to draft a mini-split policy with owner agreement and a camera policy; approved a paid Dropbox account and a $375 reserve study update; set Saturday, October 10, 2026 for the Harvest Fest block party; received the property manager's first report, covering plumbing, landscaping and water restrictions, wildfire mitigation, water meter billing, and insurance renewal; and confirmed the fall meeting calendar. The property management contract will be finalized by Action Without a Meeting.

Next Steps

- Drew: Email the revised property management contract and the plumbing/augering plan to the Board within 24 hours; contract approval to proceed by Action Without a Meeting with a one-week review period (no comment constitutes an affirmative vote), targeted for July 22.
- George: Circulate sign artwork proofs (no-smoking and no-personal-items signage) to the Board for approval; blanks are already ordered.
- George: Contact Wall Street Insurance to begin the insurance renewal and bid process.
- George: Complete a parking space count and updated lot layout; Drew and George to pull registered-vehicle data from Simply Permits and assemble a parking board packet before the September 2 meeting.
- Jonathan and Dennis: Obtain a three-bedroom mini-split bid from Vail Mini Splits to complete the unit comparison.

- George: Forward Golden Eagle invoices (via Mary) as received so per-unit plumbing work can be tracked against the maintenance plan.
- George and Drew: Post the Firewise assessments and approved minutes to the Association website over the coming weeks.
- Board: Hold an informal in-person budget planning session before the September 2 meeting; date to be set.
- Drew: Forward Q3 financials to the Board upon receipt (expected mid-to-late July) and contact the accountant August 1 to begin budget preparation.

Summary

Welcome and Introductions

Board members introduced themselves to welcome Dennis Martin to the Board. The Board also recognized this as George Merritt's first board meeting as the Association's property manager and thanked him for his years of service to the community.

Minutes and Records

The April 15, 2026 board meeting minutes were approved. The Board separately approved posting the December 10, 2025 Annual Meeting draft minutes to the website — a practice requested by an Owner at a prior annual meeting — clearly marked as unapproved until the membership votes on them at the November 18, 2026 Annual Meeting (see Motions and Board Actions).

Governing Document Update

Altitude Community Law provided a bid of $7,960 to begin updating the Association's condominium declarations and governing documents, an initiative originally approved at the January 7, 2026 meeting but not initiated during the management transition. Because legal spending this year has run well above budget, the Board tabled the engagement until the Q3 financials (month ending June 30) are reviewed, with the intent to proceed this fiscal year if finances allow or to budget it for next year.

Parking Lot

Andy Linger and his wife have volunteered for the parking lot and landscaping committees respectively; substantive parking changes await the governing document update. Before the September 2 meeting, management and the Board will assemble a parking data packet: a current space count, lot layout, and registered-vehicle data by unit from Simply Permits, to establish a baseline. George reviewed the lot's history: a prior re-layout achieved approximately 212 spaces, parking has long been insufficient if every unit parked its allowed vehicles, and the long-standing principle is never to reduce the total space count, which is also tied to occupancy requirements and the Association's grandfathered ADA arrangement. One space on the A–E side adjacent to a dumpster enclosure must be re-bollarded because the new bear-proof dumpsters require a front-load truck; the space will be repurposed for motorcycle parking. The commercial vehicle parking agreement was tabled pending the data packet, and a bid to seal and stripe the A–E lot was tabled pending the financial review.

Signage

No-smoking signs for building entrances and signs prohibiting personal items in common elements are in production with a local company; artwork proofs are expected shortly for Board approval. Eugene has offered a signage source that may be used for future trash enclosure and recycling signage.

New Unit Numbers; Window and Door Screens

The unit number replacement project (requested by an Owner during the painting project) was tabled given current priorities; the concept remains to offer the membership three sample options by survey. A proposed rule requiring window and sliding-door screens, modeled on a neighboring association's policy, was tabled to the winter for consideration next year.

Harvest Fest Block Party

The Board set Saturday, October 10, 2026 for a community block party, celebrating the community's accomplishments over the past several years. Early thinking includes an afternoon event (roughly 2:00–5:00 PM), catered food, and possible community partners; details will be planned at the September 2 meeting.

Property Manager's Report

Baseline assessment: In his first 45 days, George reported the property operating well, with minimal sewer issues (none in the first 20 days; two minor calls in the past week). He recommended resuming preventative jetting on questionable lines, and the Board authorized urgent preventative work (see Motions and Board Actions). Golden Eagle, the Association's preferred plumber, provided a jetting maintenance schedule at $280 per unit — just under $22,000 for the entire property — and the plumbing budget has room for as-needed work. For the long term, George is obtaining spray-in pipe lining bids from Snowbridge and PSI, with a site visit expected shortly. For the record, the status of prior cast iron work was corrected: repairs at three units were completed last fall, and the next priority unit was identified. A reported issue at another unit was cameraed and snaked and is resolved. Cost context discussed: spray-in lining has an approximately 20-year lifespan at roughly $4,000–$6,000 per unit, versus full cast iron replacement at roughly $15,000–$20,000 per ground-floor unit with significantly longer displacement of residents. Drew will re-share the GL-based plumbing analysis and top-ten priority unit list, and water billing data will be reviewed for correlation between high usage and recurring line problems.

Water and Landscaping

Watering remains at two days per week under the District's restrictions, raised about 20% three weeks ago, with tree preservation the priority; trees received watering rings and volunteers (including the Lingers) are hand-watering young trees. Several turf areas have gone dormant and mowing is reduced to every other week. George purchased seed mat (approximately $400 for nearly 4,000 square feet of heat-tolerant fescue blend) to trial if a wet pattern arrives, and quoted hydroseeding at $800 per 5,000 square feet as a fall or spring option. The Association has been in Tier 1 on water billing; Tier 2 is expected now that irrigation is running, with fines beginning only at Tiers 4–5. George also proposed a modest perennial garden-bed restoration at the entrances, buying end-of-season stock at steep discounts; the item will return on the September 2 agenda after water bills are reviewed.

Wildfire Preparedness

Homestake Tree Services (Rudy Baldwin) is completing the mitigation work per the EVW inspection report, with everything except the center island of the F–R parking lot expected finished this week, followed by a final walkthrough. The April Firewise assessments will be posted to the Association website in the coming weeks. On dryer vents, the majority already have flaps; during the recent walk-around any vent without a flap was identified, and George will install quarter-inch screens on those over time, with the full vent-screening project to be weighed against finances.

Property Management Contract

George has been operating under his November bid and proposal. His proposed contract was compared against the prior management agreement; the revisions are a change to a 60-day resignation notice

(from 30) and a legal name correction. Drew will circulate the revised contract to the Board, and approval will proceed by Action Without a Meeting with a one-week review period, with no comment constituting an affirmative vote.

Water Meter Billing

The two-email monthly billing process (a pre-month-end usage notice enabling landlords to bill renters, followed by the accountant's statement) previously took managers five to six hours to produce. George, with IT assistance, streamlined the spreadsheet so the same process now takes about 25 minutes; the cleaned-up workbook and instructions are saved in Dropbox. A vendor alternative (Metron-Farnier owner-portal monitoring) was reviewed but would carry roughly $7 per unit per month in administration fees after year ten — nearly $1,400 per month at 198 units — and is not being pursued. For the record, Jim Guffey, owner of C103 and H204, expressed support for keeping the two-notice format, which assists investment owners with monthly renter billing. The current format will be retained.

Mini-Split Program

Jonathan reported on contractor assessments of a three-bedroom and a two-bedroom unit. Key findings: exterior deck units are comparable in size and weight across configurations; quiet-rated equipment operates well within state noise limits, which are measured at distance; installation requires an electrical permit and inspection (new 40–45 amp breaker and a line to a deck disconnect) and a refrigerant pressure test; refrigerant and condensate lines run above ceiling drywall with minimal invasiveness; and condensate is best managed by a shared exterior downspout-style drain per building stack, painted to match Association colors. Installation takes about a week per unit. Dennis reported a materially lower bid from Vail Mini Splits, noted the electrical run drives most of the cost, and outlined available energy rebates (Walking Mountains assessment, Holy Cross Energy, and state programs). A three-bedroom bid is still needed to complete the comparison. The Board approved engaging Altitude Community Law to draft the Association's mini-split policy and the owner license, maintenance, and indemnity agreement, which will bind current and future owners of a unit with an installation (see Motions and Board Actions); estimated legal cost is in the range of roughly $1,000 for both documents.

Dropbox and Records

The Association's document Dropbox will move to a paid account (see Motions and Board Actions), enabling edit features, transfer of account ownership to the current property manager, and access logging. On general ledger reporting, per legal guidance the Association shares expense records with the membership but not individual member account detail; redacted GLs covering five years are posted to the website, and the current fiscal year will be added at year end.

Camera Policy

Member interest in door cameras — and complaints about them — continues. Counsel has advised that a doorway camera sees what any person standing at the door would see, and that the Association can regulate placement on common elements (front door and sliding door areas) while cameras inside a unit are the owner's business. The Board has elected not to install Association-owned cameras due to liability considerations. Altitude Community Law will draft an owner camera policy, including a Board approval requirement and placement standards, for Board review before adoption (see Motions and Board Actions).

Insurance Renewal

The Association received a non-renewal notice from Cross Cover Insurance on the commercial property coverage expiring October 1, 2026 — consistent with current market conditions. George will contact Wall Street Insurance, the Association's broker, to begin the bid process early, which also supports

budget preparation. The possibility of carriers requiring a propane grill ban was noted. A misunderstanding regarding Unit B204 was resolved: the unit's grill is electric (pellet-fired by electric element) and is permitted.

Financials, Reserve Study, and Budget

Q3 financials (month ending June 30) are expected mid-to-late July and will be forwarded to the Board. The Board approved updating the reserve study with McCaffery Reserve Consulting at $375 under the existing contract (see Motions and Board Actions), reflecting post-project realities including siding scope that grew from roughly 20,000 to 110,000 linear feet. Budget preparation will begin August 1 with the accountant, ahead of the September 2 board meeting, the September 30 budget meeting, and the 15-day mailed notice requirement. The Board agreed to hold an informal in-person budget planning session beforehand.

Painting, Siding, and Skirting Project

The project is complete; dumpsters and portable toilets are off property. Punch-list items remain, and following a walk-around with the contractor's representative, 50% of the final painting bill is being withheld until punch-list completion, leaving a balance payable of $3,276.25 against the fixed-base painting contract of $443,700. One additional dryer vent and a cracked window in P building are also to be corrected. A full project report covering budget and costs will be posted to the Association website.

Newsletter

The Q3 newsletter was distributed and well received. A budget letter will go out ahead of the budget meeting, with the Q4 newsletter to follow in October.

Officers

The Secretary position will remain unfilled for the present: with meetings now recorded and transcribed, minutes are prepared from the meeting record and reviewed and approved by the Board, and no director wished to take on the role. Mike Valigore was elected Treasurer (see Motions and Board Actions), restoring three authorized bank signers (the President, the Treasurer, and the property manager) so transfers and check runs approved by the accountant's office can proceed without single-person dependency.

Member Attendance and Comment

Following Executive Session, the meeting was opened to members, and the member comment procedure — three minutes per member at the end of the meeting, per the Association's Meeting Policy — was announced. Aaron Smalls, Unit N102, joined by telephone at approximately 6:01 PM; upon connection, his line played an automated notice that the call would be recorded. At approximately 6:37 PM, during the property manager's report, the automated recording and transcription service on his line twice broadcast the announcement “This message has been transcribed. One moment while I notify the caller,” interrupting the proceedings; the host muted the line so the meeting could continue. The line subsequently disconnected and was re-admitted by the host two additional times before disconnecting a third time and not returning. Before adjournment, the floor was opened for member comment; no members remained on the call, and no comments were offered.

Meeting Schedule

Next regular board meeting: September 2, 2026. Annual Budget Meeting: September 30, 2026. Annual Meeting: November 18, 2026 at 5:30 PM.

Adjournment

There being no further business and no member comments offered, the meeting was adjourned at 8:01 PM.

Respectfully submitted,

Minutes prepared from the Zoom meeting recording and transcript; reviewed and finalized by the Board of Directors.