Sunridge at Avon II Condominium Association

Board of Directors Meeting — Minutes

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

Wednesday, September 2, 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 called the meeting to order at 5:32 PM, with roll call taken by voice.

Roll Call

Directors present: Drew Dodd (President), Dennis Martin, Mike Valigore (Treasurer), Aisha Niehaus, and Eugene Cojocari — five of seven, constituting a quorum. Jonathan Rosman joined the meeting during Old Business, bringing attendance to six of seven, as noted for the record at the time. Phil Foster was absent (traveling out of the country). Also in attendance: George Merritt, Merritt Services, Ltd., property manager. Member attendance is noted in the Summary (Member Attendance).

Motions and Board Actions

1. Motion to ratify the following Actions Without a Meeting taken by the Board since the July 15, 2026 meeting: (a) adoption of a referral procedure for smoking violations occurring while Stage 2 fire restrictions are in effect, under which violations are reported to the police non-emergency line for Town of Avon code enforcement; (b) formally proceeding with the governing document update and engaging Altitude Community Law; (c) having Altitude Community Law draft a Camera Policy; and (d) having Altitude Community Law draft a mini-split policy with the accompanying License, Maintenance and Indemnity Agreement (Drew/Dennis). The vote was taken by calling for those opposed; no opposition was voiced, and the motion carried.
2. Motion to approve the request of Unit P202 to park a moving trailer on the property September 3 through September 6, 2026 in connection with the occupants vacating the unit (Drew/Mike). The vote was taken by calling for those opposed; no opposition was voiced, and the motion carried.
3. Motion to approve proceeding with the seal and stripe of the A–E parking lot in September, paid from the current fiscal year, with Kauffman Seal Coating LLC at $30,900 (updated from the spring proposal of $29,580, an increase of approximately 4.5%) (Drew/Jonathan). The vote was taken by calling for those opposed; no opposition was voiced, and the motion carried.
4. Motion to adjourn (Drew/Jonathan). The vote was taken by calling for those opposed; no opposition was voiced, and the meeting was adjourned at 8:00 PM.

Executive Session

A portion of the meeting was held in Executive Session (5:34 PM to 5:36 PM). Upon returning to open session, no members were waiting to be admitted.

Quick Recap

The Board ratified four Actions Without a Meeting taken over the summer; approved a member's moving-trailer request; approved the A–E parking lot seal and stripe with Kauffman Seal Coating LLC at

$30,900; walked through the full 16-item governing-document questionnaire, flagging the strict-liability item for counsel and the special-assessment threshold for further Board modeling; reviewed and sent the Board's consolidated edits on the mini-split policy and owner agreement to counsel; received enforcement, signage, insurance, plumbing, landscaping, and wildfire updates from the property manager; set direction on the FY2027 budget and reserve study, favoring small steady dues increases and an extended roof-replacement timeline; and confirmed the fall meeting calendar, with December off and a January regular meeting to be set. The July 15 minutes will be circulated for approval by email.

Next Steps

- All Board members: Review the 16-item governing-document questionnaire and send items to flag to Drew; a consolidated discussion with Altitude Community Law is targeted for October.
- Drew: Circulate a grid modeling special-assessment authority at 1% through 20% of the annual budget to support the Board's decision on that item.
- Drew and George: Continue the Simply Permits cleanup, beginning with deletion of erroneous and outdated permits.
- George: Schedule the A–E seal and stripe for September; install the bollards at the dumpster enclosure after sealing; and evaluate reconfiguring the undersized space for standard parking without reducing the total space count.
- George: Follow up with the broker on the replacement master policy paperwork.
- George: Prepare a per-building price proposal for quarter-inch screening of all dryer vents.
- George: Coordinate with the general contractor on the Town of Avon close-out documentation, the remaining punch-list items, and a bid for painting newly replaced windows, sliding doors, and front doors.
- Drew: Begin FY2027 budget preparation with Spaeth and Company, targeting Board approval by the end of September, with adoption by Action Without a Meeting contemplated as was done last year.
- Drew: Submit the Board's reserve-study edits, including revised roof-replacement timing, to McCaffery Reserve Consulting within the 35-day edit window.
- Drew: In the next newsletter, move the no-grease-down-drains reminder to the top, publicize the October 10 Harvest Fest, and remind residents to read posted door notices.
- Board: Winter rules-and-regulations update to include window/door screens, a roadworthy-vehicle standard, and designated motorcycle parking.

Summary

Approval of Minutes

The July 15, 2026 minutes were not yet available and will be circulated for approval by email.

Fire Restrictions and Smoking Enforcement

Stage 2 fire restrictions end Friday, September 4; while Stage 2 is in effect, smoking violations are reportable to the police non-emergency line for Town of Avon code enforcement, and the Association thereafter returns to enforcement under its own Smoking Policy. George reported the owner of Unit L103 is cooperating fully with compliance measures.

Governing Document Update

Altitude Community Law's edits are expected next month. The Board walked through the 16-item decision questionnaire; discussion was preliminary and no decisions were made. Preliminary positions included keeping rental use, board size, owner-meeting quorum, and pet provisions as they are; modernizing fixed dollar figures, including the fine cap and the $15,000 special assessment threshold (fixed amount versus percentage of budget, with options to be circulated); clarifying maintenance and common-element classifications consistent with long-standing practice; and absorbing the Smoking Policy into the documents. The damage-originating-in-a-unit item was flagged for review with counsel; screens and vehicle standards move to the winter rules update. Board members will complete their reviews ahead of a consolidated counsel discussion targeted for October.

Parking Lot

The registered-vehicle audit was completed from Simply Permits: approximately 402 permits against 394 spaces, with 31 units holding three or more allocated spots; cleanup will begin with erroneous and outdated permits. A Special Vehicle Parking Permit Agreement for owners using more than two spaces was circulated and remains under discussion, including for the Annual Meeting. The Board confirmed enforcement of the existing valid-registration rule, with notice before warnings or fines, and will take up a roadworthy-vehicle standard and designated motorcycle parking in the winter rules update. The A–E seal and stripe was approved (see Motions and Board Actions); bollards at the dumpster enclosure will be installed after sealing, with no reduction in total spaces.

Mini-Split Program

The Board reviewed the proposed edits to Altitude Community Law's draft policy and owner agreement — a two-tier noise standard with a 60-decibel maximum, no roof penetrations, one outdoor unit per unit on its own deck, condensate and winter meltwater drainage requirements, and clarified definitions, insurance, and owner responsibilities running with the unit — concurred, and the edit letter was sent to counsel during the meeting. The Board will review the final documents when returned.

Camera Policy

Tabled; the Board's edits are with Altitude Community Law and the revised draft is pending.

Insurance Renewal

George reported a replacement underwriter has been secured for the non-renewed master policy at a lower cost; paperwork is expected this month.

Signage and Common-Element Enforcement

The new no-smoking and no-personal-property signs are installed at building entrances, and common-element enforcement under them is underway with strong compliance. Trash enclosure and recycling signage designs have been submitted to the Town of Avon for required approval.

Unit Numbers; Window Screens; Harvest Fest

Unit numbers carry forward as a future item; the screen rule moves to the winter rules update; the October 10 Harvest Fest was reconfirmed and will be publicized in the newsletter.

Property Manager's Report

Plumbing: the September preventative jetting project is underway — more than 40 units completed with issues found in two. One first-floor drain line was found too compromised for lining and will be replaced, at an estimated $10,000–$12,000; the plumber's new spray-lining capability will be evaluated for other lines. Per-unit camera results will feed the Association's plumbing priority plan. Water and landscaping: fall irrigation shutdown is planned shortly after Labor Day. Wildfire preparedness: tree

trimming and chipping are complete; the Board concurred with mulching the entry beds using no-cost mulch with labor capped at $1,000 within the landscaping budget; dryer-vent screening will be priced per building.

FY2027 Budget

Budget preparation with Spaeth and Company is beginning, targeting Board approval by the end of September, with adoption by Action Without a Meeting contemplated as last year. The members' budget meeting — tentatively September 30 — will be scoped to the budget, with three-minute member comments and broader discussion reserved for the Annual Meeting. Board members are asked to review the budget email within 48 hours when it circulates.

Reserve Study

The updated reserve study was received. Based on the roof assembly's condition and history, the Board directed that roof-replacement timing be extended in the study during the edit window. The Board favors building reserves through small, steady annual dues contributions rather than large increases or special assessments; funding options will be modeled with the FY2027 budget.

Q3 Financials

The third-quarter financials were circulated and reviewed with no questions.

Newsletter

The budget letter goes out first, followed by the Q4 newsletter in October, tying into the Annual Meeting.

Painting, Siding, and Skirting Project

Close-out with the Town of Avon is pending documentation of one interim inspection, being coordinated between the general contractor and management; punch-list items remain, and the final retention of $3,276.25 continues to be withheld, less approximately $700 for a window replacement in P Building. The project report will be posted to the website after Town close-out. The contractor will be asked to bid painting of newly replaced windows, sliding doors, and front doors before winter, with owners offered a two-week window to paint their own; one unit's window-replacement request was approved with conditions on trim-painting timing.

AI Tools

Drew disclosed that the AI tools used for Association work run on his personal subscription at his own cost. Board members expressed support for partial reimbursement; Drew declined for now, will revisit with the Board after the Annual Meeting, and noted he would recuse himself from any vote.

Member Attendance

No members were waiting to be admitted when the Board returned to open session. Before adjournment, the President noted for the record that Aaron Smalls, Unit N102, had joined the open session earlier in the meeting and had a recording device connected. No member comments were offered.

Meeting Schedule

Annual Budget Meeting: tentatively September 30, 2026. Annual Meeting: November 18, 2026. No December meeting; the next regular board meeting will be in January 2027, date to be set.

Adjournment

There being no further business, the meeting was adjourned at 8:00 PM.

Respectfully submitted,

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