

## DRAKE PARK OFFICE CONDOMINIUMS

### ANNUAL MEMBERS MEETING MINUTES

January 18, 2022

1. Quorum. There are six (6) total votes entitled to be cast by members of Drake Park Office Condominiums ("Association"), one per condo unit. If any unit is owned by two or more persons or entities, there shall only be one (1) vote per condo unit. Members holding sixty-six and two-thirds percent (66 2/3%) of the votes entitled to be cast, represented in person or by proxy, shall constitute a quorum. There are 100% total votes present in person, or virtually, and thus a quorum exists for conducting business.
2. Call to Order. The annual meeting of the members is called to order at 5:07 p.m. on January 18, 2022 by Ryan Rush, the Association's Vice President acting on behalf of a resigned President, at the office of the Fraternal Order of Police, 383 W. Drake, Suite 202, Fort Collins, CO 80526. In attendance are Ryan Rush (101); Suzanne Rice (202); Kent Obermann (103); Wendy Lee and Ryan Scarborough (102); Emmanuella Sotiropoulou and Luigi Tozzi (201/204); and Aaron Koepp (203) representing the members and Julia Crawmer and Justin Morrison representing Mountain-n-Plains, Inc. ("MnP").
3. Minutes. Suzanne Rice moved to approve the January 2021 meeting minutes without change. Kent Obermann seconds the motion. Motion passes.
4. Budget Performance. Tabled.
5. Budget Proposal. The 2022 Budget was tabled.
6. Old Business.
  - a. Office Remodel Final Payment. Final payment to Thunderpup Construction for capital improvements was made in December. There are a few open punch list items; Thunderpup promised completion by the end of the month. Thunderpup may also agree to add timer lights at no cost. Ryan Scarborough noted ceiling tiles in the hallway need painting. Ryan Rush will follow up with open items.
  - b. Close Out Old Management Company. Mark Lockwood submitted a final invoice for management services and work orders completed in March 2021. Suzanne verified that the work orders were paid. There was no evidence that the March management fee was paid. Julia will pay the management fee for March.
  - c. New Management Company Update. Julia Crawmer reports that all is well with Association management and MnP is excited to get engaged. Open communications by all parties are encouraged. The best way to communicate with Julia is via email with copies going to the other members.
  - d. Capital Needs Assessment ("CNA"). A CNA has previously been approved and funded for \$2,000. Julia will seek proposals; Emmanuella will provide Julia with a lead to follow-up with.
  - e. Water Sub-metering. The water sub-meters have been installed and read for several months. It was identified that the city of Fort Collins' meter is not properly registering water usage. This is a work in progress.
  - f. Roof Repairs. Julia submitted by email a full inspection and recommendation report on the current condition of the roof. Kent Obermann also sent two proposals via email prior to the meeting. All agreed that the Association needs to review the proposals and come up with a EPDM Roof (flat roof) Replacement Plan. A committee is formed and includes Kent Obermann, Aaron Koepp, and Ryan Scarborough.
  - g. Siding Improvements & Repairs. MnP had started the process of siding repairs (inclusive of siding behind the light). Some challenges include obsolete comparable available materials. MnP will continue moving this project forward.

7. New Business.

- a. Landscaping Bids for Improvements. Ryan Rush submits landscaping proposals and makes his recommendation for Phase I on the west side of the building for 2022. Phase II (east side) needs to be forwarded to the members via email.
- b. Landscaping Service for 2022. Rollands Landscaping sold their business. Julia obtained an estimate from a reputable landscaping company. All agree to move forward with this new company.
- c. Asphalt Repairs - Driveway. More asphalt repairs are required along the driveway identified as part of the Association. Julia will seek additional information and if there is any cost-sharing opportunities. Asphalt project should take place in 2022. Julia reported that Drake Park management has mentioned it as a priority.
- d. Recycling bin. A recycling bin showed up near the property that members are using. Julia will investigate services.

8. Other Business.

- a. Exterior door light timer. Ryan Rush advocates for the light timers to come on earlier in the morning and Wendy Lee advocated for longer in the evening hours. Julia will investigate.
- b. Fob lockbox onsite. Suzanne Rice requested that the members approve an exterior on-site lockbox to be installed so that the police force does not need to be issued individual fob keys to gain access. Everyone agreed that it was a great idea and that one in the front and one in the back entrance should be installed. All members will receive the lockbox code.
- c. Cleaning notes. Due to snow and magnesium chloride used on sidewalks, the stair treads need to be wiped down.
- d. Exterior pest control. Julia will seek a proposal for bait stations to be discreetly installed around the exterior perimeter and serviced every other month.

9. Election of Directors.

- Ryan Scarborough – President (3 year term)
- Ryan Rush – Vice President (2 year term)
- Suzanne Rice – Secretary/Treasurer (1 year term)
- Emmanuel Sotiropoulou – member at large (3 year term)
- Kent Obermann – member at large (2 year term remaining)

9. Adjourn. There being no further business, Suzanne Rice motioned to adjourn. The meeting adjourned at 6:23 pm.

Respectfully Submitted,



Suzanne Rice  
Secretary/Treasurer

cc: Members