STAR POINT CONDOMINIUM ASSOCIATION

Board of Directors Meeting
October 16, 2025, at 6:30 PM

Minutes

Call to Order

The meeting was called to order at 6:34 PM. Members present were William Machemer, Luiz Pinheiro, Maria Lechuga, Tina Lucido and Michael Black. Jessica Lingenfelter and Connor Kelly, with ACCU, were also present. There were five homeowners present.

First Order of Business

A. **Retaining Wall Project:** Hall Ryan Construction reported that permitting is in progress with the City of Thornton and soils/geotechnical engineering is required. A soils engineer has been scheduled, with the report expected in 4–5 weeks, which may delay the start into December. Winter construction is possible with weather-related delays. A communication plan will include meetings with affected units, posted notices, and updates via the Buildertrend portal. Dumpster relocation will be coordinated with the trash hauler. The Board agreed to proceed as soon as feasible, even if work extends into December.

Homeowner Forum

Homeowners discussed tree removal and grounds maintenance; management confirmed twice-monthly property walks and follow-up on specific issues. Unauthorized sheds and charcoal grills were addressed, with violations issued as needed. The sewer issue in Building 11 was noted, with tree removal completed and further plumbing work pending. A water leak in Building 4 was discussed, and legal counsel will be consulted regarding access to the affected unit.

Minutes Approval

The minutes from September 18, 2025, were reviewed. Tina noted a correction was needed to reflect that two-bedroom units are assigned two parking spaces. Jessica will revise the minutes, and approval is deferred until the next meeting.

Management Report

Jessica provided the Manager’s Report, which included updates on the number of tickets, violations, and work orders, as well as a summary of architectural requests and on-call activity.

Review of Financials

Jessica gave a financial overview of the September financials. Motion by Luiz and seconded by Tina to approve the financials. With no further comments from the Board or homeowners present, the motion was unanimously passed.

Old Business

A. **Honey Locust Tree Removal:** The Honey Locust was removed and the stump is set to be grinded. The Managing Agent is working on the next steps for this issue.

B. **Community Tree Pruning:** The Board received the updated proposal from Davey Tree in the amount of $5,200 and is awaiting a second bid from Oscar for comparison.

C. **Electrical Panel Policy:** The Board reviewed the Electrical Panel Policy, requiring homeowners to provide proof of panel replacement or inspection. The policy was unanimously approved and adopted. Management will clarify the compliance process for units that have already completed the work and will prepare a letter to homeowners outlining next steps and assistance options.

D. **Updated Collection Policy:** The Board unanimously approved and adopted the updated Collection Policy in compliance with new state law, CCIOA, enhancing homeowner protections and communication requirements. The Board also adopted the Phone and Email Registration Policy, encouraging homeowners to provide and keep their contact information current for emergency notifications and collections-related communications.

E. **Fire Alarm Deficiencies:** Final repairs are still underway. Electrical maps have been requested to determine the wiring layout and resolve the wiring issues. The Managing Agent and Assistant have been working with an electrician to get the project completed. The city is aware and will not fine as long as progress continues.

F. **Partial Roof Replacement:** This project was completed.

G. **Snow Removal Company:** A site walk with a new vendor is to be scheduled to address the snow removal for the season.

H. **Community Gutter Cleaning:** The gutter cleaning of the community was completed.

I. **Building Cable Boxes:** All building cable boxes remain open. Comcast is responsible for securing them. The Managing Agent will continue to submit maintenance tickets for any boxes that need to be secured throughout the community.

J. **Schedule Annual Meeting:** The Annual Meeting was scheduled for November 20th and will be held at a local venue due to the seasonal weather.

New Business

A. **Brightview Invoices:** The Board questioned several irrigation invoices due to insufficient detail and concerns that some work may not have been approved or properly documented. Management will follow up with Brightview, hold payment, and schedule a walkthrough if necessary.

B. **2026 Budget Draft:** The Board will review the draft budget and provide feedback. Adjustments are planned for water, printing, and snow removal line items. The finalized budget will be prepared and distributed for homeowner review prior to the Annual Meeting.

C. **Concrete/Patio Repairs:** Concrete and patio repairs were brought up. Management will track and prioritize repairs, maintaining a spreadsheet for reference. The Board will review and add items as needed in the new year.

D. **Radon Mitigation:** Assessment of crawl spaces is planned for the future, with management to obtain specialist input and pricing. Discussion held on whether mitigation is the Association's or homeowners' responsibility; crawl spaces are considered common elements per the maintenance chart.

E. **Siding Replacement:** Siding throughout the community was discussed as a future major project. Management will track and plan for it as part of long-term maintenance.

Adjournment

There being no further business brought before the Board, Luiz moved to adjourn the meeting at 9:25 PM, seconded by Tina. With no further discussion, the motion carried unanimously.