

Park East Square Homeowners Association

MONTHLY BOARD MEETING MINUTES

January 13, 2026 via Zoom

Call to Order

The monthly Board meeting was called to order at 7:05 p.m. A quorum of the Board was present: Mark Liebendorfer, Greg Butt, Lois Bennett. Also present: Brent Chapman, HOA Facilities Manager and Allan Orendorff and Steve Henry, Trio Community Association Managers.

Homeowners present: Christiane Audi, David Bartelt, Scott Ellis, Therese Spears, Rene Sotola, Eric Hagen, Steve Haymes, Paul Glauthier, Brian Shank, Servane Demol, Mary Magee, Martin Walter, Roxanne Royce, David Longenecker

Approval of Previous Board Meeting Minutes

On a motion made by Lois and seconded by Mark, the Board unanimously approved the December 22nd Special Board Meeting minutes.

Facilities Manager's Maintenance Report

- Contracts signed for 2026 paving, crack-sealing, seal coating, striping.
- Status of roof repairs. Formula Roofing has started a warranty claim through the shingle manufacturer on our behalf. Waiting to hear back from them, they said they will let us know where we stand as soon as possible, then will schedule crews to repair.
- 4212D balcony railing temporarily repaired until permanent repairs can be done in the summer.
- Several fire doors repaired – new closers, leveling, etc.
- Sections of pool fence that came down in high winds were rebuilt.
- Siding, gutter, and downspout repairs done.
- Another round of carport, trash rooms, and D unit stairwell cleaning happening now. Dog stations, tree watering, and emptying compost cans ongoing weekly.
- Week of 12/12 – snow and ice maintenance.
- Endless clean-up from high winds.
- Status of other contracts. CoCal – we're in the middle of a 2-year contract. Gutters/pool open and close/building repairs/painting/etc., TBD.
- A letter will be sent to owners advising them to camera their individual sewer lines.

Christine shared that she heard about a liquid (silicone?) that can be poured on shingles to help protect them.

Administrator's Report

- Al provided the financial report for December. Operating: \$79,123. Reserve: \$373,998. Total Cash: \$453,121. YTD total operating expense shows it is approximately \$45,000 under budget.
- Financial Review Report. The CPA found a variance that goes back quite a bit before the period of the review to 2023 when Goodwin was our bookkeeper. The \$30,000 delta is in our favor and it is doubtful that Goodwin will produce additional information. It could take substantial time and money to try to trace it but the CPA noted it will not change much. Lois will ask the CPA for a list of pros and cons for not taking further action.

- Contract for Tax return services signed.
- Reminder to vote in Board Election – draft annual meeting minutes and presentation are available, allow for mailing time to meet the 1/19 deadline. One owner mentioned that ballots can be taken directly to the Niwot PO and put in the “local” slot – make sure there is a stamp on it.

Old and New Business

- Should the Board purchase option to retain access to “U-Plan-It” tool from Association Reserves? More information was requested on how the tool helps manage reserve funds so the decision was tabled.
- The Board and Brent are working on a scope of work to request proposals to retain a structural engineer to conduct a structural inspection and prepare report as recommended by the Reserve Study provider. One proposal has been received but it is high, so scope of work needs to be revised. It was also suggested another estimate be obtained. More work to be done.
- Status of Maintenance & Insurance Briefing Paper – hoping to issue by the end of the week after legal review.

Member Issues & Questions (3-minute time limit)

- Questions about the Board election. Steve stated that he feels the election will be fair because it is not in Trio’s interest to be dishonest. The observers were appointed because they volunteered. Al reviewed how counting of the secret ballots will be done and noted observers will watch. The new directors take office when the election results are known.
- Mary asked if our organization needs mediation? Perhaps in the future, but not at this time.
- Rene asked when the 3rd-tier insurance policy will get published to the website? As soon as it is received. Do we know the rebuilding cost for a unit? Lois said that our agent uses a tool provided by the insurance companies. We did get a rebuild estimate for a total building loss from the restoration company 1-2 years after the fire, but it is unofficial and insurance carriers will not use this number.
- Questions on structural repairs. Eric asked why we are hiring a structural engineer and will they inspect crawlspaces? Lois said details on structural repairs will be provided in the briefing paper. She described structural maintenance responsibilities. We are hiring a structural engineer because the HOA is responsible for maintaining common spaces. We would like them to inspect some unit aspects as well so owners can be informed about “real” versus “perceived” risks. Eric would prefer for the Association to only inspect what they maintain, and have owners inspect their own responsibilities. He believes mixing the two is a source of confusion for owners regarding what they are actually responsible for maintaining. Rene restated his position that the Declaration says owners are only responsible for maintaining what they have modified themselves. Lois said the response will be in the briefing paper.

Executive Session

The Board adjourned into executive session at 8:30 p.m. to discuss legal advice. The Board returned from executive session at 8:50 p.m.

Adjournment

On a motion made by Lois, seconded by Greg, and unanimously carried, the meeting adjourned at 8:50 p.m.

Submitted by *Greg Butt*, Board Director