REDCLIFF TWO CONDOMINIUMS OWNERS ASSOCIATION
2nd Quarter Board of Directors Meeting Minutes
April 30, 2026 | Zoom Meeting

1. **Call to Order and Roll Call**
   The meeting was called to order by President Tanya at approximately 4:00 p.m. Board members present were Tanya, Mike Wiggins, and Jeanette Hackney. A quorum of the Board was established. Management was present through Design HOA. Homeowner David Valentisch, Unit B, was also present.

2. **Approval of Prior Meeting Minutes**
   Approval of the prior meeting minutes was tabled to allow the Board additional time for review and minor corrections.

3. **Financial Report**
   Management presented the March 31, 2026 financial reports. Total cash on hand across the operating and money market accounts was reported as $30,451.48. Accounts receivable were reported as $7,372.98, with $1,135.02 in funds in transit. Total equity was reported as $38,959.48. Year-to-date income through March 31, 2026 was reported as $8,527.61, with expenses of $880.68, resulting in net income of $7,646.93. No outstanding liabilities or current delinquencies were reported.

   The Board discussed that certain paid expenses, including gutter cleaning and snow removal, did not appear to be properly reflected in the current PayHOA reporting. Management will review the accounting classifications and provide more detailed P&L reporting for future Board packets.

4. **Governing Document and Policy Updates**
   The Board discussed recommendations previously received from Altitude Community Law regarding updates to the Declaration and Association policies, including conflict of interest, collection, and enforcement policies. Management will review the legal memorandum and provide the Board with an estimate and proposed plan for completing the recommended updates.

5. **Unit A Water Overage Issue**
   The Unit A water overage issue remains pending. Tanya will follow up with Mark regarding the status and history of the issue, and the item will remain on the next agenda.

6. **Vendor and Maintenance Updates**
   The Board confirmed that the upper gutter cleaning was completed by Y&M Services LLC and that the $600 invoice was paid on February 18, 2026. The Board discussed checking gutters again in late fall after leaves have fallen. Management will confirm which budget line was used for the gutter expense.

   The Board discussed snow removal and confirmed that at least one snow removal invoice had been approved. Management will verify that snow removal expenses are accurately reflected in PayHOA and future reports.

The Board discussed irrigation startup and backflow testing. Jeanette and/or the Board will monitor weather conditions and coordinate irrigation startup when appropriate. Tanya will follow up with Mark regarding the prior backflow testing process and vendor history. Management may assist with scheduling once the appropriate vendor is confirmed.

The Board discussed lighting and utility usage, including garage lights, exterior lights, SMPA peak-hour rates, and possible heat tape usage. Mike reported that exterior lights appear to be operating normally again, but garage lights remain on continuously. Tanya will look into the breaker panel/heat tape status and may contact SMPA regarding energy usage and possible efficiency recommendations.

7. **2026 Painting Work**
   The Board discussed recent trim and garage door painting work. The work was generally reported as complete and satisfactory. The Board noted that optional owner-paid deck painting may still need follow-up. Management will request a clear invoice from the vendor and circulate it to the Board for review and approval.

8. **Window Washing**
   Window washing is scheduled for June 16, 2026, with Hayden Peak Window Washing. Management will contact Nick Crater to confirm the exterior window washing schedule, determine availability and cost for optional interior window washing, and send an owner notice by approximately June 1, 2026.

9. **Landscaping**
   The Board reviewed 2026 proposed rates from Wilson Landscape and Garden. The maintenance rate increased from $67 to $69 per hour, and other service rates increased from $87 to $89 per hour. The Board agreed to proceed with obtaining an updated 2026 contract from Wilson Landscape and Garden, with a proposed service start around June 1, 2026, subject to confirmation and circulation of the corrected contract.

10. **Owner Comments**
    Homeowner David Valentisch was given an opportunity to comment and stated that he had no questions or concerns.

11. **Executive Session**
    No executive session was held.

12. **Next Meeting Date**
    The next Board meeting is scheduled for **Thursday, July 23, 2026, at 4:00 p.m.**

13. **Adjournment**
    There being no further business, the meeting was adjourned at approximately **5:14 p.m.**

APPROVED ON: Jul 23, 2026