



BELHAVEN TOWNHOME OWNERS ASSOCIATION, INC.

P.O. Box 40615, Grand Junction, CO 81504

Heritage Property Management Meeting with Belhaven TOA Board

03/10/2010 – 9:00AM

Held at Heritage Office

Attendees:

Tracey Heritage

Judy Duncan, President

Pam Powers, Vice President

Helen Gray-Buskirk, Sec/Treasurer

Molly Dalton, Member at Large

1. Introduction of board members and Heritage staff members
2. PO Box Key
 - a. Tracey now has key
 - b. Mail will be forwarded to Heritage
 - c. Leaving Post Office Box under Belhaven name for at least 1 year
 - d. Heritage sending notice to Owners announcing mail to be addressed to:
Belhaven TOA
C/O Heritage Property Management
3002 I-70 Business Loop Unit #2
Grand Junction, CO 81504
www.traceyheritage.com
(970) 243-3186
3. O'Connor group to be paid 03/10/2010 – Tracey to call them
4. Belhaven Email account to be checked weekly by Judy
 - a. Tracey prefers emails to be forwarded to her to establish a paper trail if issues should arise.
5. Website information: Meeting notes to be revised by Judy and re-posted.
6. Checking Account: Tracey has established new account at the Alpine Bank on Horizon Drive. Pam, Helen, and Tracey to meet Wed. 03/17/2010 at 10:00AM to get applicable signatures on account.
7. 2009 Receivables need to be provided at Heritage – as Tracey does not have record of amounts due prior to Jan. '10.
 - a. Tracey to start sending out statements on account
8. Lien Notices:
 - a. Liens filed after 3 months of delinquency
 - a. Statements regarding back dues will be sent
 - b. Possible “reward” discount given for Owners who pay on time

9. Process for handling complaints
 - a. All complaints should go through Heritage, Tracey will contact board for decision making issues
10. Landscaping:
 - a. Thompson Landscaping needs to get us info about start and finish dates
 - b. We need to notify Owners as to when irrigation water will be turned on
 - c. Key's to pump house need distributed to landscaping company
11. Dog/Pet Complaints need to go through the City, not TOA
 - a. We have no legal recourse for managing pet issues in subdivision
12. 589 Belhaven Trailer Removal – Complaints filed – violation of DCCR
 - a. Tracey to send owner a letter regarding removal of flat bed
 - b. Judy to get a picture of trailer to Tracey
13. Trash Removal Clarifications – No change required
14. \$25 Transfer Fee to be paid by New Owners via Title Company during closing
15. Home Owner / TOA Insurance Clarification:
 - a. NO EXTERIOR BUILDING INSURANCE IS COVERED BY TOA. OWNERS MUST INSURE THE REAL PROPERTY IN FULL.
 - b. Tracey to send a letter clarifying this information to all owners
 - c. Posting a notification on Website for Title Companies clarifying insurance requirements
 - d. Funds should be set aside in separate account for future roof and stucco replacement and maintenance
 - e. Property Owners who rent should notify tenants of renters insurance recommendation; advise tenants that they need their own contents insurance.
 - f. After letter is drafted – Have Mark Luff (Attorney) proof
 - g. *For Future Discussion* – Increase dues and cover insurance for entire subdivision through the TOA?
16. Send Notices to Owners regarding the CO Detector ordinance
17. Heritage needs copy of TOA Letter Head – Reflecting Address Change
 - a. Tracey to research a condensed list of Rules and Regulation to be sent to Owners and Renters