

**Meeting Minutes of the  
Fairway Four Townhomes Association, Inc.  
Special Board & Owners Meeting  
Wednesday, August 31st, 2022  
5:30PM (MDT) via Zoom Video & Conference Call**

**1. Call to Order:**

The meeting was called to order at 5:40pm (MDT) by Garrett Brafford of Telluride Consulting, LLC.

**Roll Call/Members Present:**

David Schillaci (Unit 22) – Board Member/Owner  
Larry Forsythe Jr. (Unit 21) – Board Member/Owner  
Kelly Watters (Unit 20) – Owner  
Sherri Reeder (Unit 18) – Owner Representative  
Conrad Rocque (Unit 9) – Owner  
Natalie Covert (Unit 10) – Owner  
Tuck Gillett (Unit 10) - Owner

**Others Present:**

Garrett Brafford, Owner, Telluride Consulting, LLC.

**2.) Determination of a Quorum:**

A quorum was not met at the time of this meeting, as not enough board members were present. This meeting was held for informational purposes only.

Discussion was held about how to get better participation and buy-in from the rest of the membership. Larry Forsythe Jr. stated that placing door hangers to remind members of meetings, had not been done as discussed at the last meeting. Garrett Brafford suggested that mail and email, especially for ballots may be a better way to get better member participation. However, it was clear that more details need to be worked out by the board before the project is ready to be presented to membership.

**Garrett Brafford stated that Telluride Consulting could help with placing door hangers to remind folks of the next meeting.** The group agreed to reschedule the next meeting for 2 weeks, with the board only to finalize the following details:

- Provide a quote to each member, along with a clearly defined scope of the work to take place and why this work is needed;
- Determine the payment terms that owners will have to pay back the proposed special assessment;
- Determine if any additional investigation work is needed to ensure that the current proposal will work to alleviate ice build-up concerns, and not create any unintended consequences by pushing water elsewhere;
- Clarify why the current set of priority areas has been chosen to address first; and
- Clarify with the contractor CEB that 6 areas have been quoted, and not 7 as indicated on their proposed drawings.

**3.) Proof of Notice of Meeting:**

Proof of Notice requirements for the meeting was provided by Telluride Consulting, LLC.

**4.) New Business:**

None.

5.) **Old Business:**

None.

6.) **Meeting Adjournment & Next Meeting:**

The group agreed to set the next meeting with the board only, to finalize the items to be presented to the ownership on Wednesday, September 7<sup>th</sup>, 2022 at 5:30pm (MST).

Meeting was adjourned at 6:10pm (MST).