**High** **Timber Townhomes Annual Meeting**

**Minutes**

**August 13, 2016**

# **9:00 a.m.**

# **Unit #1122**

### 1. Call to Order, Quorum

# David Petersen, president, called the meeting to order at 9:00 a.m. Homeowners present were Sara Myers and David Petersen (#1122), Ron Sedlack (unit # 1118), John and Karen Fritz (#1112), Sharon and Dan Watson (#1110), Katy and Jim Norris (unit # 1124). Jenny Glass (#11 ) provided a proxy. Also attending was Bliss Property Management (BPM) owner Carol Cannon.

**2. Approval of the 2015 Annual Meeting Minutes -** The minutes of the Aug 15, 2015 meeting were approved unanimously as distributed earlier.

**3. Presentation by Cornerstone Building** – Rob Otterman – Since there will be a future need for a siding replacement project at High Timber and since some siding will be removed during the reroofing project in 2017, Carol invited Rob Otterman principal of Cornerstone Building, to present a proposal and bid for residing and to be available for questions. Rob informed the group of the total cost to replace all siding, doors and windows at High Timber. Rob does not markup materials, but does charge a higher labor cost, since he uses skilled contractors. He explained that this project would be cheaper if done when the roof is done. He also encouraged communication with the roofing contractor, Turner Morris, so that the two projects would not be duplicated. The group appreciated Rob’s presentation and proposal and will begin to discuss the residing project. However, the owners do not want to undertake re-siding project at the same time as the re-roof project. According to the High Timber Bylaws, owners are responsible for individual units’ windows and doors. Carol will find out if garage doors are owner responsibility as well.

The question whether all units should pay equal shares for the re-siding cost came up during the course of the discussion, since some units are larger than others. Currently, the HOA’s bylaws state that all HOA-wide projects costs are split evenly 10 ways.

**4. Financial Report – 7/31/2016**

Operating Cash is $11,292. Savings/Reserve Account is $71,674. There are no units past due. Spread sheet attached.

**5. Repair and Maintenance Report –**

1. Completed repair for retaining walls around the new asphalt on the driveway
2. Siding repairs and deck repairs to garages and miscellaneous areas preparing for annual paint touchups scheduled for August.
3. Turner Morris inspected the roof and made minor repairs to shingles and heat tapes. They have still proposed more maintenance this summer, but Carol is finding out if these are necessary with the plans now to re-roof.
4. Multiple meetings and discussions with Turner Morris (roofing) and Cornerstone Building (siding) to bid on new roof and new siding (eventually)
5. Ceres Landscaping – continues general clean up of landscaping $650 per year. Members present will discuss the landscaping needs. They would like to see more landscaping done for this price. Sharon Watson will work with owners and landscapers to determine what should be done to improve the landscaping.
6. BioBalance sprayed for noxious weeds: False Chamomile (stink daisies) and thistle
7. Updated all fire extinguishers.
8. Heater inspections and report attached
9. Remove 2 dead trees
10. Had necessary chimneys swept

**6. 2016 -2017 Proposed Budget and Financials Review –**

David P. suggested the Roof Proposal from Turner Morris be discussed prior to the budget being approved. All agreed that the roof bid will be accepted. Sharon Watson (#1112) and John Fritz (#1110) will be on a committee to recommend to the HOA shingle replacement colors and materials. They will consult with Turner Morris to decide the best materials for this altitude.

Turner Morris proposed doing the project all at once or in 3 phases. The group present agreed unanimously to do the entire project in 2017 at a cost of $149,235. There will be an assessment per unit of $3000 for 2016-2017 year. This will increase the reserves to c. $80,000. The total c. $150,000 roof cost will be funded approximately $80,000 by the reserves and $70,000 by assessments. A $70,000 loan may be placed by the HOA to fund the project and then owners can repay their individual portion directly to the bank and not be charged any interest. Any owners that want to finance the project through the HOA are given that choice.

All owners present agreed to accept the Turner Morris Re-roofing project bid to do all the units in 2017, which saves over $5,000 should the project have been spread over three years.

**Motion:** Ron Sedlack made a motion to create a $3000 assessment for each owner; $1500 due by November 1, 2016 and $1500 due by March 15, 2016 in order to continue funding the Reserve Account as for the reroofing project. David Petersen seconded the motion, which passed unanimously.

**Motion:** Dan Watson made a motion to approve the 2016-2017 Budget as presented with the additions as stated above John Fritz seconded the motion, which passed unanimously.

**7. Old Business**

* Parking/ Rules and Regulations issues – the group present had a long discussion about problems regarding parking, particularly with rental units. There was some discussion whether to limit long term or short term rentals. All agreed this would not be beneficial and that individual owners MUST take responsibility for their tenants (i.e., make sure any rental marketing clearly states that no units allow renters to have pets, and that long term rentals should limit the number of people and cars in their units). Carol always contacts owners directly when there is a complaint about their tenants. If complaints continue, $50 fines are charged directly to the owners.
* Owners should CLEARLY POST the HOA rules and regulations and especially the PARKING RULES in their units for both long term and short term tenants.
* Unit #1124, the Norris’s asked if it is ok if a temporary gate is placed across the exit to their deck. And members present said a temporary “baby gate” is ok, but that if any permanent structure is added, then a solid plan should be presented to the Architectural Committee (which is the Board of Directors).
* The Watsons (#1110) would like to add an outdoor spigot. Members present agreed that would be fine, but it should be placed inside the garage or crawl space so it does not freeze.
* Members present reminded owners that the heater in the crawl spaces need to be checked and make sure these are working properly. If owners have automatic water shut off valves, they should STILL leave their heat on 55 at least to prevent frozen pipes. These mechanisms do not have automatic draining capability when the water is shut off so water can still collect in pipe low spots and freeze.

# **9. Election of Officers**

David Petersen, president, asked if anyone would like to serve as an officer.

**Motion:** Dan Watson made a motion to approve the following officers for the 2016-2017 year. Katy Norris seconded the motion. It was unanimously decided to register the following officers:

David Petersen, president

Ron Sedlack, vice-president

John Fritz, secretary/treasurer

**8. 2016 Meeting Date** The 2017 Annual Meeting is currently planned for Friday August 11, 2017, 9 am.

**9. Adjournment**

The meeting was adjourned at 10:30 a.m.

Respectfully submitted by:

Carol Cannon, Managing Agent

Bliss Property Management, Inc.