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

**Minutes**

**August 12, 2017**

# **9:15 a.m.**

# **NEW Breckenridge Library – Discovery Room**

# **103 South Harris Street, Breckenridge, CO**

### 1. Call to Order, Quorum

# Pursuant to timely notice of the meeting having been given, David Petersen, president, called the Annual Meeting to order at 9:25 am, August 12, 2017. A Quorum, according to the Association by-laws, is at least 50% of the members present by attendance or proxy. A quorum was confirmed with 9 out of 10 unit owners present by attendance or proxy. Homeowners present were Sara Myers and David Petersen (#1122), Ron Sedlack (unit # 1118), John and Karena Fritz (#1112), Sharon Watson (#1110), Jim Norris (# 1124) and Kyle Tudor (#1120). Dr. J Kirimi (#1128) and Hal Sargent and Anne Stavig (#1126) were on conference call. Jenny Glass (#1116) provided a proxy. Also attending was Bliss Property Management (BPM) owner Carol Cannon

**2. Approval of the 2016 Meeting Minutes -** The minutes of the Aug 13, 2016 meeting were distributed

earlier and provided in the meeting packet.

**Motion:** David Petersen made a motion to approve the 2016 Annual Meeting minutes. Ron Sedlack seconded the motion, which passed unanimously.

**3. Financial Report – as of 8/11/2017:**

Carol summarized the financials as presented. Operating Cash is $ 33,941 (**Still need to pay balance of roof of $15,000 – holding back until punch list is completed) which would leave $19,941.**  Savings/Reserve Account is $31,897. There is 1 unit 3 months past due, but they usually pay quarterly. After discussion, David P. asked if there were any other questions about the financials. There were none.

**4. Repair and Maintenance Report –**

1. Re - Roof Project – Contract = $ 145,400 Additional repairs - $1200 – is the extra work required while roof was being redone. Thee roofer replaced metal turbine vents and flashing surrounding some vents. Carol C. began a discussion regarding this project. The new roof is installed and there is some trim above some of the shed roofs that needs to still be installed. The Board has been meeting about this to make sure this is done satisfactorily. Therefore, there is still $15,000 held back from the final invoice, until the punch list is done. Dr. J. Karimi asked if there is a guarantee with the roofing project. Turner Morris was chosen to do this work because they have been in Summit and Eagle counties for many years. A copy of the full contract with the company’s guarantees will be emailed to the board.

Hal S. began a discussion regarding replacing the siding and windows. He asked if there is a plan in place to re-side the complex. David P. said that at last year’s annual meeting, Rob Otterman, a siding contractor, presented a bid to re-side the entire complex for almost $1,000,000 total or $100,000.00 per owner. That was in the midst he re-roofing discussion so owners did not feel it would be realistic to assess owners for two large projects at once. So the siding project is tabled and there is no siding plan at this time. Hal confirmed with the group that the HT Declarations mandate that the windows and doors are individual owner responsibility. The group then began a discussion that it would be wise to replace windows as many are failing. Jim Norris would like to replace his windows and will be in touch with Carol to ask if other owners want to do theirs at the same time for quantity savings. He will also confer with Carol regarding local reputable contractors to do this work. Jim N. will also research reputable contractors. David P. reminded the group that any exterior alterations to the buildings must be approved by the Architectural Committee, which is the Board of Directors. Carol then continued summarizing the Repair and Maintenance Report.

1. Added heat tape and gutter above lower level garage where ice buildup formed due to new driveway design. Roof would drip and freeze garage door shut.
2. Extensive extra snow removal of roofs and extra plows due to extremely heavy January snow, then thaw and mid-May large snow fall (after plow contract ended)
3. Siding and deck repairs – fall 2016 – billed in this fiscal year
4. Repair heat tape and damaged roof area above #1118 – ice buildup damage
5. Ceres Landscaping – continues general clean-up of landscaping $770 per year. This month’s worth of landscaping costs includes 2 months from last fiscal year billed in this fiscal year. The group began a discussion about landscaping. Some members would like to see more/better landscaping. Carol explained that irrigation and water rates are cost-prohibitive. Hal S. reminded the group that Colorado is a “water-starved” state and he does not agree with installing irrigation or watering of any kind and prefers the natural landscape. Carol C. suggested owners tour the property with the landscape company and provide more direction of how the landscaping can be improved. Sharon Watson and John and Karena Fritz agreed to do this and be on the Landscape Committee.
6. BioBalance sprayed for noxious weeds: False Chamomile (stink daisies) and thistle
7. Updated all fire extinguishers.

David P. asked if there are any other maintenance issues or questions. Ron would like to see the cost of completing the asphalt to the end of the driveway, which was not done 2 years ago when the asphalt was replaced.

Hal S. asked if there was any discussion about the retaining wall in front of his unit regarding its integrity. David P. said other management companies had said it appears to be stable. Carol C. said a surveyor could measure a dot on the wall and measure it each year to see if it moves. The group agreed to continue to watch this.

There were no further maintenance issues or questions.

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

Carol C. summarized the Proposed Budget as presented. The group agreed to delete the $500 increase to the landscaping and work on giving Carol and the landscaping company more direction. Carol C. also summarized the Proposed Reserve Replacement report, which had been distributed prior to the meeting.

Carol C. suggested that each owner pay a $1000 assessment (payable of $500 November 1, 2017 and $500 March 1, 2018) to further fund the Reserve Budget.

**Motion:** Ron Sedlack made a motion to create a $1000 assessment for each owner; $500 due by November 1, 2017 and $500 due by March 15, 2018 in order to continue funding the Reserve Account. David Petersen seconded the motion, which passed unanimously.

**Motion:** David Petersen made a motion to approve the 2017-2018 Budget as presented with the deletion of the landscaping $500 additions as stated above. John Fritz seconded the motion, which passed unanimously.

**7. Old Business**

* Roof Replacement Review and Discussion – David P. said this was already discussed.
* Rules Enforcement – David P. said this item was added to the agenda due to some owners having problems with tenants leaving trash outside and not keeping the exterior of units tidy. The tenants were asked to clean up and there have been no problems since. The group present had a discussion about problems regarding parking, particularly with rental units. There was some discussion whether to limit long term or short-term rentals. 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 of rental units should CLEARLY POST the HOA rules and regulations and especially the PARKING RULES in their units for both long term and short-term tenants. The members present felt that if the owners park courteously then there should not be a parking problem. Owners do understand that if guests are in town, there will be parking overflow to the end of the driveway. Carol will place “ Do Not Block Driveway” signs at the top of the lower stairs.

**7. New Business –**

* Long Term Rental Discussion – David P led a a discussion concerning some trash and parking infractions from some of the 3 rental units (2 long term and 1 short term). Some owners may be interested in updating/changing the Bylaws and Declarations to prohibit rentals by owners in the future. Carol did contact the owners of one of the rentals regarding trash and there have had no problems since. The other long term rental unit #1114 does, however, consistently have trash and “junk” on the back deck. Carol C. will contact the #1114 owners and if deck clean-up is not rectified then the $50 per month/unit fine will incur as stated in the Rules and Regulations.

Kyle Tudor and John Fritz will be on the Bylaws Committee to go over the Declarations and Bylaws and update as necessary. Dr. Kirimi stated that changing the rules to include “no-rentals” would have negative implications for future property values, potential buyers and re-sale for current owners. Members felt that the long term tenants tend to collect clutter outside of their units and this needs to be patrolled more frequently and that the owner is ultimately responsible.

* External Changes at High Timber – David Petersen summarized the current the HT Declaration states that any changes to the exterior of HT must be approved by the Architectural Control Committee which is the Board of Directors. In the past, the Board has had to deal with informal requests for approval to cut down a tree, expand a deck, add a hot tub or add a 2nd dog. David P. feels that this process needs to be formalized. He suggested using an architectural application form and had an example from another HOA. Carol C. will work with John F. to modify these forms to be used at High Timber. Neighboring owners would also need to approve architectural requests. Reports about the disposition of formal proposals to the Architectural Control Committee would be presented at each Annual Meeting. All agreed that this would be a good idea.
* John Fritz would like to expand his deck and will use these forms as the “test”.
* Hal Sargent asked if the group is interested in solar panels. The group was interested, but asked Hal to research costs and viability with today’s technology and then present that information to the group. Hal Sargent and Jim Norris agreed to continue this research as the Solar Committee.

# **9. Election of Officers**

David Petersen, president, resigned from “office” after 16 years of being president. He thanked Ron for his many years of service as well as expressed gratitude to Carol Cannon for her excellent work on behalf of the HOA as well as individual owners. And, of course, the group profusely thanked David for his many years of dedicated service. David will remain on the Board if necessary, but will not be president.

Ron Sedlack nominated John Fritz to be on the Board and be the president. John Fritz accepted and nominated Kyle Tudor, Ron Sedlack and David Petersen to be on the Board. All agreed.

**Motion:** Jim Norris made a motion to approve the following officers for the 2017-2018 year. Dr. Kirimi seconded the motion. It was unanimously decided to register the following officers:

John Fritz, president

Kyle Tudor, vice-president

David Petersen, secretary/treasurer

Ron Sedlack, member-at-large

**8. 2018 Meeting Date** The 2018 Annual Meeting is currently planned for Saturday August 11, 2018, 10 am. (Note change of time requested so out of town owners will have time to arrive that morning).

**9. Adjournment**

The meeting was adjourned at 11:30 a.m.

Respectfully submitted 8/12/2017

by:

Carol Cannon, Managing Agent

Bliss Property Management, Inc.