**Charon Pines Homeowners Association**

**Annual Meeting**

**Tuesday, April 27, 2022**

**5:30 PM Zoom Meeting**

**Minutes**

1. **Call to Order; Confirm Quorum** – Pursuant to timely notice of the meeting having been given, Wayne Peters, President, deferred to Carol Cannon, Managing Agent to run the meeting. Carol called the meeting to order at 5:35 PM. Quorum is a majority. Six unit owners were in attendance via ZOOM, so a quorum was met. In attendance were Dick and Ann Rask (Proxy from Steve Rask) #58, Lynnette and Robert Will #46, Brent Vaughn #48, Wayne Peters #54, Don Grady #58, Abbie Cobb #62.
2. **Approve Minutes of the last Annual Meeting** – Carol asked if there were any changes to the 2021 Annual Meeting Minutes. There were none. Approve the minutes of the March 8, 2021 Annual Meeting Minutes. M/S/P Rob/Abbie.
3. **Manager’s Report and Current Financials as of Dec 31, 2021 –** Carol began a discussion regarding the 2021 Repairs and Maintenance and the Financials as of December 31, 2021.

**Major Repair and Maintenance Items 2021**

Landscaping to clean up “stink” daisies, and yard clean up

Touch up paint

Heat tape repairs

Extinguishers re-filled and inspected (annually)

Gas Fireplaces all inspected and serviced (annually)

Roof Replacement and Assessment – Carol began the discussion that Turner Morris Roofing inspected the roof in 2020 and 2021 and felt the roof has reached its lifespan. Their updated bid to replace the metal roof this year is about $170,000. It is estimated next year could increase to $180,000. We are working on getting another bid. The buildings were built in 1983 making the roofs 39 years old. The Board determined that it will be necessary to assess the membership for the majority of the roof replacement or $16,000 to $18,000 per owner depending on the full cost. The HOA has done an excellent job funding the Reserve (valued at approximately $50,000). Dick Rask mentioned that his sons are both builders and have much experience with roofing. They agree the roof is in need of replacement, however they believe the costs could go down next year. It was asked if Turner Morris can separate the labor costs from the materials costs in their bids. Carol will request that from TM.

To authorize, 2/3 of the membership will need to accept this expense and assessment. Members present agreed there will need to be a special meeting this year to discuss the 2 bids and the funding. There were not 2/3 of the membership attending this meeting so a vote could not be done.

\*Wayne (HOA President) stated that this is the official membership notification of the 2022-2023 $16,000 - $18,000 per unit roof assessment. This allows the membership to have a year to prepare for the assessment expense. \*

Driveway crack seal and sealcoat – APeak Asphalt says this needs to be done every 3-5 years. The new driveway was installed in 2018. Members present agreed it is time to do the crack seal and seal coating this summer to protect the driveway. This will cost approximately $3500 according to APeak. Carol is requesting other bids.

Painting Needed – Allman Painting will do more touchups this summer.

**Financials as of 12/31/2021**

Operating Account = $ 25,084

Reserve Account = $43,516

No Units more than one month Past Due

Carol reviewed Year-End 2021 Balance Sheet, Profit and Loss Budget vs Actual Financial Reports as presented

Members present approved the 2021 Financials. M/S/P Rob/Abbie.

1. **Proposed Operating Budget 2022 Discussion and Vote to Ratify** – Carol reviewed the 2022 Operating Budget and noted the additional $5000 Legal Fees line item in the budget. She explained this will be discussed further under New Business. Members agreed they would like to review the New Business items prior to voting on the 2022 Proposed Budget. The Board has approved the Budget. The Membership needs to vote on it to ratify the budget. Carol reviewed each line item, noting the new Legal Fees line item.

Budget Notes

Accounting – same

Bank Service Charges – same

Maintenance and Replacement – same

Cable and Internet – Increased rates

Fire Prevention – Increased rates

Insurance – Increased rates

Legal Fees – (NEW LINE ITEM) - $5000

Management fees – increased $25/month to $650/mth

Snow Removal – same

Trash – Increased rates

Utilities – same

Sewer – increased rates

Reserve Contribution – Reserve Contribution to save for capital projects – roof, driveway repairs, etc.,.

After the New Business and Financial discussions, the Membership approved the Proposed 2022 Budget as presented with the approximately $2000 increase to the Insurance Line item. M/S/P / Rob/Wayne.

1. **Old Business** – Carol asked if there was any Old Business. There was none.
2. **New Business** –

* Update of HOA Declarations and Bylaws and Rules and Regulations to comply with Colorado State HOA laws. This will be done by Legal Counsel. Members agreed this is necessary.
* Roof Replacement and Future Assessments – Although the Roof Replacement has been discussed in past meetings under Old Business, the Board felt it is important the membership knows the Board is preparing a membership vote to assess the owners for a new roof in 2023 or 2024 and wanted to give members plenty of advanced notice to financially prepare for the large assessment.
* Exterior Deck Maintenance and Repair Obligations – On December 11, 2021, it was discovered that the deck for Unit #50 is failing and requires significant repairs to make it safe for human occupancy (in excess of $10,000.00).  Subsequently, the HOA hired an engineer to inspect and report on the damages and the repairs and draw up plans to give to contractors for estimates. It was determined that repairs would cost at least $10,000. The Board offered #50 owners $2,500 towards repair of the Deck in January 2021. In February, #50 owner sent a demand letter from their legal counsel requesting the HOA pay for the entire deck repair. The HOA hired local legal counsel and after much negotiation and discussion, and an estimated $4500 in CP’s legal fees, Charon Pines HOA agreed to pay $3000 towards the repair of the deck (since it was never documented anywhere if the “new” decks -added in 2007 and 2008 - could hold a hot tub.) CP’s legal counsel created a Settlement Agreement signed by the HOA President to ensure #50 performance of the deck repairs.
* CP’s Legal Counsel will update CP’s rules to address future use of the decks and repair. Wayne added that these rules will include if owners do add a hot tub, the Summit County Building Hot Tub Safety Codes will be enforced. Summarized, these require the hot tub must be 18” away from the railing, or the railing needs to be 18” above the top of the hot tub, and specialized GFI plug, and tempered glass doors and windows near the tub, installed. The Board stated that no modifications to the existing railings will be allowed. Portable hot tubs do not need to comply with these Codes. Since #50 is for sale, Rob asked if the new owners will be notified about the necessary deck repairs. Carol stated the Listing Agent will receive a copy of these meeting minutes. Brent asked if the repairs will be done if there is no hot tub on the deck. And yes, the #50 owners have 90 days to perform the repairs. There were no other questions.
* Abbie asked about auditing the insurance to make sure the CP building replacement costs are in line with the increased building costs. And Carol just received info back today – “ if you increased coverage to $400 per Sq foot that would bring the total building coverage to $2,258,000 and it would cost an additional $617 for the remainder of this year’s policy term and the new annual premium would be $11,404.” Carol will increase the 2022 Insurance Line Item by $617. All agreed to increase this line item for the remainder of this year and in the future.

1. **Election of Board of Directors and Officers** – Carol asked if any other members who would like to serve on the Board. There were none. Carol asked if the current Board would serve another term. All current Board members agreed to serve another 1-year term with current positions.

Wayne Peters, President

Brent Vaughn, Vice-President

Abbie Cobb, Treasurer

Approve the Board of Directors presented. M/S/P Rob/Rick.

1. **Adjourn**

Members present agreed to adjourn at 6:45 PM