**Charter Ridge Homeowners Association**

**Board Meeting Minutes**

**Wednesday, January 29, 2025**

**3:00 PM**

**Via Zoom Meeting**

### I. Call to Order, Attendance, Quorum

Pursuant to timely notice of the meeting having been given, Danelle Miller (#42), president, called the Board of Director’s Meeting to order at 3:00 p.m., January 29, 2025. There were four Board members present via Zoom Meeting: Danelle Miller (#42), Julieta Knapp (#22), Jim Brody (#40), Clint Rivet (#30). A quorum being present, the Meeting proceeded.

Also attending was Carol Cannon with Bliss Property Management (BPM).

### II. Approve Minutes of Meeting September 30, 2024, Board Meeting --

**Motion:** Julieta moved to approve the minutes of September 30, 2024. Clint seconded the motion which passed unanimously.

**III. Current Financials 1st Qtr Oct 1 -Dec 31 2024 –**

Clint summarized the 1st Qtr Financials as presented in the meeting packet. Actuals show a $4200 loss due to roof repairs over budget and the $1094 Storage Unit expense that was not budgeted. Carol explained the Storage Unit stores two lift station pumps and construction materials, and some Charter Ridge stone siding. Carol will send pictures of the storage unit items to Clint and Danelle.

**Motion:** Jim moved to approve the 1st Qtr Financials as of Dec 31, 2024. Clint seconded the motion which passed unanimously.

Carol reviewed the major expenses and Managers Report for the 1st Qtr

1. RESERVE Expenses

* Turner Morris Roofing – $7594 Performed annual maintenance – caulking, cleaning out gutters and other miscellaneous tile repairs and replacements
* Back Stairs Railing Build - $4800 Insurance mandate to have handrails built along the back exterior stairs between units #10 and #20.

1. OPERATING Major Expenses

* Landscaping - Fall turf fertilizer treatment $875 and fall irrigation blowout $295
* Exterior Maintenance - Driveway railing at #10 rebuild and paint, heat tape repairs when plugging in for the fall, entry balusters and chain repairs and stored for winter
* Storage unit - $1094 – this is annual charge for HOA storage unit – stores 2 pumps for lift stations, miscellaneous building materials
* Other Operating Expenses on target with budget

**Financial Reports attached –** Balance Sheet and P&L Budget vs Actual, 2024-2025 Budget

**IV. Updated 2023 -2024 Financials –**

Clint summarized the updated 2023-2024 Financial Report noting that there were not meaningful changes from the document previously presented.

**Motion:** Jim moved to approve the updated 2023 – 2024 Financial Report, Julieta seconded the motion which passed unanimously.

**V. Charter Ridge Roof Committee Update –**

Julieta presented the Roof Committee report with a summary of re-roof estimates and recommendations. Julieta shared a document explaining metal vs stone coated metal features and prices with information from a Denver roofing supplier she has worked with. Julieta explained that she and her husband, Arthur, have owned a roofing company in Florida for many years and have roofing supplier and installer contacts in Denver. She recommends Horn Roofing who was also recommended by the Westlake Tile suppliers and manufacturers. Horn Roofing said they have done roof installations in the “high-country” and do provide future annual maintenance contracts, as well. Horn Roofing estimate was about $500,000 for the entire roof. Danelle requested addresses and pictures of their high-country roof installations. Other members requested actual roofing material samples to view. Julieta will work on providing the board with these items. Julieta reminded everyone that these prices are very preliminary and other expenses such as underlayment repairs, stucco and siding damage could occur during re-roofing. Also there will be other expenses added such as larger gutters, snow jacks, heat tape, etc.,. Julieta spoke with Charter Ridge’s insurance company, and they said the insurance premiums would decrease with the new roof. They could not say by how much they would most likely decrease.

Roofing project will take about a month and 10% paid with signed contract, 40% at start of project, and 50% due at end of project. Julieta said it would be best to get this going as soon as possible. The intent is to build enough time into the schedule to enable owners to seek funding of the related assessment through loans, if necessary.

Julieta pointed out that the roof work likely will impact the painting. With that, it makes sense to to build painting into the overall project. Carol will get estimates to paint the entire exterior of Charter Ridge.

Danelle said she would like to know if the square footage allocation includes garages, as required under the Declaration. Carol will research this. Clint referred to the organizational documents that outlined the square footage requirement and clear precedent in the board records.

Julieta will get more information from Turner Morris roofing to compare with the 2 Denver roofing bids. The board will then vote on this project via email. Danelle would like to have enough information within the month to have a membership meeting and vote. Danelle feels this should be a secret ballot.

**VII. Governing Documents –**

Danelle skipped to the Governing Documents item on the Agenda to discuss before some members had to leave. Danelle feels the Charter governing documents – Decs, Bylaws and Rules and Regulations, need to be updated to ensure compliance with current law and ways of operating. The group feels this is important since the documents are so outdated. Decs and Bylaws were written in 1994 and Rules and Regulations in 2017.

**Motion:** Julieta moved to approve $4500 to a legal review the Decs, Bylaws and Rules and Regulations. Jim seconded the motion which passed unanimously.

**VIII. Maintenance List Updates and Future Schedule**

Danelle asked the group to review these documents on their own to discuss at a later date.

**IX. Old Business**

Danelle asked if there was any Old Business. There was none.

**X. New Business**

Danelle asked if there was any New Business. There was none.

**XI. Adjournment**

**Motion:** Julieta moved to adjourn. Jim seconded the motion which passed unanimously. The meeting was adjourned at 5:10.

Respectfully Submitted by:

Carol Cannon, Managing Agent

Bliss Property Management, Inc.

February 3, 2025

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