

**THE WILLOWS CONDOMINIUM ASSOCIATION
ANNUAL MEMBERSHIP MEETING**

Office of Jarmik Property Management, Inc.
120 South Pine Street – Suite #201
Telluride, Colorado 81435
November 20, 2014 9:00 A.M. (MDT)

MINUTES

The annual membership meeting of the members of the Willows Phase I Homeowners Association was held on November 20, 2013 at 9:00 A.M., at the office of Jarmik Property Management, Inc. located at 120 South Pine Street, Suite #201 in Telluride, Colorado.

1. The Roll Call and Determination of Quorum.

Charles Glaser, Unit 3R, and Bert VonRoemer, Unit 2R Unit 1C were present. A quorum was deemed present. Also Present: Judi Balkind, Homeowners Association Manager. Jennifer DiFiore Unit 1C joined the call 30 minutes later.

2. Proof of notice of Meeting or Waiver of Notice.

Charles Glaser called for a motion to waive notice of the meeting. Motion was seconded and passed.

3. Reading and approval of the Minutes of the May 23, 2013 Annual Membership Meeting.

Charles Glaser made a motion to approve the Minutes to the May 23, 2013 Membership meeting. Motion was seconded and passed.

4. Election of Director.

Charles Glaser a motion to elect Bert VonRoemer as a Director to fill the vacancy left by Dick Kearney. Bert VonRoemer seconded the motion and motion passed.

5. Election of officers.

Charles Glaser made a motion to elect Bert VonRoemer as President, Charles Glaser as Vice – President and Jen DiFiore as Secretary/Treasurer. Bert VonRoemer seconded the motion. Motion passed.

6. Reports of committees. N/A

7. Old Business.

- a. Review 2013 Financials. Judi Balkind informed the members the Willows Condominium 2013 Profit and Loss statement reflected a loss of \$1,658.11 for year ending December 31, 2013.
 - Garage door – repairs to the garage door and safety eyes were incurred 3 times.

- Gas Expenses was over budget.
- Common area cleaning – power washing of garage
- Directors and officers Insurance was not budgeted.
- All other expenses were close to budget.

b. Elimination of Flood Insurance – new flood plain map. It was noted the HOA does NOT have flood insurance coverage, as it was noted years ago the Town of Telluride applied for a map revision of the Floodplain due to the Town's widening of the river near town park. A Judi will contact the Town and request certification on the Flood Plain map. There may be a possibility Willows Phase I is not in the Flood Plain and therefore Flood Insurance may not be needed.

f. Timely payment of dues. It was noted to the members the dues are paid quarterly and timely payments are needed. Owners cannot withhold their HOA dues payment for any reason.

8. New Business.

- a. Review and discuss proposed 2013 budget. Judi Balkind presented the 2013 budget with a request to increase the dues and reserve by \$694.00/quarter for all three units. – dues are allocated on a square footage basis. Discussion ensued. **Dick Kearney made a motion to keep the 2013 dues at the same amount as 2012, but to make an assessment to replenish the Capital Reserve account to an amount equal to 10% of the operating budget. The Capital Reserve account has been depleted in the past because of unbudgeted expenses. This assessment will be split equally between the 3 owners (not on a square footage basis). Charles Glaser seconded and motion passed**
- b. Replaced garage door keypad. A new keypad was installed.
- c. Special Assessment for Staining. A Bid from Rick Hodgins was presented to the members for the staining of the five exterior doors and the painting of the green wood, siding and trim. Discussion ensued. Dick noted the building needs to be stained and two additional bids should be obtained. The bids will be sent to the owners for review and approval. A special assessment will be needed.
- d. Special assessment for new “lighter” garage doors. It was noted to the members there has been many repairs to the garage doors. The garage doors are very heavy due to their construction of wood and metal. The doors continue to fall off the track. Judi obtained a bid from Profession Garage doors for three types of metal doors. The bid ranges from \$1,120 - \$1,735.00 (this does not include labor). Charles Glaser noted he has a metal door on his home and is happy with the low maintenance of the door. Charles will be in Telluride at the end of July for a few weeks and will be able to spend time looking at new garage doors. Judi will try to obtain additional bids by contacting local construction contractors who have installed garage doors on new construction projects in town.
- e. Clean up of garage and closets. It was noted the closets in the garage need to be cleaned up. The pipes and controls for the fire suppression system

need to be accessed freely. All owners are asked to remove their personal belongings from these closets.

- f. Other. Jen DiFiore reported to the manager, Judi Balkind that the garage door had fallen on her new vehicle in May 2013 and damaged the roof of her vehicle. Jen has asked the HOA or possibly the HOA's insurance to pay for the repair. Discussion ensued. Dick Kearney has requested that Jen DiFiore obtain two written bids for repair to the vehicle. The bids for repair may be submitted to the HOA's insurance company if the deductible is met. Dick noted that this does not preclude Jen DiFiore from paying her HOA dues – these are two separate matters.

9. Adjournment.

Dick Kearney made a motion to adjourn the meeting. Charles Glaser seconded the motion. The meeting was adjourned at 11:15 A.M.

Respectfully submitted,

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By: Jarmik Property Management, Inc.

Judi Balkind Willow Phase I Homeowners Association Manager