

2016 MINUTES OF OWL MEADOWS HOA

Date/Time: December 15, 2016 at 5:30 p.m. (MST)

Place: Public Library, Telluride, CO

Attendance:

<u>Unit #</u>	<u>Owner</u>	<u>Attending</u>	<u>Proxy to</u>
3	Micheal Bridge		
4	Andi Alexander	Yes	
5	The Moglia Trust		
6	Jena & Robt Atlass		
7	Sandra Dubois		
13	Steve Gumble	Via proxy	A. Alexander
14	Peter/Kristen Norstrand		
15	Mark Quick	Via Tele Conf.	
16	Jennifer Babiak	Via Tele Conf.	
17	Kim Risner	Via Tele Conf	
18	Kevin Parke	Via proxy	L. Metheny
19	Steve Gabriel	Yes	
20	Len Metheny	Yes	
21	John Harrington	Yes	
22	M& W Colorado LLC	Via proxy	L. Metheny
23	Vic Crawford	Yes	
24	Tom Restanino	Via proxy	L. Metheny
25	MaryBeth Gudal	Via proxy	L. Metheny
26	Steve Rosenthal	Via proxy	L. Metheny
27	Joanne Leikam		
28	Lisa DeAngeio		
29	Wendell Iverson	Via proxy	L. Metheny
30	Jeff Dunaway		
Total	23	15	

Also in attendance were Judi Balkind, accounting manager, and Anita Cody, property manager.

Quorum: Yes.

Roll call was taken by Len Metheny.

Was noted that the Meeting Notice had been issued on 11/29/16.

2015 Minutes & 2016 HOA financial statements had been issued by Len Metheny on 12/15/16.

John Harrington made a motion to waive the reading of, and approve, the 2015 Minutes. The motion was seconded by Vic Crawford and approved by all in attendance.

Re: 12/08/16 YTD HOA Financial Statements

Len commented that the results YTD were roughly in line with the 2016 Budget, except for the "Building Repair/Maintenance" line item, which amounted to \$10,060.60 v. the \$5,000 budgeted amount. He commented that the overrun was

due to roofing heat tape repairs. Specifically, the total line item amount included roofing repairs to Units #13 & #14; heat tape replacement to #26-30, including a circuit breaker replacement and boiler maintenance for the driveway heating system.

Jennifer Babiak asked why only \$2,500 had been budgeted for the 2016 roof reserve? Len responded that the annual contribution to the roof reserve had always been in that amount. Jen suggested that the HOA needed to have an estimate of the cost to replace the roofing. Len suggested that the HOA contract for a reserve study. It was commented that it is typical among Colorado HOAs to assign 10% of the total budgeted amount to reserves. Len commented that the total amount of monthly HOA fees would be increasing upon completion of the 7 final phase units by mid-2018.

Judi Balkind stated that a 2013 reserve study of another 13 unit, single building, HOA client by Association Reserves, a Colorado Springs contractor, had cost approximately \$3,300. Based on the foregoing experience, she opined that a 2018 reserve study of the subject HOA property would cost around \$4,000. Len commented that such a study would aid the HOA in allocating portions of the overall reserve amount among the various reserve categories. He noted that historically the HOA had spent around \$5,000/year in the "Building Repair & Maintenance" category. In the past the HOA had replaced the roof heat tape on two 5-plex buildings. Replacement of heat tape on the building housing Units#3 - #7 had cost around \$5,000. Replacement of heat tape on the building housing Units #26-30 had cost around \$4,000 in the fall of 2016.

Jennifer commented that the winter of 2007-2008 had caused the HOA to do extensive roof tape repairs in 2009. Historically, most of heat tape repair costs have been expensed, rather than covered by reserve funds.

Len commented that the first two new units (2 of 7) are expected to be completed in the first quarter of 2017 and that the remaining 5 new units are projected to be completed by mid-2018. HOA documents obligate the new units to begin payment of HOA dues upon completion. Andi Alexander commented that upon sign off on the building permit of the final inspection, a C of O would be issued by the building authority within 2 -3 business days. Len, Judi & Jen agreed that they anticipate the 2016 year-end net income to be around \$4-5,000, after the annual allocation to the reserve fund.

Len confirmed that the HOA's annual electrical expense consists mostly of electrical for heating the roofing heat tape. The gas expense is mostly attributed to the boilers that provide the driveway heat. Anita, PM, commented that her staff turns the heat tape breakers on and off at the beginning and end of each winter season, respectively. During the season the heat tape systems are activated and deactivated by sensors.

RE: HOA dues payment of new units

Kim Risner confirmed that the HOA documents provide that issuance of C of O triggers each new unit's obligation to begin paying HOA dues.

Re: 12/08/16 Balance Sheet

Len commented that all listed CDs have April maturity dates. With regard to the CDs, the HOA plans to keep rolling each over as it matures.

John Harrington made a motion to approve the subject financial statements. Andi seconded the motion. It was unanimously approved.

Re: 2017 Operating Budget

Len commented that the 2017 budget is based upon the 2016 budget, with an increase in the "Building Repair/Maintenance" line item. The budget is to be revisited upon completion of the first two new units and, again, later upon completion of the final building. He commented that it is expected that the fee contributions from the new units will exceed the additional expense to the HOA caused by those units.

Len commented that he had emailed the 2017 budget to all homeowners on the date of the 2016 annual meeting.

John Harrington made a motion to approve the 2017 budget. The motion was seconded by Vic Crawford and was approved by all, subject to it being revisited in mid-2017 after completion of the first two new units.

Re: Repair to the common driveway at Mahoney

Len commented that that area of the driveway has been damaged over the years by ice buildup. He opined that it needs to be repaired, but suggested that no repair be performed until after all construction of the final building phase has been completed. Anita suggested that a drain should be installed in the Mahoney end of the driveway to eliminate water that cannot drain into Mahoney Drive because of the difference in grade between the two. Andi & Judi commented that the Town has requested citizen input regarding future improvements to Mahoney and to Pacific Street. There was also discussion of the 40 deed-restricted units that the Town intends to build between Chandelia (?) and the Town maintenance shed. Len expressed the intent to subscribe to the Town's public notices in order to stay abreast of the foregoing plans.

Re: The south boundary adjacent to LuLu City

Steve Gumble had complained about outside foot traffic transitioning the south boundary. Also, there was discussion of snowplow snow and ice being deposited on the south boundary, which has damaged HOA landscaping. It was suggested that the HOA consider building a fence along the south boundary. A question was raised as when Eric Flora (developer of final building phase) is planning to build the concrete pad under the trash enclosures on the south side of Unit 7. Someone suggested that this would occur during the landscape phase of the ongoing construction phase.

Re: New Trash Containers

It was noted that some of the trash containers need to be replaced. Anita commented that new trash containers cost \$600 – 700/each. Len suggested that the HOA institute a rotation plan to replace 2 containers per year.

Re: Online amenities

Judy Balkind stated that the governing HOA documents and insurance documents are available on her website: jarmikproperties.com. Once on the website, click on "HOA," then on "Owl Meadows."

BOARD MEETING

Re: Board of Directors

Attending members approved Len Metheny, Steve Gabriel, Jennifer Babiak, John Harrington and Vic Crawford as Board Members. Len to serve as President, Jennifer as Treasurer and John as Secretary.

Tricia (?), in contract to purchase new Unit 1, presented her request that the Board approve the construction of a hot tub adjacent to her unit that would be situated in the HOA common area. All Board Members informed her that the Board unanimously opposed the foregoing.

The Board Meeting was concluded by Len Metheny.