

**Draft
Minutes of
Annual Membership and Budget Meeting of
RIDGWAY VILLAGE WEST HOMEOWNERS CONDOMINIUM ASSOCIATION
140 Railroad Street, Ridgway, CO
November 12, 2012 6:00 p.m. (MST)**

The annual membership of the members of the Ridgway Village West Homeowners Condominium Association was held on November 12, 2012 at 6:00 p.m., at the office of Kari Wage, Ponderosa Real Estate in Ridgway, Colorado.

1. Roll Call, Determination of Quorum and Call to Order

Members Present in Person or by Teleconference: Kari Wage Managing Director of Ridgway Development, LLC and 14 units in the D and E buildings, Derek Engdahl, F203, Scott Middleton, G103, Chris Thomas, G201, Joe Harnsberger, H-204, Helene Discoe, H102, Rani Guram, H201, David Malin, D202, and Judi Balkind (Homeowner Association Manager).

Member Present by Proxy: Jonathon Pesta, H104 and G101 proxied Judi Balkind and Dennis Book & Heidi Juelle, H203 proxied Joe Harnsberger.

Judi Balkind announced a quorum was present and the meeting was called to order at 6:05 p.m.

2. Proof of notice of meeting or waiver of notice.

Joe Harnsberger made a motion that there was adequate notice of the meeting. Kari Wage seconded the motion and motion passed unanimously.

3. Reading and approval of the Minutes of the April 30, 2012 Annual Membership Meeting.

Scott Middleton noted the minutes should reflect “motion to re-elect Joe Harnsberger as a board member”.

Joe Harnsberger made a motion to approve the Minutes of the April 30, 2012 Annual Membership Meeting with above noted change. Kari Wage seconded the motion and motion passes unanimously.

4. Reports of Officers. – None.

5. Reports of Committees. None.

6. Election of Directors. Jon Dwight has resigned as President of the Ridgway Village West Homeowners Association. The remaining board members held a meeting and nominated Kari Wage as a board member and President of the Board.

- Update of status of Declarant turnover. At the last annual meeting, John Dwight noted to the members that the declarant is still in control of the Board of Directors and is holding two board seat and one open seat. Scott Middleton questioned whether or not the Declarant was still in control in accordance with the Declarations “thresholds”. Scott has requested the board obtain legal counsel in determining the status. Discussion ensued. Kari asked for a 90 day window. Scott Middleton agreed to grant the extension. Scott Middleton requested all notices for meetings including board meetings be sent to all of the owners.

7. **Unfinished Business.**

- a. Financial Statement Review for FY 2012. A Year to Date (10-31-2012) Profit and Loss statement was presented and a net income of \$7,689 was reflected, however, two additional months of expenses are pending against the income. A bad debt of \$1,376.23 has been incurred from Jeffrey Badger's unit but all other expenses should be near or on budget.
- b. Slip and Fall Claim – Tammy Lien. The members were informed a slip and fall claim had been filed by a tenant, Tammy Lien. The HOA's insurance company had been contacted and a claim filed. The insurance company remains in the discovery phase of the claim.
- c. Lien – Walton Dornish. A lien has been recorded against the property of Walton Dornish for 6 months of unpaid dues and finance charges.

8. **New Business.**

- a. **Review and adopt 2013 budget and dues allocation.** – The 2013 budget and dues schedules were presented to the members. The operating dues are scheduled to remain the same as the 2012 budget. The water and sewer pass through charge will remain the same at a rate of \$216/per unit/quarter. An additional reserve assessment of \$25/unit/quarter has been assessed as approved at the Annual meeting held on April 30, 2012. *Joe Harnsberger made a motion to approve the 2013 operating budget and dues as presented, Scott Middleton seconded the motion. Motion passed unanimously.*
- b. **Proposed 2013 buildings repairs and improvements – per proposal from Joe Harnsberger – Mountain Grown Landscape.**
 - **Agreement with Ned Bozworth to clean pond outflow gate and trim trees: billed to Ridgway USA.** Joe informed the members he has been hired by Ned Bozworth, Ridgway USA at their expense to clean the pond outflow gate and trim the trees around the pond specifically by building D. Joe noted the pond and trees belong to the Ridgway USA and is not the property of the Ridgway Village West HOA.
 - **Repair of Building F – skirting on side adjacent to pond.** Repairs were made to the skirting on Building F.
 - **Staining of Building. (OPTION).** It was noted to the members Building G railings and decks, as well as the trim and peak above the outside windows have been completed by Joe Harnsberger. Joe has developed a list of materials and costs which is included in the budget for the next building which will be completed in the spring.
 - **Building repainting – fiber cement siding.** The siding consists of fiber cement and it is noted that some of the buildings may need cleaning or possibly painting. This is possible capital reserve expense.
 - **Asphalt sealing.** The parking lot will need to be re-sealed in the next year or so. A bid has been obtained from Seal –CO – this may be a capital reserve expenses and should be looked at next spring.

- **Slip and Fall Mitigation** – It was noted the elevation is different on the North side of the property. Discussion ensued regarding potential solutions. **Kari Wage made a motion to have a hand rail installed at the walkway on building G and provide buckets of sand at every Building. David Malin seconded the motion and motion passed unanimously.**
- c. **Covenants: Unit Rentals - Enforcement of rules and regulations concerning common areas such as carports, entry ways to units and use of storage lockers. This is an annual notice to all members.** It was noted to the members the storage lockers are for the use of the unit owner only. The carports are to be used for vehicles only and not for storage of items, i.e. boat, grills, etc. The intent is to keep a tight rein on the usage of these areas and to maintain a clean and safe environment.
- d. **Fees: HOA fee increase for owners who maintain units as rental units. HOA fee increase for owners who allow pets in units.** Discussion ensued regarding the possibility of charging owners who allow pets in their units. It was determined this issue will be considered next year if persistent issue with pets occur. David Malin made a suggestion to send a memo to all owners regarding an allowance for pet maintenance. If owners do not adhere to the pet maintenance issue then a fee will be imposed in 2014.
- e. **Other. Review of capital Reserve Projects.** Judi Balkind has met with Scott Middleton, CPA to develop an amortization schedule for repairs. This analysis (Reserve Study) will be used as a mechanism to capture data to determine the life of a capital project and costs. Bids will be obtained for the sealing of the driveways, replacements of the roof, cleaning and or painting of the fiber siding and any other additional capital repairs. The reserve study will reflect the necessary capital needed in reserves for the repairs.
- f. **Other.**
 - Discussion ensued regarding the small landscaping shed on the property near the pond. Joe Harnsberger stores the landscaping tools, and equipment for the property. However, the shed is not large enough to hold all of the equipment. A committee was formed of Joe Harnsberger, Rani Guram and Scott Middleton to obtain information on a newer larger shed which would hold all of the landscaping tools and equipment. Committee will report back to the board.

9. Adjournment.

David Malin made a motion to adjourn the meeting and seconded by Scott Middleton and meeting was adjourned.

Respectfully,

By: Jarmik Property Management, Inc.
Judi Balkind, HOA Manager

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