

**Minutes of  
Annual Membership and Budget Meeting of  
RIVERVIEW HOMEOWNERS ASSOCIATION  
The Wilkinson Public Library, 100 West Pacific, Telluride, CO  
June 26, 2008, 10:30 a.m.**

The annual membership and budget meeting of the members of the Riverview Homeowners Association was held on June 26, 2008 at 10:30 a.m., at The Wilkinson Public Library, 100 West Pacific in Telluride, Colorado.

**I. Roll Call, Determination of Quorum and Call to Order**

**Members Present:** Brian Gavin (Unit 2B), Fred Hassig (Unit 1A), Sharisse Johnson (Unit 2A).

**Present by Proxy to Sarah Holbrooke: Richard Holbrooke (Unit 2D).**

**Absent: David Pratt (Unit 2C) and Tim Cunningham (Unit 1B)**

**Also Present:** Judi Balkind, Homeowner Association Manager.

Judi Balkind announced a quorum was present and Brian Gavin called the meeting to order at 10:54 a.m.

**II. Motion to Approve/Waive Notice of Meeting.**

Brian Gavin made a motion to approve notice of the meeting. Sharisse seconded the motion and passed.

**III. Reading and Approval of the Minutes of the Previous Annual Membership Meeting.**

Brian Gavin made a motion to approve the minutes of the meeting. Sharisse seconded the motion and motion passed

**IV. Reports of Officers**

N/A

**V. Reports of Committees**

N/A

**VI. Election of Executive Board**

Judi said that last year the slate was renominated with Brian Gavin as President, Tim Cunningham as Vice President, and Sharisse Johnson as Secretary-Treasurer. Judi asked for nominations for the Board and/or discussion. Brian and Sharisse volunteered to serve again. **Sharisse moved that the slate be kept as is. Brian Gavin seconded the motion. The motion passed.**

The officers for this year will be: President, Brian Gavin

Vice President           Tim Cunningham

Secretary-Treasurer   Sharisse Johnson

## **VII. Unfinished Business**

**A. Review of 2007 Financials.** Judi said she sent a Profit and Loss Statement and a Balance Sheet. For fiscal year 2007, the HOA was over-budget by \$4,460. The main line item was damaged once again to the sewer line that backs up into David Pratt's unit. There is heat tape in the ceiling of the garage below David's unit. There is also heat tape wrapped around the sewer line located in the little walk-out room off the garage. Once in a while the line freezes under the building and backs up into David's unit, destroying mostly the garage ceiling. One time the boiler went out and was repaired. Judi said they're not sure why it happened the last time. Controlled Hydronics put a video camera down the sewer line and didn't find any cracks or blocks. They said there might be a leaky toilet that causes the buildup at the elbow under the cement floor, causing it to freeze up. She said they've done everything they can (heat tape, etc.). The only other option may be to completely enclose the garage and heat the entire garage. An insurance claim was submitted for this matter.

A backflow preventer valve was rebuilt also.

Brian Gavin pointed out that they found out that Pratt's toilet was leaking and a slow drip could eventually cause the line to freeze. He asked owners to have their property manager's check for leaking toilets.

Sharisse said she has not received the financial documents. Judi will resend the budget to Sharisse and read the line items to her at this time, since the HOA is six months into 2008. The biggest items up for discussion are: Capital improvements that need to be done to the building, including electric tape and heat tape above Tim Cunningham's deck; more snow bars on the roofs, and discussion about enclosing the garage.

Judi said she had estimates from Telluride Roofing for Tim Cunningham's unit and estimates for the snow bars. She has not received any estimates for enclosing the garage because she wanted a consensus from the owners about that project which could cost in the neighborhood of \$30,000.

Judi asked whether the owners wanted to continue now or table the matter until Sharisse can review the budget.

Sharisse asked why Judi acquired only one bid. Judi said with regard to the roofing matter, Summit Roofing will not do anything unless it's new construction. She tried to get two other bids and one guy doesn't put in heat tape. She said she can work on further bids, but wants some feedback from the owners first.

Brian Gavin said they should definitely have Tim's unit fixed before it causes more damage. He suggested Judi contact Skyline Roofing. He also recommended adding more snow bars. Judi said there had been accidents previously that might have been avoided with more snow bars. Brian Gavin explained that the heat tape was to avoid ice dams and ice under the flashing; it keeps the water flowing. The snow bars hold the snow from physically flying off when it heats up enough for the snow to slide off the roof. He said the snow bars are only necessary over Sharisse's unit, his unit and Pratt's unit (Units 2A, 2B and 2C) to prevent snow falling on the Town's cars and/or in the future, on any development put in next door. Sharisse questioned whether snow bars would put too much weight on the roof and cause future leakage problems. Brian Gavin said maybe the companies providing bids can help the HOA understand its options. He said another option is to have the snow shoveled off the roof in a manner that it doesn't damage anything below. He suggested adding a line item for snow removal from the roof. He can provide information for the person who removes the snow from his roof.

Judi said Telluride Roofing gave her a bid and they looked at putting a snow bar above Sharisse's unit, which is where all the snow dumps onto the driveway. The snow melt system in the driveway can't keep up with the piles of snow that fall off the roof. Judi said the bid was \$9,280 for installing 160 feet of snow bars on five lower eaves, eight upper eaves, and four locations on the main roof above dormers. She said the bid for Tim to install heated gutters and downspouts on an 8-foot section was \$1,929. She will email these two estimates and then get hold of Skyline Roofing and possibly other companies for bids.

[Fred joined the meeting.]

Fred asked if anyone had talked with the architect to see if the roof can withstand the weight. Brian Gavin said the roof will have to be shoveled and then cleared to a place where the HOA can pile the snow. Brian explained to Fred that the reason for the snow bars is that the HOA is responsible for snow falling off the eaves onto other property. Some Town cars were damaged and the HOA had to pay for the damage. As surrounding property is developed, there could be other hazards. The snow bars would keep the snow from falling off the HOA's roof, damaging other property. Then, the snow will need to be shoveled off. Judi said there is about \$4,900 in the reserve. Judi said there will probably need to be a special assessment. Consensus was to go ahead with the snow bars and pay with a special assessment.

Sarah Holbrooke suggested that in addition to the special assessment, the HOA increase its dues in order to build up the reserve. Judi said at present only \$750 per quarter goes into the capital reserve. The HOA has had to use reserve funds for the backflow preventer valve and some insurance items in the garage that weren't covered because of the deductible. She suggested doubling the capital reserve on the quarterly basis.

Judi said she kept the figures the same for the 2008 operating budget because she did a special assessment for the snow removal, which helped keep the budget on track.

Judi said it is crucial the capital reserve be built up for such items as a new boiler for the snow melt system (down the road), siding work, snow melt repair on Fred's unit, etc. The building is 15 years old and there will be a need for capital reserve funds in the future. There was a general consensus for an increase in dues. Judi will figure what the dues need to be and email the figures to everyone.

Fred asked if, when they repair the snow melt in the sidewalk in front of his unit, they could do the whole sidewalk around the north end of the building at the same time. Judi said Riverview's snow melt system has five zones and explained how the system works. She said the snow melt system was working along the north side. One of the problems was there was so much snow that it couldn't keep up with the heaps of snow falling off the roof. Judi said it appears that the snow melt system is working to its capacity. She will find out what needs to be done to make the section in front of his unit work. It is possible that a tube or two in the sidewalk may be broken.

### **New Business**

**A. Review and Discuss 2008 Budget.** Judi will resend the 2007 financials to Sharisse and anyone else who did not receive them. She will also resend the proposed 2008 budget and the dues schedule. The dues schedule will have two options: (1) leave the quarterly capital reserve at \$750 or (2) double the quarterly capital reserve.

Judi said she will send the owners the two estimates she has at present, which are:

- Tim Cunningham – snow removal, installing a heat tape and gutter above his unit.
- Installing the snow bars.

She will acquire additional bids to have the snow looked at. She will contact Stanfield Plumbing to review the snow melt problem in front of Fred's unit and give the HOA options.

Judi will email information to everyone with a separate form for approval/disapproval of the 2008 budget with increase in reserve. She asked that everyone either fax the form back to her or otherwise let her know so she can get it on record that there is an approved budget.

**B. Special Assessment for Snow Removal.** Judi said she thought she had emailed the special assessment to everyone to cover the excessive snow removal this year. Ross Dupree helped keep up with the snow load, and the roof had to be dumped twice – way beyond the budget, necessitating the special assessment. Everyone has paid the special assessment except for David Pratt (see below).

**C. Bid for Installation of Additional Heat Tape.** Discussed above.

**D. Bid for Additional Snow Bars.** Discussed above.

**E. Garage Enclosure and General Cleanup of Garage.** Sarah Holbrooke said she had

trouble getting into the garage with her SUV. Brian said there has never been a problem with Suburban's, 4Runners, etc. It's a little tight, but not problems as long as you take it slow.

Brian stated the main issue with the garage has been the sewer line backing up. He said they eventually found out a leak in David's toilet caused the problem, so there is probably no reason to enclose the garage. He did remind everyone to make sure their toilets aren't leaking. In addition, the Town might not allow the HOA to enclose and heat the garage because the space would be counted against the maximum square footage allowed. There was a majority agreement that enclosing the garage is not necessary. Brian noted the potential for carbon monoxide poisoning if the garage were to be enclosed.

Judi said that rather than enclosing the garage at this time, then, the HOA will watch for leaking toilets, make sure the boiler system is up and running so the heat tape in the garage ceiling is actually on, and monitor it that way.

Question was asked about the "Cunningham deck." Judi explained that Tim Cunningham gets a lot of ice buildup falling off the roof onto his deck. Tim spends all winter chopping off the block of ice and it is now coming into his unit – into the ceiling of his downstairs bedroom. She said they are looking at installing a heat tape with a downslide to pull the ice, water and snow away from that deck and so it isn't a huge chunk of ice that may cause future damage to inside the unit as well as the deck. The repair will be about \$2,000, but any damage caused could be much more. It was clarified that the HOA should repair this particular deck problem because the ice from the roof is causing damage to the inside of a unit, i.e. it is an HOA responsibility. It is possible Ross could shovel Fred's deck to keep it clear.

**F. Development on Town's Lot.** The HOA should be notified of any development because this HOA is within 150 yards of the development project. The objective right now is to have deed-restricted housing on the lot.

**G. Other.** Judi said David Pratt (Unit 2C) is quite a bit in arrears on his dues. He has not paid since January 1, including a special assessment. Judi sent him a certified letter and copied two Board members. David Pratt signed for the certified letter, but Judi has not received any funds from David. Judi said she and Brian have both left David phone messages. David lives in California and was supposed to be here "yesterday." His unit is a short-term rental through a rental company that is sending him income. Judi said it is David's unit that gets backed up into. She is not sure what to do and requested direction from the owners. David currently owes the HOA \$4,605. Brian said this is 20% of the 2008 budget. Brian suggested hiring a lawyer to find out if there would be a problem with placing a lien on David's property. It was noted that the Covenants provide for placing a lien on the property. Brian suggested threatening the lien first; then, moving forward if there is no response. Judi said David has done this before over the years. Brian will place another call to him.

It was agreed that it is okay for Judi to communicate with everyone via email, including

Minutes of Riverview Homeowners Association  
June 26, 2008

quarterly dues statements. Judi will send a quick email test to be sure she has the correct addresses. Judi will check with the other owners also. Judi's office phone number is 970-728-5515.

Judi asked that the owners pay in a timely fashion since these are quarterly dues and money gets tight by the end of a quarter.

There being no further business to come before the meeting, **upon motion made by Sarah, seconded by Brian and the meeting was adjourned.**

Respectfully submitted,

---

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