**Charon Pines Homeowners Association**

**Annual Meeting**

**Monday, March 8, 2021**

**6 PM**

**Zoom Meeting Call**

**Minutes**

1. **Call to Order; Confirm Quorum** – Pursuant to timely notice of the meeting having been given, Wayne Peters, President, deferred to Carol Cannon, Managing Agent to run the meeting. Carol called the meeting to order at 6 :05 PM. Quorum is a majority. Eight unit owners were in attendance via ZOOM, so a quorum was met. In attendance were Lynnette and Robert Will #46, Brent Vaughn #48, Mike Hutchinson #50, Heather and Scott Chluda #52, Waynes Peters #54, Jacob Tandy #56, Don and Pattie Grady #58, Abbie Cobb #62.
2. **Approve Minutes of the last Annual Meeting** – Carol asked if there were any changes to the 2020 Annual Meeting Minutes. There were none. **Motion:** m/Abbie C. moved to approve the minutes of the March 30, 2019 Annual Meeting. Brent Vaughn, seconded the motion which passed unanimously.
3. **Manager’s Report and Current Financials as of Dec 31, 2019 –** Carol began a discussion regarding the 2019 Repairs and Maintenance and the Financials so of December 31, 2019.

**Major Repair and Maintenance Items 2019 –**

Paint touchups, some siding repairs and replacement and front deck railing stain $4,645

Repair front beams under deck and back shed roof joists $1,989

Custom-made Window Well covers $3,792

Roofing waterproofing and caulk vent areas $1,695

Roof vent pipes repaired/replaced and braced $1,900

(this will need to happen again in 2020- already at least one has fallen off)

New gutter and heat tape at #44 and #52

Extinguishers re-filled and inspected

Fireplaces all inspected and serviced

Gas/Utility roof meter covers – In 2019 Carol suggested the gas meters between the two buildings have roof covers. The Board decided these were not necessary since there has not been damage to this area in the past.

**Future Repairs and Maintenance**

Roof vent pipes repaired and replaced (annually). There are currently two roof vent pipes that need to be replaced on to the roof. (They break of during big snow years).

Extinguisher refilled and inspected (annually)

Gas Fireplaces inspected and serviced (annually)

Roof Replacement – We received a bid from Hogan Roofing for roof replacement ($70,000 per building).

Driveway sealing – Apeak asphalt says only need to be done 3-5 years after installation so not necessary yet.

Dead Trees cut down – need to determine official lot line in the back, discussion with neighbors to share costs?

\* Abbie suggested that Carol speak to Columbine Concrete because they installed the asphalt and Carol will do that. Carol has had a 20-year relationship with APeak so that is why she asked APeak about this project. Apeak is familiar with Charon Pines.

\*Shawn Ebbinghaus suggested Carol look into heavy duty “rubber-like” paint to paint the roof. If the roof is not leaking currently, then this paint will seal and gaps and prolong the life of the metal that is on there now. Abbie is not sure, but feels her unit had a musty smell due to a roof leak. She felt it improved after the new vents, waterproofing and caulking occurred last summer.

\* Wayne asked if the attics can be inspected to see if it appears the roofs are leaking at all or seem musty. Carol will have Tim Reid (Bliss’ Maintenance Contractor) look into this.

**Financials as of 12/31/2019 –** Carol presented the financials as of 12/31/2019. The Balance Sheet and Budget vs Actuals and Proposed Budget Spreadsheet, with line item explanations, were distributed via email prior to the meeting. The main highlight from last year over this year is the much lower Accounts Receivables in 2019. Therefore, the Balance Sheet reflects actual balances in the accounts, instead of “what is owed”.

Operating Account = $10,647

Reserve Account = $33,205

Accounts Receivables reduced from $26,228 in 2018, to $8,395 in 2019.

One unit is more than one month past due.

Carol stated that the main overage is the Repair and Maintenance account because of the numerous overdue repairs that were done in 2019.

Wayne noted that the extensive repairs that occurred in 2019 was due to Bliss Property Management “catching up” for years of neglected repairs. This year there should not be as many repairs required and therefore, more funds going into the Reserve Account. (Bliss Property Management began managing Charon Pines HOA, April 1, 2019).

Carol asked if there were any questions regarding the financials.

Abbie made a point that with the COVID19, it is more important than ever to make sure members are using the electronic ACH payment. This way there are no checks mailed and lost, no trips to the Post Office, bank, etc.

\*Carol will send out the ACH payment form reminding the remaining 2 units to fill these out for Electronic Payments of the dues.

There were no other questions regarding the financials.

1. **Operating Budget 2020 Discussion and Vote to Ratify** – Carol presented the 2020 Operating Budget

and asked for questions. There were none.

**Motion:** Wayne moved to approve the Dec 30, 2019 Financials and 2020 Budget as presented. Abbie Cobb seconded the motion, which passed unanimously.

1. **Old Business** – Carol felt that Old Business had already been discussed and asked if there was any other Old Business. There was none.
2. **New Business** – Discussion of Future Maintenance Items

Carol said the only item that was on the Repairs list from last year that did not get done was the enclosed dumpster. Shawn Ebbinghaus felt like the Dumpster Enclosure (which was on the maintenance list for 2019) was not necessary and the members agreed. Members present suggested that a sign reminding people to place the bags INTO the dumpster and re-lock it may be helpful. Abbie suggested an easier lock as well.

\*Carol will ask Waste Management for a different style lock on the dumpster and will get a magnetic sign for the side of the dumpster to remind people to properly dispose of trash.

\* Dick Rask would like Carol to look at the gutter or #60 to see if there is a way to prevent the water from dripping through the gutter and eves. Carol will have Turner Morris look into #60 gutter.

Carol asked if there was any other New Business. There was none.

1. **Election of Board of Directors and Officers** – Carol asked if any other members who would like to serve on the Board. There were none. Carol asked if the current Board would serve another term. All current Board members agreed to another 1-year term with current positions.

Wayne Peters, President

Brent Vaughn, Vice-President

Abbie Cobb, Treasurer

1. **Adjourn**

Member present agreed to adjourn at 10 AM.

**\*Action Item**