**High** **Timber Townhomes Annual Meeting**

**Minutes**

**August 15, 2015**

# **9:00 a.m.**

# **Unit #1122**

### 1. Call to Order, Quorum

# David Petersen, president, called the meeting to order at 9:00 a.m. Homeowners present were David Petersen (#1122), Ron Sedlack (unit # 1118), John and Karen Fritz (#1112).Anne Stavig (unit #1126), Dan Watson (#1110), and Carol Sturman (1124) were present via proxy. Also attending was Bliss Property Management (BPM) owner Carol Cannon.

**2. Approval of the 2014 Annual Meeting Minutes -** The minutes of the Aug 16, 2014 meeting were approved unanimously as distributed earlier.

**3 . Financial Report – 7/31/2015**

Operating Cash is $634. Savings/Reserve Account is $56,652. There are no units past due.

**4. Repair and Maintenance Report –**

1. Repaving the driveway completed in June and area by dumpster was sealed to match. The retaining walls to be repaired. This ended up over budget due to sealing the asphalt area by the dumpster to match driveway, retaining wall repairs, conduit repairs, and extensive work and water outlets in driveways and drainage flows.
2. Siding repairs and deck repairs to garages and miscellaneous areas preparing for annual paint touchups scheduled for August.
3. Turner Morris inspected the roof and made repairs to shingles and heat tapes. They continue to do these repairs every year.
4. We have requested an updated roofing bid from Turner Morris to begin planning for a 2017 re-roofing project. The current bid is for $100,000, which is about 5 years old. Turner Morris feels the current cost would be10-15% higher or $110,000 to $115,000.

The members present discussed the funding and want Bliss to continue to research the funding options. Members present would like the HOA to take out a loan then owners can either pay their portion in one installment with no interest or participate in the loan program and pay the interest. embers present agreed to impose a $2,000/unit assessment this year, which means High Timber will will increase its reserves to almost $80,000 First Bank quoted rates for this as generally 4-5% and amortized 3-5 years. Special assessments would be set up to pay for these payments including interest (for those owners who do not pay their portion in one installment.

1. Painters and contractors say the siding still looks good and the paint touchups have definitely extended the life of the siding.
2. Ceres Landscaping – continues general clean up of landscaping $650 per year.

Ron noted that a dead tree at the end of the driveway needs to be cut down. Bliss will see if the landscaper will cut it down and cut it into fireplace lengths for the Fritz’s to use for burning. The members present would also like to see more “bad daisy” weed control.

1. Insurance Rates – these were lowered this year by $500 per month due to no claims for 3 years. Bliss continually researches cheaper insurance rates for High Timber.

Insurance Reminder - The members present wanted to remind owners that they can be held responsible for the $10,000 insurance deductible from the HOA to an individual owner when the owner or a tenant of the unit has not maintained an appropriate temperature inside the unit with the result that pipes freeze and there is major water damage. An example of an owner or tenant being negligent would be not setting the thermostat high enough in cold weather (at least during the winter “heating season October 15 to May 15”) or not replacing dysfunctional heaters. (The HOA understands that some frozen pipes cannot be avoided, e.g., unknown to the owner or resident, the electricity goes out and the pipes freeze.) There would continue to be cases in which the HOA would pay the $10,000 deductible, e.g., if the roof leaks or if there is an exterior fire. Owners should be able to add the $10,000 deductible liability to their individual homeowners’ insurance for a nominal fee that would be much less than the HOA paying $10,000. (For example, State Farm – which holds the High Timber HOA insurance - provides this type of coverage)

1. Fire Protection budget overage was due to our prior provider going out of business. The new company is much more reliable; they updated all fire extinguishers. The group discussed basement heaters and suggested that all owners should inspect the heaters in their crawl spaces.

John and Karen Fritz (new owners in #1112) had a baseboard heater that was not working properly. It turned out to have an old sock inside. . David Petersen and Sara Myers (#1122) had a baseboard heater that arced, showering the area with sparks and an explosion. The electrician replaced its “jumper cable,” which was not an expensive fix.

**Members present voted to have the HOA hire an electrician to inspect all baseboard heaters. They will replace these parts and update heaters as necessary and the electrical contractor will bill individual owners.**

**Chimney sweeping – the chimney s will be swept this year and Bliss will poll the owners who use the chimneys and need the chimneys swept. Units 1118 and 1122 do not need their chimneys swept.**

**Please email Carol and let her know if you have been using your fireplace at all and it needs to be swept and inspected. This is no charge to the owners and minimal time in each unit.**

1. Continue to review the siding replacement- Carol will continue to research re-siding prices and possible residing the south side of the garage building.
2. Working on getting new, cleaner dumpster and working on the HT trash rates with Waste Management.

Members present also discussed that High Timber’s dumpster is constantly being “poached”. Bliss will continue to work on getting a new dumpster with “Fined for Illegal Dumping Sign”. This dumpster is very easily poached since it is not enclosed. The HOA has researched costs and locations for an enclosed dumpster building in the past and determined that it would has not be cost effective to do this.

Members present wanted to remind all owners and their guests and tenants Not to park on the common driveway and Not to NOT large items such as appliances, carpet scraps, etc., from remodels in the dumpster. This adds to the trash cost for everyone. Please have your contractors take all large items directly to the dump.

1. State of CO mandated that all Common Interest Community Managers be licensed by July 1, 2015, as well as, required further insurance and annual continuing education for all Managers. Bliss fulfilled these licensing requirements. The Bliss HOA management fee was increased to accommodate these requirements.
2. Units #1110 ( $375,000 ), 1112 ($375,000 ), 1120 ($ 310,000) were sold this year. Please see the updated owners list to be distributed at the annual meeting.

**5. Approval of Proposed 2015-2016 Budget –** Members present reviewed the financials and the proposed budget as attached.

**Motion :** Ron Sedlack made a motion to create a $2000 assessment for each owner; $1000 due by November 1, 2015 and $1000 due by March 15, 2016 in order to continue funding the Reserve Account as the HOA plans for the reroofing project. David Petersen seconded the motion, which passed unanimously.

**Motion:** David Petersen made a motion to approve the 2015-2016 Budget as presented with the additions as stated below. John Fritz seconded the motion, which passed unanimously

# **5. Election of Officers**

David Petersen, president, asked if anyone would like to serve as an officer. It was unanimously decided to register the following officers:

David Petersen, president

Ron Sedlack, vice-president

Hal Sargent, secretary/treasurer

**6.** **New Business**

 Owners are reminded to NOT park on common driveway property and to only park 2 cars in individual driveways and to not block other units’ driveways. Bliss will find a more professional “lock” for the gate. All owners are reminded to not leave the gate open.

Please refer to the Rules and Regulations. Please make these are posted in your unit so that all tenants and guests are also informed.

**7. Old Business**

David Petersen continued his discussion regarding his Energy Audit findings with Kodiak Enterprises after a year’s worth of energy bills. The audit cost $380 and involved a thorough examination of the unit.. They did a series of infrared photos, floor tests, etc.. It would cost $10,000 to replace his windows. Energy savings with new windows is greater with air conditioning than with heat. Kodiak gave David a variety of options. David chose to replace exterior doors, sliding glass doors, improve insulation in the attic and crawl space, seal the crawl space, etc. for $13,000. He did receive a $400 tax credit on the work performed. He will send a copy of the report under separate cover to the owners at their request.

After a year’s worth of energy bills, David determined that he has had a 39% saving on his electrical bill or about $75 per month.

**8. 2016 Meeting Date** The 2016 Annual Meeting is tentatively planned for Saturday August 6**,** 2016 at 9:00 in unit #1122.

**9. Adjournment**

The meeting was adjourned at 10:30 a.m.

Respectfully submitted by:

Carol Cannon, Managing Agent

Bliss Property Management, Inc.