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

**Minutes**

**August 11, 2018**

# **9:15 a.m.**

# **NEW Breckenridge Library – Shakespeare Room**

# **103 South Harris Street, Breckenridge, CO**

### 1. Call to Order, Quorum

# Pursuant to timely notice of the meeting having been given, Kyle Tudor, vice-president, called the Annual Meeting to order at 9:25 am, August 11, 2018. (John Fritz, past-president, sold his unit #1112). A Quorum, according to the Association by-laws, is at least 50% of the members present by attendance or proxy. A quorum was confirmed with 9 out of 10 unit owners present by attendance or proxy. Homeowners present were David Petersen (#1122), Ron Sedlack (unit # 1118), Katy and Jim Norris (# 1124) and Kyle Tudor (#1120). Proxies were received from Hal Sargent and Anne Stavig (#1126), Jenny Glass (#1116), Dan Watson (#1110) and Karen Stalters (#1112). Dr. J Kirimi (#1128) attended via conference call. Also attending was Bliss Property Management (BPM) owner Carol Cannon

**2. Approval of the 2017 Meeting Minutes -** The minutes of the August 12, 2017 meeting were distributed

earlier and provided in the meeting packet. David Petersen noted the change on first page, when discussing the siding assessment – the number currently reads that the assessment for the siding would be $10,000 per owner, the correction is that it will be $100,000 per owner.

**Motion:** David Petersen made a motion to approve the 2017 Annual Meeting minutes with the change as noted. Jim Norris seconded the motion, which passed unanimously.

**3. Financial Report – as of 8/11/2017:**

Carol summarized the financials as presented. Operating Cash is $ 24,672 Savings/Reserve Account is $57,997 (note that this includes the $16,100 insurance rebate from 9/16/2017). There are no units more than one month past due.

**4. Manager’s Report**

 **Repair and Maintenance Report – (\*= ACTION ITEMS)**

1. Re - Roof Project – Fall, 2017 completed on budget. Roof did not need to be shoveled this year. Additional repairs were done for $1200 for replacing metal turbine vents and flashing surrounding some vents.
2. Added heat tape and gutter above lower level garage where ice buildup formed due to new driveway design. This improved conditions this past winter
3. Painting and siding repairs to be done in September – paint decking, handrails and window sills where needed - estimate for $2975
4. Signs for top of stairs at lower level - “Do Not Block Driveway”
5. BioBalance sprayed for noxious weeds: False Chamomile (stink daisies) and thistle
6. Updated all fire extinguishers.

Katy N. would like to see more roof shoveling on the upper side of the upper units. Ice dams are forming and snow is almost reaching the windows. \*Carol will request a bid from Turner Morris Roofing for heat tape and gutters for all upper level units where the snow loads up and forms ice dams.

Katy N. proposed that the areas between the upper level buildings be paved – for more parking and would be better looking than the current weeds. \* Carol will request a bid from APeak Asphalt on paving these areas.

A discussion began regarding extending the asphalt replacement of the driveway all the way south to the dumpster. Carol received a bid in September 2017 of $11,600 for re-paving this area and cracksealing and sealcoating. The group also discussed extending and adding asphalt to include the area south of the current driveway by the dumpster to establish more paid parking.

**Motion:** Jim Norris made a motion to re-do the paving area by the dumpster as presented in the APeak Asphalt bid and to also get a price to pave over the vegetated areas between the upper units and extending the driveway asphalt south to increase parking spaces. \*Carol will attempt to have APeak honor the September 2017 paving quote, and does have approval up to $12,000 for inflation increases. Carol will email the Board to discuss the prices when received regarding the 2 asphalt additions. David Petersen seconded the motion, which passed unanimously.

\*Ron requested Carol send the plowing contract out to bid to see if our current plow rates are competitive. Carol will do that.

Carol presented the current painting and siding repair estimate of $2975. Katy asked if owners should remove deck furniture or take down screens prior to painting. \*Carol will confirm with the painting company the timing and answer these questions. The painter currently says he will paint HT within the month – so by the end of September.

**Proposed Parking Permits Discussion**

Carol proposed a parking permit plan due to parking complaints in the past. High Timber Rules and Regulations permit two cars per owner – one parking in the garage and one parked in the driveway. Carol proposed that each owner use parking permits for guests and owners. Any owners who short term rent would require their rental company to distribute parking permits, and to place the copy below as a sign on their garage door to remind the guests: “High Timber Townhomes – Permit required for outside parking. Permit limited to one outside car parked in unit driveway only. Cars without permit are subject to being towed at owner’s expense. Ryan’s Towing 970-453-1388”.

The group discussed the current parking situation and do not feel it warrants permitting at this time. They tabled this topic for the next meeting.

1. **2018–2019 Proposed Budget and Financials Review and Discussion** –

The group discussed the budget as presented. Carol proposed no raise in dues and no assessments. The group decided it would be best to assess the owners $1000 to pay for the current paving project.

**Motion:** Ron Sedlack made a motion to create a $1000 assessment for each owner; $500 due by November 1, 2018 and $500 due by March 15, 2019 in order to continue funding the Reserve Account and to help cover the costs of the paving project and to approve the Proposed budget. Kyle Tudor seconded the motion, which passed unanimously.

**6. Old Business**

* Driveway paving discussions – this was already discussed
* Rules enforcement - parking permits discussion – this was discussed and tabled to the next Annual Meeting. Members present do not feel that parking is currently a problem at High Timber. Carol reminded owners of the enclosed Rules and Regulations and that fire pits are NOT allowed – on the decks or on the lawn.
* Application for Approval of Architectural/Landscape Improvements Form (AAAI) Reminder – Members present discussed this at length mainly because some owners would like to add hot tubs to their decks. This form currently reads that the Board, which is the Architectural Committee, can overrule a neighbor’s veto of a project.

**Motion:** Jim Norris made a motion to change the wording in the Immediate Neighbor Notice Form in the AAAI Form FROM: “Any negative responses can be overridden by the Architectural Committee” TO: “Any negative responses can be overridden by an unanimous vote by the Board/Architectural Committee.” David Petersen seconded the motion, which passed unanimously.

1. **New Business –**
* Ron Sedlack began a discussion regarding video surveillance of the HT dumpster because poachers are using the dumpster. The group feels that if the Summit County Sherriff’s Department is able to assist the HOA in finding and fining the poachers then video surveillance is worth it. Otherwise, surveillance is not necessary. \*Carol will contact the S.C. Sherriff’s office.
* Jim and Katy would like to install a gate on their back deck similar to Ron’s gate. They will use the Architectural Approval Form.
* David Petersen and all members present would like High Timber to set up auto pay or ACH. \*Carol will set up High Timber with ACH.

# **Election of Officers**

All current Board Members agreed to remain on the Board. Jim Norris also volunteered to be on the Board, “As long as Ron, the only full-time resident of High Timber, remains on the Board”. Ron Sedlack nominated David Petersen to be on the Board and be the president. David P. accepted.

**Motion:** Jim Norris made a motion to approve the following officers for the 2018-2019 year. Katy Norris seconded the motion. It was unanimously decided to register the following officers:

David Petersen, president

Kyle Tudor, vice-president

Jim Norris, secretary/treasurer

Ron Sedlack, member-at-large

**9. 2019 Meeting Date** - The 2019 Annual Meeting is currently planned for Saturday August 10, 2019, 9:15 AM.

**10. Adjournment**

The meeting was adjourned at 10:45 AM.

Respectfully submitted 8/11/2018

by:

Carol Cannon, Managing Agent

Bliss Property Management, Inc.