

Apple Glen Townhome Association, Inc.

2015 Annual Meeting

June 7, 2015

An Annual meeting of the Apple Glen Townhome Association, Inc. was held on June 7, 2015, at Glenwood Suites 2625 Gilstrap Ct, Glenwood Springs, CO 81601.

Present from the Board of Directors were: Pamela Whittington, President; Gibb Kentz, Director; Kim Doose, Director

Present from Bray Real Estate representing the Management Company were: Lindsay Jewell, HOA Manager

Owners present were:

Homeowners in Attendance:

- 1 Pamela Whittington
- 2 Gibb Kentz
- 3 Maria & Francisco Contreras
- 4 Rhonda Piccola
- 5 Kim Doose
- 6 Ana Santiago & David Valdez
- 7 Karla Richards & Larry Raymond
- 8 Chris & Monique Kennedy
- 9 Rob DiAmbrosio
- 10 Connie Foreman
- 11 Trent Mahaffey
- 12 Miguel Mayoral Reyes
- 13 Lisa Richards

Via Proxies:

- 1 Diana Reardon (Monique Kennedy)
- 2 Caroline Duell (Bray & Co)
- 3 Clay and Mary Boland (Bray & CO)
- 4 Anne Jolley (Lynette Lacerda present with proxy)
- 5 Richard Voorhees (Pam Whittington)

CALL TO ORDER

The meeting was called to order at 4:10pm by Pamela Whittington

ESTABLISHMENT OF QUORUM

Per the Association Bylaws a quorum is met if the presence in person or by proxy of two-thirds of unit owners is present (this is also stated in the declaration under CC&R Amendment 1, Number 9) With 18 of the 24 units represented in person or by proxy listed above a quorum was met.

PROOF OF NOTICE OF ANNUAL MEETING

Per the Association Bylaws notice of the meeting should be sent via mail to each unit owner not less than 10 or more than 50 days in advance of a meeting. Notice was sent via mail to all unit owners on May 1, 2015.

APPOINTMENT OF RECORDING SECRETARY

Pam Whittington appointed Lindsay Jewell as recording secretary.

APPROVAL OF PREVIOUS 2014 ANNUAL MEETING MINUTES

The minutes were made available prior to the meeting for review of ownership.

- **A motion was made by Lynette Lacerda to approve the 2014 annual meeting minutes as presented. Lisa Richards seconded the motion and unanimously carried.**

REPAIRS & MAINTENANCE UPDATE

Lattice covers on Electrical Boxes/Front Porch Posts Painted/Trees trimmed:

- Pamela Whittington briefly reviewed the maintenance items completed to date and requested that homeowner contact management if their front porch posts are being hit by sprinklers to prevent damage.
- It was also noted that there was garage door vandalism which required the garages be repainted. Trent Mahaffey, a homeowner, painted the garages at a reduced cost to the Association. A contract was signed by both Trent & the Association to protect the Homeowners Association from any liability
- The Board requested that homeowners report any loitering in guest parking on Red Valley Road to the Glenwood Springs Police

Concrete Repair:

- Chris and Monique Kennedy expressed their dissatisfaction with the quality and the cost of the concrete sidewalk repairs preformed. They requested information be provided as to what material was used because of the mis-matched colors as well as stating the material was slippery. They feel the quality of the job was sloppy. It was requested that the contractor come back to look at the sidewalk area around their unit and a copy of the invoice paid to the contractor be provided. They had concerns this project was not listed in the reserve study and the special assessment for this specific project was not properly approved.
- Rhonda Piccola stated that she is happy with the concrete repairs and disagrees that the material is slippery. She is happy with the quality of the job.
- Trent Mahaffey stated if owners were dissatisfied with repairs the board and management should have been contacted immediately after the work was preformed rather than addressing it months later at the annual meeting. Connie Foreman agreed with this comment.
- The Board will follow up with Chris & Monique regarding their concerns.

RESERVE STUDY UPDATE

- The last professional reserve study was done in 2012. Pam & Lindsay have since updated the spreadsheet with items that had previously not been contemplated. There was discussion on this topic with concerns about the accuracy and projections. No inflation amounts are contemplated on the study for each project. Due to this and many other factors the Associations reserves look very underfunded.
 - **A motion was made by Lisa Richards to have an updated professional reserve study complete by the fall of 2015 so that during the 2016 budget cycle and beyond the association can more accurately make decisions on reserve contributions going forward. The motion was seconded by Trent Mahaffey and unanimously carried.**

PARKING LOT REPAIRS FOR 2015

- The parking lot area right outside 836 C unit has a major crack in the asphalt that is continuing to crack due to weather and moisture. The Board has had this bid out by (3) three contractors. It was requested that warranty on this project be a major factor in deciding what company to move forward with on this project. It was also requested that the same stripping on the pavement be left the same when the repainting occurs due to this project.
- Pamela Whittington is going to see if the Church parking lot may be utilized for owners while the parking lot is being repaved.
- It was requested that someone is contacted at the City of Glenwood to understand whose responsible for Red Valley Drive as there is a big drop-off where the asphalt ends and due to weather this drop off continues to get worse.

FINANCIAL REVIEW

- The Board approved 2015 proposed budget was presented by Pamela Whittington. 2015 projected operational expenses totaled \$48,021 while reserve contributions totaled 7,440. The total 2015 budget is \$55,000 inclusive of operational expenses and reserve contributions. Dues Calculations below are an increase from last year's budget and annual dues that were based off of \$53,000.

\$55,000.00 yearly Budget

2-bedroom units: 12 units @ 4 points = $48/108 = .4444$

3-bedroom units: 12 units @ 5 points = $60/108 = .5556$

2-bedroom units: $\$55,000.00 \times .4444 = \$24,442.00$

3-bedroom units: $\$55,000.00 \times .5556 = \$30,558.00$

Total: $\$55,000.00$

2-bedroom units: $\$24,442.00 \div 12 = \$2,036.83/\text{mo.} \div 12 \text{ units} = \169.74

3-bedroom units: $\$30,558.00 \div 12 = \$2,546.50/\text{mo.} \div 12 \text{ units} = \212.21

2-bedroom units: Increase of \$6.17

3-bedroom units: Increase of \$7.71

- **A motion was made by Pamela Whittington to approve the 2015 budget and increase in dues effective July 1, 2015. Monique Kennedy seconded the motion and unanimously carried**

- Lisa Richards requested to be provided the monthly contribution amount to reserves on a monthly basis and proof of cash transfer to ensure the approved amount is being saved each month.
- There are currently just a few owners with delinquent HOA dues; however, each of these owners are on payment plans making payments each month.
- Pamela Whittington reviewed the 2009-2014 financial comparison review.
- Lisa Richard noted because we are approving a 2015 budget (based on January through December of 2015 expenses) in the middle of 2015 (June of 2015) with the increase that won't happen until July of 2015 we will not collect the full 2015 budgeted amount in

2015 calendar year. The full assessment wouldn't be reached until this time next year. This is not matching up to our calendar year reporting cycle for tax purposes and is also not setting us up for success to be able to pay for any increase in expenses we have during the year. Therefore, she proposes the below schedule to get the Association on track to schedule to match the 12 month calendar cycle:

- A second meeting be held in November of this year proposing the 2016 budget before the year starts. With the updated reserve study we will have a better idea on contribution amounts to contemplate in the budget as well.
- Going forward each year an owner's annual meeting be held in the fall sometime late October to November to continue the budgeting cycle of actually approving the following years budget before the year starts to have collections match the approved budget.

Currently, the bylaws state that the annual meeting must be held the first Sunday in June. Thus, a vote and an update of the bylaws would be necessary to carry this proposed timeline out.

- **A motion was made by Lisa Richards to update the bylaws with legal counsel to change the annual meeting date specified in the bylaws to have more general language listed rather than a specific date to accommodate schedules from year to year. The motion was seconded by Larry Raymond and unanimously carried.**

The Board will work with legal counsel to work on this approved bylaws change and a second owners meeting will be scheduled around October/November timeframe of this year and properly noticed to ownership.

- The landscape pricing was discussed for the upcoming year. It was suggested by Lisa Richards to see if we could look into negotiating a flat rate yearly amount with Gopher Irrigation to eliminate the high variable expense the Association currently incurs. The Board will look into this. Monique commented that the Association previously moved to a different landscape company and it was difficult because of the lack of knowledge of the property and sprinkler system that only Gopher has at this point. Rob DiAmbrosio also requested to see what the bills look like to compare what Gopher charges his work to do their landscaping. It was suggested that in areas where it is difficult to mow and maintain such as the spaces on Donegan behind the garages be xeriscape.

ELECTION OF BOARD MEMBERS

- Gibb Kentz will be stepping down from the Board. Lisa Richards requested to be a candidate on the ballots for consideration to hold a Board member position. Ballots were distributed.
 - **Ballots were collected and counted and Lisa Richards was unanimously voted by the owners.**

NEW BUSINESS

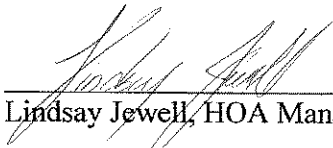
- Richard Voorhees is selling a power washer that he has offered to the Association for \$100. The homeowners would like Pam to offer \$50 but will take it for \$75. It will be stored in Pam's garage and available to homeowners to use to wash their siding.

- The trash container was discussed again as the current container is somewhat difficult to operate. Lindsay Jewell checked on this last year and it was determined we had the easiest container that the trash company can provide. Rob DiAmbrosio said his work has one that is very easy to use and will follow up with Lindsay Jewell with the company so we can inquire about costs and size.
- Tree Trimming around the property was discussed. Rhonda Piccola suggested we remove the apple trees one at a time to help lower lawn care expenses with leaf trees that do not bear fruit. Owners seemed hesitant and did not make a decision on this. It was decided as the trees age and die the Association will look at other options for these areas.
- It was determined that the Association will look into lighting around the property so that dark walkways around the property get some sort of solar lighting put into place.

ADJOURNEMENT

- **There being no further business to discuss, a motion was made by Pamela Whittington to adjourn the meeting. Lisa Richards seconded the motion and unanimously carried. The meeting adjourned at 6:12pm..**


Bray Property Management



Lindsay Jewell, HOA Manager

Approved:

Apple Glen Townhomes Association, Inc.



Pamela Whittington, President, Board of Directors