

Apple Glen Townhome Association, Inc.

2016 Annual Meeting

December 4, 2016

An Annual meeting of the Apple Glen Townhome Association, Inc. was held on December 4th, 2016, at Glenwood Suites 2625 Gilstrap Ct, Glenwood Springs, CO 81601.

Present from the Board of Directors were: Pamela Whittington, President, Lisa Richards, Secretary, and Constance Foreman, Board Member.

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

Owners present were:

Homeowners in Attendance:

- 1 Pamela Whittington
- 2 Constance Foreman
- 3 Maria Contreras
- 4 Karla Richards
- 5 Jake Velasquez & Rebecca Lundin
- 6 Ismael Argueta-Cabera (2)
- 7 Ana Alvarenga
- 8 Lisa Richards

Via Proxies:

- 1 Mary and Clay Boland (Bray & Co)
- 2 Anne Jolley (Lynette Lacerda present with proxy)
- 3 Caroline Duell (Pam Whittington)
- 4 Kim Doose (Lisa Richards)

CALL TO ORDER

The meeting was called to order at 2:35pm by Pamela Whittington

ESTABLISHMENT OF QUORUM AND ROLL CALL

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 13 of the 24 units represented in person or by proxy listed above a quorum was not met.

PROOF OF NOTICE

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 November 8th, 2016.

APPOINTMENT OF RECORDING SECRETARY

Pam Whittington appointed Lindsay Jewell as recording secretary.

APPROVAL OF AGENDA

Agenda for the meeting was presented to owners.

- **A motion was made by Lisa Richards to amend the agenda by inserting Election of Board of Directors between Owner Education and New Business. Pamela Whittington seconded the motion and unanimously carried.**

APPROVAL OF PRIOR OWNERS 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 November 8, 2015 annual owners meeting minutes as presented. Pamela Whittington seconded the motion and unanimously carried.

BOARD OF DIRECTORS UPDATE

Pamela Whittington reviewed the Apple Glen Maintenance update of the association:

- Landscape
 - Pamela Whittington informed the association of our saved expenses for sprinkler system maintenance in 2016, expenses are down for sprinkler system care now that all settings were updated this spring. The pump for Apple Glen sprinklers is stored in Pamela Whittington's garage.
- Ice Melt
 - Discussion was opened regarding ice melt on common are sidewalks as well as shaded areas in the parking lot. The HOA will provide the ice melt for owners to spread as needed. Jake Velazquez and Rebecca Lundin will assist with spreading ice melt near their garage but they do not need ice melt provided by HOA. Constance Foreman informed us there is a trash can near her exterior parking that used to be used for Ice Melt storage. Pamela Whittington agreed to pick up ice melt to be distributed to owners as needed.
- Earthwise Horticulture will be on site in February to trim necessary trees, including the large willow in the apple orchard.
- Lisa Richards updated homeowners that the Board is currently meeting quarterly and members are welcome to attend Board Meetings.
- Pamela Whittington mentioned that she was slightly short handed in fall clean up through the orchard this year but she was able to find assistance.

FINANCIAL REVIEW

- Lisa Richards provided a Budget Review to homeowners, maintenance expenses have increased for the 2017 budget, in order to compensate for the additional budgeted expenses the 2017 Reserve Contribution amount was adjusted to avoid assessment increases.
 - Lynette Lacerda asked for a clear picture of which expenses are increasing;
 - Landscaping; 20% increase due to scheduled mulching, tree maintenance, and regular landscape expenses.
 - Utilities; 35% increase due to rising trash prices
 - Insurance; 4% increase, regular increases.
 - The Board is hopeful that Apple Glen will come in under budget and the overage can be contributed to the Reserve account.
- Lynette Lacerda moved to accept the proposed budget as written, Karla Richards 2nd the motion. The Budget was ratified automatically as a Quorum was not met.

NEW BUSINESS

- Signage Proposal: Pamela Whittington provided an update to homeowners regarding the purchase of two signs for the exterior entrances in at Apple Glen. The Board is hopeful they can find Reddish Flagstone to engrave Apple Glen Townhomes on for the entrance

on Donegan Road and Red Valley Drive. It should provide a professional appearance. If it cannot be done to a high quality at the budgeted price it will be saved for a later date when it can be done correctly. The Board has not discussed changing any labels on the buildings at this time but Pamela Whittington will provide ownership with the contact information the sign company so they are able to purchase signs for each of their units if they would like. Lynette Lacerda voiced that in the future she would like the Board to consider updating the addresses that are labeled on each building.

OWNER EDUCATION

- Lisa Richards informed homeowners that the Board will be updating the remaining 8 Policies being required by CCIOA, they will be consulting the association attorney for these documents. Apple Glen has already updated and provided the 9th required Collection Policy.

ELECTION OF BOARD OF DIRECTORS

- The president’s term being held by Pamela Whittington expired this year. The Board of Directors mailed Board Solicitation forms with the Annual Notice, one Biographical Sketch was returned by Pamela Whittington. As no one else ran for the opening Board position Pamela Whittington was accepted for another three year term by Affirmation.


NEW BUSINESS

- Common Area Update
 - Some sprinklers are hitting siding on the buildings, Pamela Whittington would like to have these sprinklers moved away from buildings so areas can be xeriscape to prevent moisture from being to near the buildings. This could possibly be budgeted in 2018.

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 3:17pm.**


Bray Property Management



Lindsay Jewell, HOA Manager

Approved:

Apple Glen Townhomes Association, Inc.



Pamela Whittington, President, Board of Directors