

# Apple Glen Townhome Association, Inc.

## **2017 Annual Meeting**

**December 3, 2017**

An Annual meeting of the Apple Glen Townhome Association, Inc. was held on December 3rd, 2017, at Glenwood Suites 2625 Gilstrap Ct, Glenwood Springs, CO 81601.

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

**Present from Cheryl&Co Real Estate representing the Management Company were:**  
Lindsay Jewell, HOA Manager

### **Owners present were:**

#### Homeowners in Attendance:

- 1 Pamela Whittington
- 2 Lisa Richards
- 3 Emily Yannarella
- 4 Karla Richards
- 5 Ismael Argueta-Cabera (2)
- 6 Miguel Mayoral Reyes

#### Via Proxies:

- 1 Connie Foreman (Pamela Whittington)
- 2 Anne Jolley (Lynette Lacerda present with proxy)
- 3 Caroline Duell (Pam Whittington)
- 4 Robert Diambrosio (Lisa Richards)
- 5 Jake Velasquez (Pamela Whittington)
- 6 Cleopatra Rodriquez (Pamela Whittington)
- 7 Natasha Ellwood (Pamela Whittington)

### **CALL TO ORDER**

The meeting was called to order at 2:37pm 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 of 16 was not met; however the meeting still proceeded.

### **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 16th, 2017.

### **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 accept the Agenda as presented. Lynette Lacerda 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 Lisa Richards to approve the December 4, 2016 annual owners meeting minutes as presented. Lynette Lacerda seconded the motion and unanimously carried.**

## **BOARD OF DIRECTORS UPDATE**

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

- 2018 maintenance projects include in the proposed board approved budget;
  - Parking Lot oil and restripe (\$4,255 bid)
  - Painting of the garages (\$10,000 bid). Owners will need to provide access to their garages at this time so garage doors can be painted and sealed.
  - It is planned to have individual signage above each units porch be installed during 2018 (\$400 bid) so that each unit is clearly marked. Pam provided an example for owners to view.
  - Association is going to look at removing the grass and capping sprinklers behind the lower garage between units 824A and 824B and replacing with rocks or bark to prevent water from hitting buildings and/or draining into the garages or crawl spaces.
  - Earthwise Horticulture has been contacted to treat pine trees for Pine Scale Needle and beetles. This is being budgeted for 2018 spend and execution.
- 2017 Completed Projects
  - The associations stone sign (\$2,585 cost) was set at the top of the apple orchard area this year, and all owners are very happy with the outcome.
- Landscape
  - The Board thanked all of those who assisted with leaf clean up this year.
- The Board is looking into a more comprehensive landscaping service where leaf cleanup is included in the services for 2018 to eliminate the need for owners assistance during the fall season.

## **FINANCIAL REVIEW**

- Lisa Richards reviewed the proposed board approved 2018 budget that was distributed to owners through the annual meeting notice which also showed a 2017 year end projected forecast. The association has a projected year end operating surplus of \$6,800 for 2017 compared to budget. This projected surplus is due to the fact that it has been a mild snow year and snow removal costs were significantly under budget and most all leaf cleanup was done by owners rather than contracted and serviced to a company. The board will review final 2017 year end numbers in early 2018 and the plan with any surplus as of now is to move to reserves. The 2018 board approved total budget is \$57,484 comprised of \$43,599 in operating funds and \$13,885 in contributions to reserves which results in 0% *total* budget increase from 2017. Therefore, dues will also stay the same for 2018 with 2-bedrooms at \$177.40/month and 3-bedrooms at \$221.79.
- Contributions and increasing reserve funds over the past few years have been a top priority for the board. It was noted that in 2014 the associations reserves totaled around \$48K (this is life to date funding since inception of the association in early 2000's). From 2014 through the projected year end funding in 2018 the association will have contributed just over \$50K in the last four years through a combination of yearly dues

contributions and operating surpluses moved to reserves. This is a major accomplishment for the association all while keeping dues essentially flat. There are some major capital expenditures in the near horizon with building painting and potential roof replacement needs and the association will have some financial decisions to make; however, this effort to grow the reserve fund will be help with these major expenditures coming down the pipeline

**Per the governing documents unless at the meeting a majority of unit owners reject the budget, the budget is ratified, whether or not a quorum is present. Pamela Whittington moved to accept the proposed budget as written, Karla Richards 2<sup>nd</sup> the motion. The 2018 Budget was ratified.**

### **NEW BUSINESS**

- Lynette Lacerda followed up to determine if any sprinkler heads were relocated away from the building this year as discussed last year. Pamela Whittington stated this was a large project and would have to be done slowly in sections and no official plans have been made but it was being monitored.
- Pamela Whittington provided all owners with a one-page general view of key maintenance items completed from 2004 to 2017 with cost, as well as showing the years dues increases were last voted upon.

### **ELECTION OF BOARD OF DIRECTORS**

- The Board Members term being held by Constance Foreman expired this year. The Board of Directors mailed Board Solicitation forms with the Annual Notice, no Biographical Sketch were returned. As no one else ran for the opening Board position Ismael Argueta-Cabera volunteered for the position. Present owners voted via private ballot and unanimously accepted Ismael for a three year term by Affirmation.

### **ADJOURNEMENT**

- **There being no further business to discuss, a motion was made by Lisa Richards to adjourn the meeting. Pamela Whittington seconded the motion and unanimously carried. The meeting adjourned at 3:06pm.**

Community Association Management

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HOA Manager

Approved:

Apple Glen Townhomes Association, Inc.

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Pamela Whittington, President, Board of Directors