



Greyhawk HOA Board Meeting February 13, 2024, 5PM MT via Zoom

In attendance: Ian Karr (2), John Treitz (6), Bill Coffin (17), Joe Kambeitz (23), Roberto Puglisi (26), Nick Biddlecombe (5), Brent Laycock (9), Maria Quillard (14), Lule & Mike Saturnia (22), Tom Gorski (13), Jack Fleming (25)

Ptarmigan Representatives: Alan Johnson, Jonah McFarland, Alli Vernon and Wendy McFarland of Ptarmigan Property Services

1. Ian Karr, President of HOA called to order at 5:05 p.m.
2. A quorum was established, and introductions made.
3. The Annual Meeting minutes were unanimously approved.
4. Review of 2023 Budget Performance: Bill Coffin, new acting treasurer assuming the position from former treasurer Nick Biddlecombe reviewed the operating resulting for the 2023 year. The main call out for 2023 was Building Maintenance expenses of \$53,349 primarily due to a water main break in November 2023. Following the preparation of the December 31, 2023 financials the board has decided to reclassify the approximately \$26,500 main water repair as a capital expense. This change will reduce the operating expense loss for the year to approximately (\$10,000). It will also reduce the cash in the capital account and increase the cash in the operating account by the same \$26,500. These changes will be reflected in the Q-1 2024 financial package. Also noted was 13k in transfer fees resulting from the sale of two units during the year booked in capital reserves. Building maintenance includes items such as railings, gutters, heat tape, garage leak fix, boiler for heat and boiler for sidewalk parts and repairs, BlueBots, and bike storage. Greyhawk is becoming an older property with greater reserve needs.
5. Board Action Items: HOA dues increase and one-time Assessment.
 - a. To address the higher Building Maintenance costs for 2024 the Board approved an increase of HOA owner dues by \$100/unit per quarter (\$400 per year), beginning in the second quarter of 2024. The new amount is \$1,850 up from \$1,750. This is still within the lower range of HOA dues for comparable complexes.
 - b. Also, to replenish the Capital Account for the \$26,500 spent for the water main repair, the Board approved a onetime assessment of \$1,000 per unit amounting to \$26,000 for the repair of the water main to be billed in Q-2 of 2024.
6. 2024 Budget Review: Everything trending as expected so far except for building maintenance. Financials do not expect any Transfer fees as of this report. Plumbing inspections of units will continue once a year. No window cleaning paid for by the HOA.

7. Capital Projects Discussion: Key issues focused on water and gas management and alternate approaches to the two significant upcoming capital projects; the repainting of the complex and roof replacement.
8. Capital Budget Review: Roof is currently performing well, with potentially spot repairs required. At some point the elevator will need replacement or updating. South and West facing aspects take a beating in weather and sun. Board member John Treitz will take on the exterior painting project. Board member Joe Kambeitz will assist.
9. Management Report: A full report was sent to all owners:
 - a. Plumbing issues discussed.
 - b. Boiler issues over the last couple weeks/locks will be changed to improve security.
 - c. Bluebots' fluid measuring devices have been installed. The purpose is to check water usage going to groups of units. Each mechanical room has a Bluebot which measures water usage going to each building with groups of units. Over time if this monitoring system is successful, we may be able to eventually install monitoring device in each unit for better allocation of water expense.
 - d. Installed lights in mechanical rooms which signal units call for heat. This is paired with cameras so that Ptarmigan and others can track which individual units are calling for excessive heat usage. The primary reason for this issue is the aging components in units including the actuators which control elements in the heating system, older thermostats, the control box, or aging water heaters. The purpose of the once a year plumbing inspection is to notify owners of the need to repair or replace such components before a breakdown.
10. New Business:
 - a. Parking issue discussion. Ptarmigan will post signage and change the code more often. Owners should not give out the code. Also, Ptarmigan will develop a standard policy to manage access of vendors including Fed Ex, food delivery etc.
 - b. For ease of paying the quarterly HOA invoices, owners can enroll in Greyhawk ACH electronic funds transfer system to pay dues eliminating checks and occasional late payments due to travel or otherwise.
 - c. New Wi-Fi speed is available to all owners. Please check your box to ensure it can accommodate the higher speed. Some cable modems are sufficiently modern so that nothing is required from the owner.
 - d. A/C discussion. If interested, please contact Ptarmigan.
 - e. A unit kitchen retrofit lights to LED. Here is a link:
https://www.amazon.com/gp/product/B0CFPX8H3M/ref=ppx_yo_dt_b_search_asin_title?ie=UTF8&psc=1
11. May 1, 2024, will be the next board meeting date.
12. Adjourn 6:18 p.m.