

HIGHLANDER TOWNHOMES ASSOCIATION

Annual Meeting Minutes January 11, 2020

Meeting held in accordance with Colorado Revised Statute Title 7, Article 128, Section 201 to allow teleconference attendance in meetings.

1. Call to Order:

Meeting was called to order by James Beck, President, at 10:05 AM at the Highlander residence of James and Pamela Beck.

2. Affirmation of Attendance and Quorum:

In attendance in person were James and Pamela Beck (336), India Davis (306), John and Dorothy Wilhelm (316), Jeffrey Johnson (318). In attendance via teleconference were Bob Miller (310), Bill and Shelley Avirett (303), Wayne and Patricia Powell (322). Proxy submittals were received from Mark Barker (301), Brian Stanley (305), Robert Merzweiler (320), Joyce Kifer (334). Also in attendance were Matt and Mindy Brewer, owners of Superior Property Specialists. With eleven of nineteen owners present, a quorum was established. Jim Beck opened the meeting by introducing Matt and Mindy Brewer of Superior Property Specialists, our recently contracted HOA management company. Jim expressed his appreciation for their extra effort in making the transition from our former company and explained their vast experience in landscaping and homeowner management.

3. Approval of 2019 Annual Meeting Minutes:

Patricia Powell moved to approve the annual meeting minutes of 12/01/18 and Bob Miller seconded. All agreed. It should be noted that because of scheduling conflicts, the 2019 annual meeting was held in December of 2018.

4. Old Business:

a. We discussed the deck repairs that were made in the fall. All seventeen of the small decks were repaired, with only two requiring extensive repairs. Of the large decks, all but five were finished (300,305,320,324,330 remain and will be completed in the spring/summer). It was noted that any hot tub removal to accomplish the repairs is the responsibility of the homeowner. Once all the decks are repaired and deemed safe and secure, the HOA Declarations will be changed to place all future deck expenses on the individual homeowner, with architectural guidelines to assure continuity of design.

b. Concerning the 2018 roof inspection completed by Turner- Morris, the recommended repairs were made in 2019. Annual inspections will be scheduled, but since our warranty with Turner-Morris has expired, we will seek new roofing contractors for inspections and maintenance. Matt Brewer will coordinate this. John Wilhelm noted that punctures in the metal valleys, possibly created during snow removal, could cause leaks, and should be soldered and not caulked as a proper repair. This needs to be addressed at the next annual roof inspection. Also, the roof repair for unit 330 was completed with a total valley replacement. Lastly, Matt Brewer recommended steam ice removal for winter 2020, which is less stressful on the roof material.

c. A sign for the Primrose Path properties, which has been discussed in the past, is a priority for this year.

5. New Business:

- a. Bill Averitt (303), mentioned problems with his rear window well and requested that a shed roof be built over it. This will be resolved when covers are built over the gas meters to protect them from snow accumulation.
- b. Jim Beck proposed that yearly window painting be scheduled, that includes scraping, painting and caulking. Interior window painting would be included as needed. Also, composite replacement of deteriorated windowsills would be offered.
- c. Bill Averitt asked about new weather strip for the front doors. India Davis said she paid for her own replacement. Bob Miller suggested that information be made available to all owners to repair weather strip.

6. Proposed Budget 2020:

- a. Mindy Brewer presented the 2020 Budget. Questions were asked about cable costs, and we may change to the new company being established in Breckenridge (Allo) when our Xfinity contract expires.
- b. Discussion ensued about landscaping costs. Bill Averitt asked if reserve funds could be used for landscaping and Bob Miller proposed to have a landscaping assessment, but both proposals were tabled until we receive definite costs.
- c. Discussion ensued about the poor trash service from Timberline. However, Waste Management costs are four times higher, and we will keep Timberline for now. Mindy will speak to the County Commission about the town wide problems with Timberline, and will also research two other companies.
- d. Jeff Johnson motioned to have window washing done twice a year, instead of once. India Davis seconded. The motion was passed unanimously.
- e. A motion to ratify the revised Operating Budget was made by Jeff Johnson and seconded by Jim Beck. Motion passed.

7. Election of New Directors:

Jim Beck made a proposal to establish the position of Board Member at Large, a non-voting position that acts as a liaison between the HOA and our management company. Because India Davis is a year round resident with past board experience, she was the perfect candidate for the position, and was nominated by Jim. Patricia Powell seconded the nomination, and India was elected unanimously. We thank her for her willingness to serve. Patricia Powell nominated Bill Averitt to the board. Bill has already volunteered his services to the HOA by serving on the landscaping committee and attending the Upper Village annual meeting as a Highlander HOA representative. Jim Beck seconded the nomination. India asked for any other nominations, and there being none, Bill was unanimously elected to the board. Last but not least, we also commend and thank Patricia Powell for her many years of service and dedication to the HOA. She was a wealth of information and encouragement to her fellow board members, and she will be missed.

8. Date of Next Annual Meeting:

The date for the next annual meeting has not yet been set.

9. Adjournment:

With no further business, meeting was adjourned at 12:06 PM by the Board President, Jim Beck.

