

Buck Creek Condominium Association
ANNUAL HOMEOWNERS MEETING MINUTES

July 2, 2017

Comfort Inn, Avon, Colorado 81620

Those Attending:

Ed Clark, President (B-301)
Jack McBride, Vice President (C-202)
Sandy Brightwell (Secretary) (A-102)
Darrell Cooter, Property Manager
Ken Fishleigh (C-104)
Mike & Betty Ann Courtney (A-203)
Gordon & Betty Poeschel & Carin Orr (A-201)
Michael & Julie M. Percy (A-202)
Alexis Foreman & Jennifer Beaupre (C-201)
Nathan Brightwell (A-102)
Laura Lodge (C-302)
Lyle McIntosh (B-202)

Proxies Received:

A-204
B-102
B-104
B-105
B-204
B-205
C-101
C-301

Proxies Presented:

There were eight proxies presented.

Quorum:

A quorum was established. The meeting was called to order by President, Ed Clark, at 10:05 a.m.

Minutes:

A draft copy of the 2016 Annual Meeting Minutes was emailed to all homeowners and was posted on the website. The date was corrected to July 3, 2016, and a motion was made to accept the minutes as presented. The motion was seconded and received a favorable vote.

Treasurer and Management Report:

Treasurer's Report:

The fiscal year for the association ends on June 30, 2017. For this reason, there are a few items not included in this document. A final version will be sent to homeowners when it is available.

A draft Statement of Assets, Liabilities and Equity—Income Tax Basis, a Statements of Comparison to Budget—Year to Date, and a Statement of Proposed 2017-2018 Budget were distributed. Regarding Assets, Liabilities and Equity, there was \$12,205.08 in Accounts Receivable (three delinquent owners), but this is expected to be collected soon. Of special note is our Capital Reserve Fund which now totals \$132,992.28. Regarding the Comparison to Budget—Year to Date Statement, we did receive \$700 in finance charge income for an overdue account. Water and Sewer was over budget by \$3,471.59, and the insurance budget was under by \$2,337. Most of the remaining accounts stayed within triple digits. There was a motion to approve the Treasurer's Report; then it was seconded and passed unanimously.

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Management Report:

The stucco was painted last year at a cost of \$10,501 for all three buildings; the association had a good deal, and Gavin did a great job. There was also an expenditure of about \$1350 for replacing the gate valves (water shutoffs) in the crawl space of A-building, with the exception of two that did not appear to need replacing. In C-building, the units have only one main line cutoff, but individual cutoffs inside each unit would be preferred so that, in case of an emergency, the water for the entire building does not have to be shut off. The expense of cutoffs inside the units is the owner's responsibility. It was decided to notify the owners in C-building that this is strongly recommended. The work could be accomplished for approximately \$175 per unit. Julie Percy recommended this type of notice could also be sent by U.S. Mail, especially for important issues since email is often overlooked. It was mentioned that assessments and bylaw changes and legal issues would definitely need to be delivered by "snail mail." However, in this situation, this type of notice would be solely informational for residents of C-building. The parking structure new gutter system in the area of the storage lockers cost \$7,580; the electric heat tape system was \$2,921, for a total parking structure expense of about \$10,501. The damage from the upper parking restriction bar was paid by the owner of B-202 whose personal insurance finally was settled in the amount of \$3,871.66. Lyle was disappointed that his insurance company rejected the claim initially. His company reconsidered because our association bylaws state that the damages are the responsibility of the owner. Liberty Mutual (driver's insurance) rejected the claim because the sign was not posted; Lyle recommended that we always make sure that the sign is present for this reason, regardless of whether the town of Avon requires it. Three decks were replaced with synthetic boards last year—B-103, B-104 and C-103. The goal for the association is two or three decks per year. Most of the lower decks have been done. The budget is about \$5,000 to replace three old decks with synthetic boards for this year. Deck staining for upper level decks should cost \$3,000 and clear staining for the siding is \$18,000. Cleaning the dryer ducts runs \$1,190. Window cleaning is \$1,500. We are spending about \$30,000 this year for general repairs. The town of Avon referendum to terminate the covenants did pass. Now they are working off of current zoning laws and regulations. The proposed Budget for 2017-2018 is as

follows: A 3% increase in regular assessments for a total of \$3,993 and a 6% increase in capital reserve for a total of \$2,427. (We should allow an additional \$493 for electricity and \$3,500 for water and sewer which totals \$3,993). The 6% annual increase for capital reserve will hopefully cover big-ticket repairs that come up; this is in lieu of frequent special assessments. A motion was made and seconded to approve the budget. There was some discussion, and the motion was approved.

Old Business:

Parking Structure:

The parking structure issue required further study by the appointed committee. Where the repair between two of the concrete tees was done years ago, there were reinforcements installed, but there were no gutters under the repair or over the closets. Three new gutters were put into the garage, two over the closet areas and one under the repaired tee. That took care of the leaking closet issue. The water from the top deck drains to the north, collected by the swale and taken by the drainage pipes in either direction. The water on the inside of the lower level is collected by the gutters, goes to one point on the southeast corner of the building, drops off onto the ground, and is collected by a French drain which goes to the grade system in front of the lower deck; another drain goes out from there to an area south of the bridge. On the west and northwest sides of the upper parking structure, water drains under the west driveway and empties onto the grade on the front lawn of the northwest corner of A-Building. This drainage seems to be functioning correctly, but some maintenance should be done to the swale. The size of the rock may be an issue, and there are areas where the swale membrane has pulled loose from the north side of the parking structure. There are holes on the top deck where the light poles are on the north side. The holes should be caulked as water pours through readily. Also water enters where the tees join the foundation, which could be where the membrane is pulling away. The membrane should be re-caulked and reattached. On the northwest part of the upper parking structure where the driveway is, water collects in a low area and is held against the building by the railroad ties. Either cutting a "V" or drilling holes through the railroad ties should allow the water to flow through and collect in the swale to drain properly.

The larger repair issue would be the top parking structure surface. The concrete on the East half is spalled and falling apart with the cage rebar exposed. The surface should be resealed, either the east side only or both sides, with possibly the east side being done twice as often. A maintenance schedule is needed for jetting the drains, jetting the gutters, sealing the top, and perhaps cleaning out the swale which now has a lot of dirt. It would help to dig out the dirt and small rocks and replace with larger rock to be able to jet the dirt out more easily. Changing the snow removal method so as not to accumulate snow along the south wall of the upper structure is important; it drains into the cracks on that level. It's also not a good idea to have the snow accumulating and melting under the swale where the membrane has pulled away from the building; the membrane should be tucked in. The building is right on the property line; the swale is just north of that, but some repair should be done. In 2006, a clear coat was applied to the surface of the upper parking structure, after it was saw-cut and injected with epoxy in the joints that were leaking. Priority seems to be the east slab and the maintenance of the east side upper structure surface. Martin and Martin's proposal for "Repair Concrete Slab, 3-5 year solution" is a cost

of \$25,000 to \$35,000 with annual maintenance still required, to include routing, cleaning and sealing cracks with urethane joint sealant and installing traffic coating over the joints. The southwest corner and east half of the slab on the upper level are the major issues to deal with. Gordon recommended that we fix the “potholes” on the east side, reseal the entire upper surface, clean out the swale, clean out all the drains, cut the railroad ties in such a way that the water can drain, take out the rocks to get the soil out and replace with larger rock so the water can drain, probably at a cost with upper level of \$90,000. Martin and Martin could get two or three bids for us. Julie and Mike Percy offered their services to meet with contractors to get bids, talk to making certain to type specific details and specifications for the work required. Ed suggested to get certain minor items repaired under Maintenance and Repairs. Nathan moved that we identify the simple repairs to be paid out of Repairs and Maintenance as follows: repairing the upper part of the swale by the road, caulking the holes around light poles and along the attachment of the swale to the garage, and cutting the channel in the railroad ties. The motion was seconded and approved to take care of the minor repairs of the parking structure under Repairs and Maintenance. Gordon moved to proceed in getting bids to do the major repair work on the east side where rebar is exposed and to reseal the entire upper structure; and if this expenditure is ok with the board, to go forward with the project. After some discussion, the motion was seconded and the vote carried.

The association agreed that changes should occur in the way the snow is plowed also, removing it from the south wall of the upper level of the parking structure. Digging out and changing to larger rocks in the swale might not be necessary yet, as it appears to be draining adequately. The owners discussed whether a special assessment might be necessary if the cost runs higher than our reserve. That decision would be made by the board if the cost comes close to depleting the reserve.

New Business:

Water shut-offs and Water Heaters: Gordon mentioned that C-301 has a shutoff above the water heater. When A-104 had a plumbing issue, the water to the entire building had to be shut off. Gordon is trying to find out whether a cutoff can be installed behind the water heater wall inside his unit in A-building. Also his water heater is old and he is looking into having it replaced. This type of work is each homeowner's expense. What happened with the water heater flood in A-104 could happen to any of the condos in the complex. There are no drains or pans for any of the water heaters, as they were not originally installed to current code; they should have a pan and drain. Many of the water heaters are older than 15-20 years and should be replaced. Homeowners who are absent for a few months at a time should turn off the valve to their water heaters as well as their washing machines. Repairs do not have to be made according to code, only in remodel situations, but owners should strongly consider the consequences of a failed water heater or a water valve with no individual cutoff. All homeowners should be made aware of this situation with a strong recommendation that they evaluate their individual units with the help of a plumber. An email notice will be sent out to the owners about this.

Homeowners' Open Forum:

Crawl Space Debris: Gordon commented on the debris in the crawl space, including a pile of old black insulation on the floor, and suggested that someone should be hired to clean this space.

Stucco Repair: Betty Courtney reminded the association that the stucco repair was not completed before or after the stucco paint job; it has been difficult to find someone who would do the work.

Smoking: The subject was once again brought up about smokers outside on the decks. Our Bylaws state that owners may smoke outside on their decks and in the common areas, but tenants may smoke inside only (with consent of the owner). The purpose of the rules are to encourage communication, not discourage. Our attorney, Ron Spurberg, has said that it would be difficult to enforce the tenant-non-smoking rule for outdoors.

Sprinklers: The sprinklers went off during the fireworks finale last year; we hope this will not occur again, and Darrell solemnly promised it would not happen again!

Height Restriction Sign: There was a question about the height restriction sign on the upper level of the parking structure as to whether it refers also to a weight restriction. The height and weight generally correlate, but there is also a weight restriction sign.

Website Info: www.buckcreekcondos.com User name is BuckCreek; password is condos.

Election of Officers: There are two positions open on the Board of Directors. Lisa DeMeillac has completed her term and was not interested in having another position for this year. Sandy Brightwell has completed her term of two years as secretary. Ken Fishleigh was nominated board member at large and Jennifer Beaupre was nominated as secretary. A motion was made to accept the slate of officers and was approved unanimously.

Meeting Adjourned: With no further business, a motion was made and seconded to adjourn the meeting. A favorable vote followed. The meeting was adjourned at 12:00 p.m.

Minutes are submitted by:

Sandra K. Brightwell, Secretary

Date