

**BROOK FOREST ASSOCIATION
ANNUAL HOMEOWNER MEETING
June 8th, 2022**

I. CALL TO ORDER & INTRODUCTIONS

The meeting was called to order by Kevin Carson at 5:03 p.m. via videoconference.

Board members participating were:

Matthew McElhiney, President, 140D	Dan Doran, Secretary, 140F
Doyle Tinkey, Member, 130C	
Fred Hearty, Member, 140B	

Owners participating were:

Michelle & Jason Becker, 130A	Doyle & Louann Tinkey, 130C
Dale and Mike Falini, 130B	Bruce Barta, 140A
Deb Doran, 140F	Jean Abbott, 150A

Proxies were received for units 130D, 150B, and 150C

Representing Summit Resort Group were Kevin Carson and Kevin Lovett. Erika Krainz of Summit Management Resources was recording secretary.

With units represented in person or by proxy, a quorum was confirmed.

II. PROOF OF NOTIFICATION/PROXY

Notice of the meeting was sent on May 17th, 2022

III. APPROVE MINUTES OF LAST ANNUAL MEETING

Motion: Matthew McElhiney moved to approve the minutes of the July 3rd, 2021 Annual Meeting as presented. Fred Hearty seconded and the motion carried.

IV. FINANCIAL REPORT

A. 2022 Year-to-Date Financials

Kevin Carson reported that as of May 31, 2021, the Operating balance was \$6,229 and the Reserve balance was \$35,043. There was an additional roof reserve balance of \$68,803. Profit and loss report indicated a slight budget overage of \$417, primarily due to insurance expense timing. All reserve contributions were made year to date.

V. MANAGING AGENT'S REPORT

Kevin Carson reported on the following:

A. Completed Projects

1. Roof replacement
2. Tree treatments and pruning
3. Fire extinguisher inspections

4. 130 Building painting all surfaces
5. Trim color change
6. Grip tape added to steps

B. Pending Projects

1. Roof gutter and heat tape installation – scheduled for 6/20/22
2. Associated electrical work.

C. Reminders

1. Owners are encouraged to have their chimneys cleaned and inspected annually. Consider It Done (970/420-9867) can provide this service.
2. Rise and Shine (970/668-0916) or Consider It Done can provide window washing service.
3. Timber Wolf (970/390-0574) can provide firewood.
4. Vehicles should not be parked in a manner that impedes access for other owners or guests.

VI. ROOF REPLACEMENT UPDATE

Matthew McElhiney reported that the roof replacement project. Turner Morris will return to install gutters and heat tape that were initially quoted on 6/20/22. It was noted that the project came in under budget and there were remaining funds from the special assessment for additional repairs.

VII. APPOINTMENT OF DIRECTORS

The Board members are elected on an annual basis. All current Board members indicated their willingness to serve an additional term. There were no other nominations from the floor.

Motion: Michelle Becker moved to re-elect the current Board members by acclamation. Jean Abbott seconded and the motion carried.

Owners expressed gratitude to the Board for their work on the roof replacement and the Board recognized SRG for their assistance with this project.

VIII. OWNER EDUCATION

Kevin Carson presented an owner education item on the importance of regular dues increases to keep up with the increasing costs of maintenance.

IX. ANNUAL DISCLOSURE

Summit Resort Group is required per HB 1254 and CCIOA to inform all owners annually of the management fee, as well as other potential additional charges. All documents are posted on the website, including Board minutes, governing documents, and the Conflict of Interest Policy.

X. SET NEXT MEETING DATE

The next meeting date was set for Wednesday June 7th 2024 via Zoom.

XII. ADJOURNMENT

The meeting was adjourned for an owner's only forum at 5:42 p.m. and SRG signed off.

Approved By: _____
Board Member Signature

Date: _____