

**HIDEAWAY TOWNHOUSES SUBDIVISION ASSOCIATION  
BOARD OF DIRECTORS MEETING  
February 6, 2020**

**I. CALL TO ORDER**

The meeting was called to order at 4:01 pm.

Board members Dave Diehl, Al Grabenstein, Paul Warbington, Michael Pickell and Cindi Gillespie attended in person. A quorum was present.

Kevin Lovett and Shane Carr were present on behalf of Summit Resort Group.

**II. OWNERS FORUM**

Notice of the meeting was posted on the website and emailed out to owners.

Owner Roger Kuhl of unit 312 attended in person.

Owner Erin Koechel of unit 314 attended in person.

Owner Jeff Duchin of unit 314 attended via telephone.

Owners were given the opportunity to present comments. Comments were received from Owners with regard to the proposed pet rule revision. Owners stated that they were in favor of allowing family and friends to occupy units with their pets even when the primary Owner was not present.

**III. APPROVE PREVIOUS MEETING MINUTES**

The minutes from the October 3, 2019 Board meeting were reviewed. Michael made a motion to approve the minutes as presented. Paul seconded and with all in favor, the motion carried.

**IV. FINANCIAL REVIEW**

Financials were reported on as follows:

*Year to Date Financials.*

December 31, 2019, (2019 fiscal year end) financials report:

Balance sheet:

\$87,360 in Operating

\$320,034 in Reserves (Alpine bank)

Profit and loss/ Income Statement:

Reports year to date actual expenditures of \$309,921 vs budgeted expenditures of \$342,258 resulting in yearend operating expense underage of \$32,336.

It was noted that all planned reserve contributions were made in 2019.

*2019 Year End Operating Surplus Transfer.*

Upon discussion, Dave moved to transfer the \$32,336 operating surplus from the Operating Account to the Reserve Account; Michael seconds and the motion passed.

**V. RATIFY BOARD ACTIONS OUTSIDE OF A MEETING**

Michael moved to ratify the following actions approved outside of a meeting:

1-27-20 Unit 279 Sprinter Van; request approved and then revoked due to Sprinter Van exceeding size limitation

1-13-20 House Rule revisions; approved for presentation to Owners and comment

12-18-19 Unit 217 Radon mitigation system installation; approved with caveats (it was noted that painting of the exterior piping is pending, and a check has been received from the owner to cover the expense)

1-7-20 Unit 308 sliding glass door replacement request; approved

11-19-19 Board of Director officer appointments; approved

11-7-19 Unit 225 window replace request; approved

10-9-20 Unit 249 Kitchen remodel request; approved

10-6-19 Unit 320 plantings; under discussion

Al seconded and the motioned passed.

**VI. MANAGING AGENTS REPORT**

SRG presented the following managing agent report items:

*General Completed items:* in addition to the routine “day to day” items, the following items were reported on as complete:

-Exterior Touch up painting was completed.

-Entry sign solar light addition project was completed. Paul Warbington was thanked for his work on this project. It was noted that the “grant project payment” from ENPHA was received.

-Electrical supply repair to unit 306 was completed.

-Annual water backflow testing was completed.

*Report item:* the following report items were presented.

-Heat tape status report; Heat tape status was presented. It was noted that the “building 7, 8, 9” sections of heat tape have had some issue of breaker tripping.

ADR Property Services has reprogrammed the timers on the heat tape and the heat tape is working with the exception of breaker tripping when outside temperatures are very cold (in that instance, SRG is monitoring and resetting).

Some roof snow removal has been completed on buildings 7, 8 and 9. It was also noted that the new section of heat tape installed at unit 249 is also tripping the breaker due to overloading of the circuit. SRG will obtain a plan and cost estimate to add an additional circuit for this section.

-CCIOA Required items; The following annual CCIOA required items were reviewed:

-HB 1254 management fee disclosure; SRG presented the management fee

-Conflict of interest policy; the Conflict of Interest policy was presented and reviewed

-Annual Disclosure; it was noted that the “Annual Required HOA Document Disclosure” is completed by way of notice of all HOA documents on line at the Association website; notice of this website is mailed to owners with both the annual owner meeting notice and the post annual meeting minute mailer as well as with the annual budget mailer.

## **VII. OLD BUSINESS**

The following Old Business items were discussed:

A. House Rule revisions: The Board discussed the proposed house rule revisions and owner comments received. Upon discussion, the Board agreed to complete further revisions to House Rule 9, Pets. Revisions will be made to proposed changes to House Rule 9, Pets and will be sent out to Owners for comment. It was noted that no comments were received to proposed changes to House Rule 13, Owner Responsibility for Leasing Unit.

B. 2020 Projects/ Capital Plan Review; Projects planned were discussed as follows: 2020; The following Projects / Expense Allocations are slated for 2020:

-Deck surface treatments; The Board discussed the planned project of applying a translucent sealer to the unit wood deck surfaces on the “front parking lot side” of the complex. An RFP was created, and proposals received. It was noted that some units have been identified that have applied a “solid or semi-solid stain or paint” to their unit deck surface; this was not an approved application and has created a nonconforming condition. The process of returning the deck surfaces to the proper conforming condition creates an additional expense (either sanding down to raw wood or replacing the deck boards); Owners with nonconforming deck surfaces have now assumed responsibility for their unit deck surface maintenance and are responsible for expenses relating to the unit deck surface. A communication will be sent to all Owners informing them of the deck surface translucent sealer application; Owners with nonconforming deck surfaces will be notified that they may contact Summit Resort Group to have their individual nonconforming deck surface returned to a conforming condition at their expense. Owners are reminded that work is not to be completed to Common or Limited Common Elements without prior written Association approval. SRG will meet with the two most competitive contractors, discuss the project and move forward with the contractor that will do the best job.

-Siding shingle shake replacement; The Board discussed the planned project of removal and replacement of the wood siding shingle shakes on the dormer of the backsides of buildings 10, 11 and 12. An RFP was created, and multiple proposals received. SRG will arrange a meeting onsite with Kinghorn Consultants (the most competitive proposal received) to discuss the project and ensure the full scope of the project is understood.

-Contingency; It was noted that there is a contingency expense allocation in the Capital Plan for any emergency or unforeseen project. At this time, there is no emergency of unforeseen project slated.

-Asphalt; It was noted that there was a request to complete asphalt repairs in the main parking lot areas between units 340 and 342. Upon discussion, the Board agreed that repairs would not be made in 2020, but this area would be reviewed in 2021 for possible repairs in conjunction with the 2021 seal coating project.

2021; The following projects/ expense allocations are planned for 2021:

- Asphalt seal coating
- Exterior Painting
- Contingency

## **VIII. NEW BUSINESS**

The following New Business items were discussed:

A. Landscape plans 2020; Landscape plans for 2020 were discussed to include “regular lawn maintenance” and “phase 2 irrigation system line determination”.

-Maintenance – The scope of maintenance services was discussed. The Board will review the lawn care maintenance scope and the RFP will be revised accordingly. The RFP will be put out for bid. It was noted that the planting improvements completed by Greenscapes in 2019 are under warranty; this will be taken under consideration when reviewing proposals received.

-Irrigation system phase 2 survey – The project of investigating the phase 2 irrigation system to determine where irrigation lines are and what exists will be resumed in 2020.

B. Owner Workday date schedule: The Board discussed the Owner Workday schedule. Workdays will be held on the following dates:

- June 13
- July 11
- August 8
- September 12

Work dates will be posted to the website and a communication will be sent to Owners March 1, 2020 advertising the dates.

## **IX. EXECUTIVE SESSION**

The Board entered executive session at 5:35 pm for discussion of an attorney / client privileged item.

## **X. SET NEXT MEETING DATE**

The next Board of Directors meeting will be held in June; SRG will poll the Board in early May to establish the meeting date.

## **XI. ADJOURNMENT**

With no further business, the meeting adjourned at 6:10 pm

Approved: 6-15-20