

**HIDEAWAY TOWNHOUSES SUBDIVISION ASSOCIATION
BOARD OF DIRECTORS MEETING
September 21, 2021**

I. CALL TO ORDER

The meeting was called to order at 3:05 pm.

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

Kevin Lovett, Shane Carr, and Rob Loeb 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 Hollis Whitson of Unit 223, Owner Steve Stec of Unit 316 and Owner Matt Miklovic of Unit 340 were in attendance. All noted that they were in attendance to listen in.

III. APPROVE PREVIOUS MEETING MINUTES

The minutes from the June 15, 2021, Board meeting were reviewed. Dave made a motion to approve the minutes as presented. Michael seconded and with all in favor, the motion carried.

IV. FINANCIAL REVIEW

Financials were reported on as follows:

Year to Date Financials.

July 31, 2021, financials report:

Balance sheet:

\$95,254 in Operating

\$288,102 in Alpine Bank Reserves

\$200,003 in Edward Jones Reserves

Profit and loss/ Income Statement:

Reports year to date actual expenditures of \$228,319 vs budgeted expenditures of \$265,174. Areas of expense variance were reviewed. It was noted that multiple expenses are anticipated to be realized yet this Fall which will decrease the overall expense underage.

Budget 2022.

Preliminary Draft 2022 Budget was presented. Discussion of a possible inflationary / cost of living increase to dues was discussed. A budget work session will be held. SRG will prepare list of expense anticipated for remainder of 2021.

V. RATIFY BOARD ACTIONS OUTSIDE OF A MEETING

The following actions approved outside of a meeting were ratified:

- 9-3-21 Wood replacement change order for painting prep, approved
- 8-20-21 Unit 332 Sliding glass door replacement request, approved
- 8-17-21 Unit 223 Privacy wall remodel request, approved
- 8-12-21 Unit 318 Window and flooring replacement request, approved
- 8-3-21 Empire Works project down payment, approved
- 7-31-21 Exterior Renovation projects, approved
- 7-29-21 Unit 304 parking request, approved
- 7-27-21 Unit 334 door hardware replacement, approved
- 6-22-21 Unit 273 Attic fan installation request, not approved

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:

- Low temp alarm inspection
- Annual backflow inspection

Report items: the following report items were presented:

- ARC (unit remodel requests) status; the current ARC request list was presented.
- Lease report status; the current unit lease report status was reviewed. It was noted that current leases are on file for all units that are rented. It was noted that the new Owners of Unit 223 will not be renting; this unit will be removed from the list.
- Roof status was discussed to include the following;
 - 271 roof leak; unit 271 experienced a roof leak during the heavy summer rains. Turner Morris has inspected and are preparing a proposal for repair.
 - Building 10 heat tape; it was noted that building 10 does not have heat tape. A proposal to install heat tape is being retrieved.
 - Miscellaneous gutter repairs; it was noted that repairs have been completed to gutters in need.

VII. OLD BUSINESS

The following Old Business items were discussed:

A. Landscaping Update; Landscape update was discussed.

-Park improvements; it was noted that park improvements have been completed and ENPHA has sent reimburse payment of \$4,000.

-Buildings 1 and 2 area; it was noted that the beds between buildings 1 and 2 have been cleaned and now we await Greenscapes to come and complete improvements.

-Berm 5 and 6; it was noted that this project has been completed. Greenscapes has been asked for clarification / revision on their invoice as there is a discrepancy between the number of perennials planted vs. billed.

-Area behind phase 2 dumpster; this area project has been completed.

-Second entrance berm; this area project has been completed.

-Berm at Building 10; the plantings in this berm are in need of deadheading. This berm is scheduled for mulch refresh and irrigation improvements for 2022.

-Open space between buildings 10/11 and 11/12; these areas already have working irrigation and are scheduled for improvements in 2022.

-Berms 332 and 322; these area projects are complete.

Many thanks were given to Owners volunteering and working in these areas with extra special thanks to Dave Diehl, John and Cindi Gillespie and Matt Miklovic for their extraordinary efforts on the landscape projects this past summer!

B. Asphalt patching; asphalt patching has been completed.

C. Exterior Painting/ wood replacement; exterior painting to include wood replacement is underway. Empire expects to complete phase 3 painting and wood replacement by early next week. Phase 2 painting and wood replacement will then begin. It was noted that this progress is progressing slowly. Weather has been fantastic; however, the delays are due to Empire Works crew delays / noticed worker shortages and workers not working full days. The painting work that has been completed has been done well.

D. Siding shake replacement buildings 11 and 12; replacement of the buildings 11 and 12 siding shakes is underway. It was noted that this project is progressing slowly, again, not due to weather issues but rather Empire Works inability to provide consistent working crews. Completion of this siding replacement project is of utmost importance before Winter weather sets in.

E. Deck Board replacement; replacement of decking boards is underway. Buildings 7, 8 and 9 remain to be completed.

F. Deck Railings; engineer plans are nearly complete and await final Board sign off. Empire Works is working to produce final cost estimate for presentation to the Board.

G. Dumpster Enclosure, phase 2; the project of replacing the swinging gate doors on the phase 2 dumpster was discussed. The project will include raising the height of the gates by 2 feet. The walls will remain in place with replacement of bad wood as needed. A scope/ spec will be created and put out for bid.

H. Concrete; the replacement of back patio concrete sections for units 257 and 297 will be completed. Additionally, a new sidewalk will be installed at unit 314 at the unit Owners' expense.

I. RR ties; the railroad ties at units 201 and 273/275 will be replaced.

J. Light fixture replacement; it was noted that replacement of exterior light fixtures is a possible future project.

K. Phase 3 Building numbers; it was noted that an optional future project is replacement of phase 3 "brass" unit address numbers.

L. Owner Workdays; the scheduled Owner Workdays have been completed for the year. It was noted that the 2021 Owner Workday program was a huge success. In 2020 445 Owner working hours were recorded. For 2021, 602 Owner working hours have been recorded to date. All Owners must turn in required paperwork by September 30, 2021, to receive credits.

M. Maintenance Responsibility (skylights, pergolas, privacy walls); maintenance / repair/ replacement responsibility for items at the complex that are unique / appurtenant to one unit was discussed to include:

Skylights; the skylight maintenance responsibility policy was created in 2016.

The policy states that skylight responsibility for maintenance, repair and replacement of skylights shifts to the Owner of unit once Ownership transfers to a new Owner after 2016.

Privacy Walls; Per the privacy wall installation agreement form, Owners are responsible for maintenance, repairs and replacement of privacy walls that have been installed by the Owner. The Board will discuss this further to address responsibility for privacy walls installed during initial construction.

Pergolas; A policy similar to the skylight policy will be developed for the pergolas.

Window/ Sliding glass door replacement policy update; It was noted that an update will be completed to the Window and sliding glass door replacement policy to include addition that Owners are responsible to ensure that any and all "bad" trim boards will be replaced as part of the Owners window/ slider door replacement project at the Owners expense. Additionally, Owners are also required to have trim (new or reused) painted to match during the replacement project.

VIII. NEW BUSINESS

The following New Business items were discussed:

A. 2021 Annual Owner Meeting; The 2021 Annual Owner Meeting is scheduled for November 13th at 10:00 am. The meeting will be held in the Silverthorne library. The official meeting notice will be sent October 13th.

B. Phase 3 Dumpster cleaning; SRG will contact Waste Management to have the phase 3 dumpster cleaned out.

IX. EXECUTIVE SESSION

The Board entered into Executive Session at 4:19 pm to discuss accounts receivable. The Board exited Executive Session at 4:29 pm.

X. SET NEXT MEETING DATE

The next Board of Directors meeting will be held after the Annual Owner Meeting. A Board Budget working session will be held Monday September 27th at 8:00 am.

XI. ADJOURNMENT

With no further business, the meeting adjourned at 4:30 pm

Approved: 2-7-22