

**OSPREY RESERVE HOA
BOARD OF DIRECTORS MEETING
MINUTES
May 10, 2023
4:00 PM MTN**

1. Call to order
The meeting was called to order at 4:01
The meeting was previously posted to the HOA website

2. Roll call
Meeting attendees:
Ben Coopersmith, President
David Henderson, Vice President
Ed Ozark, Secretary/Treasurer
Marleen Swalm, 2936
Kevin Lovett, SRG
Steve Wahl, SRG

3. Owner comments
Marleen Swalm of #2926 was present to discuss her window replacement request and answer any board questions. She is proposing like-for-like window replacements of her windows. Her proposal was from Renewal by Andersen. An exception to the like-for-like replacement is that she wants to replace her patio door by the kitchen with a tempered glass full length window. The location of the patio door does not face the street. Marleen was told that she needs to run the proposal by the ENPHA Design Committee for approval and then get final approval from the Osprey Reserve board. Marleen will replace her patio door with a like door if the window replacement is not approved.

Ed Ozark stated that he asked the builder to make a modification to his patio door when he purchased his home new. The builder would not allow it.

4. Board of Directors window discussion
After discussion, the Board adopted the below guidelines for a window and door policy:
 1. All applications must submit the model questionnaire (see attached). This form may be modified from time to time.
 2. Osprey Reserve will set forth a list of approved vendors for replacement windows and doors or owners may use a suitable alternative submitted by the homeowner and approved the Board of Directors.
 3. All windows and doors shall be like-for-like including size, color, shape and exterior profiles as approved by the HOA Board on its sole discretion
 4. A sample profile of a window or door should be presented to ascertain the above.
 5. Every owner/vendor shall sign and warrant a certification that windows and doors shall be like for like as described above and deviations presented and approved prior to installation. If windows or doors don't conform, HOA Board may request removal and replacement to meet the criteria above.

5. Minutes
Approval of March 20, 2023 Board of Directors Meeting Minutes
A motion was made by Ben Coopersmith to approve the minutes with the provision of correcting his name in the 3/20/23 minutes, Ed Ozark seconded the motion and it was approved unanimously.

6. Ratify Board actions via email
 - a. 3/13/23 2936 Roof Repair Approval
 - b. 4/3/23 Painting Contract Approval
 - c. 4/5/23 Ascent Tree Proposal Approval

-A motion to ratify the board actions via email by Ben Coopersmith, seconded by David Henderson and approve unanimously.

7. Financials

Year to Date Financials – March 31, 2023

Balance Sheet

Alpine Operating	\$9,117
Less operating Account Payable	(\$404)
Plus operating Accounts Rec.	<u>\$500</u>
	\$9,213
Working Capital	\$7,478
Reserve	\$27,804
Less reserve accounts payable	<u>\$0</u>
	<u>\$35,282</u>
Roof/Siding reserve Total	\$250,000

2023 Year End Projection

12/31/23 YE operating cash balance = \$7,487

Capital Reserve Budget

2023	Beginning balance	\$27,270
2023	projected ending balance	\$18,962

This includes the actual expense for the roof repair at 2936 and the contract cost for painting four building as painting all doors

P&L

Operating expenses are \$175 over budget YTD March.

Primary areas of variance are:

5050 Building Repair/Maint	\$2,063 over budget
5100 Insurance Expense	\$1,067 over budget
5315 Snow Hauling	\$1,000 under budget

YE December 2022

Balance Sheet

Alpine Operating	\$6,899
Less operating Account Payable	(\$400)
Plus operating Accounts Rec.	<u>\$538</u>
	\$7,038
Working Capital	\$7,476
Reserve	\$25,999
Less reserve accounts payable	<u>\$0</u>
	\$33,475
Roof/Siding reserve Total	\$250,000

P&L

Operating expenses are \$144 under budget for the month of February and \$4,250 under budget YTD.

8. Managing agents report

Completed items

- 2936 Roof Repair
- Painting Contract Signed
- Tree Treatment Contract Signed

-Roof/Siding Assessment Statements Sent

Old Business

ENPHA

- 2022 Grant trees to be planted in Spring, already confirmed with Rocky Top
- 2023 Grant Program, communicated with new president, they are hoping to continue with the program, they will reach out to us with details
- Landscaping – Rocky Top contract was signed
- Voles
- Spring garden planting

New Business

- Asphalt maintenance – reviewed with Jeb Black
- Paint Bid
 - drcustom contract signed
 - Planned start date is 7/5/23
 - drcustom will start before July 4th if their schedule loosens and they are confident they can finish before July 4th weekend
 - Goal is to have no painting during 4th of July weekend
 - Roofing update – working on additional roofing cost estimates
 - 2024 Budget Process – will take place in October

Action Items

- New fire station update to the BOD
- Firetruck lights on policy?
- How many Board members are allowed per the Governing Documents
- Roof Assessment – form committee, potentially for new Board member?

9. Next Meeting

2023 Annual Owner Meeting; ENPHA Clubhouse, August 5th, 3:30 pm. -
Official notice to be sent the week of July 5th. Ben Coopersmith's term is up for re-election. Ben has agreed to run for an additional term.

10. Adjourn

- A motion to adjourn the meeting was made by Ben Coopersmith, seconded by David Henderson, and approved unanimously.
- The meeting was adjourned at 5:27

Osprey Reserve Window/ Door replace request checklist

Unit
Owner Name
Email
Phone
Date

Windows
-Number of Windows to be replaced
-Replacement window locations

-Bedroom
-Living Room
-Entry
-Make/ Model
-Cut sheet must be provided
-Exterior window frame color
-Sample provided
-High Altitude
-Screen
-Screen spec's
-Wood trim around windows, must be replaced if in bad shape
-Wood trim, new or old, must be painted to match existing

Silding Glass Door
-Number of slider doors to be replaced
-Location of slider door to be replaced
-Make/ Model
-Cut sheet must be provided
-Exterior frame color
-Sample provided
-High Altitude
-Screen
-Screen spec's
-Hardware color
-Wood trim around door, must be replaced if in bad shape
-Wood trim, new or old, must be painted to match existing

Entry Door
-Make/ Model
-Cut sheet must be provided
-Does replacement include jamb?
-Must be painted to match
-Hardware color (must be brass to match)

Storm Door
-Make/ Model
-Cut sheet / picture must be provided
-Exterior frame color
-Sample provided
-Hardware color (must be brass to match)