

**PROSPECT POINT TOWNHOMES ASSOCIATION
ANNUAL HOMEOWNER MEETING
AUGUST 11, 2018**

I. CALL THE MEETING TO ORDER

The Prospect Point Townhomes Association Annual Homeowner Meeting was called to order at 9:03 a.m. in the Frisco Senior Center.

Board Members Present Were:

Dave Benson, President, 1520A
Tom Lewis, Director, 1522A
Ron Borchert, Director, 1508D

Beth Poulos, Vice President, 1522B
Bill Tracy, Secretary/ Treasurer, 1510C

Homeowners Present Were:

Tina Campbell, 1502B
Jim & Ann Johnson, 1504C
Lind Kuhn & Tony Lavender, 1508D
Dave & Robin Pitts, 1510D
Joanne Mayer, 1516A
Stephen Caulk, 1518B
Becky Lewis, 1522A

Catherine Shreves, 1504B
Steve Connie Seiler, 1506B
Jeannie Belli, 1510C
Barbara Perry, 1512A
Dick Thomas, 1516C
Hannis & Kim Thompson, 1520C

Representing Summit Resort Group were Kevin Lovett and Dale Hendricks.

II. CERTIFICATION OF PROXIES AND DETERMINATION OF QUORUM

With 16 units represented in person and 7 proxies received a quorum was confirmed.

III. MASTER ASSOCIATION UPDATE

Kevin Lovett explained that Prospect Point consists of three Homeowner Associations, which are the Villas at Prospect Point, Prospect Point Townhomes and the Master Association.

Master Association Financial review:

June 30, 2018 Balance Sheet reports \$6,354 in operating and \$48,881 in reserves.
There was no change to dues for 2018-19 fiscal

Master Association project update:

- Landscape improvements, entry and various other areas
- Vole remediation – ongoing, completed every month
- Preventative tree feeding and treatment for scale, ips, mt pine beetle, etc
- Asphalt repairs, minor patching and crack sealing

Neighboring Developments:

1. Watermark - A multifamily residential complex with 33 units. Date for construction to begin is unknown.
2. Lake Hill - Summit County acquired this land from the Forest Service to build affordable, deed-restricted housing. The land is located between I-70 and the Dillon

Dam Road. It is unknown when construction will begin. The project includes 400 - 500 units and there will be two entrances with roundabouts. More details may be available on the Summit County website.

IV. APPROVE PREVIOUS MEETING MINUTES

Catherine Shreves made a motion to approve the August 12, 2017 Annual Homeowner Meeting minutes as presented. Jim Johnson seconded, and the motion seconded.

V. PRESIDENT'S REPORT

President Dave Benson welcomed everyone to the meeting and thanked them for participating. Dave stated that overall, the Prospect Point Townhome Association is in good shape. Dave stated that roof replacement and roof funding will be discussed in this meeting. Dave reminded all Owners that Board meetings are open to all Owners and encouraged them to attend!

VI. TREASURER'S / FINANCIAL REPORT

Kevin Lovett presented the Association Financial Report.

A. Financial Status

June 2018 close financials Balance Sheet reports \$17,707 in the operating account, \$8,149 in the Alpine Bank T Bill account, \$67,200 in the General Reserve account, \$138,429 in the Roof reserve account and \$120,365 in the Roof CD.

June 2018 close Profit and Loss statement reports \$112,113 of actual expenditures vs. \$123,847 of budgeted expenditures resulting in a reported operating expense underage of \$11,733 year to date.

B. 2018/2019 Proposed Operating Budget

The 2018/19 budget was discussed. Two budget options were presented. Budget option A consisted of no change to dues and Budget option B consisted of a 3% increase to dues. Budget option B increased revenue allows to increase funding to landscape maintenance as well as an increase to the contingency line item which covers unusual costs. Upon discussion, Jim Johnson moved to approve Budget option B to include a 3% increase to monthly dues; Hannis Thompson seconds and the motion passed.

C. Roof Replacement and Roof Replacement Fund

The Board and Owners discussed roof replacement and funding. The Board has presented 2 options for the scheduling and funding of roof replacement. Option 1, includes replacing all roofs in 2020. Option 2 consists of replacing 1/3 of the roofs in 2019, 1/3 in 2021 and 1/3 in 2023. Cost estimates for each option were reviewed. Option 2 total assessment to the Owners is greater than that of Option 1, due to inflation. Option 1 total assessment billed from now until completion of the roof replacement project to each Owner is approximately \$6k - \$7k. The Board supports and recommends roof replacement Option 1, replacing all roofs in 2020, for the following reasons:

- Overall cost is less

- The "on going / annual maintenance" of the existing roofs is roughly \$7k - \$10k per year; if all roofs are replaced in 2020, this expense is eliminated from years 2020, 2021, 2022, 2023 (it was recognized that the ongoing/ annual maintenance cost would be

reduced from the \$7k-\$10k figure as roofs were replaced, but an expense would continue to remain)

- Consistency in materials (shingle color)
- Consistency in workmanship

A straw poll of the Owners was taken at the meeting and the majority of Owners favored replacement Option 1. It was noted that it is ultimately a Board decision on which replacement option is chosen, however the Board welcomes Owner input.

The next step planned to be taken is for the Board to meet and interview perspective roof replacement companies.

The 2018 special assessment for roof funding will be billed and due this Fall 2018; the amount is the same as what has been billed in the past (\$36,250 raised in total, divvied amongst unit per on the square footage basis).

VII. MANAGING AGENTS REPORT

Kevin Lovett thanked on site manager Dale Hendricks for his hard work around the complex and he thanked the Board for their good work this past year.

A. Completed Projects

In addition to the routine day to day items, the following “operating expense” items have been completed:

- Unit entry landscape bed clean up and weeding
- Preventative tree spraying
- Swallow prevention efforts
- Annual roof inspection

B. Capital Projects

The following Capital Reserve projects have been completed:

- exterior building painting, 1508-1512
- asphalt crack sealing

C. Report/Pending Items

The following report/ pending items were discussed:

- Boiler inspections; the Association sponsored boiler/ furnace inspections will take place this Fall to include inspection of all plumbing lines and valves.
- Roof maintenance repairs and gutter cleaning will take place this Fall
- Vole remediation; this project is ongoing and occurs once per month
- Tree Pruning/ slash and dead tree removal on Denver water Board property; Dead trees and slash will be removed from Denver Water Board property, within 20 feet of the property line. Additionally, tree branches marked with “red tape” will be pruned.

The Following projects are planned for next year, 2019:

- Exterior building staining 1502-1506
- Exterior deck staining 1514-1522

D. Reminders!

The following reminders were reviewed:

1. Insurance – Owners should have coverage for their contents and unit interiors and help minimize insurance losses by doing the following:
 - Prevent frozen pipes by having boiler inspections and setting the thermostats appropriately on sub-zero days and nights.
 - Avoid other plumbing leaks by having the supply lines inspected and replaced when necessary.
 - Toe kicker heater wall switches; ensure they are “on”. Owners are asked to open cabinet doors during the winter when leaving the unit since most frozen pipes occur on the outside wall.
 - Prevent fires by cleaning out dryer vents and doing regular gas fireplace safety checks.
2. Exterior Alterations – All exterior alternations require Board approval.
3. House Rules – The House Rules were reviewed. Specific rules were reviewed to include requirement for Owners to keep their patios and balconies clean and tidy! Please, no storage of boats/ kayaks/ sup’s in the yard nor on patios. Please also be courteous to neighbors with regard to noise nuisance.

D. Owner Education

Kevin Lovett reviewed a summary of homeowner rights and responsibilities in community association living. Owners have the right to attend and participate in all membership meetings, vote in person or by proxy, access Association records, financial statements and governing documents, use and enjoy common areas (if all assessments are current) and sell or rent individually owned units or property. Owners are obligated to pay regularly scheduled and special assessments, maintain the unit in accordance with Association Bylaws and architectural guidelines, respect the quiet enjoyment of neighbors and be responsible for all occupants of the unit.

IX. OLD BUSINESS

Roof replacement and funding was discussed above.

X. OWNER’S FORUM / NEW BUSINESS

The following items were discussed during Owners Forum / New Business session:

A. Dwarf Mistletoe; Dwarf Mistletoe was reported to be present in trees on Denver Water Board neighboring land. This will be investigated to see if the tree can be removed.

B. Board Appreciation; The Owner’s thanked the Board for their efforts!

C. Comcast; The Board and Owners discussed the possible addition of “Bulk Comcast TV and Internet Service”. The question was raised, “will Comcast provide Bulk Internet only” and if so, what is the cost? SRG will investigate and report back.

XI. ELECTION OF DIRECTORS

The terms of Elizabeth Poulos, Bill Word and Ron Borchert expired this year; all three expressed interest in serving. Additionally, Owner Pete Catalano stated his willingness to serve via his proxy form. Jim Johnson moved to reappoint Elizabeth Poulos, Bill Word and Ron Borchert to the Board; Steve Seiler seconds and the motion passed. The Owners and Board stated their appreciation for Pete's willingness to serve and welcomed him to attend regular Board meetings.

XII. NEXT MEETING DATE

The next Annual Homeowner Meeting was scheduled for August 10, 2019.

XIII. ADJOURNMENT

A motion was made to adjourn at 10:50 a.m. The motion was seconded and carried.

Approved: _____ Date: _____