

**WEST VILLAGE CONDOMINIUM ASSOCIATION  
ANNUAL OWNERS MEETING  
JANUARY 30, 2020**

**MINUTES**

**CALL TO ORDER**

Steve Stafford called the meeting to order at 6:00 p.m. The meeting was held in a conference room at the Eagle Public Library, 600 Broadway Street, Eagle, Colorado.

**ATTENDANCE**

Board Members in attendance were as follows:

- Joy Ariel, Unit G-102

Other owners in attendance were as follows:

- Edgar Luevanos, Unit B-201
- Erik Sandoval, Unit B-102
- Gretchen Ebbeson, Unit C-102
- Daniel Gonzalez, Unit A-102
- Bradley Stieber, Unit D-101
- Pat Huck, Unit I-201
- Deron Dirksen, Unit D-201
- Melissa Barbour, Unit D-201

Owners in attendance by proxy were as follows:

- Michele Ziccardi, Unit A-201, via proxy to Joy Ariel

Others in attendance were as follows:

- Claudia Wells, Bookkeeper for the Association
- Steve Stafford, Slifer Management Company, Inc.

**ROLL CALL**

Steve Stafford asked all persons present to introduce themselves and they did so. Steve asked everyone to sign the sign-in sheet so he wouldn't forget anyone in the minutes of the meeting.

**ESTABLISHMENT OF QUORUM**

Steve Stafford said that the Bylaws require the presence in person, by teleconference or by proxy of at least 25% of the voting shares of the Association in order to establish a quorum. With 38 condominiums in the Association, that would mean that an approximate minimum of at least 10 owners are needed for a quorum, however he said that he would need to calculate the sharing percentage totals of the participating units after the meeting. Subsequent to the meeting, Steve

determined that the units present in person or by proxy represented 23.8293% of the total voting shares of the Association, so a quorum was not established.

#### APPROVAL OF MINUTES

Steve Stafford had emailed the Minutes from the previous Annual Owners Meeting, which was held on February 20, 2019, to the members of the Association. The Minutes were included in the package of documents for the Annual Meeting that was previously emailed or mailed to all members. Steve asked those present if anyone had any questions or comments. An owner said that she's aware that some deed restricted units are being used as rental units. Steve said that the West Village Condominium Association (WVCA) is not involved with monitoring the deed restricted units. He said that the owner should contact the Eagle Ranch HOA or let him know the details and he will contact them, as they are the ones who monitor the deed restricted units in the WVCA. An owner mentioned that there are some areas of roofs that might need repairs and she wondered if the roofs are failing. Steve said that he has periodically had to hire Turner Morris Roofing to do repairs where sections of shingles start to detach and slide. There's a section on Building G that has a section that needs to be repaired. Turner Morris has been hired to do this work and as soon as weather permits, they will do this work. They have not seen anything that indicates that one or more entire roofs are failing. Steve said that the Association may have more sections of roofs that need repairs over the next few years and the Association will take care of those as they become apparent. The minutes were then approved.

#### FINANCIAL STATEMENTS / 2020 PROPOSED BUDGET

Steve Stafford noted that the most recent financial statements had been emailed or hand delivered to all members of the Association at the same time as the Notice for the Annual Meeting. The financial statements included the following:

- December 31, 2019 balance sheet
- January through December 2019 profit & loss budget performance report including year-end budget comparisons
- Proposed 2020 budget
- Proposed 2020 assessments (operating and reserve dues)

Steve turned the review of the financial statements and the 2020 proposed budget over to Claudia Wells. Accounts receivable was \$6,791 mainly due to one owner who has had some financial difficulties and 3 or 4 other owners who are slightly behind on their dues. All of those owners are making progress on getting caught up. The proposed 2020 budget calls for an increase in replacement reserve dues of \$5,000 for the 2020 fiscal year. Claudia handed out some sheets that showed what was included in the repairs and maintenance category in 2019. Claudia asked if anyone had any questions about the 2019 year-end budget comparison. Steve said the total proposed dues (operating and replacement reserve) for 2020 represent an approximate 3% increase over the 2019 total dues, which is approximately equal to the most recent annual increase in the consumer price index. An owner asked about the irrigation expense in 2019. Claudia said that the annual cost had ended up \$5,827 under budget. The Association was under budget on snow shoveling and snowplowing (combined) for 2019. Claudia said that the Town of Eagle has progressive rates for water use, which means that when a lot of water is being used at one time, the rates are higher than if that same amount of water use is spread out over a longer



period of time. Steve said that any time that an owner notices a broken sprinkler or a swampy area in the landscaping, they should report it to management. There was a brief discussion about higher tech sprinkler heads, individual unit meters, rain sensors, etc. An owner asked if management could look into the possibility of automatic lawn mowers. An owner asked about trash removal costs. The Association ended up over budget on trash removal expense in the amount of \$642. People sometimes leave items that are not appropriate for the dumpsters. Then the Association incurs additional expense for Waste Management to pick them up or management has to pay someone to haul those items to the landfill. Sometimes people will not pay attention to signs that are posted about this. An owner asked about the possibility of offering recycle service. The main problem with that is finding locations for the recycle containers, plus the additional cost to the Association. An owner suggested signs with \$500 fines for dumping of unacceptable items and the installation of dummy cameras. An owner asked about the \$1,428 overage on building water and sewer expense. Claudia explained that this was because of increases in rates by the Town of Eagle. Those present then approved the proposed 2020 budget.

#### ELECTION OF BOARD MEMBERS

Steve said that everyone should have a ballot for each unit that they own. He asked if anyone had any proxies from other owners. Right now the Association is operating with three Board Members. The Bylaws allow the Association to have up to five Board Members. The current Board has discussed this and decided that it would be preferable to have a five member Board. Vince Jones and Bradley Stieber have indicated that they would be willing to serve as Board Members. Vince is out of town this time of year. Michele Ziccardi is a current Board Member with a term that expires at this meeting. She is willing to run for reelection. Steve also left room on the ballots for write-in candidates. Steve asked if anyone at the meeting was interested in being a Board Member. An owner asked how much time it takes to be a Board Member. Joy Ariel said that it took quite a bit of time in 2019, however most issues have now been dealt with, so 2020 shouldn't be so time consuming. Steve agreed with that assessment. He said that much Board business is done via email with very few Board meetings. All three new Board Members will have three year terms. Those present then elected Michele Ziccardi, Bradley Stieber and Vince Jones to be Board Members with three year terms.

#### WINDOW REPLACEMENT

Gretchen Ebbeson said that many of the windows are very drafty. She asked if there might be some cost savings if a group of owners replaced their windows at the same time. An owner asked if windows are an individual or Association responsibility and Steve said that windows and doors are an owner responsibility. An owner asked if DRB approval is needed for window replacements. Steve said that if the new windows are the same or very close in appearance to the old windows, DRB approval would not be needed, however if they have a different appearance, the owner would need DRB approval. Steve said that if any owner could give him information about any window replacement that they have done, he could contact that contractor and see if there might be some cost savings with a group project. He could then send an email to all owners asking if they would be interested in participating. An owner asked if there were still any left-over windows stored in the utility closets and another owner verified that there were none left.

#### BOILER REPLACEMENT

There was a discussion about boiler replacement. Steve asked those present to let him know what contractors they have used or will use in the future, and what kind of job they did, so he can furnish that information to other owners. Several owners said that they had good experiences with R&H Mechanical and American Plumbing Company. Steve recommended Dan Griffith HVAC, also known as Electromech Solutions.

#### COMMON AREA JANITORIAL

Joy Ariel said that the Board had previously increased the number of times per year that Dale Gurule cleans the common areas. Steve said that Dale was very affordable. When Slifer Management Company took over the management of the Association a few years ago, Steve bid out the janitorial work and Dale's father, Tony, was by far the least expensive for the scope of work. The Board accepted Tony's proposal and he did the job until he passed away a year or two later. His son, Dale, then took over the contract and has been doing the job ever since. The price of that contract has never been increased.

#### DRYER VENT CLEANING

An owner asked about cleaning of the dryer vents. Steve said that they were cleaned in 2019 for the first time in a very long time, possibly since the condominiums were originally built. This is normally an individual responsibility, however the Board of Directors decided to take on this responsibility, at least for 2019, because they believed that the dryer vents might be a fire hazard, since most, if not all, of them had probably not been cleaned for a long time, if ever. The Board does not contemplate cleaning the vents every year, but they will take a look at the need every year and decide accordingly. Steve said that most of the properties that Slifer Management Company manages only clean the dryer vents every 4 or 5 years.

#### GUTTER CLEANING

Joy Ariel asked if the Association had to replace many gutters because of breakage. Steve said that the Association didn't have to replace many of the gutters. An owner asked if the gutters had been cleaned. Steve said that they had been cleaned. He said that timing is pretty tricky on gutter cleaning. If you clean them too soon, they will fill up with leaves again. However, if you clean them too late, they will freeze and then you're not able to clean them properly. So timing is very important.

#### CONCRETE REPAIRS

There was a discussion about sidewalk areas that need repairs to keep them from being trip hazards and from becoming pools of melt water that then freeze into ice. Steve will look at this in the spring.

#### TREES

There was a discussion about adding new trees, especially along the berm adjacent to Sylvan Lake Road. Some irrigation improvements will probably be needed in order to plant trees in that area. Management has asked Old Growth Tree Service for recommendations on tree types and locations.



#### XERISCAPING

One owner suggested some xeriscaping in order to save on water use.

#### INSURANCE

There was a discussion about insurance. The Declaration requires all owners to carry insurance for their units, although it doesn't have any requirements on amounts. The Association has insurance for all common elements. An owner wondered if the Declaration should be amended to include minimum amounts for owner insurance policies. Steve said it's very difficult and expensive to amend Declarations. He said that homeowner insurance is basically to cover an owner's contents as well as improvements. The Association's insurance covers all common elements and interior structure to original construction. All interior improvements need to be covered by the homeowner's insurance. Steve always recommends that homeowners should always have their insurance agents contact the Association's insurance agent to make sure that there are no holes in coverage. He said that the safest way to make sure that there are no holes in coverage is for a homeowner to get his or her insurance from the same company that the Association uses. But that's a decision that each homeowner has to make.

#### TREES

Joy Ariel suggested honey locust trees as a possibility for the tree replacement project.

#### ADJOURNMENT

There being no additional business to transact, the meeting was adjourned.

Respectfully submitted,



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Steve Stafford, Community Association Manager