

**WEST VILLAGE CONDOMINIUM ASSOCIATION
ANNUAL OWNERS MEETING
JANUARY 31, 2018**

MINUTES

CALL TO ORDER

Steve Stafford called the meeting to order at 6:00 p.m. The meeting was held in the conference room of Alpine Bank, 205 Chambers Avenue, Eagle, Colorado.

ATTENDANCE

Board Members in attendance were as follows:

- Rachel Gerlach, Unit E-101
- Jenni Marquez, Unit G-201

Other owners in attendance were as follows:

- Kevin Kromer, Units I-101 and G-101

Owners in attendance by proxy were as follows:

- Carol Ann Glasson, Unit I-202, by proxy to Jenni Marquez
- Charles & Stephanie Broschinsky, Unit E-102, by proxy to Rachel Gerlach
- Devon Mills, Unit A-101, by proxy to Rachel Gerlach

Others in attendance were as follows:

- Steve Stafford, Slifer Management Company, Inc.

APPROVAL OF MINUTES

Steve Stafford had emailed the Minutes from the previous Annual Owners Meeting, which was held on January 18, 2017, to the members of the Association. The Minutes were included in the package of documents for the Annual Meeting that was previously emailed or hand delivered to all members. Steve asked those present if anyone had any questions or comments and there were none. Steve mentioned that Claudia Wells and Jane St. Jean were not at this meeting because they were both sick. The Minutes were then approved.

FINANCIAL STATEMENTS / 2018 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, 2017 balance sheet
- January through December 2017 profit & loss budget performance report including year-end budget comparisons

- Proposed 2018 budget
- Proposed 2018 assessments (operating and reserve dues)

Steve pointed out that there was currently about \$209,000 in the replacement reserve, part of it in a certificate of deposit. Kevin asked if that was ahead of schedule in relation to the most current replacement reserve study. Rachel said that she believed that the Association was in good shape at the current time. This is partially because some of the components in the study are lasting longer than originally expected. Rachel said that the Association was “well reserved” at the current time, but the Board didn’t feel that it was wise to reduce the replacement reserve dues, since there are some projects, such as tree care and/or removal, that will be coming up in the near future and they might be expensive projects. Exterior painting was completed last year, so it won’t need to be done again for quite awhile. Steve asked if the roofs are original and Rachel said that they are. Steve said that the next big project will probably be the parking lots. Some trees will probably need to be removed at the same time because tree roots are causing some serious damage to the asphalt in some areas. That can get pretty expensive because you have to take the tree out, grind the stump and the roots, treat them chemically so they don’t continue to send out runners and then replace the asphalt in that area. Steve said that the dry, mild winter that’s occurring so far is hard on trees and easy on tree pests. That being the case, the trees might need some tree care, which can sometimes get expensive. The Association will probably need to start implementing a tree care program including either root feeding or spraying. Root feeding is more environmentally friendly. Kevin Kromer said that tree roots are also causing problems with some of the sidewalks. Steve said that concrete repairs and replacement is pretty expensive. Steve said that he thinks that the parking lots might need to be sealcoated in the next year or two but an overlay will not be needed for many years. Striping will be needed this year. Rachel said that she thought that it’s been 4 or 5 years since the last sealcoating. Steve said that most asphalt companies will say that sealcoating should be done every 3 years, but he’s found that it can usually be spread out longer than that without damage. Steve asked when the last replacement reserve study was done and whether it had been done by a professional company specializing in replacement reserve studies. Rachel said that it has probably been about 10 years since the last study was done, although the last management company had done some informal updates. Steve said that it might be time to have a new one done by a company that specializes in these studies. Steve said that he would get some proposals from the company that did it before as well as some others like Borne Engineering and Aspen Reserve Studies.

Steve said that the Association ended up with a small net income of \$187. Earlier in the year it appeared that the Association would end up with a loss, so this is good news. The Association saved some money on snow removal. Even though there’s a snow removal contract, in some years it’s necessary to bring in a loader, which is outside the normal contract, and that can get expensive. The same thing can happen with snow shoveling. In years when there’s a lot of freeze/thaw cycles, you sometimes have to have the snow shoveling company do lots of ice chipping and ice removal, and that’s outside of the normal contract. Kevin asked if anyone had ever figured out what had caused the excessive amount of water usage and Steve said that no one was ever able to do that. Those present voted to roll the 2017 net income into the replacement reserve.

Steve then presented the proposed 2018 budget. He said that the operating dues were going up a small amount. Steve said that the proposed budget was based on the 2017 actual year-end amounts. Unless there was some special reason for a different amount, the actual year-end amount was bumped up by about 3% to cover inflationary increases in 2018. Rachel asked if the snow removal contract was signed and Steve said that it was approved and signed in October. Steve pointed out that sometimes owners feel like the Association is getting a bad deal with a snow removal contract in years like this when there's not a lot of snow. Steve said that if seasonal contracts weren't signed and the contractors were expected to do snow removal on a time and materials basis, they wouldn't have the labor force when they needed them. To keep a snow removal crew, it's necessary for the contractor to pay them throughout the winter, not just at times when it snows and they're needed. The contractors need to keep their equipment and their crews ready to go even when it's not snowing. Rachel asked if the proposed increase in water and sewer was going to be enough, since the Town of Eagle is predicting a large increase in water fees sometime in the near future. Steve said that since the Town of Eagle has not been able to give anyone an accurate estimate of what the new water rates will be, he told Claudia Wells to just go with a moderate increase for the time being. If the Town of Eagle increased water rates substantially, the Association might end up going over budget. That's yet to be determined though. No one knows when the Town of Eagle will increase the water fees. It could be much later in the year. Steve said that the replacement reserve dues are proposed to remain the same. Steve said that a big increase in water costs could not be paid for out of the replacement reserves. Steve said that if the Association had to take out a bunch of trees in a single year, that could be paid for with replacement reserve funds. However, if the Association has an annual tree care program that occurs every year, that should be paid for with operating funds. Those present then approved the proposed 2018 budget retroactive to January 1, 2018.

Steve said that when Claudia had called him to let him know that she was sick and couldn't attend the meeting, she didn't have time to give him a delinquency report. However, the Association has a very low delinquency rate at the current time, so it's not anything to worry about. The year-end accounts receivable was only \$606, which is very low for an Association of this size.

ELECTION OF BOARD MEMBERS

Steve Stafford informed those present that the current Board Members and terms were as follows:

- Jenni Marquez has a three year term that will expire at this meeting.
- Rachel Gerlach has a three year term that will expire at the end of 2018.
- Jane St. Jean has a three year term that will expire at the end of 2019.

Steve said that no other owners have indicated an interest in serving as a Board Member. He asked Kevin Kromer if he would like to be a Board Member and Kevin declined. Steve asked Jenni Marquez if she would be interested in continuing as a Board Member and she said that she would be willing to do that. Those present then voted in favor of reelecting Jenni for another three year term which will end at the end of 2020.

RATIO OF RENTAL VERSUS OWNER OCCUPIED UNITS

There was a brief discussion about how many rental units there are, since it can sometimes be a problem for mortgages when there are more rentals than owner occupied units. Steve Stafford said that he hasn't calculated that recently but the last time he had to fill out an HOA questionnaire for a mortgage lender, the number of rentals did not cause a problem.

MAINTENANCE AND REPAIRS

There was a brief discussion about tree care and tree removals. It was decided that the Association will need to come up with a plan for addressing tree pests and tree removals where roots are causing damage to asphalt and sidewalks.

Jenni Marquez asked what is done with the native grass on the berm and Steve said that he has the landscape maintenance company cut it when necessary. Kevin Kromer asked who owns that land and Steve said that it's owned by the Association. Steve said that cutting the grass on the berm was outside the normal landscape maintenance contract, but it needed to be done, so he had it done on a time and materials basis.

PARKING

There was a brief discussion about parking. Steve Stafford said that the only cost effective way to handle parking problems is for owners to report their observations to Slifer Management Company. Most of the parking problems occur at night, when Slifer Management Company is not onsite except during an emergency. Those present felt that although parking is tight, there are not any big parking problems that need to be addressed at the current time.

ADJOURNMENT

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

Respectfully submitted,



Steve Stafford, Property Manager