

**WEST VILLAGE CONDOMINIUM ASSOCIATION
ANNUAL OWNERS MEETING
FEBRUARY 20, 2019**

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:

- Jenni Marquez, Unit G-201 (via teleconference)

Other owners in attendance were as follows:

- Karen Chandler, Unit C-201
- Bradley Stieber, Unit D-101
- Debbie Adams, Units C-202 and E-101
- Stephanie and Charles Broschinsky, Unit E-102
- Kevin Kromer, Units I-101 and G-101
- Joy Ariel, Unit G-102
- Michele Ziccardi, Unit A-201
- Alex Huck, Unit I-201
- Carol Ann Glasson, Unit I-202 (via teleconference)

Owners in attendance by proxy were as follows:

- Vincent K. Jones III and Frances B. Jones Revocable Trust of 1999, Unit D-102, by proxy to Jenni Marquez

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 at least 10 owners are needed for a

quorum. Since there were 13 units present in person, by teleconference or by proxy, a quorum was established.

RENTAL OF DEED RESTRICTED UNITS

An owner asked Steve Stafford if owners are allowed to rent out deed restricted units. Steve said that he has not yet had to deal with that question, since starting the management of the Association, so he did not know the answer. Jenni Marquez said that she is on the Board of the Eagle Ranch Housing Corporation, which administers the deed restricted units. She said that they cannot be rented out unless the owner resides in the unit. Roommate situations are allowed. If there's a hardship where the owner has to leave the valley for a short period of time, a rental is allowed, but they are not to be rented as an investment. Steve asked if that was controlled by Eagle Ranch or Eagle County. Jenni said that it's controlled through the Eagle Ranch Housing Corporation.

APPROVAL OF MINUTES

Steve Stafford had emailed the Minutes from the previous Annual Owners Meeting, which was held on January 31, 2018, 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. An owner said that she had not had a chance to read the minutes, so Steve said that he would give everyone a few minutes to read them. An owner asked if the Association had completed the asphalt repairs. Steve said that the repairs have been completed but there is always some asphalt maintenance and repairs that need to be done annually. Things like pothole repair, crackfilling and striping are usually done annually but sealcoating is done only when needed, usually every three to six years. Management looks at the condition of the asphalt every spring to determine what is needed. An owner asked if the roofs are ok and Steve said that they are ok at the current time. He said that the Association has had some cases where sections of shingles come loose and start to slide. When management spots those, they bring in a roofing company, usually Turner Morris Roofing, to make the necessary repairs. They are sometimes able to reuse the same shingles rather than replacing them. An owner asked about trees that were going to be removed. Steve said that it was mainly cottonwood trees that needed to be removed. An owner asked about snow shoveling. Steve said that the contract specifies that shoveling will be done any time that there is at least 2" of snowfall. He said he thought that was the amount but he would need to look that up to verify the depth. Steve said that it's very hard to predict what any particular snowstorm will do. Snowstorms don't always occur at night, which allows the snow removal companies to arrive really early in the morning and move on to the next property. Sometimes snowstorms start later in the day and that then means that the snow removal contractors can't start early and they then get stacked up with all the properties that they handle. The other problem is if it starts to snow and keeps snowing for a long period of time (i.e. two or three days). Then the snow removal companies have to come back repeatedly. When that happens, there are extra charges for the return plows or shovels. Steve said that he thought that the plowing contract specifies that plowing is done when the snow depth reaches 3". He said he would need to verify that depth in the contract. The same kind of problems exist with snowplowing as with snow shoveling. He said that often times there are vehicles in the way when they arrive to plow, so that makes the plowing more difficult and less efficient. The plow truck drivers are reluctant to plow between two parked vehicles because they have to plow with some speed and it's easy to hit a vehicle

with the plow blade. Because they aren't able to always plow every space in the parking lots, snow begins to build up and it then becomes hardpack and then ice. Then management has to bring in a bobcat or loader to clean up the parking lots. The Association has had to do that one time so far this winter. The bobcat or loader scrapes the hardpack and ice away. This kind of work is usually done when the temperatures are a little warmer, as the hardpack and ice is easier to scrape away on those kinds of days. There are two separate contracts, one for shoveling and one for plowing. Joy Ariel asked if the roofs are original. Steve said that they are. Carol Glasson said that she thought the roofs were completed in 2003. There was a brief discussion and from the comments it appeared that the roofs were completed somewhere between 2003 and 2005. Joy asked if any annual maintenance was done on the roofs. Steve said that there isn't really any maintenance that can be done to roofs but they are repaired and inspected every time a problem is noticed on a roof. Every time management hires a roofing contractor to do a repair on a roof, management has them inspect the entire roof at the same time. Jenni Marquez said that asphalt shingle roofs take less maintenance than wood shake roofs. Asphalt shingle roofs can often last 25 or 30 years. Steve said that his house has asphalt shingles that are original and 27 years old and they are holding up well. Steve said that he and Turner Morris Roofing haven't seen anything yet that would indicate that any of the roofs are going to fail in the near future. Karen Chandler mentioned that she noticed a lot of bugs on the wall near her unit in the summer. They are black and like little gnats. Steve said that Orkin Pest Control comes around on a regular basis and sprays for insects. Steve said that if she notices them again in the spring or summer to let him know so that he can notify Orkin about them. Michele Ziccardi mentioned that there is a steady stream of construction workers living in and coming and going from the unit across from hers. They have lots of construction trucks. The tenant is a construction company out of Edwards. Steve said that the problem with trying to control how many people are residing in a unit is trying to prove it. He doesn't have the right to enter a unit at night and count how many people are sleeping there. He said that Eagle County also doesn't have the right to enter units to prove how many people are residing there. Steve said that he believes that management does have the right to ask for a copy of the lease. Michele said that she believes that the dryer vents are a fire hazard and that the Association needs to have them cleaned. Steve said that every year since he started managing the Association, he has asked the Board about dryer vent cleaning and they have always made the decision that it's an individual owner responsibility. He said that he has been managing properties for 30 years and he has never had a fire that was caused by non-cleaning of dryer vents, however that doesn't mean that it couldn't happen. However, he has asked Mr. Vac for a proposal for cleaning all of the dryer vents and he will present that to the Board of Directors. Jenni Marquez said that clogged dryer vents cause poor performance by the dryers. If people notice that they are having trouble getting their clothes dry, that is a classic result of clogged dryer vents. Michele asked if anyone was aware of a company that replaced the window screens. She also asked if the Association might consider cleaning all of the exterior surfaces of the windows. Steve said that in the past, window cleaning has been an individual owner responsibility, but the Association could take on that responsibility if the owners and/or Board Members wanted that. Karen Chandler asked if a smoke detector goes off inside a unit, do other owners hear it? Michele said that she has heard her neighbor's smoke detector beeping in the past. There was a short discussion about dogs and the problems that they can sometimes cause. Joy Ariel asked if the Association requires renters to be screened. Steve said that the Association does not have that power. Joy asked if the Association requires landlords to do a background check and Steve said it does not. Joy said that the two car limit is not being enforced.

An owner asked about assigned parking. Steve said that assigned parking wastes parking because any time an owner or tenant is gone for any reason (on vacation, in Denver for the weekend, etc.) that owner's or tenant's assigned parking space or spaces sit empty. If you multiply that across 38 units, you will have quite a few wasted, empty spaces at any particular point in time. Steve said that the parking problem exists at night, when management is not onsite unless there's an emergency (fire, flood, etc.). Doing parking patrols at night is not part of the management contract. The Association would need to hire a parking patrol company or person to do night time parking patrols and that is expensive. Joy asked what the property was originally designed for and Steve said probably two parking spaces per unit. Stephanie Broschinsky said that big trucks are still backing into their parking spaces, which leaves their beds and hitches hanging over the sidewalks. Steve said that the only cost effective method of parking enforcement for an Association of this size is for owners to let management know when they are aware of a particular vehicle that is causing a problem. A complete description (make, model, color, license plate number, picture) is of great help. If an owner calls management or sends a text or email about a problem vehicle, management will follow up on it. They will place a warning on the vehicle stating that management believes this vehicle is parked illegally and it will be ticketed or towed if the owner doesn't move it and/or contact management. Vehicle owners almost always call management very quickly after receiving that kind of warning. Management then finds out what the situation is and they're able to take appropriate action to resolve any violation that is occurring. Several owners said that they thought that parking stickers would be a good idea. Steve said that would not solve any problems without the Association hiring a parking patrol person. A parking patrol person or service would cost the Association a substantial amount of money. Charles Broschinsky asked if there was anything that could be done about the handicap parking spaces near his building. He said that there are no disabled persons in his building and those handicap spaces are never used by a handicapped person. He asked if they could be converted to normal parking spaces. Steve said that legally the Association cannot do that. Those present then approved the Minutes from the previous owners meeting.

FINANCIAL STATEMENTS / 2019 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, 2018 balance sheet
- January through December 2018 profit & loss budget performance report including year-end budget comparisons
- Proposed 2019 budget
- Proposed 2019 assessments (operating and reserve dues)

Steve turned the review of the financial statements and the 2019 proposed budget over to Claudia Wells. The Association was over budget on landscape maintenance, general repairs and maintenance, custodial, snow shoveling contract, pest control, water and sewer – buildings, water – irrigation and office and administration expense. The Association was under budget on irrigation maintenance, snow removal contract, trash removal, common electric, legal and professional fees, insurance and bank fees. The Association ended up with a deficit of \$8,140.

Claudia then reviewed the proposed 2019 budget. It called for an increase in the operating dues of approximately 9.2%. This was mainly due to a substantial increase in the cost of water from the Town of Eagle. The proposed replacement reserve dues were the same as those in 2018. An owner asked if the proposed 2019 budget included the proposed tree removal costs. Steve said that the tree removal project would be done with replacement reserve funds rather than operating funds. Carol Glasson asked how the Association was planning on handling the \$8,142 deficit for 2018. Steve and Claudia said that they are proposing to carry it forward to hopefully be covered by net income in the next year or two. Steve said it could also be covered by a special assessment, but that's usually difficult for many owners to afford. An owner asked about her sharing percentage and Steve said that all of the sharing percentages are included in the Declaration for the Association. That's what determines everyone's share of the budget and determines the dues for each unit. Those present then approved the proposed 2019 budget.

ELECTION OF BOARD MEMBERS

Steve Stafford said that there were two Board Member positions open for election. Rachel Gerlach and Jane St. Jean sold their condominiums in 2018, so their positions are open. Jenni Marquez is a current Board Member and her term will run through the end of 2020 (actually at the annual owners meeting in early 2021). The Bylaws allow the Association to have 3 to 5 Board Members but there should be an odd number so there is no possibility of a deadlock on any issue that comes before the Board. Michele Ziccardi said that she would be willing to be a Board Member, but she prefers a one year term. Kevin Kromer said that he would be willing to be a Board Member. Joy Ariel said that she would be willing to be a Board Member. Kevin then said that he would prefer that the Board Members be people who live in the complex and since he rents his units out, he would be happy to withdraw from the election. He then withdrew from the election. Those present then approved Michele Ziccardi and Joy Ariel to be Board Members. It was determined that Michele's term would be one year and Joy's term would be three years.

REPLACEMENT RESERVE STUDY PROPOSALS

Steve Stafford said that the only replacement reserve study that has been done for the Association was done in 2007. A pretty informal update, basically just a spreadsheet, was done in 2010. He recommended that the Association get a new one done. He had proposals from Borne Consulting and from Aspen Reserve Studies. They are the two main companies who specialize in replacement reserve studies in the mountain region. The one from Borne is \$2,500. The one from Aspen Reserve Studies varies depending on how fast you want it and how detailed you want it and their price varies from \$1,800 to \$5,000. He said that he would recommend going with Borne because he has dealt with them previously and they have done very good work. He said that he would get a decision from the Board of Directors sometime after the meeting as to whether they want to accept either proposal. The cost of the study can be paid for with replacement reserve funds.

TREE CARE AND REMOVAL PROPOSAL FROM OLD GROWTH TREE SERVICE

Steve Stafford said that this is probably one of the most difficult issues that the Board of Directors will need to deal with. Prior to the meeting, he had given the owners documents from Old Growth Tree Service, including a map that showed what Old Growth recommended for every tree that they had examined and made a recommendation about. What started this process was several large cottonwood trees that had blown down or fallen down in the last couple years.

Those trees could have fallen on buildings, vehicles or persons, causing damage, injury or death. Although cottonwood trees are beautiful, they often become dangerous when they are mature. Carol Glasson said that it would be good if Old Growth could give the Association some estimates for replacement as well as removal of the trees. Steve said that it would depend on what types of trees the Board decides to use for replacement. Carol said that there are only certain kinds of trees that Eagle Ranch allows.

MAINTENANCE AND REPAIRS

Joy Ariel said that there are some sections of sidewalks that have heaved quite a bit since she purchased her unit. They are trip hazards. Steve Stafford said that the heaved sections that are caused by tree roots can not be fixed until the trees are removed. If they are caused just by settling or heaving of the earth, without any tree root involvement, they can sometimes be ground down. If that's not possible, the sections have to be completely replaced, which is pretty expensive. Sometimes mudjacking will solve problems where sections have settled. Joy asked about some holes where rebar is showing. Steve said that if the holes are too shallow, patches won't hold up. Depending on the depth of the hole and what the edges look like, sometimes patches will hold up, but often they require complete replacement. Joy said that since the gutters don't have any heat tape in them, they freeze solid during the winter months. They then sometimes separate from the building. This sometimes causes damage to the gutters. Steve said that right after he started managing the Association, he got a proposal for adding heat tape to the gutters and it was extremely expensive. The Board decided not to install heat tape because of the substantial expense of both the installation but also the cost of the electricity that is used. One owner asked about the possibility of adding recycling service. Steve said that there would be the actual cost of the service and also the cost of enlarging the dumpster enclosures to make them big enough for the addition of recycle containers. Karen Chandler asked if the owners, as a group, could walk around the property with someone from Old Growth Tree Service to get a better idea of which trees they are talking about with all of their recommendations for treatment or removal. Joy said that it's more of a safety issue. The roots are girdling the base of the trees, which makes them susceptible to falling or being blown down. Some of the trees are very high priority. Steve said that he would leave the decision about an owner walkaround to the new Board of Directors. Bradley Stieber said that several post lights on the edge of the parking lot near his building are not working. He said that several walkway lights are also not working.

ADJOURNMENT

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

Respectfully submitted,



Steve Stafford, Community Association Manager