

**Dillon Pines Apartment Association  
2004 Annual Homeowner's Meeting  
Dillon Town Hall  
September 25, 2004**

**Minutes**

The Annual Meeting of the Dillon Pines Apartment Association was called to order at 9:30 am.

**Present (In Person)**

Nine units were represented in person: Lary Milner (S2), Fay & Helen Fuchser (S3), Linda Richards and Doug Ostergaard (S4), Bruce and Lee Harrison (S7 and S8), Carol Bosserman (S9), Kent Robinson (S11), Kate Braddock (N5), Jim and Wilma Allen (N6).

**Present (By Proxy)**

Four units were represented by proxy: S1 Dwyer (Proxy to S4), S5 Baumgardner (Proxy to S2), N3 Frey (Proxy to Board), N9 Dillon Pines Nine (Proxy to S9).

Linda called the meeting to order.

**Review of Minutes from 2003 Board Meeting**

There was a quorum present. Linda asked for those present to review the minutes of the previous year's annual meeting minutes. Linda moved to approve the minutes. Lary seconded. The minutes were approved unanimously.

**President's Report**

Linda encouraged all owners to actively participate in the affairs of Dillon Pines as we go forward in the future. Linda thanked the board, Bruce Harrison, and the property managers for the effort they have put in over the past year, especially with the transition from ResortQuest to independent management.

**Maintenance.** Stacks have been fixed and flashing repaired on the North Building. The property managers believe they have identified the cause of some of the recurring leaking in the North Building. It was determined that the stacks were not sealed above snow line and therefore, even though the roof material has been patched, the leaking continued. By fixing the stacks and seals directly, we have hopefully found a permanent fix. The parking lot has been sealed and striped. Eight infested trees were removed by city and three dead trees have been removed by management. One more tree will be removed next to porch of S12. Kate asked for an Aspen to be removed that is growing right next to her unit. Twelve-thirteen chipmunks have been trapped. Bruce suggested that the property managers block the openings left from gas meters that were moved to the outside of the units several years ago. The meters were apparently moved due to an explosion in S1 many years ago.

**Financial.** During the transition from ResortQuest to present management, the board was able to determine that several homeowners were late in paying their dues. Thus, the board instituted a Late Payment Policy.

## **Treasurer's Report**

In the absence of a Treasurer, Linda provided the Treasurer's report.

**Dues Increase.** Through a review of costs over the past year and the resulting development of an annual budget, it was determined that an increase in dues is needed. Linda noted that the increase in "Accounting and Legal" is to enable us to have our Bylaws and Declarations rewritten by a law firm. The Board also wants to start implementing a Five/Ten-Year Plan. This will involve having a landscape designer draw up an integrated plan. Other ongoing costs will increase about 5%. The cable contract renewed automatically for another 3 years since we missed the 6-month termination deadline. It was noted that we haven't had to increase dues for the past two years.

Linda made a motion that there should be an increase in dues of approximately 8.4% (with 5% of the total dues going to capital improvements) starting as of January 1, 2005. Kate seconded. This motion was unanimously approved.

**Decks.** Stephen is in the process of sanding and painting the decks as well. Some homeowners who want to have their decks done first are either doing them themselves and contracting with Stephen to have the work done at their own expense. If homeowners are willing to wait, their decks will get done. The priority is for the decks that have the most structural problems to be repaired first. Bruce suggested that use trim paint be used on the top of sills. Stephen is using paint from Sherwin Williams was designed for that purpose. It was noted that the buildings were last painted in 2000 and the siding has been on the place since the original construction.

**Cable.** Stephen said Comcast is coming the coming week to redo the cable wiring both buildings.

**Pets.** Linda reminded everyone present that it is the owners responsibility to pick up immediately after their pets. In the process of creating new Bylaws and Declarations, the seriousness of cleaning up after pets will be made explicit. There will be a financial consequence to those people who do not clean up after their pets.

## **Old Business**

**Cell Phone.** The cell phone number is 970-393-2507. Stephen and Belinda carry it with them most of the time.

## **New Business**

**Patios.** Some homeowners have inquired about the possibility of building patios. There was a suggestion that the board create a policy about patios. They would need to be maintained by the homeowner. Size and materials would be specified by the board, and would need to be of a certain construction quality. (This is outside of the landscape architectural plan) The board would approve 2-3 designs. Wilma asked about a being able to build a glass enclosure for the patio. Linda said that the problem is that anything beyond the walls is common property. Bruce said

there would be insurance issues. Jim said whatever you do in this regard would require doing something with the deck above. Patios and enclosures would be a homeowner expense. Kent brought up the issue of hot tubs if the patio becomes homeowner property.

It was decided to create a Patio Design Committee to study the possibilities. This committee will be composed of the following: Bruce Harrison, Jim and Wilma Allen, Carol Bosserman. The committee will create some designs and come back to the board with a proposal. One of the patio designs suggested was a patio with a little wall.

**Dues Payment.** Kate will check with FirstBank to see what is involved in setting up dues payment by ACH.

**Five/Ten-Year Plan.** Linda read off the line items in the proposed plan: rewrite Association legal Documents, landscape master plan for 2005. The landscape master plan would include redesign of driveway and parking areas, redesign and relocation of sheds, possibly adding owner storage, redesign of the lawn to include xeroscaping, and installing sprinklers in the remaining lawn, replacing signage & lights. The rest of the plan would include portico repair, roof replacement, siding and stucco replacement, deck replacement, scupper redesign and replacement. The board will begin to get cost estimates and provide costs and financing options to the owners. Linda stated that this will be an expensive endeavor and reminded everyone that these types of projects have never been undertaken in the past. The projects will be prioritized, with the cost per year determined.

The board needs homeowner input in this area. Linda said it would be extremely important to talk to neighbors and encourage them to give feedback as well. Lary said we need to get some input from homeowners on priorities, suggesting we could send out a questionnaire, without costs, asking for input from homeowners.

Bruce commented that he realized how important the green grass is. Lary suggested that all homeowners should have input into how the common areas look. Linda said that budget includes funding for landscaping plan so that we can get going on that. The board will make sure people get a copy of the plan.

**Website.** Doug suggested that we create a website. The cost would be about \$150 a year for ISP and domain name registration. (Doug will maintain the website at no cost to the Association.) He suggested that this would facilitate communications to the Association. The new bylaws and declarations could be posted on the website. It was agreed that Doug will get some costs and the board will look into it.

**Letter from Floyd Taub.** A letter from Dr. Floyd Taub (\$10) to the Association was discussed. It involved the following items:

1. Unrestricted Proxy – Mr. Taub asked that the proxy form include specific items to vote on. There was general agreement that this would put an undue burden on an already overworked board. However, there was discussion about placing some restrictions on the proxy form. Lary reminded everyone that parties could outline in their proxy which items they wanted

restricted. Lary suggested we could flesh out the agenda so the items to be voted on would be clearer. The board will make a more detailed Agenda in the future.

2. Date of Annual Meeting – Mr. Taub asked that the annual meeting be held at a time more convenient to homeowners, i.e., peak summer or winter season Linda said that according to the current Declarations, the annual meeting is to occur on the Saturday of the second weekend of September. However, the date can be changed at any annual meeting or Board Meeting. After some discussion, those present agreed that the next Annual Meeting would be held on the third Saturday of September provided that it doesn't fall on a holiday.

**Encouraging Board Participation.** More homeowners need to take part in the board. Linda stated that Dillon Pines is a small complex and that it was extremely difficult to get general consensus with the few participants who provide input. Bruce said he has been encouraging homeowners to get their adult children to take part in either the board or homeowners meetings. His son George will volunteer to serve on the board.

**Nominees for Board.** Linda noted four of the current board members have agreed to serve again: Linda Richards, Lary Milner, Kate/Chris Braddock, and Carol Bosserman. The fifth board member has just sold her unit, so we need to appoint at least one additional board member so that we are in agreement with our Bylaws and Declarations which stipulate that there be at least five board members.

Lee Harrison nominated her son Gorge Harrison, who will represent Unit S8. Those present accepted this nomination. Kent Robinson said that his son might be willing to run next year. Wilma said she had approached her two grown children and they will consider it in the future. Linda said that as much as we can, we will hold BOD meetings in Dillon on weekends.

### **Election of Directors**

Linda made the motion that we accept the slate of officers as proposed. It was seconded and approved unanimously.

### **Owner Discussion**

**Holding Checks.** Bruce said that he holds the HOA checks until the end of the month before depositing them. Linda said the board would like to see the checks deposited more frequently, saying it is not appropriate for the homeowners to be required to send in their checks by the 15th of the month and then have the checks held until the end of the month.

**Appreciation.** Kate especially thanked Bruce for all the work he has done, noting that he has spent many hours working with the records handed over by ResortQuest.

**Updating Address Lists.** Carol asked everyone to check the address lists and give her feedback regarding the correctness of their information.

### **Adjournment**

The Annual Meeting was adjourned at 11:30 am.

Respectfully submitted,

Carol Bosserman, Secretary

**Dillon Pines Apartment Association  
Board of Directors Meeting  
Dillon Town Hall  
September 25, 2004**

**Minutes**

The Board of Directors meeting was convened following the annual meeting.

**Present**

Linda Richards, President; Kate Braddock, Co-Vice President; Lary Milner, Co-Treasurer; Carol Bosserman; Secretary; Bruce Harrison, association member and bookkeeper; Belinda and Stephen Gardner, property managers.

**Renewal of Contracts**

The board reported that the contract with the property manager (Stephen Gardner) would be renewed at \$1,350 per month. An end-of-contract-year bonus of \$500 will also be paid. Bruce Harrison was also asked to continue on as bookkeeper.

**Dues in Arrears**

There are still a few homeowners who are chronically late in paying their dues. The board is still trying to collect all past due accounts.

**Landscape Architect**

The board agreed that a plan should be drawn up by a landscape architect. This will ensure an integrated plan and that the board doesn't have to do this personally. Then the managers can look for bids to carry out the plan.

**Reassignment of Officers**

The board realized that responsibilities needed to be reassigned. Linda would like someone else to volunteer as President. No one currently has the time to do so. Linda will be President. Carol will be Treasurer, since she is on site and consults with Bruce about issues that come up when she co-signs the checks he writes. Carol will also review the financials that Bruce sends her and will create the Balance sheets and other financial reports necessary. Kate will be Assistant Treasurer and will help Carol review the financial documents that Bruce sends her. Lary will be Secretary starting with the next Board meeting. George will be Vice President.

**Interest on Late Dues**

We will collect the interest already charged. However, the board will temporarily waive the interest fees due to the complexity of calculating them. The board will look at implementing the policy in the future if late payments become a problem again.

## **Bookkeeping**

Some of the bookkeeping issues we are experiencing may have to do with the Chart of Accounts. Linda has simplified the Chart of Accounts. Linda and Doug will create new files and then bring them to Bruce to install on his computer and then show him how to use them.

## **Bringing Issues to the Board**

Linda encouraged all homeowners to go directly to the Board. If a homeowner brings an issue to Stephen, he should say that he understands the issue and will bring it to the attention of the board.

## **Maintenance**

***Ice-Melt System.*** Stephen recommends changing from 120V to 240V and using commercial grade ice-melt cable (Wintergard-Wet). We will try to get through this winter with the current ice-melt system and the Board will review the information for a possible upgrade decision prior to next year.

***Boiler and Fireplace Inspection.*** Chimney inspections will be skipped this year. However, boiler inspections will be done. If problems are found, as in past years, each homeowner will be responsible for the repairs.

***Snowplow Contract.*** Stephen received a bid from Gentry. It is quite a bit higher than last year. He will request a bid from another contractor. The board agreed that we would be best served by a fixed monthly charge agreement rather than a pay-as-you-go agreement.

## **Tax Preparer**

Kate said the tax preparer has not been paid. Bruce said he thought he had paid it. Bruce will double check. Linda gave Bruce a copy of the attorney's fees.

## **Billing**

Linda suggested that Bruce simplify the billing and remove the distinction between capital improvements and operating budget since a fixed amount is transferred to capital every month.

## **Automatic Payment of HOA Dues**

Kate/Lary will check on using ACH and see whether FirstBank will do ACH without charging fees.

## **Cell Phone**

The cell phone plan will be reduced by half the number of minutes. Stephen will be allowed to use the phone for personal calls. However, if he goes over on the cell phone amount due to personal calls, then he will pay the overage. Linda will send an e-mail to Stephen recapitulating this new policy.

### **Management Contract**

The management contract will be modified to include Stephen's name only. Carol will send Lary a copy of the management contract so he can write an amendment for the contract so that it is in Stephen's name only, extend the term and change the rate.

### **Next Board Meeting**

The next board meeting will be held in January to get ready for the spring. In the meantime, the board will do as much business as possible by e-mail.

### **Adjournment**

The meeting was adjourned at 2:30 pm.

Respectfully submitted,

Carol Bosserman, Secretary