

**Dillon Pines Apartment Association  
Annual Homeowners Meeting  
Dillon Town Hall  
September 24, 2005, 9:30 am**

**Agenda**

- I. CALL TO ORDER
- II. INTRODUCTION OF OWNERS
- III. PROOF OF NOTICE/QUORUM REQUIREMENT
- IV. ADOPT MINUTES FROM SEPTEMBER 2004 HOMEOWNERS MEETING
- V. PRESIDENT'S REPORT
- VI. TREASURER'S REPORT
- VII. MANAGEMENT REPORT
  - A. Roof Replacement Update
  - B. Potential Projects
  - C. Web Site
- VIII. OLD BUSINESS
  - A. Patio Committee Report
  - B. Automatic Dues Payment
  - C. Landscaping Plan
- IX. NEW BUSINESS
  - A. Disclosure Document, SB100
  - B. Report on City's Plans to Reconstruct W. Lodgepole
  - C. Review and Update of Bylaws and Regulations
  - D. Scheduling of Future Homeowner's Meetings
- X. OWNER DISCUSSION
- XI. ELECTION OF DIRECTORS
- XII. ADJOURNMENT

**Minutes**

**In Attendance**

The following units were represented by their owners: N2 (Susan Fero & Tony Harrington), N4 (Caroline Stapleton & David Thompson), N6 (Jim & Wilma Allen), N9 (Tom Van Velson), S2 (Mary Kay Stewart & John Garland), S3 (Fay & Helen Fuchser), S7 (Bruce & Lee Harrison), S8 (George Harrison), and S9 (Carol Bosserman). The following units were represented by proxy: N7 (Fay Fuchser), S1 (Carol Bosserman), S4 (Chris & Kate Braddock), and S6 (Bruce Harrison). Stephen Gardner, Property Manager, was also in attendance.

## **Quorum**

There was a quorum.

## **Approval of the Minutes**

**Motion:** George Harrison moved that the minutes of the September 25, 2004 Annual Homeowners Meeting be approved. Kate Braddock seconded. All present approved.

## **President's Report**

In the absence of the board president, George Harrison, vice president, presented the President's Report. He expressed his thanks to the current board members and especially to Linda Richards who has served as president for four years, and to Stephen Gardner, the Property Manager.

George noted that the board is always interested in hearing from the Association homeowners on issues that concern them. He then called for homeowners to volunteer to become board members.

## **Treasurer's Report**

Kate Braddock presented the Treasurer's Report. She gave a financial report on the roof assessment. She said there is no plan to increase dues at this point and that the board will try to find ways to cut costs. Kate thanked Bruce Harrison for his work as bookkeeper which has saved the association a great deal of money.

## **Management Report**

### **Roof Report**

Stephen handed out a packet with photos of the roof, a copy of the warranty, and the inspection report which received a rating of 98. Stephen said only Turner Morris is allowed to go up on the roof, otherwise the warranty would be voided. Tom Van Velson asked who is going to inspect the drains. Bruce suggested that everyone check their drains regularly.

### **Action Items:**

1. John Garland suggested that Stephen put together a cautionary summary of things to do/not to do regarding the roof which would then be disseminated to all units. Each unit should post this info for guests as well.

### **Other Projects**

Stephen discussed other projects he thinks need to be undertaken: sprinklers on the north side of the north building, new window seals, replacement of concrete steps with metal stringer; sealing of the parking lot, etc. It was suggested that sprinklers might wait until a landscape master plan is in place so as to avoid duplication of work if the type of plant material is changed.

The largest project would be the replacement of boilers (at owner expense) due to the age of many of the boilers or the use of glycol to prevent freezing of pipes. Two units (N2 and N4) are already in the process of replacing their boilers. The price for boilers varies. Stephen said he

prefers Teledyne, but that we all don't need to all use the same boilers. Stephen has talked with All-American. Tony Harrington offered to make copies of their bid from All American Heating Inc. available to the remaining owners.

Bruce suggested using water alarms, an inexpensive way to determine whether there is water running out from the boiler. Kate said the pipes in the North Building are very close to an outside vent and they had to wrap the pipes to prevent freezing. John suggested that a letter be sent to all homeowners suggesting that this needs to be done. Tony suggested that we do a little survey. Chris asked Stephen to put together a minimum requirements list for any new boilers. Stephen will be able to determine efficiency by comparing new gas bills.

### ***Action Items:***

1. George said when we send out the minutes we should send a cover letter which talks about the items that need to be done.
2. A member suggested that we notify all homeowners about the boilers and have as many people as want to do the replacement at the same time in order to get a better price.
3. Various homeowners offered to help with sealing the parking lot and George passed around a list for people to sign up for this project. Those who volunteered were: Tony Harrington, Mary Kay Stewart & John Garland (if in Dillon at the time), Carol Bosserman, George Harrison, Bruce Harrison, Jim Allen, Chris & Kate Braddock, and David Thompson.
4. The board will talk about the stairs, window seals, decks, and the priority of the items to be done.
5. Mary Kay suggested that we let Stephen know if others are coming up to use our condos. Stephen would appreciate that.

## **Old Business**

### **Patio Committee Report**

Bruce reported that the committee (Bruce Harrison and Wilma & Jim Allen ) had met, but decided that until the downspouts were replaced, nothing should be done with the patios. He said different materials would be needed for the different buildings because of the break away of the land. A question: if patios are built, who would be responsible, the HOA or the owner? Tony felt that the HOA should not be responsible, but there should be a requirement that the patio meet certain requirements. Not everyone has to do it. Chris said the bylaws and the decs need to include something about that.

Wilma noted that the committee thought the only materials should be paving stones or wood (not concrete), decks should not extend further than 6 feet, there should only be perennials (no annuals), and a drawing should be submitted to the board before any construction could start. The problem will be a visual one if only a few add larger patios. Also maintenance and cost of the patio should be the responsibility of the homeowner. Jim suggested using recycled "plastic

wood” instead of real wood. Patios might need to be landscaped according to a “master plan” if we get one.

#### ***Action Items:***

1. Mary Kay suggested that we group together on the plastic wood since it is so expensive.
2. John thought having plans submitted to the board would cover everything.
3. George suggested that the committee finish their proposal to the board, and then tell the board how to alter the decs and bylaws.

#### **Payment of HOA Dues by ACH**

Kate and Carol reported that for various reasons it is not possible to set up automatic payments at this time, in part because our bank can't do it.

#### **Landscaping Plan**

Was postponed because of the roofs. There was a general consensus that we should have a plan before we do anything more, then we can do parts of the plan as we are able. Bruce passed out his drawing of the property and various possibilities were discussed. John thought we need to send out the drawing and get some support before going to the landscape person to do a drawing. MK suggested that we need to start thinking about the cost of water.

Kate suggested that we outline a few issues and ask for feedback in the cover letter with the minutes about what people's priorities.

#### **New Business**

##### **SB100**

SB100, Mandatory Association Disclosures To All Unit Owners (see Attachment A), was recently passed by the Colorado Legislature, and will be in effect as of January 1, 2006. The board will abide by it.

##### **Lodgepole Project**

Stephen reported on the status of the Town's plan for reconstruction of Lodgepole. The Town says that paving of the parking lot is a requirement due to sediments draining into the lake.

The Town held two meetings and after the first made many changes to their plan based on citizen input. The new plan includes replacing the existing 6" water main with an 8" water main, repaving Lodgepole, creating about 100 parking spaces on the south side of Lodgepole, building a sidewalk on the south edge of the parking area, and putting in a bike path on the south side of the sidewalk. The biggest concern of condo owners at this meeting was the issue of putting lighting along the new parking area. This issue could be a hot button for those who appreciate looking out and NOT seeing lighting at night. No real answer was given.

The Town blew out the sewer lines recently due to back-ups in both Dillon Pines and Coeur du Lac.

### **Declarations and Bylaws**

Those present agreed that the Declarations and Bylaws should be redone.

### **Scheduling of Meetings**

George asked that everyone check off their priorities for a time for meeting at the bottom of the suggestion form.

### **Owner Discussion**

The following items were brought up:

1. Number of occupants in S12, and resulting parking issues. The board will be addressing this.
2. Fay asked where the number of 4.6 million came from for the total value of the property. Bruce said he took the number of units by \$220,000 to arrive at that figure.
3. Tony suggested we have name tags with unit numbers at the next meeting.

### **Election of New Board Members**

George noted that we need at least five people on the board. Susan Fero offered to join the board as a Member-at-Large. The following people offered to help with various tasks: Mary Kay Stewart, Wilma and Jim Allen, and David Thompson.

### **Adjournment**

The meeting was adjourned at 11:45 am.

Respectfully submitted,

Carol Bosserman, Secretary

**Dillon Pines Apartment Association  
Board of Director's Meeting  
Unit S8  
September 24, 2005, 12:30 pm**

**Agenda**

- I. CALL TO ORDER
- II. ADOPT MINUTES FROM SEPTEMBER 2004 HOMEOWNERS MEETING
- III. ELECTION OF OFFICERS
  - A. President
  - B. Vice-President
  - C. Treasurer
  - D. Secretary
- IV. PRESIDENT'S REPORT
- V. TREASURER'S REPORT
- VI. MANAGEMENT REPORT
- VII. OLD BUSINESS
  - A. Site Improvement Plan
  - B. Ice-Melt System
  - C. Boiler and Chimney Inspections
  - D. Snowplow Contracts
  - E. Billing/Bookkeeping
  - F. Management Contract
- VIII. NEW BUSINESS
  - A. Delinquent Dues & Assessment
  - B. Insurance Renewal
- IX. NEXT BOARD MEETING
- X. ADJOURNMENT

**Minutes**

**Attendance**

The following people were in attendance: Susan Fero (N2), Kate Braddock (N5), Mary Kay Stewart and John Garland (S2), George Harrison (S8), Carol Bosserman (S9); Bruce Harrison, Bookkeeper (S7); Stephen Gardner, Property Manager.

**Approval of Minutes**

Since a copy of the last board meeting minutes was not immediately available, approval of the minutes was postponed until the next meeting.

## **Election of Officers**

George Harrison agreed to be President. Then George nominated Linda Richards as Vice President. Carol agreed to continue as Secretary, Kate & Chris Braddock agreed to continue as Co-Treasurers. Susan Fero and Mary Kay Stewart & John Garland will be Members at Large.

**Motion:** Kate motioned that this slate of Officers and Members-at-Large be accepted. Susan seconded. All present agreed.

## **Insurance**

The HOA received a notification on the renewal of our insurance policy. Bruce raised the question of whether the amount of our coverage should be raised, with a new roof and boiler replacements.

### ***Action Items:***

1. George will send an e-mail to Larry to ask him if he will look into the renewal of our HOA insurance policy.

## **Treasurer's Report**

Kate will follow up with the assessments that have not been paid. George asked what the budget process is. Bruce thought it was on a calendar year basis. Kate will get the numbers from Bruce and work on a budget for 2006 to present to the BOD at their next meeting.

## **Trash Removal**

Stephen reported that we spent over \$2,000 last year for trash removal and recycling in our joint agreement with Coeur du Lac. Dillon Pines probably contributes 20% of the trash and pays 40% of the fees. We are also frequently subject to extra dump fees.

Stephen suggested we get our own dumpster, and alter how we deal with recycling. City Hall has recycling containers. Stephen would gladly take our recycling up to Town Hall. John suggested that we approach Coeur du Lac and suggest that we will pay \$105/month and no dump fees. At issue will be location for the above on DP property. Next to S1 was suggested. Maybe you don't want to add this since nobody from S1 was present.

### ***Action Items:***

1. Stephen will contact Coeur du Lac, suggesting that we pay a maximum amount per month for trash removal and discontinue our participation in the recycling. If Coeur du Lac is not in agreement with this arrangement, the board will discuss other solutions.
2. Carol and Stephen will look into containers for communal recycling.

## **Fence**

Would like to extend fence on west end to prevent neighbors from bringing their dogs. Mary Kay suggested a gate in the fence. The issue is that Stephen has to leap the fence from the parking lot

to do his work in back and DP residents must do the same or walk around to reach front door from Lodgepole. Plus, short-term residents are taking dogs to “do their business” in the small patch of grass next to S1 which remains unfenced. By extending the fence to the path (near steps to trash) and putting in a gate (with or without a combination lock) the dog “stuff” will probably stop and residents can reach their front doors more conveniently.

### **Parking Around S12**

Parking around S12 has become a big issue because of the number of unrelated tenants in S12. At any given time they have 3-4 vehicles parked there. At times tenants and their visitors have been either parking at Timberline or partially blocking the Timberline/Dillon Pines entrance to Dillon Pines. A second complicating factor is that S11 sometimes has as many as three vehicles parked in the same area. A third issue is snow storage and plowing in the winter.

#### ***Action Items:***

1. George will draft a letter to the owner and management/company of S12 to let them know there is a problem. The board will also look into what our decs and bylaws say about parking and the number of vehicles permitted.
2. Carol and Stephen will look into containers for communal recycling.

#### **Assessments**

There are a number of units who have not paid their assessment in full. Most of these Kate believes to be because of lack of communication. However, one unit (S5) has not paid anything in spite of repeated attempts to contact them.

#### ***Action Items:***

1. Kate will put together a letter to S5 about their assessment payment saying that if they don't pay by a specified date, then a lien will be placed on the property. (This letter will also touch on the issues of his dog and the inappropriate parking of two vehicles.

### **Management Contract**

Stephen asked that he be given an increase in his monthly payment and a direct reimbursement of gas. Stephen said Coeur du Lac pays \$1,400 per month plus an apartment and Timberline pays \$1,600. He also noted that Bruce suggested we might need more detail on his request for gas reimbursement.

The board asked Stephen to leave the meeting so that the board could discuss his requests in private. Board members felt that Stephen has done a great job

#### ***Action Items:***

1. After discussion, the board agreed to increase Stephen's monthly payment by 5% starting in October, and to pay immediately the \$500 bonus which is in his contract. The board also agreed to keep the mileage reimbursement as it has been for the time being.



2. Once the board has had a chance to develop and review the budget for the coming calendar year, a more substantial increase will be considered.

**Adjournment**

The meeting was adjourned at 2:00 pm.

Respectfully submitted,

Carol Bosserman, Secretary

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