

Brook Forest HOA 2008 Annual Meeting Minutes

Saturday, July 5th, 2008

Minutes by Dan Doran, Board member at large. *Action Items in BOLD Italics.*

Attendees:

Michele Becker, 130A, President
Doyle & LuAnn Tinkey, 130B, LuAnn Treasurer
Will & Emily Landon, 150C, Emily Board Member at Large
Colleen O'Conner, 140D, Board Member at Large
Dan & Deb Doran, 140F, Dan Board Member at Large
Al and Joan Dugas, 130B
Russ and Linda Colling, 130D
Eugene Barta, 140A
Fred Hearty, 140B
Ellen Smith, 140C
Chuck and Keren Zubriggen, 140E
Kevin Lovett, Summit Resort Management (SRG)

Absent/Proxies:

Rick and Jean Abbott, 150A, Proxy Michele Becker
Kelli Toler, 150B, Proxy Emily Landon

Pre-Meeting

The first 30 Minutes of the meeting were conducted without Summit Resort Management's Kevin Lovett present to promote free discussion of the new management company.

- 1) Introductions and welcome to Chuck and Karen Zubriggen as the newest Brook Forest Residents.
- 2) LuAnn began with a year-end review of costs and services of SRG Management vs. former management company Premier. Notable addition of services included having all HOA docs online at SRG website, and our CIC legal/real estate documents are now up to date, bringing the HOA into compliance with legal requirements.
- 3) LuAnn says all bills are being paid promptly by SRG.
- 4) Reviewed change of insurance policy from our previous individual Farmer's Insurance policy to the SRG Farmer's umbrella policy. Our deductible is now \$5k vs. \$1k previously with an annual savings \$2325. Snow damage to building 140 roof this year was covered out of pocket rather than file a claim.
- 5) New policy includes liability coverage for Board members.
- 6) Looking at claims made over the last 8 years, we would have saved \$7k over those 8 years with the present policy based on current rates and deductibles.
- 7) Snow Removal – Many compliments for Joe Banks and Everett for a fine job in a heavy snow year. Late snows caused a cost overrun from budget, but we saved

- \$2160 from the previous rates and got better results, including snow removal from the property.
- 8) Consensus was that going to 5 board members last year was a good move to lighten the burden on a 3-member board, and allowed us to make many changes this year.
 - 9) Survey Results: Yard – Except for ongoing dandelion battle, 11/12 rate excellent or good.
 - 10) Survey Results – Contact with SRG, 10/12 rate results excellent or good.
 - 11) Skylight ownership had been an issue after two cracked in 140, clarified this year to be homeowner's responsibility, consistent with policy for other windows.
 - 12) HillCo will not be used for future furnace inspections due to several problems incurred on reports and follow-up.
 - 13) SRG Walk-Through – 1/wk in winter and 1/mo in summer deemed adequate for maintenance. **Suggestion to Kevin to Add a Walk-Through Schedule to private part of Brook Forest HOA website.**
 - 14) SRG got many bids for long term capital projects this year which were critical for the capital fund proposal.
 - 15) Will Landon offered suggestion to fellow unit owners to drain unit plumbing for extended winter absences to prevent extended freeze-up damage. Homeowner will need to have a plumber adjust the water so that when the water is drained it doesn't drain the furnace. The cost to the Landons was about \$300.
 - 16) Consensus that SRG has done an excellent job this year and thanks to Kevin.

Meeting (SRG Representative Kevin Lovett Present)

- 1) Approved Last Year's Annual Minutes unanimously.
- 2) Election of Board Members: Motion ***was made to re-elect the entire board in the same positions as last year. Motion seconded and passed unanimously.***
- 3) Finance Report Summary from Kevin: The only overrun was on snow removal. We have no information yet on how much Joe Banks may increase his rates next year to cover fuel & costs.
- 4) ***SRG will pursue renewing Joe Banks Snow Removal Contract.***
- 5) 2009 Preliminary Operating Budget: No major changes in operating budget from 2008 except for expected price increases.
- 6) ***Motion to increase operating budget by 3% starting January 2009. This raises monthly operating dues for small units from \$258.32 to \$266.07 and the large units from \$306.27 To \$315.46 . Motion passed unanimously. Capital Fund Fees will be on top of this.***
- 7) Capital Fund Increase Proposal:
 - Currently only \$13.60/Mo for small units, with \$15990 in Reserve Account. Only add \$2118 annually to reserve fund.
 - Staining buildings alone will completely drain reserve fund within two years.
 - Reviewed spreadsheet projections with current capital fund rate (bleak) and a proposed \$8000/yr (\$36.36/mo small units) capital budget which barely covered projected capital expenses.

- Discussion of trading off delaying capital projects and having operating cost overruns due to more emergency spot repairs.
- Question of whether we ever borrow from capital fund to cover operating shortfalls. Answer is we're not supposed to but it could happen if we had a short term operating shortage
- Question of whether other HOAs get a percentage of real estate sales for capital reserve – Answer, some HOA require a 3 month deposit on reserve which may or may not be refundable.
- Discussion of painting costs & quotes and whether we could save money by doing all three buildings rather than staggering the buildings yearly. Kevin said the cost was about the same due to the size of the job for each building.
- Kevin reviewed his discussion with Joe Fassel about the staining history of the buildings, and got an approximate quote from him to add to the quotes. Painting job will consist of two stain coats, one spray & one roll.
- ***Motion to increase capital budget by \$50/mo for smaller units (prorated for larger unit) starting 1/1/2009 was made & seconded. Motion Passed 12 to 1. This results in the small units contributing \$63.60 per month to the Reserve Account and the large units contributing \$75.40 per month to the Reserve Account.***
- ***Request to SRG to revise the capital spending projection sheet with the newly increased capital fund. Kevin said this would be done.***
- ***Request that the new spreadsheet projection also stagger the roof replacement over three years rather than all three at once so reserve fund doesn't all evaporate in 2020.***

8) Yard Discussion:

- Bids were received on in-ground sprinkler system installations of various qualities ranging from \$12k to \$30k. Due to the current reserve balance there will be no movement on this item this year or next while we stain the buildings.
- ***Timers are being used successfully on building 130 sprinkler lines and will be expanded to other buildings*** to reduce the labor time cost of watering. (During subsequent walk-around Everett said watering took about 3 hours of his attention when he does it).
- The mud puddle at the west end of 140 in the parking/push-out zone reached record size this winter & spring due to large amounts of snow, inadequate drainage and a significant amount of dirt and rocks dug out during snow removal. Improvements in drainage seem unlikely due to cost and it being illegal to run a drainage ditch directly into the creek for environmental reasons. ***SRG will install sod in the bare push-out area.***
- Discussion of Xeriscaping some of the property – After talk of advantages & drawbacks the consensus was to keep the visible entry and public areas in grass. Xeric plantings may be good for some isolated problem spots. No budget has been allocated at this time.
- Kevin – Spraying for beetles has been done and will continue annually. There is no guarantee that it will save all the pine trees and other places have had die off in spite of spraying.

- 9) Driveway Sealing: SRG has accepted a bid for crack sealing only this summer. We will be skipping the seal coat due to expense and questions on whether it really prolongs the life of the asphalt.
- 10) Question on broken window seals in units – Do HOA regulations require these be replaced in order to maintain visible appeal of complex? Consensus was “No”, Replacement will be left to owner’s discretion.
- 11) Staining the Building:
- Kevin showed a post sample with Clear, Semi Transparent, Semi-Solid and Solid brown stain. After discussion of merits, ***Unanimous vote to go with semi-transparent for all outside staining.***
 - We have four estimates on painting and another pending. SRG will contact painters to get actual bids. Hope to start staining on one building TBD this summer. We have about a 12 week window left in 2008 for this.
- 12) Electronic Monitoring: Al Dugas will look at options for electronic temperature and motion monitors to augment walk-throughs and report to the owners. This will be for units with and without land phone lines.
- 13) Parking: Discussion about reserving the parking in front of 140 D, E, & F (the snow push-out lane) for overflow and oversize vehicle parking as had been done in the recent past. Parking here in winter can potentially delay snow removal, and during other seasons the area has recreational and alternative uses as it opens to one our green spaces. General agreement is that the space should be reserved for overflow and over sized vehicles. The Zubriggens asked about installing a rail on the porch because of the large step off being a safety issue for people & dogs. The owners on this end of the building will follow up on this suggestion. For consistent appearance, will also consider a similar railing at the other end of the porch.
- 14) TV Satellite Dish installed on building 140: Owners apologized for not getting HOA board approval prior to installation. ***Board approved keeping the dish on condition that the visible cable be rerouted to hide under trim and the dish eventually get painted to blend in with the wood color.*** Some discussion on possibility of multiple units sharing the dish with independent receiver boxes. Owner will look into this possibility & noted that Direct TV lacks the Summit County local channels. Also even if the dish were shared, our current contract with Comcast cable prevents individual owners from ‘opting out’ of the monthly basic cable TV charge.

- 15) Neighbor Creekside Condo: A very large metal storage drum & canoe have recently been stored on Creekside property on the shared lawn west of building 140. ***Colleen will contact the Creekside HOA to see if these can be moved.***
- 16) Moving Indoor Hot Tub to outdoor deck proposal: Building 140 had a request to move a new hot tub outside on the deck. By prior procedure precedent set by the board, the owners sought neighbor approval before board approval. This permission was declined. Discussion ensued and general objections to having the hot tubs outdoors were made by various homeowners. No support was voiced in favor of outdoor hot tubs. The requesting owners graciously withdrew their request.
- 17) Wood for Fireplace: SRG asked if they can supply a group rate for firewood. ***Kevin will investigate bulk firewood delivery and email homeowners of any deal.***
- 18) Walk-around of grounds with Everett: No new problems or issues were noted. Everett said that he hadn't seen many problems with non-residents filling the dumpster this past winter.