

**Dillon Pines Apartment Association
Board of Directors Meeting
306 W. Lodgepole, #S8
June 10, 2006, 10:00 am**

Agenda

- I. CALL TO ORDER
- II. APPROVE MINUTES FROM DECEMBER 2005 BOD MEETING
- III. PRESIDENT'S REPORT
- IV. MANAGER'S REPORT
- V. FINANCIAL UPDATE
- VI. SELECTION OF NEW TREASURER
- VII OLD BUSINESS
 - A. Update of By-Laws, Declarations, Rules & Regulations
 - B. Window Seals
 - C. Seal Coat Parking Area
 - D. Repair N-1 and N-2 Back Steps
- VIII. NEW AND OTHER BUSINESS
- IX. ADJOURNMENT

Minutes

In Attendance

There were in attendance the following board members, homeowners, and representatives of property management: Susan Fero (N2), Lary Milner (S2), Linda & Doug Ostergaard (S4), Bruce Harrison (S7), George Harrison (S8), Carol Bosserman (S9), and Stephen Gardner (Property Manager).

Approve Minutes from December 2005 BOD Meeting

Board members reviewed the minutes and suggested a few minor changes. **Motion:** George moved that the minutes be approved as amended. Linda seconded. All approved.

President's Report

Update of By-Laws, Declarations, Rules & Regulations

George contacted one law firm, Hindman Sanchez, and got a bid on redoing our documents. George will send out copies of the bid he received.

Others agreed to make contacts: Lary said he will contact Scott Matthews who does all of the work for Genesee and see if he will give us a bid. Linda will contact Jester & Gibson, although she is not sure HOAs are their specialty. They have done work for us before. Bruce will contact Russ Camp, an acquaintance of his in Summit County, and get some names from him. Once

these bids have been received, the board will make a decision on how to proceed. The board will make a decision by July 4.

Changes Made to Units

There is an ongoing problem with changes being made to Units without appropriate board approval or building permits. The particular unit discussed by the board was Unit N-2. The owner of Unit N-2 informed the board that they had made some remodeling changes to their unit. The board expressed concern that a separate dwelling unit or lock-off apartment was being created within the unit. The owner of N-2 informed the board that the alteration work they were doing was not creating a separate dwelling unit or a lock-off apartment. The board also expressed concern that these changes, particularly a new exterior window plus other interior alterations may require building permits which had not as of this date been applied for. The board emphasized that unit alterations, especially structural, electrical, and plumbing changes, must be submitted to the Board before starting the any remodeling work. Additionally, all necessary permits must be issued from the appropriate county offices.

Resolution: The owners of Unit N-2 will find out from Summit County whether they need permits for any of the unit alteration work they have done, and, if so, will obtain any necessary permits and inspections. They will get back to the board by the end of the week.

Animals of Tenants

The issue of tenants with dogs has come up again, i.e., one homeowner (N2), not knowing Dillon Pines does not allow tenants to have dogs, rented to a tenant with 2 dogs. The board reviewed the situation and will put the Owners on notice that renters and guests are not allowed to have animals on the property. George will draft a notice to N2 officially notifying the owners of N-2 that they must remedy the situation.

The board discussed the importance of reminding homeowners that renters and guests may not have pets. The Association's governing documents filed with the county state that even homeowners need to have approval from the board to have pets. However, the "House Rules" were modified by homeowner vote some years past. It was discussed whether during revision to the Association's governing documents it might be appropriate to impose a limit on the number of dogs an owner may have.

Sewer Backup in S4

S4 has had problems with a backup in the sewer on the ground floor. S4 will look at the old video tapes made at the time the sewer pipe was rebuilt about four years ago. The owners of S4 will work with Stephen to more fully diagnose this problem. Stephen will talk to Hilco who did the most recent sewer line replacement work to get additional information. Stephen did advise the Board that the City was looking into the main sewer system in Dillon not being adequate enough to handle the growth.

Roof Assessment

One unit, S-5, still owes \$1,000 for the roof assessment, plus fees for late payment of their monthly dues. Linda will contact S-5 and notify them again that they are delinquent. If no

payment is made, Linda will draft a letter that the Association will be forced to start the process for collection.

Dogs

A number of complaints have been received regarding the dogs belonging to the owners of Unit S-5 and potentially those of their guests. Specifically, the complaints were in regards to the owners of S-5 not picking up after their dogs and allowing their dogs to bark excessively. It was reported that sometimes there are as many as 5 dogs in S-5 at a time. The Association was charged an additional \$75 last month for removal of excessive dog waste in the common areas adjacent to S-5. Specific eyewitness reports were made to the board stating that the owners of S-5 have been observed repeatedly letting their dogs out of the unit off a leash to defecate in the common areas. The dogs were then let back into the unit without the owners cleaning up their dogs' feces. The board needs to re-emphasize to all owners that the Association's regulations require that dogs outside of the units need to be on a leash or otherwise contained and that no dog is to be tied to or housed in the common areas.

Welcome Letter

It was suggested that the board prepare a letter to give out when to new buyers in Dillon Pines, that welcomes new owners to Dillon Pines, provides them with Association contact information, and highlights key obligations and regulations to be followed as an owner in Dillon Pines. It was suggested that the Board review the letter that Bruce had previously written, make certain changes use as a form letter from the Board for all new owners.

Storage of Personal Items in Common Areas and on Patios/Decks

Linda expressed her concern regarding the storing of personal equipment in common areas. Specifically, S-7 has been storing a canoe in the common area. She also expressed concern regarding the storage of recreational equipment and other inappropriate items on a number of patios and decks and that it is the Board's responsibility to enforce the rules in a fair and equitable manner. The board agreed that during the upcoming planned revisions to the Association's governing documents and regulations, this effort should address exactly what is allowed to be stored on patios, decks and in the common areas. The board appointed Carol and Bruce to investigate the possibilities of establishing a storage area for recreational equipment in the unused common area north of the north building or on the south side of the south building. Specific facilities might include building a canoe/kayak rack and/or bike racks.

Letter to Homeowners

Linda will draft a letter to homeowners reminding them of some of the key rules and obligations that owners should follow during the summer season.

Management Report

Stephen reported he would like to do a test spot with sod in front of the North Building, that a tree needs to be taken out, and that the parking lot between the North and South building needs to be re-sealed. There is still the issue of not having enough heat tape on the South Building which created dangerous ice dams over the past winter and the importance of having this fixed

prior to next winter. However, there is a lack of electrical outlets to increase the current heat tape. Doug and Stephen will work together to make arrangements for the addition of house power to the roof and submit the requirements to the Board.

Homeowner Participation

Carol would like to better encourage homeowners' involvement in projects that help to rejuvenate Dillon Pines, and save money. She would like to have a designated "work day" during the summer during which homeowners either participate in working on specific improvement and/or maintenance projects. Those that are unable or fail to participate would then be required to give a contribution, e.g., of \$100 toward these specific projects.

It was suggested that at least two work days could be scheduled, or that alternate work days be permitted for those who cannot make the scheduled work days. Stephen will make up a list of tasks that homeowners can help with, or do on their own. Carol will put together a proposal.

Replace Treasurer

The former dual treasures, Chris and Kate Braddock, recently sold their unit and are therefore no longer able to serve on the board. George outlined the duties of the treasurer as putting together a budget, monitoring the budget, working with the bookkeeper, acting as comptroller, making calls to people who are behind in their payments, etc. In response to George's request for a nomination/volunteer, Linda volunteered to be temporary treasurer.

Action Items

1. Various board members will request bids for redoing our Bylaws and Declarations:
 - Lary will contact Scott Matthews (who does all of the work for Genesee)
 - Linda will contact Jester & Gibson
 - Bruce will contact Russ Camp
 - Once these bids have been received, the board will make a decision on how to proceed by July 4
2. Linda will write letter to homeowners reminding them of key things to remember and be aware of during the summer season in Dillon Pines.
3. Carol will prepare a proposal for a Homeowner Work Day.
4. Carol and Bruce will gather information on the costs of a Kayak/Canoe rack to place on the property.
5. George will prepare a notice to N2 about remodeling permits and tenants having dogs
6. George will prepare a notice to S5 about the dog complaints.
7. Linda will contact S5 regarding the roof assessment and late payments.

New Business

Carol asked that we look into watering of the lawns. The lawns are being watered daily. They look beautiful, but the cost of daily watering is not worth the result. George will talk with Stephen about this.

Adjournment

The meeting was adjourned at 1:00 pm.

Respectfully submitted,

Carol Bosserman, Secretary