

Autumn Brook Homeowners Association
Annual Homeowners Association Meeting Minutes
August 26, 2017

1. The meeting was called to order at 10:29 AM. Owners present in person were Janene Rafie and Karen Fritz. Huang Nguyen called in, and unit 20 was represented by proxy. A quorum was present. Katie Kuhn was present on behalf of Summit Resort Group.
2. Notice of the meeting was mailed to all owners on July 26, 2017. A copy was provided as proof of notice.
3. The minutes of the 2016 annual meeting were reviewed. Janene Rafie made a motion to approve the minutes as written. Karen Fritz seconded and the motion carried.
4. Katie Kuhn provided the financial report. The year to date balance sheet and income statement with budget comparisons were reviewed.
 - June 30, 2017 close financials report \$767 in Operating and \$7290 in reserves.
 - June 30, 2017 close reports \$12,814 of actual expenses vs \$9,542 of budgeted expenses; \$3,272 (34%) over budget in year to date expenses.
 - Areas of Major Variance:
 - 522 Snow Removal (Shoveling)- \$2,103 over due to roof snow removal
 - 525 Landscaping Expenses- \$910 over due to leak on irrigation line

Reserve Account and Capital Plan

2017 Planned Expenses

- Gutters and heat tape repairs \$5,000
- Touch up painting \$1,500

Projected yearend Reserve balance: \$1,201

2018 Expenses

- Roof repairs \$5,000
- Siding repairs \$6,500
- Painting \$18,000
- Deck repairs \$10,000

Projected yearend balance: **-(\$37,996)**

Decks have been identified as having issues with rotting wood due to the design of the building. Exterior paint and siding repairs were put off in 2017, and will need done in 2018 to preserve the materials and increase longevity. Autumn Brook is only saving \$1,882 per year, which is only \$376 per year per unit.

The owners discussed funding options for capital projects in 2018. All members present felt that dues should be raised to \$400-422 per month, up from \$322. After discussion, a motion was made to approve a \$5,000 special assessment per unit, due June 1st, 2018. The motion was seconded and carried. The assessment will be billed on October statements, which will give owners the option of paying per month instead of all at once. Katie will prepare the 2018 budget this fall to include the dues increase, and send to the board for approval.

5. Katie provided the managing agents report:
 - Completed Items:
 - Registered Autumn Brook with the Real Estate Commission (annual)
 - Insurance Renewal
 - 2016 Tax Return – Nothing Owed
 - Irrigation Repairs
 - Spray and Root Feed Trees
 - Roof inspection and repairs
 - Motion lights replaced
 - Roof snow removal
 - Pending Items
 - Gutter and heat tape repairs – Janene mentioned that a drip edge may help the drainage issues off the deck. This will be done in 2017 if possible. The decks may need to be re-sloped in time as well. Huang has already re-sloped his front deck with the hot tub on it, as it was draining towards the house.
6. The following old business items were discussed:
7. The follow new business items were discussed:
 - a. Janene said Mike is doing the property maintenance and landscaping, and is doing a great job.
 - b. The deck ice melt systems were discussed. Janene uses hers occasionally, Karen’s causes issues with drainage, and Huang uses his throughout the winter. Everyone was concerned about the wood condition with the snow draining off the decks during thaw/freeze cycles. In an effort to protect the decks and siding, a motion was made to require deck snow removal if it snows 3-4 inches in a 24 hour period. Homeowners can use their deck melt systems or shovel. If their snow is not shoveled, homeowners may be billed by the HOA to have it done.
 - c. Karen mentioned there are some trees behind her unit that should be cut down. The area is so shaded, that it stays too moist after precipitation. Karen will mark the trees and SRG will have them removed.
 - d. Alpine Slopes Lodge has been causing issues recently. The sheriff was called regarding littering, and Alpine Slopes promptly picked up their trash. SRG will monitor and continue calling the sheriff if there are issues.
8. Janene and Karen volunteered to be on the board. Janene will be President, and Karen will be Vice President and Secretary.
9. With no further business the meeting adjourned at 11:14 AM.