

## **Autumn Brook Homeowners Association**

### Annual Homeowners Association Meeting Minutes

August 25, 2018

1. The meeting was called to order at 10:31 AM. Owners present in person were Janene Rafie and Karen Fritz. Hoang Nguyen called in.. A quorum was present. Katie Kuhn and Kevin Lovett were present on behalf of Summit Resort Group.
2. Notice of the meeting was mailed to all owners on July 26, 2018. A copy was provided as proof of notice.
3. The minutes of the 2017 annual meeting were reviewed. Janene Rafie made a motion to approve the minutes as written. Hoang Nguyen 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, 2018 close financials report \$5,088 in Operating and \$27,289 in reserves.

June 30, 2018 close reports \$12,253 of actual expenses vs \$13,002 of budgeted expenses; \$749 under budget in year to date expenses.

The reserve account and capital plan were reviewed as follows:

#### *2018 Expenses*

- Roof maintenance - \$2,502
- Heat tape repairs - \$7,239
- Deck repairs – Unit 26 - \$TBD
- Exterior painting - \$18,000

**Total: \$27,741+**

5. Katie provided the managing agents report:
  - Completed Items:
    - Registered Autumn Brook with the Real Estate Commission (annual)
    - Insurance Renewal
    - 2017 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
    - Exterior painting
6. The following old business items were discussed:
7. The follow new business items were discussed:
  - a. Huang noted that there are some stones falling off the building near his unit. Katie said these are on the list for repair.
8. Hoang and Karen volunteered to be on the board.
  9. With no further business the meeting adjourned at 10:41 AM.