

**CINNAMON RIDGE III CONDOMINIUM ASSOCIATION
ANNUAL HOMEOWNER MEETING
June 30, 2018**

I. CALL TO ORDER

The Cinnamon Ridge III Condominium Association Annual Homeowner Meeting was called to order by Mike Black at 9:05 a.m. in the Keystone Fire Station.

Board Members Present Were:

Mike Black, President, D222	Mike Pederson, Vice Pres., B101/D124
Fred Davison, Director, B312	Grant Hogarth, Director, D221
Kevin Donofrio, Secretary/ Treasurer, C112	

Homeowners Present Were:

Sandra Pedersen, B101/D124	Brent Mutsch, B104
Greg Leonard, B203	Brent Duckworth, B301
Mario Martinez, B304	

Representing Summit Resort Group were Kevin Lovett and James Polfer.

II. PROOF OF NOTICE AND ESTABLISHMENT OF QUORUM

Notice of the meeting was sent May 30, 2018. With nine unit represented in person and fourteen proxies received a quorum was confirmed.

III. APPROVAL OF PREVIOUS MEETING MINUTES

Mike Black made a motion to approve the minutes of the June 17, 2017 Homeowner Meeting as presented. Sandra Pedersen seconded and the motion carried.

IV. PRESIDENT'S REPORT

Mike Black thanked the owners for attending and he thanked the ownership for support throughout the year. Mike stated that the Association continues to remain healthy. Our mantra remains to strive for strong property maintenance & financial management to result in stability and predictability. Mike noted that the Board strives to reserve the Special Assessment process for Major capital projects such as the Building B work last year and the similar Building C & D work scheduled for next year. Mike stated that this has been a very stable year for the Association with perhaps the exception of the Operating Expenses for year ending 2017 going over budget due to the heavy snow during the winter of 2017 resulting in excess snow removal costs.

Mike discussed the Building C & D siding and window work. Mike thanked those that responded to the color survey for input on the planned work which is slated for Spring / Summer on 2019. As previously reported, only 4 respondents were in favor of some degree of color change or adjustment; based on the response, we are on track to keep the current color scheme.

Mike reported that all owners remain current on the Dues and Assessments.

Following the meeting, the Annual Work Party will take place to include minor site tasks such as painting touch up & Shrub / Tree Trimming. The pizza party will begin at 11:30. Mike thanked all of the Owner Work Party participants as the tasks accomplished save the association money.

Mike thanked SRG staff for their continued efforts.

V. FINANCIAL REPORT

The following financial report was reviewed:

A. *2017 Year-End Review*

As of December 31, 2017, the Association had an Operating balance of \$26,152, \$19,665 in the Reserve money market account and \$41,942 in the Reserve account.

The December 2017 Profit and Loss statement reflected that the Association ended the year \$3,055 over budget in operating expenses. The year-end net operating income was -\$2,821.

B. *2018 Year-to-Date Review*

As of April 30, 2018, the Association had an Operating balance of \$10,009, \$19,675 in the Reserve money market account and \$131,533 in the Reserve account.

The April Profit and Loss statement reflected that the Association was \$1,106 over budget in operating expenses.

C. *Reserve Budget and Capital Plan*

The Cinnamon Ridge 3 Capital Reserve Plan was reviewed and discussed. The Reserve Plan is a working tool used for planning and is reviewed at each Board of Directors meeting. Kevin Lovett commended the Board for their strong reserve planning efforts. Mike Black presented an overview of the plan with highlighted future projects being the C and D Building mountain side and east/ west side siding and window replacement (2019) northside painting (2021) and C and D building common area carpet replacement (2021, to coincide with the northside painting). The Owners and Board also discussed exploring options to invest reserve account funds in instruments yielding a greater return particularly if interest rates continue to increase.

Ref : 2018 Reserve Budget Rev 18-3v.2

VI. MANAGING AGENTS REPORT

Kevin Lovett thanked James Polfer for his work at the property this past year. Kevin reported on the following managing agent report items:

A. *Completed General Projects*; Completed general projects this past year include:

-Tree treatments; disease and bug infestation preventative treatments of the Spruce trees was completed.

-Association Insurance renewal; the HOA insurance policy renews April 1 of each year. Competitive market review is completed; Farmers continues to provide the most inclusive coverage for the lowest premium.

-Legislative compliance; review of the Association documents and procedures has been completed to ensure compliant with today's legislative requirements.

-Annual inspections; annual inspections of the fire systems and boilers as well as fireplace/ chimney inspection and cleaning was completed.

-Touch up painting; touch up painting has been completed. It was noted that this is an ongoing effort.

-Mulch refresh; the mulch in the flower beds has been refreshed throughout the complex.

B. Completed Capital Projects; Capital projects completed include:

-B Building Siding and window replacement; The planned B Building siding and window replacement project was completed on budget.

-Painting projects; painting projects completed include C and D Building unit deck staining and hot tub area painting.

-Hot tub building; hot tub building repairs completed included sump pump replacement.

-Roof repairs; roof repairs completed included snow retention bar replacement and gutter installation.

-Parking lot; parking lot items completed included asphalt crack sealing, seal coating and restriping.

C. Report Item; The following report item was discussed:

-Snake River Water District, Lead; the Snake River Water District notification regarding lead found in water was discussed. It was noted that elevated levels of lead were found in the water in some areas the Snake River Water District. Per regulations, notice of this is required to be sent to all Owners within the District. Follow up testing has been completed by SRWD at Cinnamon Ridge 3. They reported that there is not lead in the solder joints in the C and D buildings, and they do not have concern of lead in water at the C and D buildings. SRWD reported that tests of the piping joints yield that the B Building does have lead in the solder joints (note that it is an older building than C & D). Additional water testing by SRWD has been completed in the B building and they have reported that elevated levels of lead were not found. It is recommended that B Building Owners (and for all Owners for that matter) may wish to take measures to further protect their water to include installation of point of use water filtration systems.

D. Pending Item; The following pending item was discussed:

-B Building hot water circulation line addition; from original construction, the 1st floor units in the B Building were not connected to the hot water circulation line. This causes a delay in getting hot water to these units. This summer, the hot water supply lines will be replumbed and connected to the hot water circulation line.

E. Future Projects; The following projects were presented as future planned projects:

- C and D Building siding and window replacement; replacement of the siding on the C and D Building east, west and mountain sides as well as replacement of unit windows within the areas of siding replacement is planned to take place in 2019.
- Exterior Painting; exterior building painting is a future project planned to take place.
- Carpet Replacement; replacement of the exterior common area carpet of the C and D Buildings is a future project. It was noted that the carpet on one of the C building landings will be replaced this summer.

D. Reminders; The following reminders were reviewed with Owners:

Window woodwork; Owners are encouraged to keep the woodwork around their unit windows treated to prevent damage and premature window failure.

Parking permits; Owners and guests should display their parking passes in their vehicles.

House rules; Owners should review the House Rules with their guests.

Unit remodels; Owners planning to complete an interior unit remodel are required to fill out and submit the Unit Modification Request Document and be aware of the following:

- Must ensure that the original IIC (Impact Isolation Class) and STC (Sound Transmission Class) ratings are maintained.
- The planned floor section with the product performance specifications and calculations of the resulting IIC and STC values are to be submitted to the Cinnamon Ridge 3 Association for review.
- Owners are required to pull proper permits with Summit County and are required to submit remodel plans to the Cinnamon Ridge 3 Association (through the property management company) and receive approval prior to beginning their remodel project.

E. Owner Education; Kevin Lovett reviewed a summary of homeowner rights and responsibilities in community association living. Owners have the right to attend and participate in all membership meetings, vote in person or by proxy, access Association records, financial statements and governing documents, use and enjoy common areas (if all assessments are current) and sell or rent individually owned units or property. Owners are obligated to pay regularly scheduled and special assessments, maintain the unit in accordance with Association Bylaws and architectural guidelines, respect the quiet enjoyment of neighbors and be responsible for all occupants of the unit.

VII. OLD BUSINESS

There were no Old Business items to discuss.

VIII. NEW BUSINESS

The following New Business items were discussed:

Owner comment of appreciation; Brent Mutsch extended a comment of appreciation to the Board of Directors and Management for their efforts and good work.

IX. ELECTION OF BOARD OF DIRECTORS

The terms of Mike Pedersen and Grant Hogarth expired this year. Both were willing to run again. There were no other nominations from the floor.

Mail in ballot votes were counted. Mike Pedersen and Grant Hogarth were unanimously reelected.

X. NEXT MEETING DATE

The next Annual Meeting will be held on Saturday June 29, 2019.

XI. ADJOURNMENT

Fred Davison made a motion to adjourn the meeting at 10:15 a.m. Grant Hogarth seconded and the motion carried.

Approved: _____6-29-19_____