

**HIDEAWAY TOWNHOUSES SUBDIVISION ASSOCIATION
BOARD OF DIRECTORS MEETING
December 14, 2016**

I. CALL TO ORDER

The meeting was called to order at 2:01 pm.

Board members Dave Diehl, Ed Mountford, Michael Pickell and Al Grabenstein attended in person. A quorum was present.

Owners Linda Boyd of unit 289 and Cindy Gillespie of unit 295 attended in person. Owner Alan Kessler of unit 299 attended via telephone.

Kevin Lovett and Shane Carr were present on behalf of Summit Resort Group.

II. OWNERS FORUM

Notice of the meeting was posted on the website and emailed out to owners.

Cindy noted that the stop sign at phase 2 recently blew over; SRG will coordinate repair.

III. APPROVE PREVIOUS MEETING MINUTES

The minutes from the September 26, 2016 Board meeting were reviewed. Dave made a motion to approve the minutes as presented. Ed seconded and with all in favor, the motion carried.

IV. FINANCIAL REVIEW

Financials were reported on as follows:

A. Current year to date financials:

November 30, 2016 financials report:

Balance sheet:

\$66,349 in Operating

\$60,743 in reserves (alpine bank)

\$131,451 in Reserves (1st bank)

Profit and loss/ Income Statement:

Reports year to date actual expenditures of \$273,998 vs budgeted expenditures of \$286,552, resulting in year to date operating expense underage of \$12,554

Expense Variance report; areas of significant expense variance were reviewed.

Accounts Receivable; the accounts receivable report was reviewed.

Reserve contributions; all reserve contributions are current for the year

Roof loan assessment; A report on current assessments collected was reviewed. It was noted that all assessments received are immediately deposited against the loan principal.

First Bank Roof loan account, electronic banking fee; SRG reported that First Bank has removed the \$10 per month fee.

First Bank Roof loan account, minimum balance / remaining available funds; The Board discussed keeping only the minimum remaining funds required in this account and discussed the possibility of applying funds to the loan balance principal. SRG will send AI a current Balance Sheet along with current loan payment status work sheet and AI will complete analysis.

V. MANAGING AGENT'S REPORT

SRG reported on the following items:

Complete items were discussed as follows:

- Post annual meeting mailer sent
- Low temp alarm system inspection and repairs complete
- Unit projects, maintenance list; SRG presented the "individual unit" maintenance request log and reported on status of each item. Individual unit request items completed since the last Board meeting included:

- 233 - low temp alarm replaced (at owner expense)
- 251 - TV cable run over house removed
- 255 - caulked leaking gutter
- 281 - caulked concrete at patio (more caulking requested)

Individual unit request "pending items" include:

- 257 - low spot in driveway; to be addressed in Summer 2017
- 259 - patio wall cracks; to be investigated
- 263 - concrete spalling at entry; to be addressed in Summer 2017
- 277 - roof bathroom leak; The Roofing Company is investigating and installing a new vent cover
- 285 - concrete at entry "swelling"; to be investigated
- 287 - low spot in driveway (asphalt "shim" at garage) to be addressed in Summer 2017
- 297 - patio wall, reported "rot"; to be investigated

Discussion items were reviewed as follows:

- Heat tape recent problem areas 332, 330, 328, 237, 269 are currently under repair
- Heat tape "mapping" project; the Board would like a map of all heat tape locations, lengths and power sources created. SRG will work with electrician to set this up.

Report items were reviewed as follows:

- Contracts/ Service agreements; SRG presented a template for list of current service agreements in place. SRG will add the Comcast TV service contract "start and end" dates.

-Owner information “permission to publish”; SRG reported that approximately 12 owners have sent in their “permission to publish” their phone numbers and email addresses in the pass word secured HOA owner list. SRG will post these to the website.

VI. RATIFY BOARD ACTIONS VIA EMAIL

Ed moved to ratify the following actions approved via email:

10-6-16 Attorney review of Governing Documents, approved

10-9-16 2017 Operating Budget, approved

10-12-16 2016-17 snow plow contractor selection, approved

11-17-16 Officer Positions, approved

11-21-16 Unit 300 concrete patio, fence and hot tub install request

-hot tub install request would be approved (but “official” request will need to be submitted per the attached form); the new hot tub will need to be placed on the existing deck. Owner to ensure that the existing deck would support a hot tub, pull proper permits and used licensed insured installer.

-privacy wall request would be approved (but “official” request will need to be submitted per proper form.

-patio extension (concrete) request has been denied; the reason for the denial is that extending the patio changes the Association plat as it changes platted area from “common element” to limited common element.

-fence request has been denied at this time and deferred to review this Spring; it was noted that all fences must meet specs mirroring the fence installed by developer at unit 273

12-1-16 Heat tape repairs, approved

Al seconded and the motioned passed.

VII. OLD BUSINESS

The following Old Business item was discussed:

A. Projects; the Board discussed the following planned projects for 2017:

-Phase 3 deck post covers; upon discussion, the Board instructed SRG to obtain one “sample” deck post cover from Turner Morris. SRG will find out if the color addition occurs right away, or does color change over time. The Board will view the sample and if satisfactory, all 18 deck posts in phase 3 will have the caps installed.

-Asphalt; the asphalt will be assessed for repair and seal coat.

-Concrete; the concrete will be assessed for repair needs.

-RR ties; the railroad ties will be assessed for repair needs.

-Irrigation system; the irrigation system will be assessed for potential upgrades to maximize efficiency of system.

-Parking spot asphalt striping; parking spaces will be restriped this summer. This will include the addition of “cross hatching” in no-parking spots (particularly with regard to the no parking spaces in front of 199-207).

B. Skylight responsibility; the Board discussed the maintenance responsibility of the skylights in the 4 units that have skylights. Currently, it is understood that the HOA Governing Documents place maintenance responsibility of the skylights with the HOA. There has been previous discussion of having the skylight maintenance responsibility moved to the individual unit owners that have the skylights. At this time, this will not be pursued further and skylight maintenance responsibility will remain with the HOA.

VIII. NEW BUSINESS

The following new business items were discussed:

A. Governing Documents; Upon Board request, Attorney Mark Richmond completed a review of all of the HOA Governing Documents to ensure all documents were in compliance with current HOA legislative requirements. The Board reviewed the summary letter submitted by the attorney. The attorney recommended updates to the Association Collection policy and to the Records Keeping policy. Upon review, Ed moved to adopt the revised Collection and Records keeping policy with minor typo correction; Dave seconds and the motion passed. The Board will have one week for additional review; if no objections, the updated policies will be deemed adopted and SRG will email the updated policies to the Owners as “adopted” and SRG will post to the Association website.

B. Rentals / lease restrictions; The Board discussed unit rentals. Per the HOA Documents, “short term” rentals of 30 days or less are not permitted. Rentals of longer than 30 days are permitted. Owners renting longer than 30 days are required to provide a copy of the lease along with proof of renter’s insurance to the property management company.

C. HOA insurance policy; The current HOA insurance policy is held with Farmers Insurance and runs through April 1, 2017. SRG will shop the market and obtain proposals from other insurance companies for Board review.

D. Capital plan review; The Board reviewed the Capital Reserve plan.

“Revenues”- There are 3 areas that generate revenues to fund the Capital Reserve plan:

- Regular contribution from monthly HOA dues
- Special assessments
- Yearend operating surplus transfers

It was noted that “3-mos working capital” collected upon the sale of a unit and the “owner work day income” are deposited into the operating account; these income line items increase the overall operating account cash balance which in turn, increases the amount contributed from the regular monthly dues into the reserve account.

“Expenses” – The Board discussed “what classifies an expense as a reserve expense, vs. an operating expense”. The Board determine “useful life” as determining what is classified as Reserve expense vs. Operating expense. If a project has a useful life of greater than 3 years, it will be classified as a reserve expense; if a project has a useful life of less than 3 years, it will be considered an operating expense.

E. Meeting Dates 2017; Meeting dates were set as follows for 2017:

Board of Directors:

March 2017 (SRG will email the Board February 15th to set the date)

June or July 2017

October 2017

December 2017

Annual Owner Meeting:

Will be held 11/11/2017

F. Work session dates 2017; Owner work session dates are pending.

G. Exterior modifications; The Board discussed exterior unit modification requests. It was noted that all exterior modifications must receive advance written approval from the Board of Directors. Exterior unit modification requests must be submitted per the appropriate unit modification request form. The Board reviewed the following specific exterior modifications and reiterated position:

- Patio/ deck extensions; Patio and deck extensions are not permitted. An extension of a patio or deck would result in a change of the Association Plat, as the extension would be a decrease to "common element" and an increase to "limited common element". Any change to the plat would require an Amendment to the Association Declaration. It was noted that an unapproved patio extension was installed at the back of unit 318. SRG will contact the owner of unit 318 and inform them that the concrete patio extension is not legally able to be there as it encroaches on common ground; at this time removal is not required, but any future installation of a hot tub will not be permitted to be placed on this extension.
- Fence installations; Any fence installation must meet the fence installation guidelines and must mirror the fence originally installed by the developer at unit 273.

IX. SET NEXT MEETING DATE

The next Board of Directors meeting will be held in March of 2017. SRG will poll the Board to set meeting date on February 15th.

X. ADJOURNMENT

With no further business, the meeting adjourned at 5:07 pm

Approved By: _____ Approved 3-21-17 _____ Date: _____
Board Member Signature