

**PROSPECT POINT TOWNHOMES ASSOCIATION
ANNUAL HOMEOWNER MEETING
AUGUST 10, 2013**

I. CALL THE MEETING TO ORDER

The Prospect Point Townhomes Association Annual Homeowner Meeting was called to order at 9:09 a.m. in the Frisco Best Western Conference Room.

Board Members Present Were:

Malcolm Orton, Director, 1518A	Bob Roggow, Vice-President, 1508C
Carol Bartoletti, Sec./Treasurer, 1510A	Diane Gordon, President, 1504C
Bill Word, Director, 1520A	Dave Benson, Director, 1520A
Garrett Poulus, Director, 1522B	

Homeowners Present Were:

Jim and Ann Johnson, 1504C	Mike Williams, 1504D
Judy Lawten, 1506A	Rick & Martha Jacobsen, 1506C
Eric Eckberg, 1508A	Diane Roggow, 1508C
Irvin Bartoletti, 1510A	Alan & Julie Stremmel, 1512A
Joanne Mayer, 1516A	Penny and Dick Thomas, 1516C
Hannis & Kim Thompson, 1520C	Elizabeth Poulus, 1522B

Representing Summit Resort Group were Peter Schutz, Kevin Lovett, Deb Borel and site manager, Chris Trettel.

II. CERTIFICATION OF PROXIES AND DETERMINATION OF QUORUM

With sixteen units represented in person and eight proxies received a quorum was reached.

III. MASTER ASSOCIATION UPDATE

Peter Schutz reported that the Prospect Point Master Association balances were \$9,970 in Operating and \$65,214 in Reserves.

Completed projects included:

1. Preventative tree spraying and fertilization continues.
2. Entry sign light has been replaced and the sign has been repainted.
3. Asphalt crack seal and patching has been done.
4. Vole mitigation (between the 23rd and 30th of each month). Owners are asked to keep an eye on their pets during this time.

Town of Frisco Update:

1. Whole Foods will be open in 2014. Complex will have an additional 35 storefronts plus the Whole Foods.
2. Sales Tax revenues are up 7.1% for 2013.
3. Please visit www.frisco.gov for more details.

Diane explained that Prospect Point is made up of three Homeowner Associations, which include Villas at Prospect Point, Prospect Point Townhomes and the Master Association.

IV. APPROVE PREVIOUS MEETING MINUTES

Bill Word made a motion to approve the August 4, 2012 Annual Homeowner Meeting minutes as presented. Bob Roggow seconded and the motion seconded.

V. PRESIDENT'S REPORT

Diane Gordon has enjoyed being President of the board and feels that Prospect Point is a great place to live. She thanked Chris Trettel and Kevin Lovett and Summit Resort Group for doing a great job managing the Association and welcomed the new members. She also thanked owners for continuing to pay dues on a consistent basis. Peter Schutz added that it is a pleasure having Kevin as a partner in the business.

VI. TREASURER'S / FINANCIAL REPORT

Peter Schutz presented the Association financials as follows:

A. Financial Status

As of June 30, 2013 the Association had \$5,830.39 in the Operating account, \$8,088.58 in the Alpine Bank T-Bill account, \$79,953.92 in the Reserve account and \$78,551.04 in the Roof Reserve account.

As of June 2013 close, the Profit and Loss reports \$98,259.87 of actual expenditures vs. \$108,570 of budgeted expenditures. Due to low cash on hand in the operating account, three months of reserve contributions are due, totaling \$11,964. The fiscal year for Prospect Point Townhomes is October through September. The Reserves contributions should be caught up by the end of the year, but if they are not, the amount owed will be tracked and reflected on the Balance Sheet as a due to/due from line item.

Significant budget overages included:

1. Repair & Maintenance – \$1,603 over budget
2. Trash Removal – \$1,580 over budget – Kevin is working with WM to determine the discrepancy. He will let the Board know why the numbers are so high.
3. Irrigation Water - \$1,522 over budget

Significant savings to budget included:

1. Insurance Claim – \$1,000 under budget
2. Snow Plowing/Loader – \$1,495 under budget

B. 2013/2014 Proposed Operating Budget

Peter Schutz presented the proposed 2013/2014 Operating Budget. With projected annual expenses increasing \$3,358 between 2012/2013 and 2013/2014, two options that were presented to owner to cover the increase. The options are:

1. Option A – A 2.36% increase to monthly Operating dues.
2. Option B – A one-time Special Assessment of \$74 or \$92, based on unit size.

Changes from the 2011/12 Budget to 2012/13 Budget included:

1. Insurance – Rates are increasing by \$1,314 based on actuals. Rates from competitors are higher. Peter Schutz said it was important to minimize the loss history in order to try and keep these lower rates. The current deductible is

\$5,000. Owners should make sure that their homeowner's insurance is appropriate.

2. Trash Removal –increasing by \$960 based on actual.
3. Electric –increasing by \$204 based on actuals
4. Postage –decreasing by \$96
5. Faxes –decreasing by \$24
6. Irrigation Water –increasing by \$1,000

Bob Roggow made a motion to accept the 2013/14 Operating Budget as presented. Joanne Mayer seconded and the motion carried.

Dave Benson made a motion to accept Option A to fund the dues increase. Bill Word seconded. Discussion followed and owners voted. The motion carried with fourteen votes in favor and nine votes opposed.

C. Roof Replacement Assessment

The third roof replacement fund assessment will be billed this October 1, 2013. The amount is based on square footage, and will be between \$800 and \$1,000.

VII. MANAGING AGENTS REPORT

Peter Schutz thanked on site manager Chris Trettel for his hard work around the complex and the Board for their continued efforts for responsible project and fiscal planning. He asked owners to make sure their units are equipped with carbon monoxide detectors where necessary.

A. Completed Projects

- i. Preventative tree spraying was done on Lodgepole pines for pine beetles.
- ii. Boiler and boiler flue inspections were completed last year and are scheduled to be done again this September. The boilers will also be cleaned.
- iii. The painting of 1514-1522 exterior buildings in full and 1502-1506 decks only is complete.
- iv. Asphalt work has been done this summer including repairs to the shims near the garages, crack sealing, infrared patching and pothole filling.

B. Report/Pending Items

- i. Vole remediation (ongoing)
- ii. Swallows – The nests will be removed and red ribbon will be placed in the peaks to deter swallows from nesting.

C. Reminders

- i. Insurance – Owners were reminded to have coverage on their contents and unit interiors. Jim Johnson asked how many claims PPTH has had. Peter said that there have had probably 3 in the last 5 years.
- ii. Help minimize insurance losses
 1. Avoid freeze ups by taking the following precautions
 - a. Perform boiler inspections
 - b. Keep heat up on sub-zero days and nights
 2. Avoid other plumbing leaks by having your supply lines inspected and replaced when necessary.
 3. Toe kick heaters wall switches will be labeled for easy identification.

4. Fire Prevention

- a. Clean out dryer vents.
- b. Have annual gas fireplace safety checks.
- iii. Exterior Alterations – please be sure that you notify the Board, through Summit Resort Group, if you have any plans to make any additions or changes to the exterior of your unit, including landscaping, satellite dishes, deck extensions, etc.

VIII. OWNER'S FORUM

- A. SRG will make sure that gutters stay clean so there will not be water back up.
- B. Some insurance companies require that a water shut off device be installed before they will insure your property.
- C. Owners discussed the toe kick heaters and how to use them or disconnect.
- D. Owner asked the Board to explain the heat tape and who pays for the electricity associated with it. Board explained that the electricity from the heat tape on units is the responsibility of the owner. SRG will see if a newer, more efficient, heat tape can be installed. The owner of 1506A asked that SRG look into the possibility of thermostatically heat tape installation.
- E. Trailer Policy – Board will take a look at it and see if it needs to be revised. If revision is necessary, the updated version will be placed on the website.
- F. Owners were referred to www.scalert.org for Summit County notifications.
- G. Association will look into weeding unit entry beds. It is a common element, but owners may maintain the beds in front of their home if they wish.
- H. Joanne Mayer is concerned that Aspen trees need to be pruned. Diane Gordon stated that Aspens are a fire retardant, and a good thing to have around. The Board will talk to Denver Water to get permission to prune these trees which are on their property. Joanne Mayer will send Kevin an email with the information of the trees that she thinks need to be pruned.
- I. Roof inspections are done annually. Roof inspection will include making sure the chimney caps are present on all units.

IX. OLD BUSINESS

No Old Business

X. NEW BUSINESS

Malcolm made a motion to pay Chris Trettel a \$100 bonus. Jim Johnson seconded and the motion carried.

XI. ELECTION OF DIRECTORS

The term of Dave Benson expires this year. Dave has indicated his willingness to run again. Ann made a motion to elect Dave Benson. Eric seconded and the motion carried.

XII. NEXT MEETING DATE

Ann Johnson made a motion to schedule the next Annual Homeowner Meeting on August 9, 2014. Eric Eckberg seconded and the motion carried.

XIII. ADJOURNMENT

Ann Johnson made a motion to adjourn the meeting at 10:32 a.m. Eric Eckberg seconded and the motion carried.

Approved By: _____ Date: _____
Board Member Signature