

**PROSPECT POINT TOWNHOMES ASSOCIATION
BOARD OF DIRECTORS MEETING
July 7, 2016**

I. CALL TO ORDER

The meeting was called to order at 9:03 am.

Board members in attendance were:

Diane Gordon, in person
Dave Benson, in person
Elizabeth Poulos, in person
Carol Bartoletti, in person
Bill Word, via telephone

Representing Summit Resort Group was Kevin Lovett.

II. OWNERS FORUM

Notice of the meeting was posted on the website. No owners, other than Board members, were present.

III. APPROVE PREVIOUS MEETING MINUTES

The Board reviewed the minutes from the March 21, 2016 Board Meeting. Diane moved to approve the minutes of the March 21, 2016 Board Meeting as presented. Carol seconded and the motion carried.

IV. FINANCIAL REPORT

The Board and SRG reviewed the financials as follows:

May 2016 close financials report \$9,132 in the operating account, \$8,124 in the Alpine Bank T Bill account, \$99,130 in the General Reserve account, \$66,615 in the Roof reserve account and \$117,651 in the Roof CD.

May 2016 close Profit and Loss statement reports \$104,211 of actual expenditures vs. \$110,008 of budgeted expenditures (an operating expense underage of \$5796 year to date)

2016-17 Operating Budget

The draft 2016-17 budget was reviewed to include projected expenses for 2016-17. The Board discussed funding options. It was noted that it has been at least 3 years since the last increase to monthly operating dues. Expenses associated with ongoing roof snow removal and roof maintenance (to extend the life of the roof) have increased and the Board stressed the importance of maintaining adequate operating account funds to ensure the planned monthly contributions to the reserve account are made. The Board's goal is to continue proper maintenance and care of the property and protect the Owners and HOA from large special assessments. Two operating budget options will be presented to the Owners for consideration at the 2016 annual owner meeting:

- Option A (this is the Board supported option)- 7% increase to monthly dues
- Option B – 3% increase to monthly dues and an operating “special assessment”
Of \$10,000 total (approximately \$220 - \$240 per unit)

Capital Reserve Budget

The reserve budget to include the “roof reserve” was also discussed. The Board supported continuing the annual roof assessment which will contribute \$36,250 annually to the “roof reserve” fund through 2023 with a phased in roof replacement plan consisting of replacing ¼ of the roofs in 2018, ¼ of the roofs in 2020, ¼ of the roofs in 2022 and the final ¼ of the roofs in 2024. The Board also discussed siding replacement and noted it is a project identified on the capital reserve plan.

V. MANAGING AGENTS REPORT

SRG reported on the following:

Completed Items

Mailers-Spring/ summer mailer sent to Owners

Asphalt repairs

Spring clean-up, pruning, tree spraying

Swallow ribbon addition (ongoing)

Woodpeckers, discourage and repairs to siding (ongoing)

Report

Watermark development; it was reported that no development activity has taken place. Roof inspect report received; The Board and management reviewed the roof inspection report. The report was detailed and reported on the condition of the roof per each building and overall life expectancy. Per the inspection report, the Board formulated a phased in replacement plan (discussed above).

Pending

Boiler inspection scheduling is pending.

VI. RATIFY MOTIONS VIA EMAIL

Dave moved to ratify the following motion via email:

3-26-16 Deck staining, approved Peak to Peak

6-21-16 1508E window replace, approved

Elizabeth seconds and the motion passed.

VII. OLD BUSINESS

The following old business were discussed:

Projects 2016:

Capital:

Roof inspect/ report/ maintenance; the Board approved proceeding with the recommended maintenance repairs from the Turner Morris report.

1508-1512 deck staining; this project has been awarded, schedule pending

Asphalt repairs – complete

VIII. NEW BUSINESS

The following new business items were discussed:

A. 2016 annual owner meeting

The meeting is scheduled for August 13th at 9:00 am

The official meeting notification mailer will be sent July 13th to include proposed 2016-17 budget plans.

B. Board member resignation

Chris Sanchez resigned from the Board due to the sale of his unit. He was thanked for his service.

C. Drainage between 1510 and 1512

SRG will investigate installing a rock swale between 1510 and 1512 to help improve drainage.

D. Entry flower beds to units

The Board discussed the entry unit flower beds. It was noted that these are common area. Owners are reminded that only natural items (plants, flowers, mulch) are to be added. "Non-natural" items are not permitted; items not permitted to be placed in flower beds include, but are not limited to, plastic decorations, metal decorations, sculptures and antiques. Owners are encouraged to contact Management if they have a question.

IX. NEXT MEETING DATE

The next meeting will be held after the 2016 Annual Owner Meeting.

X. ADJOURNMENT

With no further business, the meeting was adjourned at 10:14 a.m.

Approved By: _____SOF_____ Date: _____
Board Member Signature