

**VILLAS AT PROSPECT POINT ASSOCIATION  
ANNUAL MEETING  
May 28, 2016**

**I. CALL TO ORDER**

The meeting was called to order by Tony Peterson at 9:42 a.m. at the Baymont Inn.

Board members present were:

Tony Peterson, President, 1515-203  
Kevin McClain, Director, 1511-206

Sean Cavins, Vice Pres., 1517-102  
Alyssa Anderson, 1519-203

Owners present were:

Thomas Lash, 1501-201  
Nancy Lee, 1503-204  
Grant Clayton, 1505-207  
Peter & Carol Hewett, 1509-206  
Russell Frismuth, 1513-201  
Brenda Lloyd, 1519-102  
Eastburn & Jeanne Bennett, 1521-101

Gary & Marcia Valbert, 1503-102  
Robert Bullard, 1505-104  
Steve Perry, 1509-104  
Mary Cavins, 1517-102  
Justin Krul, 1515-204  
Ed Wright, 1521-204

Representing Summit Resort Group were Kevin Lovett and Dale Hendricks. Erika Krainz of Summit Management Resources was recording secretary.

**II. CERTIFICATION OF QUORUM**

With 15 units represented in person and 25 proxies received a quorum was confirmed.

**III. REVIEW AND APPROVE MINUTES OF PREVIOUS ANNUAL MEETING**

Tom Lash made a motion to approve the minutes of the May 23, 2015 Annual Meeting as presented. Robert Bullard seconded and the motion carried.

**IV. MANAGER'S REPORT**

Kevin Lovett welcomed new Property Manager Dale Hendricks. Kevin recognized the Board members for their service to the Association.

*A. Completed Projects*

1. Renewed the Association insurance.
2. Completed the annual registration for the Association with the Real Estate Commission.
3. Replaced the hot tub boiler.
4. Crack sealed, seal coated and striped the asphalt.
5. Sprayed the trees.

*B. Planned Projects*

1. Spring cleanup is underway.
2. Clean up the landscape beds.
3. Vole remediation is ongoing and is done during the last week of each month.

4. The trees will be sprayed against pests.
5. The fronts of the buildings and belly boards and below will be painted.
6. The building numbers will be replaced.
7. Buildings 1501, 1509, 1511, 1513 and 1515 will be re-roofed. All the roofs should be completed by the end of July.

*C. Reminders*

1. Window coverings must be white.
2. Owners should carry an H06 Policy for their unit contents.
3. Only owners are allowed to have pets.
4. Furnaces should be checked annually and filters should be replaced.
5. All Association documents can be accessed on the website [www.srghoa.com](http://www.srghoa.com).

Owners should report areas of the buildings that need touch up to Kevin Lovett.

Owners who plan to replace their windows should contact Kevin Lovett to obtain the specs for the permitted windows. He will review the color and style to ensure exterior uniformity.

**V. TREASURER'S/FINANCIAL REPORT**

*A. 2015/2016 Year-End Results*

Kevin Lovett reported that at the end of the 2015/2016 fiscal year (4/30/16) the Operating cash balance was \$13,777 and the Reserve balance was \$263,701. The US Bank CD balance was \$105,230. The Association ended the year with a \$473 surplus.

Eastburn Bennett made a motion to transfer the \$473 surplus to Reserves. Robert Bullard seconded and the motion carried.

*B. Ratification of the 2016/2017 Budget*

Kevin Lovett reviewed the budget changes:

1. Operating Dues – no change.
2. Reserve Dues – 10% increase (\$6 - \$10/unit/month).
3. Insurance - \$540 increase.
4. Water/Sewer - \$936 increase.
5. Cable TV - \$564 increase.
6. Postage - \$337 decrease.
7. Board Expenses - \$399 decrease.
8. R&M Hot Tub - \$1,304 decrease.

Tony Peterson explained that the Board changed the philosophy from funding projects through Special Assessments to ongoing contributions to the Reserve Fund. There will be a 10% annual increase to catch up for the years when the Reserve Fund contributions were not made.

The roofing project is costing \$200,000 less than originally anticipated. Once the roof project is completed, the Reserve balance should be \$30,000 – 50,000. The next two big expenses are asphalt and siding replacement in five to six years.

Robert Bullard made a motion to adopt the 2016/2017 Budget as presented including a 10% increase to the Reserve contribution. Tom Lash seconded and the motion carried.

## **VI. ROOF UPDATE**

This agenda item was discussed earlier in the meeting.

## **VII. NEW BUSINESS/MEMBER COMMENTS**

### *A. Window Washing*

Nancy Lee suggested power washing all the windows as an Association project and to increase the dues as necessary to cover the expense. Kevin McClain said power washing was not recommended for vinyl clad windows. Robert Bullard noted that some owners might not want to incur this expense. Kevin Lovett will post the contact information for a window washing contractor on the website.

### *B. Trees*

Ed Wright said he had a problem with tree sap on his windows. A recommendation was made to use vinegar to clean it off.

### *C. No Parking Signs*

Nancy Lee said there were “No Parking” signs at the end of the building and there should be some in the middle area of the buildings that have eight to ten units. It was noted that additional signs might be ignored. Kevin Lovett will send a reminder to all owners regarding the parking rules.

### *D. Recycling*

Nancy Lee recommended including an educational reminder about what items are permitted in the recycling bin in the next mailing to owners.

### *E. Owner Directory*

An owner requested the addition of phone numbers and emails for all owners. Kevin Lovett explained that this information could not be provided without written owner permission. Kevin Lovett can facilitate communication between owners.

### *F. Comcast*

An owner asked about the increase to the Comcast expense. Kevin Lovett said the Association signed a five-year contract with Comcast and there is an annual cable increase averaging 3%. The internet price has stayed the same. Owners can establish individual accounts with Comcast if they want to pay for additional services. The current costs are \$25/unit/month for internet and \$44/unit/month for cable.

**G. VRBO**

Tony Peterson said there were recurring issues with one unit that rents through VRBO. The problems are caused by short term stays and excessive occupancy. He suggested establishment of some parameters to control short term rentals, such as a maximum occupancy of two adults per bedroom. The recourse for violations would be to fine the unit owner. Section 3.5 of the Declarations addresses the right to lease. The Board will look into options and confer with the attorney.

**H. New Construction**

Robert Bullard recommended consideration of adding a berm with evergreen trees to create a buffer between the Villas and the neighboring Watermark project.

**I. Adopt a Flower Bed**

The Association will reimburse owners up to \$100 for materials purchased to improve the flowerbeds by their units. Owners should contact Kevin Lovett for more information.

**VIII. ELECTION OF DIRECTORS**

The terms of Tony Peterson, Kevin McClain and Scott McLean expired. Robert Bullard nominated the three incumbents. Nancy Lee seconded. There were no other nominations from the floor. Robert Bullard made a motion to elect the candidates by acclamation. Nancy Lee seconded and the motion carried. Eastburn Bennett said he would be willing to serve at some time in the future when there is a vacancy.

**IX. SET NEXT MEETING DATE**

The next Annual Meeting was set for May 27, 2017 at 10:00 a.m.

**X. ADJOURNMENT**

Eastburn Bennett made a motion to adjourn at 10:36 a.m. Steve Perry seconded and the motion carried.

Approved By: \_\_\_\_\_

Board Member Signature

Date: \_\_\_\_\_