

**Brook Forest HOA 2019 Annual Meeting**  
**Saturday, July 6, 2019**  
**Brook Forest, Unit 140 D**

Attendees:

130 C – Doyle & LuAnn Tinkey  
130 D – Russel and Linda Colling  
140 A – Bruce Barta  
140 C – Ellen Smith  
140 D – Matt McElhiney and Colleen O'Connor  
140 F – Dan and Debra Doran  
150 A – Jean and Rick Abbott  
150 B – Carol Goett  
150 C – Rob and Nancy Berg-Audette

Proxies:

130 B – Mark and Karla Peiffer  
140 B – Fred Hearty

9 units represented in person and 2 by proxy; a quorum was reached

Summit Resort Group was represented by Katie Kuhn, Kevin Lovett, and Hayes Walsh.

The meeting was called to order by Katie Kuhn at 9:17 am. Introductions of all homeowners present and Management Company were made.

**Approval of the Minutes of 6/30/18 Annual Meeting** – Matt McElhiney moved to approve the minutes as presented. Doyle Tinkey seconded. With all in favor, the minutes were approved.

**Financial Report** – Katie Kuhn reported on the following:

May 31, 2019 Balance Sheet reports \$2,239 in Operating and \$49,952 in Reserves.

May 31, 2019 Profit and Loss statement reports that Brook Forest is \$4,604 over budget due to snow removal expenses. There are no other major areas of variance.

All Reserve transfers are on track for the year, and all dues are current. Brook Forest contributes \$15,168 into the Reserves each year.

The planned 2019 capital projects include the following:

- Landscaping (ongoing)
- Horizontal deck surface painting (approved, waiting on scheduling)
- Deck repairs
- 150 building exterior painting (approved, waiting on scheduling)

The roof will need to be replaced soon, and an inspection has been completed by Turner Morris, a Reserve Study conducted by Association Reserves, and a 3<sup>rd</sup> party roofing inspection completed by an engineer. All three companies have stated the roofs should be replaced in at most 5 years. Based on a budget letter from Turner Morris, the HOA is planning for replacement to cost at least \$225,000 over three years – beginning in 2024.

The roof is in generally good condition, and the Board is hoping to extend the life with regular inspections and maintenance. When the time for roof replacement draws closer, the Board will get bids from several contractors, and will consider different material options as well.

After discussion regarding different special assessment amounts and the projected reserve fund balance, Matt made a motion to approve a \$164,000 total special assessment due in 5 equal payments in 2020, 2021, 2022, 2023, and 2024. Ellen seconded and the motion carried with all in favor. The funds will be held in a dedicated roof savings account.

### **Manager's Report**

Katie Kuhn reported on the following items:

#### **Completed Items**

- Fire extinguisher inspection
- Tripped breaker in 130D repaired (tripping due to front sign power)
- Roof inspection
- Tree spraying

#### **Completed Capital Items**

- Engineer roof inspection
- Reserve study
- Structural repairs in unit 150A

#### **Reminders**

- All Owners are encouraged to have their chimneys cleaned and inspected annually. Consider It Done, 970-420-9867
- Window Cleaning: Consider It Done or Rise and Shine 970-668-0916
- Fire wood: Timber Wolf 970-390-0574
- Do not park your vehicle in a manner that impedes access for other guests and homeowners.

#### **Owner Education and Website Disclosure**

- The annual owner education provided was titled “Who Decides What? Board or Owners?”. Katie also reminded owners that all financials, minutes, and governing documents are located on the Association’s website.

**Old Business** – There was no old business to discuss.

**New Business** – The following New Business items were discussed:

- Parking problems and renter issues were discussed. Katie Kuhn stressed that if there are violations or issues, to please let her know so she can follow up with the owners and tenants. The 130 building seems to have the biggest issues with parking, since their spots are more limited. The Peiffer's suggested a parking plan, and the owners felt that parking should be assigned at the 130 building as outlined in the plan. SRG will implement the change.
- It was noted that parking in the carports is not always possible in the winter, due to snow sliding off the roof which can damage vehicles. Hayes noted that if he sees people parked there and there's a risk of a snow slide, he will knock on their door and tell them they should move the vehicle.
- Hayes commented that he is always happy to help if people are having issues, and gave the owners his cell phone number.
- The skylight policy was discussed, and the owners decided to leave as is.
- Security checks are done every other week in the summers and weekly in the winters.

**Appointment of Directors** – The owners thanked the Board for their service! A motion was made to elect Matt McElhiney, Dan Doran, Carol Goett, Fred Hearty, and Doyle Tinkey to the Board. The motion was seconded and carried with all in favor.

**Next Meeting date** - The 2020 annual owner meeting will be held Friday, July 3<sup>rd</sup>, at 9am.

**Adjournment** - The meeting was adjourned at 10:50 AM. Walk around to follow.

**Owners Only Forum**- After the meeting was adjourned, SRG stepped out and the owners held an owner's only forum.