

Whetstone Townhouse Association
2020 Annual HOA Meeting Minutes from
Thursday, September 24, 2020
5:00 P.M. Via Zoom Video
241 Gillespy Ave, Crested Butte South, CO. 81224

Meeting Minutes

Call to Order/Proof of Notice/Roll Call

The Whetstone Townhouse Association's annual meeting was called to order at 5:08 P.M. on Thursday, September 24, 2020 at Peak Property's office via Zoom video. The meeting notice was emailed and mailed out on August 11, 2020, and the meeting packet was emailed out on September 9, 2020. The meeting was represented by the following owners and a quorum was established for an official meeting.

Attendees.

Unit # A1 Caitlyn Dalsimer
Unit # A4 Scott Brawner
Unit # B1 Ellen Osterling
Unit # B2 Marita Walen
Unit # B3 Daniel Mueggenborg
Unit # C1 Emilie Gray
Unit # C2 Drew Holbrook proxy to Susan Mol
Unit # C3 Ben McShan Proxy to Cliff Simms
Unit # C4 Cliff Simms
Unit # C5/C6 Susan Mol

Peak Property Management and Sales

Thomas Hein-HOA Manager

Confirm Owner Contact Info

Due to Colorado privacy rules Peak Property is not allowed to share homeowners phone numbers and email addresses without their permission first. Please notify Tom or Peak Property of your contact info changes, mailing address, email, phone.

Approval of HOA Meeting Minutes from September 19, 2019.

Susan Mol made a motion to approve the September 19, 2019 meeting minutes. The motion was seconded by Emilie Gray, all were in favor, none opposed, and the motion was approved.

Manager's Report

Tom H. welcomed everyone to Whetstone's 2020 annual HOA meeting and thanked everyone for taking time to attend. The manager's report was presented and included the following:

-Welcome new owner at B1 Ellen Osterling.

- The insurance was the HOA's largest budget expenditures this year, but Peak Property found a comparable policy with American Family Insurance for a significant savings.
- This has been a quiet year for maintenance at the HOA, but we will be discussing replacing the exterior siding and a new timeline.
- The overall exterior condition of the building and common grounds is in good shape and holding up. Peak Property continues to do basic maintenance and repairs as needed. There were a couple of tenant issues.

Old Business (Review of 2019 Agenda's 'New Business')

1. Window replacement Reminder: All units with original windows must replace their windows before or during the building's siding replacement.
 - a. **2019 Meeting Results:** Tom H. reminded the owners that in 2018 the owners made a motion and approved requiring all units/owners to replace their windows before or during the exterior siding project. The siding project is scheduled for 2021.
2. Snowplow Fall reminder, notices, and email.
 - a. **2019 Meeting Results:** Winter parking and snowplow notices will be posted before the plowing begins. Pinnacle Construction is scheduled to plow again this winter.
3. HOA Recommendation: units with wood stove pipes 6" or less to drywall should install a piece of metal flashing between the stove pipe and drywall.
 - a. **2019 Meeting Results:** Homeowners with wood stoves that have stove pipes within 6" of the wall should install some type of protection from the heat between the wall and stove pipe. Flat sheet metal, tile, stone, change out stove pipe to double wall are few options.
4. Declaration's and By-law's updated.
 - a. By-Law updates-multiple updates.
 - b. Declarations-better clarity regarding maintenance responsibilities between HOA and owners/units, revise insurance requirements: 'all in' and yearly insurance appraisal.
 - c. **2019 Meeting Results:** Ben McShan converted the By-law's pdf to a 'word' version and Tom will work on updates/changes. The owners agreed the Declaration's 'maintenance responsibilities' should be at least mentioned yearly as a reminder. The HOA's By-laws require the HOA's insurance to insure 100% of the building (including the interior finishes of each unit, appliances, mechanical equipment, etc.) and owners are paying extra for individual homeowners' insurance. The owners agreed the Declaration's will need to be updated in the future.
5. Review Reserve Study.
 - a. **2019 Meeting Results:** The owners reviewed the HOA's reserve study. The exterior siding was discussed in detail. See notes below in General Maintenance #b.
6. General Maintenance
 - a. Chimney Springtime Level 1 cleaning and inspections; next cleaning late April/early May 2020.
 - b. Exterior siding and trim: 1 building every 2 years or all at the same time. Estimated start date? Architectural committee meetings.
 - c. **2019 Meeting Results:** After a lengthy discussion about bank loans/assessment, how to pay for the project, next steps, timelines, material selections, architect, etc.) the owners agreed to the following timeline for the project:
 - i. Spring 2020 Architectural Committee (Dave Bungay, Susan Mol, Cliff Simms, Drew Holbrook) to meet and select materials, colors, and hire an architect to draw up plans/scope of work to send out to contractors to bid.
 - ii. Summer 2020 Architectural Committee work with architect.
 - iii. 2020 Annual HOA meeting plans available for owners to review and discuss.

- iv. Fall 2020 thru Spring 2021-Tenatively put project out to bid and complete summer 2021.
- 7. Open Forum/Comments
 - a. Chandler Lot.
 - b. **2019 Meeting Results:** The owners agreed the idea of purchasing it would be nice or possibly long term leasing it, but no action was taken.
 - c. **2019 Meeting Results:** Marita Whalen presented her window replaced and garden modification application to the owners, Ben McShan made a motion to approve her projects, Dave Bungay seconded the motion, all were in favor, no one opposed, and they were approved.
 - d. **2019 Meeting Results:** Tom H. will get bids to replace the roof on the filter pump shed and Peak will clean up around the pump shed and dispose of all the old osb and wood.
 - e. **2019 Meeting Results:** Drew Holbrook mentioned one of window's glass broke and sash would not open during the winter and believed it was caused by roof snow load (build up). The owners agreed the HOA would reimburse Drew for the broken window glass. Peak will watch the roof section on building C over Drew's unit and will have the ice and snow cleared as needed.

New Business

- 1. Window replacement Reminder: All units with original windows must replace their windows before or during the building's siding replacement.
 - a. **2020 Meeting Results:** Tom H. reminded the owners that in 2018 the owners made a motion and approved requiring all units/owners to replace their windows before or during the exterior siding project. The siding project is scheduled for 2021.
- 2. Snowplow Fall reminder, notices, and email.
 - a. **2020 Meeting Results:** Winter parking and snowplow notices will be posted before the plowing begins. Pinnacle Construction is scheduled to plow again this winter.
- 3. Reminder to owners and tenants to keep personal stuff outside organized and only store permitted items outside.
 - a. **2020 Meeting Results:** Tom H. reminded everyone that is not permitted to store furniture, construction materials, personal items around the buildings or common grounds. The HOA is sensitive to this issue and it is monitored closely.
- 4. Review HOA Dog list
 - a. **2020 Meeting Results:** Tom H. reviewed the HOA's current dog list: units with dog (s) and how many. Peak Property wanted to make sure the HOA was accurately collecting dog fees. Tom H. noted that the HOA charges a pet fee for each dog. The owners discussed and updated the list. The HOA income from the dog fee is few thousand dollars and goes towards feces clean up. Marita W. commented that \$80.00 for two dogs seemed like a lot. Scott B. mentioned that the dog fee came from previous issues with dogs, even neighbor dog's, and the fund was to pay for feces clean up. After a discussing, a vote was taken to lower the pet fee for a second dog. Emile G. made a motion to reduce the pet fee for a second dog to \$10 from \$40.00 as of Oct. 1 2020, the motion was seconded by Scott B., all were in favor, no one against, and the motion was approved.
- 5. Declaration's and By-law's updated.
 - a. By-Law updates-approve.
 - b. Declarations-better clarity regarding maintenance responsibilities between HOA and owners/units, revise insurance requirements: 'all in' and yearly insurance appraisal.
 - c. Insurance change and savings.

- d. **2020 Meeting Results:** Tom H. noted that an editable version of the latest approved HOA By-laws were found, the noted updates completed, and posted on Peak's web site. Regarding updating the HOA Declarations (common elements clarity, insurance 'all in') the owners tabled it.
6. Review Reserve Study.
 - a. **2020 Meeting Results:** The owners review the reserve study, nothing was added.
7. General Maintenance
 - a. Chimney Springtime Level 1 cleaning and inspections; next cleaning late April/early May 2020.
 - b. **2020 Meeting Results:** The HOA did not have a lot of required maintenance needed this year, and the owners did not have anything specific to discuss.
8. Architectural committee meetings
 - a. Define new project timeline.
 - b. **2020 Meeting Results:** Due to Covid this year it delayed all meetings and discussion about residing the buildings. Tom H. asked the owners how they wanted to proceed based on the current situations around Covid, and high construction and material cost. Every year it gets harder to find contractors and more expensive. The owners wanted to keep the design process moving forward by starting to hold architectural meetings, hiring an architect, and selecting materials, colors, and design layout. Coming up with an architectural design that the owners can approve and send out bid to get pricing. Tom H. will schedule kick off meeting with the Architectural committee (Drew, Cliff, Susan).
9. Open Forum
 - a. **2020 Meeting Results:** Ellen O. mentioned noxious (fuzzy daisy, thistle) weeds had invaded around building B and would need to be mitigated next summer. Susan M. mentioned she replaced her unit's doors and asked if she had to paint them. Tom H. replied they should be painted to match the rest of the HOA's doors, uniformity is important.

Financial Report

Tom H. reported as of September 7, 2020, the association had \$9,971.40 in the checking account, \$25,910.09 in the Restricted Reserve account and \$750.00 in accounts receivables for a total asset amount of \$36,631.49. The Association finished the 2019/20 fiscal year with a negative net income of 1,125.37. Negative because the HOA provide Covid-19 relief and did not collect one month of owners HOA dues. The past fiscal year the HOA had higher insurance and maintenance cost that contributed to the negative budget for the year. There are no owner delinquencies. The 2012-21 proposed budget has a forecasted surplus of \$5,048.50 due to the insurance savings instead of dues increase. Approve proposed 2020-2021 budget.

2020 Meeting Results: Scott B. noted that the income from HOA dog fees should go up in next year's budget. Susan Mol made a motion to approve the 2020-2021 proposed budget, Emilie Gray seconded the motion, all were in favor, no one was against, and the motion was approved.

Election of Board of Directors (Three-year terms)

-President: Scott Brawner 2018-2021

-Vice President: Open

-Treasurer/Secretary: Marita Whalen 2018-2021

-Open Board Member: Marty Graves 2017-2020

2020 Meeting Results: The owners agreed the Board needed only three members and would not fill the 'open board member' position after Marty Graves position ends at the end of 2020. Emile G. nominated Susan M. to the VP position, Scott B. seconded the motion, all were in favor, no one was against, and the motion was approved.

Establish Date for next meeting-September 22, 2021.

Adjournment

Susan Mol made a motion to adjourn the meeting, Emilie Gray seconded the motion, all were in favor, and the motion was approved. The meeting was adjourned at 6:55 P.M. on September 24, 2020.