

The Willows Condominium Association  
Annual Homeowners Meeting Minutes from  
Wednesday, May 19, 2021, at 5:30 pm (Colorado time) at Peak Property's  
office 241 Gillaspey Ave. Unit C2, Crested Butte South, CO. 81224.

## Meeting Minutes

### **Call to Order/Proof of Notice /Roll Call**

The Willows Condominium Association's annual meeting was called to order at 5:33 P.M. on Wednesday, May 19, 2021, at Peak Property's office. The meeting notice was emailed and mailed out on April 6, 2021, and the meeting packet was emailed out on April 29, 2021. The meeting was represented by the following owners and a quorum was established for an official meeting.

#### HOA Attendees

Unit # 102 Jennifer Champ  
Unit # 104 Ann Schneider  
Unit # 105 Ken and Sandra Bloomer proxy to Gary Thompson  
Unit # 201 Ryan Staude  
Unit # 202 Marcia Powell proxy to Jennifer Champ  
Unit # 205 James McDonald  
Unit # 207 Kyle & Hannah Schaefer Tibbet  
Unit # 208 Michael & Erica Johnson  
Unit # 209 Gary & Lisa Thompson Family Trust

#### 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. Please notify Tom or Peak Property if your contact info changes, mailing address, email, phone.

### **Approval of HOA Meeting Minutes from July 29, 2020.**

Ann Schneider made a motion to approve the July 29, 2020, meeting minutes. The motion was seconded by Gary Thompson, all were in favor, none opposed, and the motion was approved.

### **Manager's Report**

Tom H. welcomed everyone to the Willows 2021 annual HOA meeting and thanked everyone for taking time to attend. The manager's report was presented and included:

- Welcome new owners in units 106, 201, 206, 207, 208.
- The Gunnison Valley and especially the City of Gunnison are seeing a lot of growth and increases in property values.
- Owners and tenants should not store personal items, bikes, furniture in the walkways around front doors. All personal items need to be stored inside one's unit.

- The overall exterior condition of the building and common grounds is in good shape.
- The building's exterior painting on the west and south sides was completed and the parking curb unit numbers will be repainted in August.
- Peak Property continues to do basic maintenance and repairs as needed. The HOA had some minor electrical repairs completed on the irrigation timer clock and wiring. The HOA had one major repair in unit's 103 crawlspace on a main water supply line leak. Moisture mitigation was necessary in the crawlspace.
- Abandoned furniture and trash continue to be a problem and a cost to the HOA, but it is not an uncommon expense at HOA's with more rentals than owner-occupied units.

## Old Business (Review of 2020 Agenda's 'New Business')

1. Update on water shut off isolation between units.
  - a. Water shut offs for stacked units in the crawlspace of the lower unit.
    - i. It is recommended that the HOA modify the water service lines between each of the first and second floor unit's so each unit can isolate and turn off their own water. Currently they share the same water service line with one turn off valve for both units.
    - ii. **2020 Meeting Results:** Tom H. gave a quick overview of the plumbing situation. The bottom and upper units are on the same water shut off which is in the crawlspace of the bottom/lower unit. To turn the upper unit's water off you have to access the lower unit's crawl space. Peak Property does not have keys for most units (has been requested but owners are not sending in keys) and if there is an emergency it is going to slow the response and possibly cause further unnecessary damage. Some investigation has been done to see if the water shut off can be split between the upper and lower units, and initial reports are that a quick fix was not found, and further investigation would be necessary to find out if a possible solution exists. The owners decided to table the discussion. Tom H. reminded owners to provide Peak with a key to their unit.
2. **Roof Replacement**
  - a. The roof is 40 years old, typical metal roof life expectancy is 20-30 years. The owners agreed to have it replaced in 2021. Roofing bids will be procured during the summer 2020, discuss loan options with bank summer/fall 2020, assessment winter 2021, and replace summer 2021.
  - b. **2020 Meeting Results:** The owners discussed the roof replacement project. Current contractor proposals are coming in around \$75,000-\$85,000. Peak Property is trying to get a couple more bids to compare. A few of the owners asked about the HOA getting a bank loan to help pay for it. Kelly McKinnis mentioned Durango Roofing and said they offered interest loans, but for only 6 months. Jennifer Champ was not in attendance to report on her results looking into loans for the HOA. An assessment will be sent out to the owners between January 2021 and March 2021. The Board will continue to investigate loan/finance options.
3. Stain Building (West and South next summer)
  - a. **2020 Meeting Results:** The owners discussed the condition of the exterior paint/water-based stain on the outside of the building. Tom H. reported the building was ready to be done again but could just do the south and west sides one year and the north and east the next year. Tom H. to get quotes over the winter and evaluate with the Board.
4. General Maintenance
  - a. Sewer line root kill chemical application and roto rooting for tree roots-Fall 2020.

- b. **2020 Meeting Results:** scheduled for September.
  - c. Re-paint unit #'s on parking curb stops if needed Fall 2020.
  - d. **2020 Meeting Results:** will re-evaluate in the spring 2021.
  - e. Parking lot regarding-Smoltz Construction
  - f. **2020 Meeting Results:** Tabled till next year's meeting.
  - g. General Comment about units with older sinks and garbage disposals.
  - h. **2020 Meeting Results:** A couple of units have experienced kitchen sink backups from years of grease being poured down them and old garbage disposals. The HOA does not cover backups like these. Peak Property recommends owners have their drainpipes cleaned as preventive maintenance.
5. Review Reserve Study
- a. The owners reviewed the reserve study, and nothing was added.
6. Open Forum
- a. **2020 Meeting Results:** Kelly McKinnis asked about the exhaust fan replacement in unit's 205 bathroom. Tom H. said he would follow up with Kelly to schedule replacement.
  - b. **2020 Meeting Results:** Lisa McConnell asked who was responsible for replacing broken or missing window screens. Tom H. replied window screens are an owner responsibility but will verify. Lisa M. also mentioned units with missing screens reflected bad on the HOA/building.

## New Business

1. Reminder about unit water shut offs.
  - a. **2021 Meeting Reminder-**Water shut offs for stacked units in crawlspace of the lower unit.
    - i. The bottom and upper units are on the same water shut off which is in the crawlspace of the lower unit. To turn the upper unit's water off you have to access the lower unit's crawl space.
2. **Roof Replacement**
  - a. **2021 Meeting Results:** The roof is 40 years old but is not currently having any issues with leaks. The Board of Directors decided to hold off replacing the roof for a few more years.
3. Stain Building (East and North next summer 2022)
  - a. **2021 Meeting Results:** Peak Property to get bids to paint the east, north, and interior area next summer 2022.
4. General Maintenance
  - a. Sewer line root kill chemical application and roto rooting for tree roots-Fall 2021.
  - b. Parking lot regarding-Smoltz Construction
  - c. General Comment about units with older sinks and garbage disposals. Some units have experienced kitchen sink backups from grease being poured down kitchen sinks and garbage disposals. The HOA does not cover kitchen backups like these. Peak Property recommends owners have their drainpipes cleaned as preventive maintenance.
  - d. **2021 Meeting Results:** The owners asked Peak Property to obtain a couple bids to have the parking lot re-graded.
5. Review Reserve Study
  - a. **2021 Meeting Results:** The owners reviewed the reserve study; nothing was added to the study, but the owners talked about the spalling concrete in the walkway between units 105-108. Peak Property to get bids to replace the bad concrete areas.
6. Open Forum

- a. 2021 Meeting Results: Tom H. mentioned the management agreement between the Willows and Peak Property is up for renewal and the updated management agreement will have a fee increase along with Peak's services.

## **Financial Report**

1. The Association as of April 23, 2021, had \$1,362.97 in its checking/operating account, the restricted reserve account had \$11,481.91 and \$310.00 in accounts receivable for a total asset amount of \$13,154.88. Updated for May 19, 21 the total asset amount is \$7,942.97, but approx. \$3500.00 remains to be paid to the painting contractor.
2. In the past fiscal quarter, the HOA had to transfer \$1000.00 from the reserve account to the operating account to cover HOA bills. This is a reoccurring problem due to expenses outpacing income.
3. Update on delinquencies.
4. The Association 2020-2021 fiscal budget as of April 26,2021 (fiscal year ends 5/31/21) is negative \$166.70 and is forecasted to finish the budget year with a balanced budget +/- \$500.00 due to higher landscape/groundskeeping, abandoned trash, professional fees, and water/sewer/electric expenses.
5. Some budget line-item costs have risen, and the 2021 proposed budget reflects those increased cost.
6. The proposed 2021-22 budget has an option for a due's increases to cover increased inflation cost and will provide a positive net income. The HOA really needs the additional income for operating expenses.
7. Approve 2021-22 proposed budget.
8. **2021 Meeting Results:** Gary Thompson made a motion to approve the proposed 2021 proposed budget with a \$20.00 due's increase effective June 1, 2021, Jennifer Champ seconded the motion, all were in favor except Jim McDonald who objected, and the motion was approved.

## **Election of Board of Directors**

**2021 Meeting Results:** Jennifer Champ made a motion to nominate Kyle Tibbet to the Vice President position and renominate the existing board, Erica Johnson/Hanna Tibbet seconded the motion, all were in favor, no one against, and the motion was approved.

-President: Jennifer Champ 2021-2021

-Vice President: Kyle Tibbet 2021-2022

-Treasurer/Secretary: Gary Thompson 2021-2022

**Establish Date for next meeting-May 19, 2022, at Peak Property, 5:30PM**

## **Adjournment**

Jennifer Champ made a motion to adjourn the meeting, Gary Thompson seconded the motion, all were in favor, and the motion was approved. The meeting was adjourned at 6:45 P.M. on May 19, 2021.