

# River Meadows @ Ski Tip

January 2, 2009

8:30 – 10:30

Keystone

HOA Board/Member Meeting Minutes

<b>Note Taker:</b>	Darren Walsh	<b>Type of meeting:</b>	Conference
<b>Attendees:</b>	KTTR: Mike Magliocchetti Board: Debbie Hiratzka (Unit 1), Steve Szapor (Unit 3), Darren Walsh (Unit 7) Members: Nancy Szapor (Unit 3), Jean & Bob Weiss (Unit 14)		
<b>Proxies:</b>	Roy Thygesen (Unit 6); Allen Tucker (Unit 8); Scott James (Unit 12); Ron Gordon (Unit 4)		
<b>Approval of Past Minutes:</b>			
<b>Next Meeting:</b>	TBD		

## Order of Annual Homeowners Meeting:

The meeting came to order at 8:30 AM with a quorum of members either present or represented by proxy. The following topics were discussed and any action items are identified as well.

- (1) Approval of Minutes for 2007 – Approved.
- (2) Review 2008 Financial Statements
- (3) Review and Approve 2009 Operating Budget and Reserve Budget – Approved.
  - a. Motion made by Bob Weiss and seconded by Steve Szapor. Unanimous Approval.
  - b. The 2009 overall budget was increased by \$14,000 over 2008. The total budget increased from \$56,848 actual in 2008 to \$70,878 in 2009. There were four key changes in expenses:
    - i. \$6,200 -- RESERVE increase to keep in line with future capital spending projections.
    - ii. \$5,700 – OPERATING: Master insurance contract paid by HOA rather than Members
    - iii. \$1,800 – OPERATING: increase in snow removal expenses
    - iv. \$ 300 – OPERATING: increase in management company fees
    - v. \$14,000 – total change year over year.
  - c. The overall budget proposal was reviewed in detail and all changes were deemed necessary. However, there were questions and follow up requested on the following items:
    - i. **ACTION:** Mike agreed to check into the amount we are being billed for snow removal and rationalize the invoices we receive for our driveways and street plowing. The Board felt we might be getting charged too much for both of these, and some of this increase in snow plowing expense should be going to the Keystone Neighborhood Company.
- (4) Election of Officers
  - a. Steve Szapor was nominated and elected to serve another 3 years on the Board.
  - b. We also discussed increasing the Board from 3 members to 5. All agreed that this would be a good idea to include more members on the Board if there is interest. The Board meets about once every quarter by phone for one hour. If interested in becoming a Board member please reach out to existing Board members or Mike Magliocchetti
  - c. **ACTION:** Update By-Laws to allow for between 3 and 5 Board members.
- (5) Old Business
  - a. Master Insurance Agreement – reminder to all members that we now have a new Master Insurance policy in place. Please modify your old insurance contracts appropriately since you now only need property and personal liability insurance.
  - b. Gas Fire Pits – we discussed whether to allow these in our community and felt it may be a good idea to update our Rules and Regulations to disallow them. More discussions to follow.
- (6) New Business
  - a. Keystone Neighborhood Company (KNC) – there was much discussion on whether we should be associated with this group based on the services we receive. Currently all members pay approximately \$2,300 per year.
    - i. **ACTION:** Debbie Hiratzka and Jean Weiss will establish a Committee to look at this in more detail and be our liaison to the KNC. Key areas to investigate are:
      1. Can we secede from the KNC if we choose we do not have the value?

- 2. Can we get more services like the 10% Keystone homeowners discount?
- 3. There is a 2% transfer tax associated with this membership as well. Steve Szapor and Bob Weiss to look into this as well.
  - ii. Agreed to meet by phone in February to discuss further.
- b. Snow Plowing – Mike Magliocchetti agreed to check into the following items:
  - i. Many units are not having their driveways fully plowed.
  - ii. Guest parking areas need better plowing strategy.
  - iii. Are we getting billed too much for driveway plowing; or are we also getting some of the charges that should be billed to the KNC for street plowing.
- c. Pets – we agreed that members need to be responsible for cleaning up after their pets. Mike will look into placing bags on the premises to support this.
- d. Holiday Lighting – will look into the HOA providing holiday lighting in more areas if there are electrical plugs available.

(7) Close of Meeting

The action items from our meeting are presented below.

### ***Other Detail Minutes***

**Agenda item:** Landscaping **Presenter:** Darren Walsh

**Discussion:**

The HOA feels that the landscaping needs to be looked at closely and steps taken to clean it up. We are now fully responsible for replacement of our trees and shrubs. In addition we need to remove the above ground watering system after the 2009 growing season.

**Conclusions:**

There are still many open questions on how to proceed here. See action items below.

Action items	Person responsible	Deadline
✓ Review and plan around dead trees/shrubs.	KTTR	
✓ Continue Deep Root Feeding in 2009 once per year.	Board	
✓ Decide on above ground vs. in-ground watering system	Board	
✓ Decide on “look” we are after; procure necessary services to get the look we want. Legnth of grass; weed pulling; seeding; etc.	Board	

**Agenda item:** Review Financials **Presenter:** Andrea Soderfan

**Discussion:**

Action items updated based on results of December 2008 homeowners meeting.

**Conclusions:**

Action items	Person responsible	Deadline
✓ Email copy of KTTR Annual Contract to Board members	KTTR	
✓ Check on Snow Removal charges (check for charges that should go to KNC rather than River Meadows)	KTTR	

**Agenda item:** Window Washings **Presenter:** Debbie Hiratzka

**Discussion:**

Currently the HOA has 2 washings per year at a cost of \$2,500 each.

**Conclusions:**

One in spring, one in fall.

Action items	Person responsible	Deadline
✓ KTTR to schedule fall and spring window washings in 2008	KTTR	Fall/spring

**Agenda item:** General Items

**Presenter:** Debbie Hiratzka

**Discussion:**

General items include topics discussed at the Annual members meeting and Board meetings.

**Conclusions:**

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Action items	Person responsible	Deadline
✓ Update By Laws to allow for up to 5 Board members (from 3)	KTTR	
✓ KNC – check into value, taxes, ability to secede, and 10% discount	Jean Weiss/Debbie H	
✓ Gas Fire Pits – decide on whether to amend Rules & Regs document	Board	
✓ Decide on HOA-sponsored holiday lighting for 2009	Board/KTTR	
✓ Pets – clean up bags located on River Meadows premises	KTTR	

## ***Other Information***

### **Open Gas Fire Pit on Decks:**

The Board discussed whether to allow Gas fire pits (in addition to gas grills) on the decks. HOA will need to offer this as a vote to the members.

### **Roof Heating Tape**

Remember to switch OFF your breaker that controls the Heating Tape on the roof during the summer months. We determined that work on the heating tape is an HOA expense. All requests for HOA items need to be forwarded and approved through KTTR team.