

River Meadows @ Ski Tip		December 29, 2010	
		8:30 – 11:00	
		HOA Annual Members Meeting	
HOA Board/Member Meeting Minutes			
Note Taker:	Darren Walsh	Type of meeting:	Keystone Center
Attendees:	KTTR: Mike Magliocchetti, Andrea Sonderfan Board: Steve Szapor, Darren Walsh, Debbie Hiratzka Members: Jean Weiss, Roy Thygesen		
Proxies:	Gordon's, Torrington's		
Next Meeting:	TBD		

Order of Meeting:

- (1) Meeting started at 8:45 am
- (2) Approve 2009 Annual Meeting Minutes: Unanimous approval
- (3) Review 2010 Estimated Year-End Financial Statement of Operations:
 - a. **Reserve Account:** The Reserve Account will end the year at \$99,280 which is about \$2,000 shy of the guidelines established by the 2007 Reserve Study; this is due to deck staining and downspout reconfiguration expenses coming in higher than guidelines.
 - b. **Working Capital:** The target balance for this account is \$10,000; however the current balance is \$5,000. This situation has existed for two straight years now and the plan to increase the working capital account did not happen this year due to higher than expected operating expenses.
 - c. **Operating Budget:** Operating expenses were \$3,600 unfavorable to budget in 2010, which is the primary reason the Working Capital account was not increased. While some budget line items were under budget, others were over budget; the largest line item budget variances (Favorable, (Unfavorable)) include:
 - i. **(\$3,693) – Common Area Maintenance**
 - ❖ Over budget as a result of: (a) one-time fee of \$1,440 to remove the tree stakes from the property; (b) additional clover control, lawn cuttings, fertilization, and other measures taken to maintain the grass and landscaping to improve the overall desired appearance of the property.
 - ii. **(\$1,852) – Repair & Maintenance**
 - ❖ Over budget primarily due to sidewalk and other unplanned repairs.
 - iii. **\$1,240 – Utilities & Services (including Snow Maintenance)**
 - iv. **\$720 – General Supplies & Administrative**
- (4) Review & Approve 2011 Operating & Reserve Budget
 - a. **Total Budget** was approved for \$79,444. This is a \$5,548 increase over last year's budget. Explanations for the following line item increases:
 - i. \$2,640 – Repairs/Maint: fully fund 2010 landscaping program
 - ii. \$1,128 – Reserve Account: increase per capital Reserve Study guidelines
 - iii. \$ 796 – Working Capital: to fund \$5,000 short fall in account
 - iv. \$ 552 – Utilities & Services: 50% cable, 50% snow shoveling
 - v. \$ 432 – Administrative: 40% mgt company; 60% insurance
 - b. **Reserve Account:** The capital reserve fees are increased by \$1,128 to \$29,424. This is based on the original capital Reserve Study guidelines.
 - c. **Working Capital:** the 2011 budget plan will increase the Working Capital account by \$3,700; this will cover part of the \$5,000 short fall. The goal is to have a \$10,000 Working Capital balance by the end of 2012.
 - d. **Dues Assessment:** Dues will increase in 2010 commensurate with the budget increase. Total dues year over are:
 - i. **Single Family:** from \$613.52 to \$659.79 per month
 - ii. **Duplex:** from \$410.69 to \$441.73 per month

(5) Review Reserve Fund Balance and Capital Plan:

- a. **ACTION:** Steve Szapor will take the lead to analyze the Capital Reserve plan, document our progress against the original plan, and suggest improvements as needed to current approach. This may include a refresh of the engineering study by Borne and/or update the capital plan to include deck staining every 2 to 3 years.

(6) Election of Officers

- a. Debbie Hiratzka was nominated and unanimously approved to serve another 3-year term. (Note: no other HOA members volunteered for consideration).
- b. Steve Szapor's term expires 12/31/2011.
- c. Darren Walsh's term expires 12/31/2012.

(7) New Business:

- a. **Keystone Neighborhood Company:**
 - i. **ACTION:** Debbie Hiratzka to reinstitute relationship with Keystone Neighborhood Company and develop approach to keeping up to date on KNC plans.
 - ii. Discussed whether or not to allocate budget for legal expenses in order to investigate getting out of the KNC association. After discussion it was agreed that we would not have a high likelihood of success.
- b. **Window Washings** will be performed once per year and scheduled by KTTR in the August/September time frame. If members would like additional cleanings they are encouraged to contact South Park Window Washing (Dominick @ 970-389-1863) directly.
- c. **ACTION:** KTTR to check with Comcast regarding HOA "bulk rate" for Internet service. Will need to discuss moving this forward with the HOA members.
- d. **ACTION:** Follow up on Hot Tub landscape screening plan for Unit #64.
- e. **ACTION:** Management Contract review. KTTR to send copy of current management contract to HOA Board members. Board will decide if/when the management contract should be sent out for new proposals.
- f. **ACTION:** Reserve Fund Policy needs to be drafted and approved.

(8) Adjourned Meeting at 11:30 am

Action Item List & Additional Notes

Agenda item: Landscaping

Presenter: Mike M.

Discussion:

The HOA feels that the landscaping needs to be looked at closely and steps taken to clean it up. Given that we are paying a landscaper for a deep root feeding program once per year, they are now fully responsible for replacement of our trees and shrubs. In addition we may remove the above ground watering system if no longer needed.

Conclusions:

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

Action items	Person responsible	Deadline
✓ 2010 Review and plan around dead trees/shrubs.	KTTR	DONE
✓ Decide on new approaches to above ground irrigation system	Board/KTTR	
✓ Eliminate the clover overtaking the grass areas	KTTR	DONE
✓ Decide on "look" we are after; procure necessary services to get the look we want. Length of grass; weed pulling; seeding; etc.	Board/Debbie Hiratzka	DONE

Agenda item: Review Financials

Presenter:

Discussion:

Action items updated based on results of December 2010 homeowners meeting.

Conclusions:

Action items	Person responsible	Deadline
✓ Email copy of KTTR Annual Contract to Board members	KTTR	
✓ Board to decide if the 2012 Management Contract should go through competitive bid process	Board	
✓ Review Capital Plan and adjust reserve fund requirements as needed; may involve refresh of Reserve Study	KTTR/Steve S.	
✓ Reserve Fund Policy needs to be drafted and approved by Board.	KTTR/Board	

Agenda item: General Items

Presenter: Debbie Hiratzka

Discussion:

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

Conclusions:

Action items	Person responsible	Deadline
✓ KNC – check into value, taxes, relationship, and 10% discount	Debbie Hiratzka	
✓ Comcast Internet Service – check "bulk rate" price for entire community	KTTR	
✓ Hot Tub for Unit #64 – check on "screening" plans & letter	Darren Walsh	
✓ Gas Fire Pits – decide on whether to amend Rules & Regs document	Board	

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.

Window Washings are reduced from twice to once per year (mid-year) @ ~\$2,600 each washing.

If members would like additional cleanings they are encouraged to contact South Park Window Washing (Dominick @ 970-389-1863) directly.