

River Meadows @ Ski Tip HOA Board/Member Meeting Minutes		March 16, 2010	
		9:00 – 10:00	
		HOA Board Meeting	
Note Taker:	Darren Walsh	Type of meeting:	Conference Call
Attendees:	KTTR: Mike Magliocchetti, Andrea Sonderfan Board: Steve Szapor (Unit 3), Darren Walsh (Unit 7), Debbie Hirtazka (Unit 1)		
Proxies:	N/A		
Next Meeting:	TBD		
Order of Meeting:			

(1) **Open:** Meeting started 9:00 AM.

(2) **Review 2007-2009 Snow Removal Expense Report**

- a. **DONE:** KTTR created a Snow Removal report 2007-2009 breaking down snow shoveling (Common Area Maintenance) and Snow Plowing. The team reviewed the charges and determined:
 - i. Snow Shoveling: expenses were reviewed and in-line with budgets
 - ii. Snow Plowing: expenses increased from 2007 to 2008+ due to change in contractor and approach/process. The change in snow removal process was required given our tight spacing and the need to move snow further away from the properties, requiring us to have a Bobcat as well as plow and spend more time doing it. This change had corrected the snow removal problems we saw in 2007; however, we expect the yearly fees to increase between \$1,500 and \$2,500 depending on the snow fall. Given that the snow removal contract is put up for competitive bid each year, the board was comfortable with the current approach and costs.
- b. **DONE:** KTTR created a new Expense Category "Snow Shoveling Maintenance" under Snow Plowing to highlight hand snow shoveling expenses.

(3) **Review 2005-2009 Historical Profit & Loss Financial Statement Summaries**

- a. The Board reviewed the P&L history and found that the change in expenses year over year were reasonable and explainable. The major changes to the expenses between years were due to:
 - i. **2007 → 2008:** \$8,000 increase
 1. Water (\$1,600 due to full year irrigation use resulting in increase)
 2. Cable (\$1,300 increase in rates and more properties on line)
 3. Snow Removal (\$2,200 change in process/Bobcat/contractor)
 4. Added Window Washing (\$2,000)
 - ii. **2008 → 2009:** \$9,000 increase
 1. Master Insurance (\$6,000 now paid by HOA instead of home owners directly)
 2. Snow Plowing/Shoveling (\$2,000 due to heavier snow fall)
 3. General Supplies (\$900 due to new grass)

(4) **Size of HOA Board**

- a. **DONE:** We discussed if the By-Laws should be amended to increase the Board size from 3 to 5. After discussion the Board decided to leave the size at 3.

(5) **New Business for Next Meeting:**

- a. **ACTION:** Steve Szapor to take the lead to analyze the Capital Reserve plan, document our progress against the original plan, and suggest improvements as needed to current approach.
- b. **ACTION:** Debbie Hirtazka to re-establish relationships with Keystone Neighborhood Company and poll the owners as their needs and wants from KNC.
- c. **ACTION:** Debbie Hirtazka to develop survey questions for members regarding irrigation, landscaping, and look/feel of property. Mike to review irrigation zone and 2010 watering plans.

(6) **Adjourned at 9:45 AM**

All new and outstanding action items from all meetings are presented below.

Other Detail Minutes

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	
✓ Decide on new approaches to above ground irrigation system	Board/KTTR	
✓ Eliminate the clover overtaking the grass areas	KTTR	
✓ 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	

Agenda item: Review Financials

Presenter:

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	
✓ Create new Snow Plowing expense category for "Snow Shoveling Maintenance" to track this expenses separately	KTTR	DONE 3/16/10
✓ Check on Snow Removal charges (report on 2007-2010 expenses separating out snow shoveling from snow plowing)	KTTR	DONE 3/16/10
✓ Review Capital Plan and adjust reserve fund requirements as needed	KTTR/Steve S.	

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
✓ Update By Laws to allow for up to 5 Board members (from 3) – Decided not to increase size of board for now.	KTTR	DONE
✓ KNC – check into value, taxes, relationship, and 10% discount	Debbie Hiratzka	
✓ 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