

700 Golfmore Homeowners Association, Inc.

Annual Meeting

December 12th, 2019, at 5:30pm

Wells Fargo Advisors

120 West Park Dr. / Suite 105

Grand Junction, CO 81505

970-242-8262

Minutes

1. Call to Order

- 5:36pm

2. Voting members in attendance

- Unit C - Richard and Lindsay Keller, One Vote
- Unit E - Cody Skinner, One Vote
- Unit G - Joe Coward and Darcy Erickson, One Vote
- Unit I - Gail Duarte, by proxy of Hope Kapsner, One Vote

3. Voting members not in attendance, voting via proxy

- Unit B - Pauline Lytle-Porter (by proxy of Lindsay Keller), One Vote
- Unit D - Keith Koler (by proxy of Lindsay Keller), One Vote
- Unit F - Jim Bowers (by proxy of Pauline Lytle-Porter), One Vote
- Unit L - Ken and Karen Berry (by proxy of Richard Keller), One Vote

4. Announcement of quorum achieved to conduct meeting

- For the Annual Meeting to proceed, Secretary/Treasurer, Lindsay Keller, announced that a legal quorum must be established.
- Verified the presence of:
 - Unit C - Richard and Lindsay Keller
 - Unit E - Cody Skinner
 - Unit G - Joe Coward and Darcy Erickson
 - Unit I - Gail Duarte, by proxy of Hope Kapsner
- Four proxies were examined, giving their permission for their proxies to "be counted to achieve a quorum."
- A legal quorum was announced and business authorized to proceed.

5. Discussion and Approval of the December 14th, 2018, Annual Meeting Minutes

- Discussion called of the 700 Golfmore Homeowners Association Annual Meeting Minutes of December 14th, 2018. No discussion.
- Darcy Erickson made a motion to approve the 700 Golfmore Homeowners Association Annual Meeting Minutes of December 14th, 2018. All in favor. No nays. The motion carried.

6. Election of Officers: Vice President for three years (Jan. 1st, 2020 - Dec. 31st, 2022)

- Nomination - Richard Keller
- Other nominations from the floor - None
- Vote called for Richard Keller to continue serving as Vice President commencing Jan. 1st, 2020 - Dec. 31st, 2022. All in favor. No nays. The motion carried.
 - Unit B - Pauline Lytle-Porter (by proxy of Lindsay Keller), One Vote
 - Unit D - Keith Koler (by proxy of Lindsay Keller), One Vote
 - Unit E - Cody Skinner, One Vote
 - Unit F - Jim Bowers (by proxy of Pauline Lytle-Porter), One Vote
 - Unit G - Joe Coward and Darcy Erickson, One Vote
 - Unit I - Gail Duarte, by proxy of Hope Kapsner, One Vote

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- Unit L - Ken and Karen Berry (by proxy of Richard Keller), One Vote
- 2020 Board of Directors Announced:
 - President - Pauline Lyttle-Porter (Jan. 1st, 2018 - Dec. 31st, 2020)
 - Vice President - Richard Keller (Jan. 1st, 2020 - Dec. 31st, 2022)
 - Secretary/Treasurer - Lindsay Keller (Jan. 1st, 2019 - Dec. 31st, 2020)

7. Old Business

- State of the Association - Review of Action Items from the December 14th, 2018, Annual Meeting Minutes
 - *Painting Quotes* - Three paint quotes received: 1) \$48,000 - Elite Painting ; 2) \$45,000 ; 3) \$29,279 - Sunshine Painting. Additional painting discussion under 8. below.
 - *Distribution of HOA Documents electronically in lieu of mailing* - Per legal counsel, Andrew Teske at Hoskin, Farina, & Kampf, PC, State of CO law still requires mailing of HOA Documents even if documents are emailed to tenants.
 - *Arborist* - Alpine Tree Service, LLC, onsite in mid-February. Trimmed 8 large trees and removed 3 trees.
 - *External Window Cleaning* - Scene Clearly, LLC, cleaned all external windows in April. Budgeted in the 2020 Draft Operating Budget under "Monthly Maintenance Building Repairs." Exterior windows not cleaned on a regular basis can cause oxidation and etching (eventually leading to window replacement).
 - *Unit D Patio* - Replace the uneven concrete surfaces on rear patio. To be done in 2020 and has been budgeted in the 2020 Draft Operating Budget under "Capital Reserve Expenditures."
 - *Laundry Duct Cleaning* - Access to all units needed to clean ducts at one time. Tenants informed it's up to each homeowner to ensure ducts are clean and functioning properly.
- Insurance - To receive additional quotes for the Association's Homeowners Insurance
 - Current provider, American Family Insurance - \$8,996 for 2020. Per our agent (Mike Daniels) in 2018, "Condo rates increased across the board."
 - State Farm Insurance - \$15,416 for 2020.
 - Allstate® Insurance - Does not provide condominium insurance.
 - The Board decided to continue using American Family Insurance. They've been our agent for several years and we have been pleased with their service.
- Painting
 - Sunshine Painting was selected (vendor who previously painted the complex) to paint in March/April 2020.
 - Darcy Erickson to work with the owner of Sunshine Painting, John Krusnoski, regarding paint colors and samples.

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- Leak in garage ceiling between Unit C and Unit E
 - Unit C Patio - PNCI removed the existing tile and concrete of the rear patio, formed and prepped 8'x7' section, and poured new concrete. The intended leak to remediate was fixed, but a new leak has originated. PNCI is actively researching the origin of the leak and remediation to continue.

8. New Business

- Annual roof inspection
 - The roof was completely replaced by late December 2011. The roof has a 20-year Firestone warranty (starting 2012) and is inspected annually by Colorado Roofing and Architectural Sheetmetal, LLC, to comply with warranty requirements. The September 2019 roof inspection showed the roof is in great shape and no defects were found.
- Special Meeting
 - To be called prior to painting for discussion and vote on paint color.
- Water Pressure Valve
 - Pressure relief valves were not required code when lines were installed in 1983.
 - Units A, D, G, H and I need pressure relief valves.
 - Units B, C, E, F, J/K and L have pressure relief valves installed.
 - The pressure relief valve on B unit line is bad and should be replaced.
 - Test the pressure on all lines to reduce to 75psi.
 - PNCI and 2H Mechanical to be contacted for proposal.
- Landscaping Proposals by WDYards - Thank You, Darcy!
 - Prevent brown spots in lawn due to clogged filter by installing a "spin clean filter" in pump area to prevent build-up.
 - Cost 1: Stainless steel pump from England (\$1,712.37 and \$1,000 for installation).
 - Cost 2: PVC pump from local vendor (\$522.24 and \$1,000 for installation).
 - Remove old, unattractive Juniper shrubs around parking area in front of building.
 - Cost: Remove evergreens (\$1,200 - price good through Feb. 15th, 2020) and replace sod and adjust sprinkler system for coverage (\$3,000 - price good through May 2020).
 - Remove/clean out undergrowth of plants annually. Plant cleanup happens with each trim (three times a year). If more is needed in between trims:
 - Cost: Labor (\$60/hour) needed for approx. 4 hours (\$240 total).
 - Replacement of rock where needed.
 - Cost: Rock (\$60/yard).
 - Labor: \$50/hour (price good through Feb. 2020) or \$60/hour (after Feb. 2020).
 - Trimming plants at proper time to help them survive and thrive. To schedule a walk-through of property to define plant trimming schedule(s).
 - Replace dead or barely living plants.

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- Cost: \$165/shrub, but can be as little as \$100/shrub. To schedule a walk-through of property to define replacement of plants.
 - Request to budget \$3,500 for landscaping in 2020 and consider reviewing options with other (smaller) landscape companies for 2021. Darcy will try to manage landscaping activity whenever possible, reviewing repairs, pruning/clean-up, and any additional items (see 9. below).
 - Capital Reserve Expenditures For 2020
 - Per the Capital Reserve Study, \$47,116 is allocated for Capital Reserve expenditures in 2020. Funds will be allocated as follows:
 - \$15,000 - PNCI prep work for painting. Prioritize siding and windows/sills.
 - \$30,000 - Painting
 - \$2,116 - Unscheduled projects
9. Discussion and Approval of the 2020 Draft Operating Budget and Capital Improvements Funding
- Line Item changes of note
 - Capital Reserves and Operating Contingency (10%) are now combined under "Building Repairs (Capital Reserves)."
 - American Family: Increase of \$786 (annual).
 - Building Repairs (Monthly Maintenance): Increase of \$500 (annual).
 - Roof Inspection: Increase of \$550 (one-time to reseal penetrations).
 - Landscaping: In the 2020 Draft Operating Budget, \$1,500 is budgeted for landscape repairs and \$1,200 for irrigation system maintenance. The Board will discuss additional landscaping priorities and funding for 2020.
 - As voted and approved at the August 2nd, 2019, Special Meeting, Capital Reserve Savings will increase by \$1,800 to \$57,809 on the 2020 Draft Operating Budget.
 - Joe Coward made a motion to approve the 2020 Draft Operating Budget All in favor. No nays. The motion carried.

10. Adjournment: 6:42pm

11. Submitted: Secretary/Treasurer, Lindsay Keller, on Dec., 16, 2019.

Enclosures:

1. 2020 Approved Operating Budget
2. 2020 Landscaping Recommendations For Budget Consideration