

700 Golfmore Homeowners Association
Annual Meeting

December 14th, 2018 at 10:00am
Wells Fargo Advisors
120 West Park Dr. • Suite 105
Grand Junction, CO 81505

Minutes

- 1. Call to Order - Pauline Lyttle-Porter: 10:03am**
- 2. Voting members in attendance - Lindsay Keller:**
 - i. **Unit B** - Pauline Lyttle-Porter
 - ii. **Unit C** - Richard and Lindsay Keller
 - iii. **Unit I** - Gail Duarte for Hope Kapsner (proxy)
 - iv. **Unit J and K** - Sally Wagner
- 3. Voting members not in attendance, voting via proxy - Lindsay Keller:**
 - i. **Unit D** - Lindsay Keller for Keith Koler (proxy)
 - ii. **Unit H** - Lindsay Keller for Anissa Brady (proxy)
 - iii. **Unit L** - Pauline Lyttle-Porter for Robert Bray (proxy)
- 4. Non-Voting Members in attendance - Lindsay Keller:**
 - i. None
- 5. Announcement of a legal quorum to conduct the Annual Meeting business - Lindsay Keller:**
 - i. For the Annual Meeting to proceed, the Secretary/Treasurer announced that a legal Quorum must be established. Lindsay Keller verified the presence of:
Unit B - Pauline Lyttle-Porter
Unit C - Richard and Lindsay Keller
Unit I - Gail Duarte
Unit J and K - Sally Wagner
 - ii. Three (3) proxies were examined, giving permission for their proxy to "be counted to achieve a Quorum."
 - iii. A legal Quorum was announced and business authorized to proceed.
- 6. Approval and Discussion of Annual Meeting Minutes dated December 14th, 2017 - Richard Keller:**
 - i. Discussion called of the 700 Golfmore Homeowners Association Annual Meeting Minutes of December 14th, 2017. No discussion.
 - ii. Richard Keller made a motion to approve the 700 Golfmore Homeowners Association Annual Meeting Minutes of December 14th, 2017. Sally Wagner second. The motion carried.

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7. Nominations - Richard Keller:

- i. **Secretary/Treasurer:** Two-year term commencing Jan. 1st, 2019, and ending Dec. 31st, 2020. Lindsay Keller is nominated.

- ii. Are there any nominations from the floor? - None

- iii. Pauline Lyttle-Porter called for a vote for Lindsay Keller to serve as Secretary/Treasurer commencing Jan. 1st, 2019, and ending Dec. 31st, 2020. The motion carried.

Unit B - Yes - Pauline Lyttle-Porter (present)

Unit C - Yes - Richard Keller (present)

Unit D - Yes - Lindsay Keller for Keith Koler (proxy)

Unit H - Yes - Lindsay Keller for Anissa Brady (proxy)

Unit I - Yes - Gail Duarte for Hope Kapsner (proxy)

Unit J and K - Yes - Sally Wagner (present)

Unit L - Yes - Pauline Lyttle-Porter for Robert Bray (proxy)

- iv. **2019 Board of Directors Announced:**

President - Pauline Lyttle-Porter (Jan. 1, 2018 - Dec. 31, 2020)

Vice-President - Richard Keller (Jan. 1, 2018 - Dec. 31, 2019)

Secretary/Treasurer - Lindsay Keller (Jan. 1, 2019 - Dec. 31, 2020)

8. Old Business - Pauline Lyttle-Porter:

- **Maintenance & Capital Projects in 2018**

- i. Some cedar siding was repaired on Unit F pony wall. To evaluate pony walls annually.
- ii. One (1) drain and two (2) skylights installed in CEF Breezeway. Only surface level water and leak reduction occurred. PNCI to evaluate in 2019 (see 2018 - November Board Minutes).
- iii. Main garage door and new springs installed. Replacement springs in-hand.
- iv. Annual 2018 PNCI Maintenance Contract completed. Superior performance and responsiveness. Recommend continuance. Discuss and vote for more maintenance requests in *New Business*.
- v. 99% of planter leaks (into the garage) were eliminated in 2017-18. \$46,980.74 was spent to replace leaking planters installed by inferior workmanship in 2012. The Board retrieved more than \$30,000 of those costs. The structural engineer advised 100% removal of leaks is unrealistic. However, the Board is committed to repairing any other sources of small leaks as they are discovered.
- vi. Stucco bid to replace redwood siding and brown paint totaled \$167,422. The Board declined this bid. The Board will solicit feedback from tenants in Fall 2019 for painting in 2020.
 - Action Item: Lindsay to contact Vern at PNCI for quote.

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- vii. The launch of the 2017 HOA Website and accounting system continues to deliver monthly accountability with speed and accuracy. Financials are delivered to membership in the first week of the month.

9. New Business - Richard Keller:

- **Discussion**

- i. Association to permit the distribution of all HOA documents electronically? - Email into legal counsel, Andrew Teske at Hoskin, Farina, & Kampf, PC.
 - Action Item: Lindsay to follow-up.
- ii. Announcement of Change to the By-Laws, Article 9.1.1 of the Declarations: Eleven members approved new By-Laws which prohibits the use of Units as VRBO's or similar short-term rentals. The changes were recorded in the Mesa County Court, effective November 2018. See published details on the Golfmore HOA Website <https://700golfmore.managebuilding.com/Resident/public/home> under *Governing Documents*.

- **Maintenance & Capital Projects in 2019**

Capital Reserves may be used based on maintenance services that members are interested in receiving:

- i. Cut tree limbs on north side of building that may threaten/damage the roof membrane. WD Yards will only cut tree limbs 10ft. or shorter.
 - Action Item: Pauline to contact an Arborist in Spring 2019 for quote.
- ii. Clean the exterior windows annually as recommended by our door and window vendor, *PELLA*. Windows oxidize over time (if not cleaned regularly) and eventually need replaced.
 - Action Item: Pauline to contact Frank Cordova, Jr. at Scene Clearly, LLC., for quote.
- iii. Replace the uneven patio concrete surfaces on Patio D.
 - Action Item: Lindsay to contact Vern at PNCl for quote.
- iv. Clean all laundry (lint) ducts
 - Action Item: Lindsay to contact Vern at PNCl for quote.
- v. Inventory all window/sills for sound waterproofing and fix as necessary. The windows were installed in 1983. Per Vern on 11/08/18, "I suggest budgeting \$1,000/quarter in the 2019 budget that can be used to fix these windows and seals as they arise."

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10. Approval of the Draft 2019 Operating Budget - Lindsay Keller:

- i. The Board of Directors is happy to report dues will **NOT BE** increasing in 2019.
- ii. There has not been a dues increase in 2017, 2018, and 2019. With several large projects needing completion in the coming years (painting, asphalt replacement, sump pump maintenance), it was noted that dues will likely increase in 2020.
- iii. The Draft 2019 Operating Budget remains the same as the 2018 Approved Budget: \$56,009. While there were minor decreases/increases on certain line items, there were no significant changes that warranted an increase of the Draft 2019 Operating Budget.
- iv. The Draft 2019 Operating Budget continues to include two-line items, Capital Reserves and Operating Contingency (10%). These funds are earmarked for large projects, such as asphalt repair, painting, siding repair, roof repair, etc. These funds are collected to avoid large assessments to members.
- v. Richard Keller made a motion to approve the Draft 2019 Operating Budget. Gail Duarte (using Hope Kapsner's proxy) second. The motion carried.

11. Questions from the floor - Pauline Lyttle-Porter:

The Board of Directors is committed to continued disclosure and transparency regarding all HOA activity and financials. You will receive monthly reports and occasional newsletters. Any other financial information is available upon request.

12. Next Meeting - Lindsay Keller: TBD - December 2019

13. Adjournment - Pauline Lyttle-Porter: Sally Wagner made a motion for adjournment at 11:07 am. Pauline-Lyttle Porter second. The motion carried.

14. Submitted:

Pauline Lyttle-Porter - President
Richard Keller - Vice President
Lindsay Keller - Secretary