

Star Bright Townhomes Homeowners Association

Annual Meeting Minutes

October 17, 2018

Meeting Minutes were approved at
the October 23, 2019 Annual
Meeting.

Meeting called to order at 6:32 p.m.

Determination of quorum

- Members present- Valerie Gilliam, Michelle Doll, Casey Dodson, Dana Ehlers, Mike & Sherry Smith (2 properties) Rick & Steph Hoselton, Kathy Wallace, Brian Ruble and Ashlie Kane
- 3 proxies were received- John Dice, Curtis Pauli (Proxy- Esteban Panagua in attendance) and Jason Jowell (Proxy- Tammie Jowell in attendance).
- 13 properties represented

Introduction of the Board of Directors

President - Valerie Gilliam

Vice President - Ashlie Kane

Board Member - Dana Ehlers

Introduction of Heritage Team:

David Caldwell and Elizabeth Marvin

2017 Minutes were approved as written. M/S/C. HPM will post on the website.

Insurance review with Joshua Dewitt, Farmers Insurance Agent

- HOA policy covers the buildings and liability
- Does not cover each unit owners personal liability and property. Policies are inexpensive. Encouraged owners to make sure that they have adequate insurance coverage and request that their renters carry a policy as well.
- Policy review including building appraisals are done each year.

Old/Unfinished business

- Concrete gutter by dumpster belonged to the County and was replaced summer of 2018.

Presentation and approval of 2019 Proposed Budget

- Proposal to increase the 2019 dues by 10%. The Board of Directors is permitted to increase the dues by 10% without the approval or a vote by the owners.
- \$13 per unit per month to be moved to the reserve fund to start building a reserve.
- Discussion on what the penalties are for an owner who does not pay dues: revocation of voting rights, late fees, lien, collections and possibly foreclosure.
- State Law requires a payment plan be offered. The owner is required to remain current on monthly dues as well as payments as agreed upon towards delinquent dues.
- HOA dues are due on the past and past due on the last day of the month and subject to late fees.
- 10 owners present and 3 proxies, not enough to meet the required 60% quorum requirements to vote on a special assessment.
- Owner suggestion to raise the dues 10% each year vs a special assessment.
- No objection to 2019 Proposed Budget as presented with the removal of the Special Assessment which will be discussed as a special meeting, date to be determined. By state law since there was no objection the 2019 budget is passed by the Board.

New Business

- Repair Items:
 - Repair/Maintenance of roofs. Owners are responsible for maintenance of swamp coolers and roof jacks. The Roofing contractor noted that many of the swamp cooler jacks need to be replaced.
 - 3 Bids were gathered for the following repairs: replace flashing where loose and seal with rubberized coating, apply rubberized sealant to all water and electrical lines, replace missing or damaged shingles, apply sealant to pipe boot flashings, seal exposed nail heads, replace trim underneath roof to keep water from coming in and remove tree branches from 251 building that are causing damage to the roof. The repairs are scheduled.
 - Power wash buildings repair/replace damaged vinyl siding
 - Repair gable venting, more research is needed on the venting situation. If it was not in the original siding it is likely not necessary.
 - Discussion on repair vs replacement options on the fascia and window trim. Additional bids will be necessary.
 - Leveling uneven concrete that could present a safety hazard in the future
 - Paving and repainting of the parking areas as well as trimming of some trees away from the buildings are additional items that will need to be addressed in the future.
- July 2018 Adoption of the 9 required policies of the Colorado Common Interest Ownership Act (CCIOA).
- Rules and Regulations adopted by the Board in April 2017
 - Owners are responsible for the action of their tenants. Tenants must follow the Rules and Regulations of Star Bright Townhome Association. Tenants can be directed to HPM's website for a copy of the Rules and Regulations.
 - Pet policy- the CC&R's state only 1 cat or dog per unit.
 - Illegal dumping- look into putting up a sign, could also put a lock on the dumpster.
 - Parking issues- HPM will contact the management company for Arlington Villas to request they notify owners/tenants of the parking. HPM will also look into a towing contract as well as signs to be posted in the area.
- Homeowner Responsibility/HOA Responsibility
 - Owners please note that the cost to repair damage to HOA common areas or exterior improvements of the units that is caused by an owner/tenant will be the responsibility of the owner.
 - The CC&R's may need to be rewritten at some point to better define the homeowner vs HOA responsibilities.

Nomination and Election of Board Members

- All current Board members will continue for an additional year
- No additional nominations.
- Vote of confidence for 3 Board Members.

Meeting adjourned at 8:03 p.m.

Minutes taken by
Elizabeth Marvin
Heritage Property Management