

700 Golfmore Homeowners Association, Inc.
Annual Meeting

December 10th, 2020, at 5:30pm

ZOOM Video Conferencing with in-person option at the Keller residence (702 Golfmore Dr. / Unit C)

Minutes

1. **Call to Order** - Richard Keller
 - 5:33pm
2. **Voting members in attendance (6 votes)** - Lindsay Keller
 - Unit C - Richard and Lindsay Keller, one (1) vote
 - Unit G - Joe Coward and Darcy Erickson, one (1) vote
 - Unit H - Randy and Dena Thompson, one (1) vote
 - Unit J/K - Ali Pirzadeh, two (2) votes
 - Unit L - Ken and Karen Berry, one (1) vote
3. **Voting members not in attendance, voting via proxy (5 votes)** - Lindsay Keller
 - Unit A - Jordan Novelli, by proxy of Lindsay Keller, one (1) vote
 - Unit B - Pauline Lyttle-Porter, by proxy of Richard Keller, one (1) vote
 - Unit D - Keith Koler, by proxy of Richard Keller, one (1) vote
 - Unit E - Cody Skinner, by proxy of Lindsay Keller, one (1) vote
 - Unit F - Jim Bowers, by proxy of Lindsay Keller, one (1) vote
4. **Announcement of quorum achieved to conduct meeting** - Lindsay Keller
 - Verified the presence of five members constituting six votes:
 - Unit C - Richard and Lindsay Keller
 - Unit G - Joe Coward and Darcy Erickson
 - Unit H - Randy and Dena Thompson
 - Unit J/K - Ali Pirzadeh
 - Unit L - Ken and Karen Berry
 - Verified five proxies in-hand, giving permission for their proxies to "be counted to achieve a quorum."
 - A legal quorum was announced (92%) and business authorized to proceed
5. **Acceptance of the Dec. 12th, 2019, Annual Meeting Minutes** - Richard Keller
 - No discussion or corrections
 - Richard Keller called for a motion to accept the Dec. 12th, 2019, Annual Meeting Minutes
 - Moved by Joe Coward to accept the Dec. 12th, 2019, Annual Meeting Minutes.
Seconded by Karen Berry. No discussion. None opposed. The Motion carried.
6. **State of the Association** - Lindsay and Richard Keller
 - The Board of Managers is comprised of the President, Vice President and Secretary/Treasurer. The President and Secretary/Treasurer positions are up for election.
 - President
 - Nominee: Pauline Lyttle-Porter
 - Term: Jan. 1st, 2021 - Dec. 31st, 2021 (one year)
 - No other nominations from the floor
 - Verified the presence of five members constituting six votes for Pauline Lyttle-Porter
 - Verified five proxies in-hand voting for Pauline Lyttle-Porter
 - Lindsay Keller called for a motion for Pauline Lyttle-Porter to serve as the President of the 700 Golfmore Association, Inc. from Jan. 1st, 2021 - Dec. 31st, 2021 (one year)

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- Moved by Darcy Erickson for Pauline Lyttle-Porter to serve as the President of the 700 Golfmore Association, Inc. from Jan. 1st, 2021 - Dec. 31st, 2021 (one year). Seconded by Ali Pirzadeh. No discussion. None opposed. The Motion carried.
- Secretary/Treasurer
 - Nominee: Lindsay Keller
 - Term: Jan. 1st, 2021 - Dec. 31st, 2023 (three years)
 - No other nominations from the floor
 - Verified the presence of five members constituting six votes for Lindsay Keller
 - Verified five proxies in-hand voting for Lindsay Keller
 - Richard Keller called for a motion for Lindsay Keller to serve as the Secretary/Treasurer of the 700 Golfmore Association, Inc. from Jan. 1st, 2021 - Dec. 31st, 2023 (three years)
 - Moved by Darcy Erickson for Lindsay Keller to serve as the Secretary/Treasurer of the 700 Golfmore Association, Inc. from Jan. 1st, 2021 - Dec. 31st, 2023 (three years). Seconded by Dena Thompson. No discussion. None opposed. The Motion carried.
- The By-laws specify that Board terms are to be on three-year rotations
- 2021 Board of Managers Announced
 - President: Pauline Lyttle-Porter (Jan. 1st, 2021 - Dec. 31st, 2021)
 - Vice President: Richard Keller (Jan. 1st, 2020 - Dec. 31st, 2022)
 - Secretary/Treasurer: Lindsay Keller (Jan. 1st, 2021 - Dec. 31st, 2023)
- 7. Major Projects in 2020** - Lindsay Keller
 - Exterior painting completed in May - *Sunshine Painting* (~\$26,000)
 - Water Pressure Relief Valves - *2H Mechanical* (~\$5,500)
 - Pressure relief valves were not required code when lines were installed in 1983
 - Subsequently, the water pressures to each unit were highly variable and sourced through one main valve into the building
 - Twelve individual pressure relief valves were installed in April
 - Each unit now has a regulating pressure valve set for 75 psi (to preserve pressure surges), an on/off handle for emergency use/repair, and a handle for draining water between the valve and each unit
 - Each unit's pressure relief valve is clearly marked and all are located in the garage (single door, west side, mid-garage)
- 8. New Business**
 - Roof Inspection - Lindsay Keller
 - The roof was completely replaced by late December 2011 by *Colorado Roofing and Architectural Sheet Metal*
 - The roof has a 20-year Firestone warranty, starting in 2012, and is inspected annually to comply with warranty requirements through the installer
 - This year's inspection was done in October and showed the roof is in great shape with no defects
 - Lap sealant was applied on the majority of the penetrations on the entire roof

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- Landscaping - Darcy Erickson
 - 2020 Overview
 - *WD Yards* estimated \$9,000 to replace ~30 dying plants throughout the property and removal of evergreen bushes/planting of sod at the property's west-end
 - *WD Yards* estimated \$1,500 for weed and insect control
 - Due to budget constraints, the Board approved \$3,000 for these projects
 - Thanks to Joe and Darcy's efforts, \$2,000 of the approved \$3,000 was spent on plant replacement, removal of evergreen bushes/planting of sod, and weed and insect control. They also contributed over 200 hours of labor ☺
 - 2021 Proposed Projects (~\$2,100 total)
 - Full removal of ash tree on south side of building and grind stump below surface
 - Remove two, small blue juniper trees on north side of building, remove rock around trees, grind stumps below surface, and remove chips
 - Remove five, skinny blue juniper trees between Units H and I, move rocks, grind stumps below surface, and remove chips
 - Remove lower deadwood up to 15' and raise lower branches so you can walk under the spruce tree on north side of building near Unit L
 - Remove branches poking into building on two large spruce trees on north side of building
 - Remove deadwood up to 15' and raise lower branches so you can walk under the two, large spruce and three Australian pine trees on the northwest side of building near west driveway entry
 - Redirect/trim branches of one locust tree that overhangs/touches roof on north side of building
 - Trim branches of one aspen tree and one group of aspens between units away from building, fireplaces, and other/shrubs
 - ~\$400 will be remaining for replacement plants
 - Landscaping Services
 - The Association will transition landscaping services from *WD Yards* to *Bookcliff Gardens*
 - *Bookcliff's* services are approximated at \$5,473, which will save the Association ~\$4,000-\$5,000, and will include turf care, tree/shrub/bed care, backflow test, and some irrigation services
 - *Frank's Irrigation* will serve as the main vendor for major irrigation projects
- Sewer repair - Lindsay Keller
 - A section of the building's sewer pipe is cracked and in need of repair
 - All of the units' sewer lines funnel through the main pipe in the sump pump/sewer room (double doors, west side, mid-garage)
 - The main pipe runs underneath Unit F, extends out of the building on the north side of Unit F, and runs up the hill to join the city sewer pipe
 - In early November, there was a leak found in the sump pump/sewer room coming from the main pipe that feeds into the wall

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- After consultation and performing two line-scopes with *PNCI*, *Pro-Rooter*, and *Robert's Plumbing and Heating*, it was determined that the section of the pipe needing repair is located underneath Unit F. The recommended solution is to remove the concrete located in Unit F where the main pipe runs (main bedroom), repair the pipe, and relay the concrete
- A second opinion was received from *Peterson's Plumbing*. They agreed with the recommended solution of removing the concrete located in Unit F where the main pipe runs, repairing the pipe, and relaying the concrete
- *PNCI* will commence the project on Mon., Dec. 14th at 8am with a 4-5 day turnaround time
- The Board of Managers has conferred with *American Family Insurance*, our HOA insurer. *American Family Insurance* will cover the excavation aspects of the project (concrete removal/relay), but nothing related to the actual pipe work. The HOA's deductible is \$5,000.
- General Common Elements vs. Limited Common Elements - Richard Keller
 - Common Elements means all of the building project (except all units), and includes all amenities, such as parking, recreation and service areas
 - Common Elements are divided into two categories, General Common Elements and Limited Common Elements
 - General Common Elements constitute the areas outside of your exterior patio and must receive approval from the Architectural Control Committee prior to changing
 - Limited Common Elements constitute your exterior patio area. Your patio is "Limited" to your use, but is overseen by the Association. Patio finishes on floors, walls, lighting, security doors and colors should receive approval from the Architectural Control Manual prior to changing.
 - Reminders about interior unit remodeling:
 - You're free to make cosmetic changes inside your unit, including painting, wallpapering, flooring, cabinets, appliances, etc.
 - If you want to move walls, drains, sinks, toilets, plumbing and electrical systems, drill into the concrete floors, install skylights, vents, fireplaces or perforate the roof membrane, your changes will need to receive prior approval from the Architectural Control Committee
 - Please don't tap into the Association's irrigation lines to water personal potted plants
- Radon - Richard Keller
 - During the recent sale of Unit J/K, a high level of radon was detected in the unit's main bedroom and a mitigator installed
 - After learning of the elevated reading, the Association hired *Western Slope Home Inspections and Radon Service* to conduct a test of the property
 - Results revealed high levels of radon in two of the three tested areas (Recommendation is <4.0 pCi/l)
 - Garage south end (6.6 pCi/l)
 - Garage central (6.4 pCi/l)
 - Garage north (3.1 pCi/l)

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- Mitigation efforts will be evaluated in the first part of 2021
- Consolidation of Unit J/K - Ali Pirzadeh and Richard Keller
 - The Association will work with Unit J/K to formalize a consolidation of the unit into one deed
 - Approval requires a 2/3 vote of Association membership and a Special Meeting will likely be called in 2021 to formalize
- 9. Discussion and Approval of the 2021 Draft Operating Budget and Capital Reserve Study - Richard Keller
 - Capital Reserve Savings will increase by \$1,800 to \$19,800
 - Capital Reserve Expenditures are budgeted at \$5,341
 - At the Special Meeting held on Aug. 2nd, 2019, tenants voted to approve an increase in annual dues through 2024 in an effort to avoid assessments if at all possible. It was agreed this will be re-evaluated at the Dec. 2024 Annual Meeting.
 - Tenants were advised to take note of their new quarterly dues starting in 2021.
 - Moved by Dena Thompson to approve the 2021 Draft Operating Budget. Seconded by Joe Coward. No discussion. None opposed. The Motion carried.

10. Adjournment: 6:27pm - Richard Keller

11. Submitted: Lindsay Keller, on Dec. 13th, 2020

Enclosures

1. 2021 Golfmore - Approved Operating Budget
2. 2021 Golfmore - Approved Quarterly Dues