

**Star Bright Townhome Association
Minutes of Board of Directors Meeting
11 19 17 on site, 9:30 AM**

- I. **Welcome/Roll Call:** The meeting was called to order at 9:30AM. Those board members present were Valerie Gilliam (President,) Ashlie Kane (Vice President,) Kathy Wallace (Treasurer,) and Dana Ehlers (Member At Large.)
- II. **Financial Review**
 - a. **Past Dues** – The board continues to be perplexed by the dollar amount of past dues which has risen to \$10,975.71. Valerie to call Landmark RE again to find out what can be done to collect these past due amounts. Members voting rights can be suspended.
 - b. **Reserve Account** – The reserve account has a balance of \$1,649.75. Need to find out what the law is regarding reserves and insurance deductible.
- III. **Capital Reserve Study –**
 - a. Valerie has started a spreadsheet with budget and expenses. Flatwork repair, gutters, attic vents, landscape budget and legal review of governing docs need to be added in as expenses.
 - b. Board members objected during a review of the spreadsheet to a 10% increase in dues each year. All agree that the dues cannot go up 10% each year. Valerie to adjust the spreadsheet.
- IV. **Review of CC&Rs and By-Laws regarding quorum** – review attached.
- V. **Annual Meeting**
 - a. **Date:** Board agree on a date of January 20, 2018.
 - b. **Increase dues 10% or special assessment:** Board agreed to a 10% increase for the first 3 months of 2018 then will ask for an increase to \$150 starting April 1, 2018. This will require a quorum and a vote of the members.
 - c. **Roof and flatwork repair:** Need to contact roofer to go over what repairs are needed for the roof. We have a bid for flatwork repair.
 - d. **Common Area Maintenance** – Need to contact landscape contractor and find out how much it will cost to maintain all common area.
 - e. **Guidelines for front areas:** to be discussed at annual meeting.
 - f. **Dumpster headaches:** Need poster to affix to dumpster.
 - g. **Pet policy:** to be reviewed at annual meeting
 - h. **Parking**
 - i. **Contact information for each homeowner and property management contact info:** to be on agenda for annual meeting and will be requested when packets go out.
 - j. **Ratify Rules and Regs approved by the Board:** Agenda item
 - k. **Call to action to serve on Board:** Agenda item and requests to be made in meeting packet. **Kathy Wallace will be resigning from the board as of January 2018.**
- VI. **Other Business**
 - a. Kathy Wallace wants to bring up parking issues at annual meeting.
 - b. Need to emphasize that owners are responsible for tenants' behavior.
 - c. Gutters need to be cleaned.

ACTION LIST

- Prepare packet for annual HOA meeting
- Dumpster poster
- Determine what is legally required to be held in reserve for insurance deductible.
- Determine parking rules and add to Rules and Regulations adopted by Board.
- Call Landscape Contractor for bid on maintaining property
- Contact roofer regarding cost to repair roof
- Contact Mesa County Road and Bridge about asphalt and gutter repair on Beacon Ct.
- Determine what to do about filing tax returns
- Determine if attic vents are necessary
- Capital Reserve Study – ongoing

ACCOMPLISHED SINCE 02 19 17

- Front gutters cleaned
- Insurance coverage reviewed with Farmers Agent, Josh Dewitt
- Bid obtained for flatwork repair
- Determined that county is responsible for asphalt repair on Beacon Ct.
- Rules and Regulations prepared
- List of Homeowner/HOA responsibilities
- Clean up day organized and completed including dumpster for homeowners' and tenants' use.