

700 GOLFMORE HOMEOWNERS' ASSOCIATION
2021 DRAFT ANNUAL MEETING MINUTES

5:00 p.m., December 7th, 2021

1. Call to Order: *Dena Thompson/Secretary to the Board*

- 5:35 p.m.

2. a. Establish Quorum: *Dena Thompson/Secretary to the Board*

- Per the CC&R's and the by-laws of this association, Article III, a 1/10 voting Quorum must be present either by attendance or proxy:
- Pauline Lyttle-Porter – one (1) vote - present
- Bob Belcastro – one (1) vote - present
- Cody Skinner – one (1) vote - present
- Joe Coward & Darcy Erickson – one (1) vote - present
- Randy & Dena Thompson – one (1) vote - present
- Ali Pirzadeh – two (2) votes – present
- Jordan Novelli, via proxy to Pauline Lyttle-Porter – one (1) vote
- Keith Kohler, via proxy to Randy Thompson – one (1) vote
- James Bowers, via proxy to Pauline Lyttle Porter – one (1) vote
- Hope Kapsner, via proxy to Dena Thompson – one (1) vote
- Ken and Karen Berry, not present, no proxy vote submitted.

b. Quorum Established: seven (7) votes present, four (4) votes by proxy

The 2021 700 Golfmore HOA Annual Meeting may continue.

3. Acceptance of the December 10th, 2020 Minutes: *Pauline Lyttle-Porter/President to the Board*

- Call for corrections to the December 10th 2020 Annual Meeting Minutes.
- There being none, Pauline called for a motion to approve the minutes.
- Dena Thompson motioned to accept the December 10th 2020 Annual Meeting Minutes.
- Bob Belcastro seconded.
- Pauline called for further discussion. No further discussion. A voice vote was called. None opposed. The motion to accept the 700 Golfmore 2020 HOA Annual Meeting Minutes carried.

4. Election of Officers: *Randy Thompson/Vice President to the Board*

- January 1, 2022- December 31, 2024 Election of the Office of President.
- The Nominating Committee of the Board nominated Pauline Lyttle-Porter to serve the next three (3) year term as President of the HOA.
- Randy called for nominations from the floor. None were given and no write in candidates were received.
- Randy called for a motion to elect Pauline Lyttle-Porter to serve as president of the HOA from January 1, 2022 – December 31, 2024.
- Motion moved by Bob Belcastro and seconded by Ali Pirzadeh.
- Discussion: Ali Pirzadeh asked for a definition of the President's role. Pauline defined the president role per the CC&Rs as a member of a Board of Managers, (not workers) and is volunteer. The president oversees compliance with the property manuals, (Architectural, Maintenance, Landscape) works with the HOA on Capital Improvements, forms and eliminates committees when needed, enforces the HOA By-laws, protects the interest of all HOA members and participates in board meetings. Dena also referred Ali to look in the by-laws as the president's role is defined in them.
- A voice vote was called and carried by the votes present and by proxies. None opposed. Unit G one (1) vote abstained. Pauline was elected to the next three (3) year term, January 1, 2022 – December 31, 2024 by 10 votes.

5. OLD BUSINESS:

Report on Landscaping Changes in 2021: *Dena Thompson*

- The Landscape Committee was formed to increase owner input about the common property. The committee members are:
 - Elaine Puyape as representative of the homeowners, having one (1) vote.
 - Goli Homayoun as representative of the homeowner's, having one (1) vote.
 - Dena Thompson as representative of the board, having one (1) vote.
- The Landscape Control Manual and the Plant Identification Manual were completed. Both manuals were presented to the board for final approval. The board approved both manuals as official documents of the HOA. The Landscape Control Manual is posted on the website under Governing Documents. The Plant Identification Manual is not. Pauline holds one copy for the HOA and Dena holds the other copy for the committee.

Projects completed:

a. The area between Unit H and I. With the exception of the removal of the trees, this project was funded by the Homeowner's of Unit H.

b. Thanks to donations from homeowners, \$800.00 was collected and used for up-dating in the parking lot area, to improve curb appeal. The donations also allowed us the funds to cover the pink rock at the south end of the building.

- No projects are planned for 2022.
- Dena suggested to homeowners to view the Landscape Control Manual as it explains to homeowners how to water their outside planters and pots. The by-laws are reinforced as to the use of the patio and breezeway areas and the by-laws are rein-enforced as to who owns the landscape.

1. The landscape is common property controlled by the HOA. It must be managed for the benefit of all. No individual may plant, maintain, or care for the landscape. Professional and qualified vendors are selected by the board to provide these services for us.

- Darcy expressed concern to the other homeowners and the board in the meeting as to whether the board had abused their authority when the board changed the landscape proposal that she had submitted in the 2020 annual meeting when she was in charge of a landscape pilot program. The pilot program is no longer active. Darcy also distributed a handout as to HOA rights stating she did not think everyone knew of the HOA rights they have.
- Darcy also asked for explanation as to how the \$400.00 for replacement plants was used.
- Randy explained all of the approved funds were used on the trees. The board felt completing tree work and trying to save trees was a first priority to the landscape over buying replacement plants.
- Replacement plants were added to the property in 2021. They were funded by the owners of Unit H and B and donations. In doing so, The Board of Managers were able to utilize the approved landscape funds for the trees and still be able to add replacement plants to the landscape.

Bob Belcastro thanked all HOA volunteers for their contributions and recommended moving on to other business.

Unit I Window Sill Repair:

- Two 15' upper windows had to be removed, the sill and wooden frames rebuilt, re-install the glass and repair both the interior and exterior surrounding areas. The cause of the leaks was water damage. **Very minor** surface damage was caused by past termites. **There are no active termites.** Joe asked the cost of the repair. The repair cost was \$5,507.15, paid out of capital reserves to PNCl.
- Cody requested treatment for yellow jackets and as the board is made aware of nests the appropriate action will be determined to destroy the nests.

2017 Minutes Archived:

- The website has limited storage space. All 2017 documentation will be removed from the website to allow room for 2022 documentation. Hard copies of all 2017 documentation, will be stored in the garage HOA locker.

6. NEW BUSINESS:

Capital Improvements Plan (CI Plan): *Randy Thompson/Pauline Lyttle-Porter*

- The CI Plan was voted into effect in by a special meeting spearheaded by Pauline. The purpose is to build a savings account to help fund expensive repairs and improvements to the existing building and landscape. All homeowners pay into the CI plan through monthly dues. Each year an allocation is determined by the plan as what amount of funds can be used for specific projects.
- Funds for 2022: \$28,132.00. *Randy*
- Asphalt overlay: \$19,239.00. Due to petroleum product increases a quote at this time is not available, but in talking with PNCl there is no need to use the full amount of the funds.
- Landscape: \$2,779.00. Clean up and clearing of trees on G road. Removal of Mulberry trees (4) and removal of diseased ash tree on the southeast end of the building. Per a visit to the Grand Junction Planning department by Randy and Dena the city owns the trees on G road but it is up to the HOA to maintain them.
- Lighting: \$3,335.00. No funds will be used on lighting as they have been maintained and require no repair.
- Tiles: \$2,779.00. No funds will be used on tiles as they have been maintained and require no repair.

7. The Proposed 2022 Budget: *Pauline*

- The budget is in two (2) parts:
 1. Fixed operating costs (inflation factored)
 2. Capital Reserve Savings
- The operating budget had a 5% increase due to inflation for 2022. The Capital Reserve savings, increases, through dues until 2024.
- Pauline called for further discussion on the budget. A voice vote was called, none opposed. Bob Belcastro made the motion, and seconded by Ali Pirzadeh.
- None opposed. The budget was approved for 2022.

8. Drier Vents:

- Voted and approved by all present to proceed with the drier vents being cleaned and funded through the Capital Reserve as there are no additional funds available for maintenance in the approved 2022 budget. Approximate cost for the drier vent cleaning will be \$665.00.

9. Pauline asked if there was any further discussion. No further discussion.

- Motion made by Randy Thompson to adjourn the meeting.
- Motion seconded by Bob Belcastro.
- Meeting adjourned at 6:31p.m. December 7, 2021.

Submitted by: Dena Thompson/Secretary/Treasurer on December 20, 2021