

# Star Bright Townhomes Homeowners Association

## Annual Meeting Minutes

October 23, 2019

Meeting Minutes approved at the  
October 23, 2020 Annual Meeting.

Meeting called to order at 6:31 p.m.

### Determination of quorum

- Members present- Valerie Gilliam, Dana and RaeLyn Ehlers, Rick & Steph Hoselton, Ashlie Kane, Toni Moore and John Dice.
- No proxies received
- 6 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

2018 Minutes were approved as written. M/S/C. HPM will post on the website.

### Old/Unfinished business

- Special Assessment of \$28,850 passed and some maintenance items have been completed. Total spent in 2018 = \$3600 for roof repair. Total spent in 2019 = \$10,500 for power wash and repair vinyl siding, paint fascia and window trim.
- Total collected for special assessment as of August 30, 2019 is \$19,167.
- A loan from Alpine Bank was taken out in May of 2019 for \$10,500. The payments are \$470.05 per month for 2 years. This allowed for the HOA to proceed with maintenance items while waiting for special assessment payments to come in.
- As of August 30, 2019, the HOA has \$21,726 in checking and \$2,704 in a reserve account. The checking funds will be used for continuing maintenance items. The reserve fund was set up and \$13 per unit per month goes into reserves for future use.
- Although there are enough funds to pay off the loan, the Board feels that it is in the best interest of the HOA to keep the funds and continue to make improvements to the HOA property.
- Having collection policy in place is working and all homeowners are either paying dues on time or they are on a repayment plan and paying past due assessments monthly
- Owners are reminded to check their swamp cooler roof jacks. Some roof jacks need to be replaced and this is the responsibility of the homeowner. If a swamp cooler or roof jack causes damage to the roof, the owner will be responsible to pay for roof repair.

### New Business

- At the September 15, 2019 board meeting, the board adopted 2 new additional rules added to the Rules and Regulations:
  - Inoperable vehicles parked in the parking lot will need to be repaired and operable within 30 days or removed from the premises.
  - Clean up or repair work done to common area in which the owner and/or owner's tenant caused the damage will be the responsibility of said owner. The HOA will contract to have damage repaired or cleaned up and charge it to the homeowner.
- Upcoming projects:
  - Parking lot repair/repavement.
    - The Board has gathered bids ranging from \$43,000 for large scale resurfacing to \$700 to just paint.

- The Board will be meeting with Valley Pavement tomorrow to discuss the bid that was submitted for \$10,000 as well as the possibility of expanding the parking into the grassy area.
    - This will be a large project, however the goal will be to minimize the disruption to residents while benefiting the owners by maintaining the property values. The project will likely be scheduled in the spring and owners will be provided as much notice as possible.
  - The concrete in front of 251 #7 and #8 needs to be replaced as it is a hazard. The Board has a bid to replace the concrete for \$2,700. This project will be scheduled to be completed as soon as possible.
  - Landscaping and trees
    - Each unit has a small area of dirt in front. Some owners/tenants maintain this area some do not.
    - This area technically belongs to the HOA. The Board is considering options to landscape these areas. The areas are not large enough for a tree.
    - Comment that the vinyl siding will likely need to be replaced in the next 5-7 years. The Board will work on getting bids for this replacement. Saving for this project may be more important than the landscaping.
    - There is an option to add lattice near the front doors to be maintained by the HOA. \$8,340 for all units.
    - Discussion on the elm trees and elm seed bugs (a handout was sent with the meeting packed and will be posted online). The Board is asking that no trees be planted in the backyards, especially elm trees as they become quite large and will cause problems in the future.
    - Individual owners are responsible to maintain fences and trees in the backyard of their unit.
  - Discussion on replacing or amending the CC&R's and Bylaws due to the antiquated language and somewhat ambiguous information.
    - There are some specific area of concern: quorum, insurance, and HOA vs owner responsibilities.
    - The HOA would need to work with an attorney to replace or re-write these documents. The attorney would review the documents for \$500, however did not indicate how much it would cost to re-write them.
    - An amendment would be less expensive and could address the specific areas of concern. This could be completed with a mail-out ballot.
    - The Board of Directors can amend the By-laws without a vote of the owners.
- Discussion on dumpster issues. The HOA has placed a sign on the dumpster, however there are still issues with individuals dumping items. Suggestion that a lock could be placed on the dumpster. If owners observe issues with the dumpster report it to HPM or to Valerie.

#### Presentation and approval of 2020 Proposed Budget

- Tax return filing and preparation will be increased to \$125.
- Discussion on what portion of the special assessment has been collected. The funds will all be due/paid by the end of 2020.
- Comment that the HOA does need to have funds in reserve for items such as building maintenance. The roof was replaced several years ago due to an insurance claim and will likely not need to be replaced for some time.
- Motion to approve the budget with the change to the Legal and Accounting line item. M/S/C.
- Comment that the Board is able to pass the budget without owner approval.

#### Nomination and Election of Board Members

- All current Board members will continue for an additional year
- No additional nominations.
- Vote to retain the current Board of Directors. All in favor, none opposed.
- The Board will meet at a later date to select positions.
- The Board meets quarterly and owners are welcome.

Meeting adjourned at 7:51 p.m.

Minutes taken by  
Elizabeth Marvin  
Heritage Property Management