

The Highline Club
Board Meeting Minutes July 12, 2006

Board Members: Barbara Coffey, Steve McBride, Toni Larson, Rick Moss, and David Bain.

Weststar Management Company: Barry Mack

Owners: Rebecca Jensen, #3; Lynn Ceuleers, #11; Jackie Havel, #13; Pete Engleken, #39; Anet Winston, #38; John Winston, #38; and Deborah Chelemes.

The meeting was called to order at 6:35 by the president, Barbara Coffey.

The minutes of the June 14, 2006, Board Meeting were approved as distributed.

A report from the auditor Brashier & Foss, CPAs, PC, was discussed. It was pointed out by Steve McBride that there appears to be an assumption on the part of the auditor that the Association has adopted the Gillans (a.k.a. Borne) as an official document of the Association and one that is used as the basis for expenditures. This is not the case and must be clarified. Barry Mack will contact the auditor and will ask for a revision of the report to show that Gillans is not an officially adopted document.

Further discussion of the audit was tabled until the next board meeting.

The Balance Sheet, Unexpended Budget Report, dated Friday June 30, 2006, and supplemental financial information were reviewed. The Board instructed Barry Mack to file these documents for a future audit.

Landscape Committee—

Deborah Chelemes reported as chair of the Landscape Committee. She state that JBK has worked on the water sensors, and they are being monitored.

There is a corner by the mail box kiosk where the grass is not growing. The committee suggests that JBK look at this and perhaps re-sod the area.

Rules—

Two new rules were adopted by the Board, the first concerning the Borders and the second Antennae, Satellite Dish or similar devices.

Borders:

Border shall mean the part of the Common Area measuring up to 36 inches in width immediately adjacent to the exterior wall of a Building or Privacy Enclosure/Fence.

The Association is responsible for Borders except when planted by an Owner after written application (Application for Grounds Modification) to and prior written approval of the Board. If approval to plant trees, bushes, shrubs, vines, or other vegetation is given

for the Border, then maintenance of the Border including weeding and periodic replacement of bark shall be the responsibility of the Owner. New Owners must maintain the Border or return it to specifications.

Antennae—

Antennae, Satellite Dish or similar device shall mean any device used for the receipt of fixed wireless signals, including video programming services (including direct broadcast satellite, television, and multipoint distribution service), telecommunications and Internet access as defined by the Federal Telecommunications Act of 1996.

Exterior Structure, Antennae, Satellite Dish, etc. No exterior structure, antennae satellite dish or similar device or any other exterior additional or alteration to a Lot shall be permitted without a written application (Application for Architectural Modification) to and prior written approval by the Board (Per the Federal Telecommunications Act of 1996, the installation of an antenna or satellite dish under 1 meter in diameter is allowed. However, the location of such an antenna or satellite dish shall be controlled by the Board.)

An Installation Specification sheet and Architectural Improvement Liability Waiver regarding Antennae and Satellite Dishes will be attached to the Rules.

Winter Kill—

A bid for \$272 was received from JBK to remove the winter kill turf, install metal edging, ground cloth and large bark at the southwest corner of Unit #26. The Board approved this item.

Unit #38—

Two alternative bids were received from JBK to correct negative flow drainage behind Unit #38. The Board approved an expenditure of \$1,070.00 to connect downspouts to a six inch pipe that will run to the parking lot to the west. Barry Mack was asked to work with JBK to add the drainage system from two other units to this work. It was emphasized that JBK must be careful about all the underground utilities.

Drainage—

Rick Moss reported that the Roof and Gutter Guys have almost finished their work. Rick will do a walk through with the company on Monday, July 17 to go over the work and to point out some items that have been missed.

Termites—

Rick Moss observed termites at Units #4 and #5. It was decided that this is an exterior problem and the responsibility of the Association. Barry Mack was requested to contact an exterminator to take care of the problem.

Touch Up Painting—

The touch up painting to be done by Executive Coatings this year is still in progress.

Unit #2—

The paint is flaking and peeling on the steps of Unit #2. It was decided that this is the responsibility of the Association and the steps will be repainted.

East Fence—

Several bids have been received regarding the east fence. They range from \$2,560 to \$9,645 with the scope of work ranging from just the removal of the current fence to the removal and replacement with a fence similar to the current one or a split rail fence. The Board decided to have a special work session to discuss all the work priorities for the rest of the year and will discuss the east fence at that time.

Unit #13—

A bid was received from JBK in the amount of \$1,810 to rebuild the two-tiered rock wall at the back of Unit #13. The Board approved this work.

Lighting—

The Board was informed that for the first two buildings (Units #1-#10) the exterior lighting is not to code. If there were a fire, firemen would have to turn the electricity off in two places, but currently they have no way of knowing this. The Board approved placing placards on the main electrical boxes of each unit with a notice to the fire department that there is another point at which electricity must be shut off.

The Manager's Report was reviewed.

Water Usage—

Toni Larson passed out an excel spreadsheet prepared by Phil Faulkner showing the historical usage of water. Two main points were discussed: the irrigation usage and the higher than average use of water in two buildings. The Board asked Barry Mack to contact the Denver Water Department to have them test the system, as far as they will go for no cost, to see if there are any leaks. The Board will discuss this further if the need arises.

Planter Boxes—

Planter boxes are located at the front of the units and contain the gas meters for each unit. Some of these boxes are taller than others. Barry Mack received a bid for the replacement of 10 boxes. These are the taller ones and mostly the ones where they are leaning and causing problems with cracking of the adjacent concrete. Barry was asked to get a list of the unit numbers of the boxes included in the bid, which was for \$1,260.00. This will be discussed further at a later time.

Kiosk Awning—

Barb Coffey reported that the mail box kiosk awning was not rolled out and that she couldn't get it to move. Also, a metal rod is protruding. Barry Mack will contact Four Seasons and have them look at this awning.

Unit #24—

Rick Moss will talk to the Owners of Unit #24 about repairing the Balcony membrane and accompanying siding. This part is the responsibility of the Association and needs to be done. There is a structural problem with the level of the door (it is at the same level as the balcony floor), which should be taken care of as well. Rick will talk to the Owners to see how they want to proceed.

Wrought Iron Gate—

The Board approved placing a chain and lock on the small wrought iron gate.

Owners' Forum—

Lynn Ceuleers stated that a dip in the concrete pan in front of Unit #11, which has been marked for repair, accumulates a lot of debris. This is picked up by the tires of the cars and dragged into the garage, which in turn is brought into the house. She would like the pan fixed.

Lynn Ceuleers also brought up the topic of reserves and saving for future needs. She stated that the Highline Club does not have adequate reserves and that the Board needs to develop a plan for future expenditures. Toni Larson suggested that each of the Board members should read a publication put out by the Community Associations Institute titled "A complete guide to Reserve Funding & Reserve Investment Strategies." There was some discussion of this topic and Toni suggested that it be discussed further at the work session on priorities for the rest of the year.

John Winston mentioned a newspaper article that stated that the best return on a home is an investment in kitchens, baths, windows, and siding.

There being no further business to bring before the Board, the meeting was adjourned at 8:40.

Toni E. Larson
Secretary

Actions Between Meetings:

The following item was approved unanimously by the Board by email.

Consent is asked for the approval of the architectural control form submitted by Tom Shanazarian, Unit #47, for replacing his rear deck and deck stairs with a Trex--like material (Dixie Grey color).

Please cast your vote via email and vote to (approve/ reject) the application, then your vote to (approve/ reject) the project, by tomorrow at mid-day so that the owner can be notified of your decision by Friday afternoon.