

MINUTES

The Highline Club Board of Directors Meeting – May 23, 2007

Board Members Attending: Nick Kontas (Unit 44), Jackie Havel (Unit 13), Jerry Arndt (Unit 19), Rick Moss (Unit 31)

Property Manager: Barry Mack, Weststar Management

Unit Owners: Pete Engleken (Unit 39), Carolyn Engelken (Unit 39), Diana Stevens (Unit 15), Jack Gherke (Unit 40), Deborah Chelemes (Unit 40), Rebecca Jensen (Unit 3), Mark Mulvany (Unit 16), Adele Linneman (Unit 16)

The meeting was called to order at 6:39pm by Vice President Nick Kontas

Landscaping Committee Report – Deborah Chelemes reported that Diana Stevens (Unit 15) submitted an application for grounds modifications specifically adding a 24" bark border with annuals and perennials and that Deborah, being the landscaping committee had approved it and forwarded it to the board for consideration. The Board requested that a letter of clarification and instruction be send out by the management company that reminds all residents that five copies of applications for Architectural and Grounds Modifications should be submitted to the Board at least a ten days before the board meeting if approval is required at its meeting. The Board will route the application to its committees for approval. Residents are requested not to submit applications directly to committee chairs. Deborah asked Barry to investigate an evergreen tree behind Unit 39 that appears to be failing. Barry agreed to have JBK investigate.

Financial Report – Jerry outlined the need for creating a better tracking system for project proposals, bids, follow-ups, inspections and reporting so that better evaluation of payments could be made. He requested that Weststar certify that any project work is completed to Weststar and HC standards. This certification may include a sign-off from the Board-assigned resident project manager. He also requested that the project history be attached to the check request for accurate evaluation before signing and should be tracked by Unit Number so that we can track the work done on each unit. Information should include the reason for the work, what was done, who the contractor was, how much the project cost and an evaluation of the work accomplished, a list of other conditions that were found during the project process and the name of the person who inspected and signed off on the work. Jerry and Barry agreed to meet to create this tracking system.

Unfinished Business –

1. Review of the By Laws – A letter will be sent to Unit Owner showing the proposed changes to the By Laws. After a period where all Unit Owners have had the opportunity to review these changes there will be a Homeowners' Forum to discuss the changes, probably at the July monthly board meeting.

2. Roof Leak Insurance Claim Update – With reference to the Christmas snowstorm, checks have been written to some homeowners who experienced roof leaks recently to pay for repairs. Other homeowners have not submitted the required bids for interior repairs. Barry informed the board that there might be a premium increase due to these claims. Jerry requested that Barry determine why we're currently paying approx. 65% more for insurance during the first four months of 2007 than we did during the first four months of 2006.

Manager's Report – Action Items

1. The Board requested that another letter be sent to Homeowners to solicit new members for the Architectural Control Committee.
2. Siding has been purchased and stored for our use.
3. The trees in the public cul-de-sac on Cherry Creek South Drive are due to be trimmed by the City of Denver.
4. No liability insurance is required for the yoga classes if no charge for these classes is made by the HOA.

Other Business –

The Unit 13 application for deck renovation: Changes have been made to the plans and new sign-offs by neighbors are required. A revised plan will be submitted to the board.

The Board discussed the joint ownership of all walls placed on property lines between units. These structures, when installed, become common property of both Unit Owners.

An application was submitted by Diana Stevens, subject to approval by the landscaping committee for landscaping modifications to Unit 15. The Board discussed this application and requested that the application be sent back to the landscaping committee for approval.

Exterior modifications at Unit 16 were discussed with the Unit Owners, Mark Mulvany and Adele Linneman. They agreed to investigate the Board position that their application previously submitted was not properly made to the Board. None of the previous board members or the management company have copies of the completed application. The board members and unit owners agreed to attempt to locate these existing applications. The board further expressed its opinion that some of the modifications already made are not in keeping with the HOA requirements for rear yards. Mark and Adele agreed to make reasonable changes to the modifications already made to bring their recent work into conformance.

Jerry informed the board that bids have been received for the some of the asphalt and concrete work and announced that he will be preparing a master plan for phasing this work over several years. Barry and Jerry will do another walk-through with the bidding contractors to distill the scope and costs of the plan for years 2007-2008 subject to the Board's determination of the budget amount dedicated to the project for each year.

A motion was made and passed to proceed with shingled roof replacement on buildings 30-34 and 35-39 and repairs to roof flashing on some units subject to detailed scope and pricing evaluation by Rick Moss with further reporting to the Board.

Barry reported that a \$700 bid was received for repairs to the cedar fence on the South edge of the property. A motion was made and passed to proceed with this work.

Mark Mulvaney (Unit 16) requested a schedule for the replacement of his second floor outdoor deck. Barry agreed to investigate with the roofing company.

Three applications for parking permits were received by the Board. The subject of parking permits and associated rules and regulations was tabled to the next meeting.

There being no further business before the board, the meeting was adjourned at 840pm.

Respectfully submitted,

Rick Moss
Secretary
The Highline Club Board of Directors