

The Highline Club
Board Meeting Minutes of September 12th, 2007

Board Members present: Steve McBride, Jerry Arndt, Nick Kontas, Jackie Havel, Rick Moss.

Weststar Management Company representative present: Barry Mack

Unit Owners present: Carolyn Engelken (39), Deborah Chelemes (40), Jack Gehrke (40), Diana Stevens (15), Rob Cooney (36), Norm Kushner (33)

The meeting was called to order at 6:33 pm by the president of the Board, Steve McBride.

The minutes of the August 15th, 2007 Board Meeting were presented and approved as amended.

Ongoing Business:

Financial Report: The financial reports were presented by Treasurer Jerry Arndt and property manager Barry Mack. Several issues concerning bookkeeping practices and the assignment of expenses to various line items in the accounts were discussed. It was determined that the HOA is approximately \$41,000 ahead of its budget for the current year. A motion was presented and passed to accept the current financial report pending future audits.

Landscaping Committee Report – Removal and replacement of certain dead and diseased conifers south of Units 35-39 was discussed. It was determined that the installation of the Austrian Pine behind Unit 35 was done in error by JBK. It was also determined that this is not the proper tree to plant at this location due to its size when mature. The actual approved proposal from JBK was for the replacement of the dead conifer behind Unit 38. JBK will be contacted to correct this error and to see if it can be moved to the location behind Unit 38. A motion was presented and approved to relocate the tree just planted behind Unit 35 to the location of tree to be removed behind Unit 38.

With regard to a poplar tree growing inside the privacy fence of Unit 25, the landscaping committee expressed its concern that it has grown too large for its location and proximity to building structures. The board directed the management company to request that the Unit 25 owner remove this tree before it can damage building structures.

Discussion was held concerning the JBK trimming of the crabapple trees. It has been determined that they did a poor job and the board requested Weststar to remind JBK that they are not to trim trees for any reason.

Exterior cedar perimeter fence has been repaired.

Other Business: Carolyn Engelken reported that a neoprene hot tub cover would be best for winter. Barry Mack stated the one such cover had already been ordered.

Proposed Changes to HOA By-Laws: Proposed amendments have been received by the board. A letter ballot will be sent out to be returned without a time limit. 41 approval votes are required to approve the new By Laws. A motion was made and passed to direct the Management Co. to send out the letter ballot as discussed.

Asphalt / Concrete Replacement Work: Board member Jerry Arndt announced that we're 100% ready to go to contract on this work. Work will begin Sept. 24, 2007 and last for approximately two weeks. The bid has been expanded to include Unit 33 and Unit 15 driveways because of drainage issues. The board treasurer proposed and the board discussed how approximately 15% of the funds for the contract should be paid from general maintenance funds and 85% be paid from reserve/capital improvement funds. A motion was made and passed to approve the contract agreement and to allocate funds according to the 85/15 formula. An Email and flyer will be distributed to all homeowners announcing the construction schedule and detailing the special contract provisions applicable. Project coordinator Jerry Arndt reminded the community that some large trucks may not be able to make deliveries at various times during this construction.

Deck Repairs – Units 17, 26, 21, 27 and 31: Bids are still due from Weststar Management for the structural repair of these decks. The board directed the management company to prosecute and expedite the proposal process.

Other Action Items:

1. Lighting Repairs: Board member Rick Moss reported that lighting repairs are in progress at the pool and that light bulb replacements at garage doors are currently being made on approximately monthly basis. All lighting bollards are currently operating but some need further repair. Rick proposed that lighting for the traffic island be small white lights accenting the tree. The board approved this concept and directed him to have these installed. The board thanked the management company for attempting to save the community money by hiring handymen to do minor repairs but directed the management company to only hire qualified contractors for electrical work in the future.

2. Parking Permits: Permit applications have been received by the homeowners in Units 1, 14, and 24. All of these were erroneously submitted on old forms. The applications were rejected by the board and the management company was directed to send out letters to these homeowners directed them to submit new applications. The board also directed the management company to send a letter to the tenants and homeowners in Units 42, 56 and 5 informing them that they are using guest parking without a permit and that their vehicles are subject to towing. With regard to Unit 1, the board realizes that the subject vehicle is not licensed in Colorado as required by the club Rules and Regulations and it will not fit in the Unit 1 garage. The board directed the management company to send a letter to Unit 1 to find out why it is not properly registered and why it will not fit into the garage.

3. Unit 17 Tree Trimming Request: Rick Moss and/or Deborah Chelemes will meet with Roseanne Rehn to discuss her request and to remind her that all landscaping materials are on common HOA ground unless and until the property is enclosed by a privacy fence or wall.

4. Clubhouse Janitorial Services: The board directed the management company to change the twice monthly cleaning to once monthly now that the pool is closed.

5. Architectural Modification Request from Unit 44: Unit 44 homeowner, Nick Kontas requested permission to replace the deck at the rear of his unit. Nick submitted plans and specifications for board approval and abstained as a board member and from voting on this issue. Discussion and question-and-answer period followed and requirements were set forth for the proper flashing and drainage of this deck and the grade below. The application was approved by the board with those requirements.

6. Architectural Modification Request from Unit 36: Unit 36 homeowner, Rob Cooney submitted plans for the addition of a small skylight. The board discussed the required roofing flashing and the proposal from Centimark to flash this skylight and preserve our roof warranty. Jerry agreed to communicate with Centimark to clear up back invoice issues so they can proceed to assist Rob with this work. Rob agreed to pay for the new flashing and to assure agreement with Centimark for continuation of the roofing warranty.

7. Unit 20 steps: This work has been inspected, and while the board would have liked a more professional result, the work was approved as completed.

8. Unit 16 patio issues: A letter was received by Unit 16 homeowner, Mark Mulvany agreeing to certain conditions as presented earlier by the Board. Further negotiations with Mr. Mulvany regarding the painting of his deck and the removal of certain landscaping materials and a wood bench would continue. The Board expects Mr. Mulvany to perform in accordance with his agreement with the board.

Barry Mack, Weststar Management announced that he was leaving the firm effective Sept 20th and that his replacement would be in contact with the Highline Club Board shortly.

The meeting was adjourned at 8:51pm.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'Rick Moss', with a long horizontal line extending to the right.

Rick Moss, Secretary