

The Highline Club
Board Meeting Minutes of June 11, 2008

Board Members present: Judy Damas, Rick Moss, Jerry Arndt, Nick Kontas, and Jackie Havel

Weststar Management Company representatives present: Nickie Greco

Unit Owners present: Rebecca Gregg (3), Norm Kushner (33), Deborah Chelemes (40), Mark Mulvaney (16), Susan and Dexter Writer (58)

The meeting was called to order at 6:38 p.m. by the president of the Board, Rick Moss.

The minutes of the May 14, 2008 Board Meeting were presented and approved as amended.

Financial Report: Jerry Arndt, Treasurer found no issues with the financial reports.

Landscaping Committee Report: Deborah Chelemes (40)

- Unit 20. The Landscape committee recommended approval of this application.
- Unit 42. The border requires maintenance. The required changes will be implemented by the unit owners.
- Unit 48. A letter was sent to the current owners asking them to restore the border to its original unaltered state prior to the sale of the property. No response was received from the owners. Rick Moss to call them and report of status.
- Unit 30. The owners have requested the removal of the crab tree offshoot on the east side of the common area. The board will inspect and offer a recommendation. The concern is the unsightliness.
- Unit 12. The committee requested \$50 to purchase bark to refresh the unaltered border of this unit. Unanimously approved.
- Unit 25. Additional work needs to be completed in the patio and border areas. The cottonwood tree and grasses have not yet been removed. Rick Moss will obtain written documentation stating that the costs of \$495.00 (tree removal within interior privacy fence, grasses and weed removal east side of privacy fence and restoration of border in these areas) will be assumed by the homeowner along with other modifications made to the patio wall and wing wall. It is imperative that the tree stump be drilled out so the roots do not continue to grow.
- Unit 60. Since this is an "unaltered" border and considered a HOA expense, a bid from JBK in the amount of \$850 was presented to the

Board to install 120 feet of roll top metal edging to the south side of unit as well as to re-grade and remove old weed liner and install 250 s.f. of large garden bark. This amount was not approved due to budgetary constraints. It may be revisited at a later date.

- Units 18/19/20. Border cleanup and bark refreshing is complete.
- Unit 56. The newly planted tree in the border area has been removed. The curved border should be restored to the original straight line, rocks moved and bark installed and billed back to the owner. It has been noted that this is the only border in the community with revered curves and in non-compliance with existing community standards. JBK will be called back to re-bid and re-clarify the work required. Since the homeowner made these changes without approval this would be a bill back to the homeowner.
- Unit 16. The owner was instructed to replace the current metal edging with rolled metal edging per the November 10th final HOA/Homeowner agreement letter. This will be at the owner's expense. The work to add the new border adjacent (North side only) to the flagstone is to be scheduled and will be at HOA expense. The amount of \$225.00 was approved by the Board for JBK to do the work. Nickie will coordinate with JBK for immediate installation.
- \$25.00 was approved by the Board for JBK to raise exiting edging on the southwest corner of unit 32
- The addition of three (3) new Artic Willows be planted in the bed southeast of unit 6 was presented to the Board in the amount of \$112.50. The Board did not feel that this was a necessary expenditure at this time.

Ongoing Business:

- Downspout and Heat tracing. Ice shield bids for roofs will be requested with a suggested four foot shield. Units 30-34 had ice shield installed on the south side in 2007.
- Parking rules. The Board will review the legal advice presented on April 21, 2008.
- Front step repair and cost allocation. Replacement. Based on the Decs, the Board is responsible for replacing wood steps. If the owner wants the upgrade to composite then the owner will pay the additional costs. Repainting. The HOA will provide paint to those homeowners who wish to repaint their steps. If work is requested by the homeowner then an ACC must be submitted and all costs will be the responsibility of the homeowner. If the HOA determines work needs to be completed then the work effort will be scoped and the homeowner will be responsible for any uplift to materials. Units currently identified by the Board as requiring work are 8, 13, 17, and 57.
- Driveways, Concrete Pans and Seal Coat. A motion was made to replace the driveways at Units 44, 56, 57 with non-patterned finish. The cross pans in front of Units 58 and 59 will be replaced. Unanimous approval.

The work will be scheduled with a target completion in July. The Seal coat will be scheduled at the same time.

- Unit 14 ACC. The glass replacement ACC with all work completed from inside the unit was unanimously approved.

Management Company Report – Action Items:

- Unit 13. A motion was made to move forward on the membrane replacement bid from J&P utilizing Deck Write materials. A second drain will be installed if necessary. Additional structural work may be required. Unanimous vote with Jackie Havel abstaining.
- Units 30-34 Roofing bid. A motion was made to complete the roofing project along with ventilation subject to review of the final bid to include ice shield. The bid without ice shield is \$14,600. The vote was unanimous.
- Unit 29 - Mediation. Rick Moss announced this has not moved forward. Jerry Arndt volunteered to take the lead on this.
- Unit 38 - Indemnification. The Unit owners have signed the agreement. Rick Moss to have his signature notarized on June 12, 2008 and will then forward the documentation to Suzanne Leaf, Esq. to file with the title company.
- Nickie inquired if All Phase had a Certificate of Insurance with the HOA listed as an additional insured. She did not have one on file for them at her office since Rick had been working with them directly. Rick stated that he had one and would forward to her.

New Business:

- Insurance renewal. Unanimous approval to renew.
- Bollard Repair. A motion was made to accept the bid from Full Spectrum to repair the lighting across from the pool area. Unanimous approval.
- Unit 20. The Ground Modification Application was approval for an interior landscape modification within the privacy fence area. Unanimous approval.

Homeowner's Forum:

- Susan Writer (58) requested meeting notes from the Recreational area meeting. Rick mentioned that it was Mary Repetto and Stacy Lewis responsibility to document. He will follow up with them for minutes for distribution to the community.
- Susan and Dexter Writer (58) mentioned the area around the hot tub is rotted and the area in general is unsanitary. The steam shower area is also unsanitary. Dexter suggested the removal of the carpet and possible replacement with stained concrete. Nickie Greco was asked to get a bid from a cleaning service to clean the mold in the steam shower.
- Mark Mulvaney (16) inquired as to whether a homeowner or the HOA has the responsibility of window cleaning. The homeowner is responsible.

- Mark Mulvaney (16) inquired as to the status of his balcony membrane replacement which was approved in June 2007. Nickie was instructed to get a refreshed bid on this work.
- Mark Mulvaney (16) stated that if the Board put the border in adjacent to his flagstone then they would remove the flagstone. The Board reminded him that he cannot make any additional alterations without a submittal of a Grounds Modification Application and approval from the Board.
- Rebecca Gregg (3) made a request to purchase 2 lengths of siding to repair her privacy wall. The cost to the homeowner will be at market rate. Unanimous approval.
- Rebecca Gregg (3) mentioned that bushes are growing in the window well of Unit 1 and requested they be removed.
- Dexter Writer (58) commented on the "For Sale" signs in the entry area and suggested they be removed. The city will be called for direction on this matter.

The meeting adjourned to Executive session at 9:27 pm.

Rick was removed as the ACC chairperson due to a conflict of interest in his current position as Board President. The Board would act in interim until a committee is appointed from the community. It was stressed that Board members felt that they wanted the ACC committee to work as the LC committee does as a team making recommendations to the Board for approval.

Nickie Howard
Board Secretary