

The Highline club
Board Meeting Minutes of Wednesday April 15th, 2009

Board Member Present: Jerry Arndt, Norm Kushner, Jack Gehrke, Nick Kontas, Jackie Havel

Weststar Management Company Representative present Nickie Grecko.

Unit Owners Present: Debra Chelmes#40, Joe Lucente#37, Bruce Jensen#3, Bob Ibbotson#1, Audrey Cogeshell #2, Pete Engelken#39, Sharon Mohr#60, Phil Faulkner#29.

HOMEOWNERS FORUM:

Bil Butler gave Clubhouse Improvement Presentation to those in attendance. Story boards detailing the proposed phases were explained and passed around for review.

The meeting was called to order at 7:05pm by board president Jerry Arndt.

Motion by Gehrke, seconded by Kontas that the meeting minutes of March 18th were approved pending changes, passed unanimously.

COMMITTEE MEETING REPORTS:

ACC: See attached (in board meeting packet)

Landscape: See attached (in board meeting packet)

FINANCIAL REPORT-

- Changes made to reserves account, to correct double accrual.
- Snow removal budget in good shape.
- Bad Debt was clarified. (Certain outstanding amounts represented penalties that have been waived)
- Operating budget changes to electric gas and sewer billing.
- Motion by Havel seconded by Gehrke to approve financials pending audit, passed unanimously.

MANAGERS REPORT-

- Fours Seasons work orders have been created for awnings. Nickie to meet with Ron, April 20th.
- Membrane replacement units 15 and 17, work completed and passed inspection.
- Nickie has completed her property inspection checklist, submitted to board for review and recommendations.
- Unit #10 balcony deck drain has been looked at by Warren. His recommendation is a fitting for the drain that will correct the problem.
- Grounds modification has been uploaded to webpage.
- Warren to provide detailed report of gutter status. Work in progress, Nickie to follow up.
- Warren will submit thoughts on gutter guards. Work in progress.

UNFINISHED BUSINESS-

- The motion by Kushner seconded by Gehrke, to ratify board action to accept with conditions the exterior modification application of Unit #42, passed unanimously.
- Exterior modification Application unit# 60. Board met with homeowner and mfg rep. ACC has not yet looked at window and glass sample.
- Letter for reimbursement from Unit#17, letter to include conditions re: sod where seed did not take. Board would prefer that the letter come from the attorney.
- Request for front stair replacement- Unit# 47. Front stairs are included in current stair rating report for 2009 stair project. Board would like the ACC to review of the scope of the project and provide their input.

UNFINISHED BUSINESS Cont.

- Insurance Matrix-Being reviewed by attorney.
- ACC responsibilities- Being reviewed by attorney.
- Gutter repairs for Units #1 and# 29, proposals submitted separately with correct pricing. Work to be scheduled.
- Flat roof annual inspection. Letter sent to Unit#9, to remove antenna and wiring from roof.
- JBK proposal for border edging/repair. Requesting revised proposal from JBK. Compliance letters to be sent to units# 22, # 46 and #48.
- Inspection and cleanout of underground drains, Nickie working on scope of work with Jerry.
- Front stair replacement project for 2009. Work session needed with ACC to set priorities. Jack working on pricing.
- Building repair and paint touchup. Board to schedule a walk through with ACC to determine scope of project.
- Driveway/Pan/Asphalt project for 2009. Nick will evaluate and review findings. Nickie will get 3 proposals for work.
- Proposals for installation of cleanouts. Pending as part of item# 6 above.
- Response to community re: wildlife /pigeons. Jack will finalize letter for board review and approval.
- Finalize paint formulas and codes. Jack is confirming this information.

NEW BUSINESS

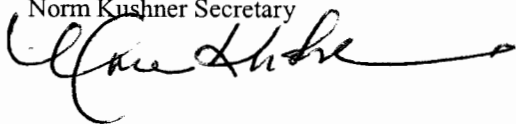
- Handrail at concrete across from pool. In progress, Jackie and Jack to provide phone numbers to get two additional quotes.
- The motion by Kushner, seconded by Gehrke, to approve with conditions exterior modification application Unit# 51, passed unanimously.
- Juniper for unit#9, waiting for proposal from JBK.
- JBK proposal for Juniper behind unit#47. Proposal complete, letter from the board to the homeowner reviewing details of project and reimbursement from homeowner to HOA.
- Swingle Tree pruning proposal has been received, action pending reviewed by board.

ADDITIONAL ITEMS-

- Motion by Havel, seconded by Gehrke, to approve photocell control to be installed for exterior lights on clubhouse, passed unanimously.
- Motion by Kushner, seconded by Gehrke, to approve reimbursement to Jerry Arndt for purchase of extension ladder, passed unanimously.

There being no further business, the meeting was adjourned at 10:10pm

Respectfully submitted
Norm Kushner Secretary



ACC Meeting Minutes
March 22, 2009

In attendance:

Bil Butler, Jack Gehrke, Dexter Writer, Audrey Coggeshell, Mary Repetto

Began 1pm, adjourned 3:30pm

Discussed:

"Standards and Recommendations": finalizations for a draft for the Board
Entry doors, storm and security doors, windows, backyard enclosures,
satellite/antennae placement, back patios, decorations.

Finalization of new Exterior Modification Form.

Unit 60 window replacement: need sample.

Unit 42 backyard enclosure: approved.

Unit 51 balcony door: in homeowner's court, awaiting more info.

Subj: **Landscape Committee items discussed at April Board meeting**
Date: 4/21/2009 8:06:17 P.M. Mountain Daylight Time
From: chelemes@rmi.net
To: ButlerKushner@aol.com

Hi Norm,

Below are items I discussed at the April Board meeting.

Let me know if you need any additional information.

Deborah

- Unit 29 trees
- Unit 47 Sea Green Juniper bid/plan JBK
- Unit 47 tree donation
- Compliance letter – unit 48 outdoor furniture in border/commons ground/storage under elevated deck
- Impatiens donation letter will be done and emailed to Board for approval
- Pool furniture set-up week of May 18th
- Letter to Unit 46 regarding restoring altered border to original state due to Unit going up for sale
- JBK to evaluate the Austrian Pine behind unit #35 as it is still under warranty