

HIGHLINE CLUB OWNERS ASSOCIATION

February 17, 2010 Board of Directors Meeting Minutes

PRESENT: Alan Bucholtz, Jack Gehrke, Norm Kushner, Earl Pitzer, Hans Schulze - Board of Directors

Elissa Conger – Weststar Property Management, Property Manager

Judy Waldo, Deborah Chelemes, Dexter & Susan Writer, Jackie Havel, Diana Stevens, Pete Engelken, Rob Cooney, Daniel Sichone, Joe Lucente, Maria Ingemarson – Homeowners

1. **HOMEOWNERS FORUM:** Joe Lucente discussed a small hole left open by JP Roofing several months ago related to repairs; asked for status update on repairs. Daniel Sichone discussed continuing problems with garage lights not working; received information regarding GFI switch in garage as well as status update on repairs.
2. **CALL TO ORDER:** The Board of Directors meeting was called to order at 6:33 p.m. at the Highline Club Clubhouse at 9200 Cherry Creek Drive South, Denver, CO, 80231. A quorum was established.
3. **ELECTION OF 2010 OFFICERS:** Kushner made a motion to nominate Gehrke for President; Schulze seconded. Motion carried unanimously. Kushner made a motion to nominate Schulze for Treasurer; Gehrke seconded. Motion carried unanimously. Gehrke made a motion to nominate Pitzer for Vice President; Schulze seconded. Motion carried unanimously. Gehrke made a motion to nominate Bucholtz for Secretary; Kushner seconded but Bucholtz declined the nomination. The property manager was asked to record the minutes of this meeting until the Board can determine who will be responsible for the Secretary position/duties.
4. **APPROVAL OF DECEMBER 16, 2009 BOARD MEETING MINUTES:** The meeting minutes were reviewed. Schulze made a motion to approve the December 16, 2009 board meeting minutes as submitted; Pitzer seconded. Motion carried four (4) votes in favor and one (1) abstention. Gehrke, Kushner, Pitzer and Schulze voted in favor; Bucholtz abstained due to not being in attendance at the December 16, 2009 board meeting.
5. **COMMITTEE REPORTS:**
 - a. **ACC COMMITTEE:** The unanimous approval by the Board of Directors for the Unit 18-20 chimney screening application with conditions was ratified.
 - b. **LANDSCAPING COMMITTEE:** The Landscaping Committee reported that the crab apple trees were trimmed approximately one month ago. No additional items were reported due to the time of year.
6. **REVIEW CURRENT FINANCIALS:**
 - a. The Board reviewed the financial statements for the period ending January 31, 2010. Gehrke reported on the financials and will be sending the property manager a monthly breakout of the approved 2010 budget. Kushner made a motion to accept the financial statements for the period ending January 31, 2010 pending audit; Pitzer seconded. Motion carried unanimously.

7. UNFINISHED BUSINESS:

- a. **Clubhouse Improvements-Spa Room Proposals:** The status of the spa room proposals were discussed; due to only one proposal being submitted by Palace Construction at this time additional vendors will be contacted to solicit proposals prior to any Board decision.
- b. **Community Communication Re: Ice Damming, Irrigation Lines, Gutter Cleaning:** Kushner made a motion to approve the draft communication to the community regarding ice damming, irrigation lines and gutter cleaning; Bucholtz moved to amend the motion to include that at least one board member believes the Association not the individual owner is responsible for ice damming and the maintenance/repairs associated with ice damming be included in the communication. Pitzer seconded the amended motion. Motion carried three (3) votes in favor and two (2) against. Bucholtz, Pitzer and Schulze voted in favor; Gehrke and Kushner voted against. Property manger was asked to send out communication by February 26, 2010 and to request feedback by March 10, 2010.
- c. **Insurance Claim – Unit 13 & 41:** Discussion regarding the insurance claim related to the roof/scupper leak at Units 13 and 41 was held. Jackie Havel at Unit 13 indicated that the claim need to be further adjusted. Pitzer made a motion to charge back the deductible of \$2,500.00 to the owners of Unit 13 and 41 in proportion to their related unit claims/bills; Kushner seconded. Motion carried four (4) votes in favor and one (1) against. Gehrke, Kushner, Pitzer and Schulze voted in favor; Bucholtz voted against the motion.
- d. **2009 Concrete Replacement Project:** Discussion was held regarding the 2009 concrete replacement projects currently scheduled for the spring of 2010 as well as adding any additional projects to the current approved contract. The property manager was asked to set up a walk with the Board and the vendor to discuss further projects. The Board reviewed concerns regarding the thirty-two (32) stamped concrete driveways versus the twenty-eight (28) flat (standard) finished concrete driveways. The Board determined to continue contracting replacements using a flat (standard) finish, colored concrete.
- e. **Collector Box Proposal:** Discussion was held regarding the collector box/downspout replacement proposal from JP Roofing. The property manager was asked to set up a walk with JP Roofing to prioritize the collector box/downspout replacements. The approval of the proposal was tabled until the walk can be completed.
- f. **Additional Items From The Board:** No additional items were brought forward.

8. NEW BUSINESS

- a. **Insurance Meeting Notes & Revisions Insurance Guidelines Policy:** The informal notes from the insurance question and answer session held on January 19, 2010 were reviewed. The notes will be edited into a question and answer format and distributed to the community. The proposed revisions to the insurance guidelines policy were tabled pending receipt of the proposed revisions by the Association's legal counsel.

- b. **2010 Building Maintenance Projects:** Discussion was held regarding various building maintenance projects. The Board will schedule a walk to develop a list of caulking/painting/siding repairs to be completed in 2010.
- c. **Declaration Revisions:** Discussion was held regarding the appointment of a committee to get the process started with the revision of the governing documents. The Board will solicit volunteers and appoint a committee at a later date.
- d. **Management Contract Renewal:** Discussion was held regarding the proposed contract and the property manager was asked to forward the Association's proposed revisions to the owners of Weststar Management. Approval of the contract was tabled until the revisions can be reviewed and negotiated if necessary.
- e. **2010 Swingle Landscape Services Agreement:** The proposal from Swingle was tabled pending review and recommendations by the Landscaping Committee.
- f. **Additional Items From The Board:** No additional items were brought forward.

9. CORRESPONDENCE: Reviewed and no additional questions.

10. MANAGER'S REPORT: The Board reviewed the manager's report and approved the following actions:

- a. **Unit 2 –** The Board reviewed the invoice from JBK related to work on the irrigation during the owner's improvements to the privacy area. The Board approved payment of the invoice and requested the property manager bill the owner back for the costs as they are specifically related to the improvements constructed by the owner.
- b. **Unit 8 -** Board reviewed proposal to replace membrane on deck due to aesthetic concerns. Proposal was tabled at this time until a list of priorities for reserve expenditures can be determined by the Board for 2010. The owner can proceed with the replacement at their own cost if they wish to have the membrane replaced immediately.
- c. **Unit 9 –** The Board reviewed the proposal to replace the skylight due to continued leaking. The Board approved the proposal from Centimark to replace the skylight for \$1,000.00.
- d. **Unit 13 –** The Board reviewed the correspondence related to the request for a hearing for the July 2009 water intrusion. The Board requested the property manager draft a letter to the owner indicating that the covenant enforcement hearing protocol will be used and setting a time/date for the hearing.
- e. **Unit 25 –** The Board approved the waiver of the late fee provided a check is received in the management office to bring the account current.
- f. **Unit 29 –** The Board approved the proposal from JP Roofing in the amount of \$320.00 to replace the gutters on the unit.
- g. **Unit 54 –** The Board approved the proposal from JP Roofing in the amount of \$995.00 to replace the gutters on the unit.

- h. **Unit 57** – The Board reviewed the draft of the covenant violation response letter and approved sending to the owner.

11. EXECUTIVE SESSION: The Board went into executive session at 9:45 p.m. to discuss a draft letter prepared by the Association's legal counsel. The Board came out of executive session at 10:09 p.m. No further action will be taken regarding the letter.

12. ADJOURNMENT: There being no further business the meeting was adjourned at 10:10 p.m.