

HIGHLINE CLUB OWNERS ASSOCIATION

April 21, 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

Rebecca Gregg, Leo Haas, Suzanne Swafford, Joe Lucente, Diana Stevens, Pete Engelken, Barb Coffey, Bill Imbach, Julie Mason, Maria Ingemarson, Mark Mulvany – Homeowners

1. **HOMEOWNERS FORUM:** Discussion was held regarding the irrigation lines which run under fenced-in privacy areas. Rebecca Gregg and Diana Stevens expressed concerns over how to determine where the lines run. JBK only provided the information emailed to the community based on their knowledge of the current system, no plans or maps exist which specifically detail where the irrigation lines are currently located. Only when the work is undertaken will JBK be able to identify the exact location of the irrigation lines that run through privacy areas. JBK has already begun testing the irrigation and initial start up for the 2010 season. Questions regarding estimates from JBK to complete the work were discussed. Mark Mulvany requested additional information regarding the replacement of a Hawthorne tree that was removed last year. Discussion regarding whether the previous Board had committed to the expense of replacing the tree or if the previous board had indicated that the owner could replaced at their own expense was held. The previous board president will be contacted to provide additional information. The Board requested Mark forward to the property manager a list of species he would like to see installed in that location so a proposal from JBK can be secured. Barb Coffey requested additional information regarding the formation of the Landscaping Committee and the current status. Julie Mason, a current Landscaping Committee member, agreed to hold an organizational meeting to organize the Landscaping Committee and appoint a new chairperson.
 2. **CALL TO ORDER:** The Board of Directors meeting was called to order at 6:48 p.m. at the Highline Club Clubhouse at 9200 Cherry Creek Drive South, Denver, CO, 80231. A quorum was established.
 3. **APPROVAL OF MARCH 17, 2010 BOARD MEETING MINUTES:** The meeting minutes were reviewed. Kushner made a motion to approve the March 17, 2010 board meeting minutes with the following corrections:
 - a. Add under Section 6(b) Ice Damming Communication-Community Responses that discussion included whether ice damming is an original construction, maintenance or repair issue.
 - b. Under Section 6 (b) Ice Damming Communication-Community Responses strike "a heated exchange" and replace with "interruptions from homeowners" in the fourth sentence in the paragraph.
- Gehrke seconded. Motion carried unanimously.
4. **COMMITTEE REPORTS:**
 - a. **ACC COMMITTEE:** No report – Schulze indicated didn't send email as he felt there was no need to form an ACC Committee at this time until the revisions to

the Declarations are completed. Currently, per previous Board decision, the ACC Committee is disbanded at this time; all ACC submittals will be reviewed by the Board of Directors.

- b. **LANDSCAPING COMMITTEE:** Discussed during the homeowner's forum.

5. REVIEW CURRENT FINANCIALS:

- a. The Board reviewed the financial statements for the period ending March 31, 2010. Schulze reported on the financials and the property manager indicated that in 2010 items that are the homeowner's responsibility for payment of will be segregated out with separate expense and income line items. Schulze made a motion to accept the financial statements for the period ending March 31, 2010 pending audit; Pitzer seconded. Motion carried unanimously.

6. UNFINISHED BUSINESS:

- a. **Ice Damming – Additional Information:** Discussion regarding the proposal from About Saving Heat was held. The property manager has arranged appointments with additional roofing companies as well as insulation companies to provide further information, reports and proposals regarding ice damming. Further discussion regarding the r-value of the insulation in the roofs as well as venting was held; questions regarding researching building inspection records to determine the r-value of the insulation were discussed. The Board is gathering additional information and data on ice damming.
- b. **Spa Room Proposal:** Bucholtz made a motion to approve the spa room renovations, including the installation of new carpet in an amount not to exceed \$6,000.00; Schulze seconded. Motion carried unanimously.
- c. **2010 Management Contract Renewal:** Kushner made a motion to approve the 2010 amended management contract with Weststar Management as presented; Pitzer seconded. Motion carried unanimously.
- d. **Additional Items from the Board:** No additional items were brought before the Board.

7. NEW BUSINESS

- a. **2009 Audit Draft:** Schulze made a motion to approve the 2009 audit as presented; Kushner seconded. Motion carried unanimously.
- b. **2010 Tree Pruning Proposals:** Discussion was held regarding the pruning of the trees per the Swingle proposal. Kushner made a motion to approve the pruning of the Group Two and to get a proposal on including the additional limbs that need pruned behind Unit 55 and Unit 49; Pitzer seconded. Motion passed four (4) votes in favor and one (1) abstention. Bucholtz abstained due to the tree limb included in the approved work being at his unit.
- c. **2010 Reserve Projects – Prioritization:** Discussion was held regarding the concrete work that was approved in 2009 but unable to be completed due to weather delays. This work will be scheduled as soon as possible pending the inclusion of additional concrete projects by the Board. The Board needs to determine the additional concrete projects to be completed in 2010. Gehrke indicated that he has a list of stairs that need repairs and/or replacements and

would forward that information to the Board. All edging, bed repairs will be referred to the Landscaping Committee to prioritize. Discussion was held regarding repairs to the clubhouse privacy walls and lattice. Discussion was held regarding the exterior building touchups that need to be completed in 2010.

- d. **Additional Items from the Board:** Discussion was held regarding the submittal of windows to the Board for approval; the moratorium being removed as several owners need to replace windows. Discussion was held regarding the exterior building walk. Discussion regarding the tennis courts was held.

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

- a. **Unit 13 & 41** – Discussion was held regarding the draft letters to the unit owners regarding the allocation of the insurance deductible. Kushner made a motion to approve the letters with a correction to the Unit number in Unit 41's letter; Gehrke seconded. Motion carried four (4) votes in favor and one (1) against. Bucholtz voted against due to his disagreement with the concept of back charging the insurance deductibles to owners.
- b. **Unit 13 Hearing** – Discussion was held regarding the procedure for holding the hearing Unit 13 has requested related to water intrusion in July of 2009. Schulze wanted additional time to review and determine if he will be the presiding officer at the hearing before setting a date.
- c. **Pool Opening** – Discussion was held regarding the pool opening on May 22, 2010.
- d. **JBK Privacy Area Irrigation Proposal** – Discussion was held regarding the process JBK would like to use with individual owners regarding irrigation lines running through privacy areas. The manager was asked to send the JBK proposal out to the community.

9. EXECUTIVE SESSION: The Board went into executive session at 8:52 p.m. to discuss a legal settlement offer in an on-going legal matter. The Board came out of executive session at 9:05 p.m.

10. CORRESPONDENCE: No additional items were discussed.

11. ADJOURNMENT: There being no further business the meeting was adjourned at 9:08 p.m.