

HIGHLINE CLUB OWNERS ASSOCIATION

May 19, 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 & Carolyn Engelken, Barb Coffey, Bill & Victoria Imbach, Julie Mason, Maria Ingemarson, Mark Mulvany, Sharon Mohr, Judy Waldo, Jackie Havel, Gail Sawko, Adele Linneman – Homeowners

1. **HOMEOWNERS FORUM:** Discussion regarding calling the meeting to order first and then holding the homeowner's forum was held. Owners requested the Board call the meeting to order first than hold the homeowner's forum.
2. **CALL TO ORDER:** The Board of Directors meeting was called to order at 6:32 p.m. at the Highline Club Clubhouse at 9200 Cherry Creek Drive South, Denver, CO, 80231. A quorum was established.
3. **HOMEOWNERS FORUM:** Discussion was held regarding the active irrigation lines running through privacy areas in the community. Concerns regarding the lack of communication and notation in previous board meeting minutes regarding individual owner's liabilities for the irrigation lines was expressed by Diana Stevens. Gehrke disagreed there was a lack of communication or notation in previous Board meetings regarding the issue, as it was discussed in board meetings and all homeowners were given written notification of the problem. Questions regarding the location of the lines and the history of how the problem was found. Several owners requested that the Board get a proposal from JBK to complete the movement of all of the active irrigation lines that run through privacy areas in the community and that the Association pays for those costs due to concerns that individual owner's work could damage the current irrigation system as well as damages to the common area and concerns that past JBK invoices indicated the lines had been moved when they were just capped. Schulze made a motion to get a proposal to get the cost to move the active irrigation lines currently running through privacy areas/fences; Kushner seconded. Motion carried four (4) votes in favor and one (1) opposed. Gehrke opposed the motion due to concerns that it is not an Association responsibility as the lines are on private homeowner property. Also, each homeowner had the responsibility to move the lines when they built their privacy fences and enclosed their property. Additionally other homeowners who complied and moved the lines should not be penalized by having to pay for others omissions and or noncompliance. Judy Waldo noted her disagreement with the Board's decision regarding the allocation of the insurance deductible from the 2009 roof leak as well as continuing roof leaks. Jackie Havel indicated that the adjustor incorrectly adjusted the claim and it has not been corrected between the Association's policy and her individual policy. Judy Waldo indicated she did not ask for remediation and moisture testing, etc. Management was asked to further investigate with Traveler's Insurance as well as get a better break down of the remediation costs and correspondence regarding remediation. Further discussion was held regarding the Association's insurance deductible and the insurance guidelines, including Suzanne Swafford's demand that the Board find solutions to roof leak problems as well as communicating to owners the policy and the deductibles in the Association's policy. Suzanne Swafford requested the Board provide a date for the completion of the investigation into the roof leaks and that these issues be expedited. The Board pointed out to Suzanne Swafford that there was extensive investigation and work being done on the roof leak issue and she was basically either misinformed or not aware of the work

being done. Because of Suzanne Swafford's outbursts, Pitzer finally asked her to raise her hand and wait to be recognized before speaking so we could move on to further business. Discussion was held regarding the insurance policy renewal and the costs related to claims, etc.

4. **APPROVAL OF APRIL 21, 2010 BOARD MEETING MINUTES:** The meeting minutes were reviewed. Kushner inquired regarding the selection of the replacement tree behind Unit 17. Diana Stevens stated that the June 2009 minutes indicate the Association would pay for the replacement of the tree. Adele Linneman questioned the Board regarding who is responsible to pay for the replacement of the tree. Pitzer made a motion to approve the April 21, 2010 board meeting minutes; Bucholtz seconded. Motion carried unanimously.

5. **COMMITTEE REPORTS:**

- a. **LANDSCAPING COMMITTEE:** A meeting was held April 25th to organize the landscaping committee. Rebecca Gregg-Jensen was nominated as Chairperson of the Landscaping Committee. The Landscaping Committee members are as follows: Roseanne Schulze, Adele Linneman, Diana Stevens, Rebecca Gregg-Jensen, Gail Sawko, Jackie Havel, Janet Arndt, Julie Mason, Carolyn Engelken, Jennifer Orda, Judy Waldo and Barb Coffey. The Board recognized the Committee members and Chairperson. The Committee has spent the initial \$1,000.00 and is requesting an additional \$1,500.00 from the Board for reseeding winter kill, mulch replacements, planter boxes at the pool and other items noted on their community walk. Discussion was held regarding the \$2,500.00 budgeted under the grounds maintenance line item in the budget. Bucholtz made a motion to approve the initial expenditures to date and to authorize the Landscaping Committee to spend an additional \$300.00 for pool planter boxes to open the pool and requested that the Landscaping Committee submit an itemized budget for the remaining monies requested; Kushner seconded. Motion carried unanimously. Discussion regarding additional expense line items on the budget in the future to help clarify future Landscaping Committees budgets was held.

b. **ACC SUBMITTALS:**

- i. **Unit 20 – Border Planting:** Kushner made a motion to approve the application with conditions; Schulze seconded. Motion carried four (4) votes in favor and one (1) abstention. Pitzer abstained due to this being his application.
- ii. **Unit 43 – A/C & Vent Installation:** Kushner made a motion to ratify the previous approval with conditions for the a/c and vent installation; Pitzer seconded. Motion carried unanimously.
- iii. **Unit 11 – Privacy Wall Repair:** Pitzer made a motion to approve the application with conditions; Kushner seconded. Motion carried unanimously.
- iv. **Unit 13 – Gutters Alterations:** The Board noted that they had just received the application and needed additional time to review. The Board was to send all conditions and questions to the manager by May 25, 2010.

- v. **Unit 48 – Patio Door Replacements:** The Board noted additional questions regarding the patio doors regarding whether the door and door jambs were being replaced, whether the doors swing in or out, whether both doors open or just one, the type of glass in the doors. Upon receipt of additional information regarding the submittal the Board will complete their review.

6. REVIEW CURRENT FINANCIALS:

- a. The Board reviewed the financial statements for the period ending April 30, 2010. Discussion was held regarding the member balances and legal services expense line item. Manager was asked to compile costs associated with removal of snow/ice from roofs (ice damming) and to have those expenses recoded into the snow removal line item. Kushner made a motion to accept the financial statements for the period ending April 30, 2010 pending audit; Pitzer seconded. Motion carried unanimously.

7. UNFINISHED BUSINESS:

- a. **Ice Damming – Additional Information:** Discussion was held regarding the companies who have been solicited to look at the problems and provide reports. Western Roofing, Turner Morris, Arapahoe Roofing, JP Roofing, Bestway Insulation and All About Saving Heat have been contacted. Water testing is going to be conducted by several roofing companies.
- b. **2010 Reserve Projects-Concrete:** Brown Brothers conducted another site visit and will be forwarding a combined proposal that includes 2009 & 2010 projects. Discussion was held regarding the inclusion of Projects 6 & 7, which includes Units 56-58 and Units 53-55 for 2010.
- c. **Additional Items from the Board:** No additional items were brought before the Board.

8. NEW BUSINESS

- a. **Additional Items from the Board:** Discussion was held regarding the formation of a Document Review Committee and the process of revising the Declaration of the Association. Schulze made a motion to create a Document Review Committee to revise the Declaration and to appoint Alan Bucholtz to be the Chairperson of the Document Review Committee; Pitzer seconded. Motion carried unanimously.

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

- a. **Unit 13 Hearing –** Discussion was held regarding the owner's request for a hearing to address a previous board decision and the procedures to be used. The Association's attorney has recommended using the Association's enforcement policy for procedures to follow for the hearing. The manager was asked to forward the policy to the Board and to the owner.
- b. **Unit 47 Request to Reroute Downspout –** Discussion was held regarding the owner's request to have a downspout moved at the Association's expense. The downspout for adjacent roofs currently runs on the owner's side, under the rear porch. Schulze made a motion to not approve for the payment of the relocation

of the downspout as the gutter is working properly at this time; Kushner seconded. Motion carried unanimously. The Board indicated that if the owner would like to have the downspout moved at their own expense they can submit an ACC application to the Board.

- c. **Landscaping Items** – Discussion was held regarding reseeding areas damaged by winter kill and dogs. Jack Gehrke was to provide the seed mix/type to the Landscaping Committee so they could complete this work.

10. CORRESPONDENCE: No additional items were discussed.

11. EXECUTIVE SESSION: The Board went into executive session at 8:49 p.m. to discuss a legal settlement offer in an on-going legal matter. The Board came out of executive session at 9:17 p.m.

12. ADJOURNMENT: There being no further business the meeting was adjourned at 9:18 p.m.