

HIGHLINE CLUB OWNERS ASSOCIATION**July 21, 2010 Board of Directors Meeting Minutes**

PRESENT: Alan Bucholtz, Rob Cooney, Norm Kushner, Earl Pitzer, Hans Schulze - Board of Directors

Elissa Conger - Weststar Property Management, Property Manager

Ricardo Lases - Weststar Property Management, Property Manager

Leo Haas, Suzanne Swafford, Pete & Carolyn Engelken, Diana Stevens, Jackie Havel, Judy Waldo, Rebecca Gregg, Ray & Sharon Mohr, Jerry Arndt, Toni Larson, Adele Linneman - Homeowners

1. **CALL TO ORDER:** The Board of Directors meeting was called to order at 6:30 p.m. at the Highline Club Clubhouse at 9200 Cherry Creek Drive South, Denver, CO, 80231. A quorum was established.
2. **ELECTION OF PRESIDENT BY BOARD OF DIRECTORS:** Cooney nominated Kushner, Kushner declined the nomination. Pitzer nominated Schulze. Kushner nominated Cooney, Cooney declined the nomination. Discussion was held regarding nominating Bucholtz as president; Bucholtz declined. Schulze agreed to serve as President until the next annual meeting with assistance from Bucholtz in running the meetings. Pitzer nominated Schulze as President; Cooney seconded. Motion carried unanimously. Schulze elected and Bucholtz will serve as presiding officer pro-tem at Board meetings.
3. **HOMEOWNERS FORUM:** Rebecca Gregg recommended creating a spreadsheet for the Board of Directors to keep track of the completion of projects, work to be done, etc. Jerry Arndt expressed his concerns about the tennis courts and renewing interest in developing a plan to do something with them. Jerry Arndt indicated he had concept/proposal that he would forward to the Board electronically regarding the tennis courts. Leo Haas provided a summary to the Board of vendors, etc. he has talked to regarding ice damming; the Board indicated that this item was on the agenda and would be discussed further later in the meeting.
4. **APPROVAL OF JUNE 16, 2010 BOARD MEETING MINUTES:** The meeting minutes were reviewed. Pitzer made motion to approve the June 16, 2010 board meeting minutes as submitted. Cooney seconded. Motion carried unanimously.
5. **COMMITTEE REPORTS:**
 - a. **LANDSCAPING COMMITTEE:** Landscape committee worked on areas in need of mulch. Lights not working on the islands and requested Swingle look at Locust near unit 6.
 - b. **DOCUMENT REVIEW COMMITTEE:** First working session was held on July 12th. Unanimous agreement on items discussed. Committee went through about half of the Definitions, and will resume its working session on August 2nd.
 - c. **DEVELOPMENT OF ADDITIONAL COMMITTEES:** The Board appointed ACC Committee members Leo Haas, Mark Mulvany, Toni Larson, and Diana Stevens. Schulze seconded. Motion carried unanimously. Welcome committee was suggested by Rebecca Gregg to give a warmer welcome to new homeowners moving into the community; however no one volunteered at this time. Leo Haas will bring a plan to the next board meeting incorporating the welcome committee duties as one of the duties of the ACC

Committee. Pitzer suggested a capital improvements project committee to identify those items in need of repair in the community. A survey was recommended to be sent to all members in the community to find out what are the top five (5) capital improvements in their opinion. The board requested bids for a reserve study to obtain an external opinion on capital improvements. Bucholtz requested a questionnaire to be sent to all members to list the top 5 priorities needed in the community, Schulze made motion, Pitzer seconded. Motion carried unanimously.

d. ACC SUBMITTALS:

- i. **Unit 48 – Revised Conditions Patio Door Replacements:** Kushner made a motion to ratify the revisions to the insurance requirements on the original conditions of approval, Cooney seconded. Motion carried unanimously
- ii. **Unit 2 – Screen Door Submittal:** Pitzer made a motion to approve the white screen door as submitted, Kushner seconded. Motion carried unanimously.
- iii. **Unit 3 – Garage Door Submittal:** Cooney made motion to approve the garage door replacement as submitted in the color gray, Kushner seconded. Motion carried unanimously. Pitzer requested a copy of the sample to keep on file for future replacement of garage doors.

6. REVIEW CURRENT FINANCIALS:

- a. The Board reviewed the financial statements for the period ending June 30, 2010. Schulze questioned the discrepancy of year-to-date current earnings on the operating balance sheet and the year-to-date current earnings on the operating budget. Manager to investigate. Schulze made a motion to accept the financial statements for the period ending June 30, 2010 pending audit; Cooney seconded. Motion carried unanimously. An email was requested to be sent to all the members of the community to remind them about the water increase in fees and usage.

7. UNFINISHED BUSINESS:

- a. **Ice Damming – Additional Information:** Pitzer suggested forming a Committee with homeowners affected by ice damming to obtain ideas and/or suggestions on how to approach this matter. Leo Haas drafted and obtained information from contractors about ice damming. He left a copy of the different solutions he presented to the Board. The four options presented were the following: 1. Ice guard, downspouts, and new shingles, 2. Installation of membrane, 3. Membrane entire roof/insulation and 4. Reconstruct roof. Cooney requested a special session to draft a plan for the resolution of ice damming. The session was scheduled for July 28, 2010 at 6:30 pm at the Clubhouse.
- b. **Handrail Proposal – Missing Handrails:** Bucholtz presented a 2006 international building code; he indicated that this was not the residential code. Bucholtz submitted a draft template letter to send to owners who do not have a handrail on the large front decks; discussion amongst the owners whether this code applied or if there is a difference between the building codes. Management was requested to provide the residential building code for railings at the next board meeting.
- c. **Spa Room Renovation Proposals:** A third bid was requested to be obtained by management. Schulze made motion to table this item for next board meeting, Cooney seconded. Motion carried unanimously.

- d. **Unit 8 Deck Membrane Replacement Proposals:** Schulze believed that proposal was too high. Pitzer made motion to repair the third level wall cap and deck replacement, Kushner seconded. Motion carried unanimously. The second level deck proposal was tabled due to concerns over funding and the clarification if the drain had already been replaced last year.
- e. **Gutter/Collector Box Priority Report/Proposal:** 19 collector boxes were approved to be replaced on the first and second level if they charge \$335.00 for each box. If vendor is not able to meet this price, management to collect more bids.
- f. **Additional Items from the Board:** JBK has been damaging the bottom of the rail fences with the weed whackers as well as light posts. Manager to contact JBK.

8. NEW BUSINESS

- a. **Unit 49 & 55 Tree Pruning Proposal:** Kushner made motion to prune the trees at units 49 & 55 per proposal. Kushner, Cooney, Schulze, and Pitzer voted in favor, four in favor. Bucholtz abstained due to being the owner of unit 55.
- b. **Pool/Clubhouse Gate Proposal:** Pitzer recommended having a locksmith check into the installation of a lock to open the gate from the inside without re-doing the gate. This item was table for next board meeting.
- c. **Unit 41 – Stair Repair Proposal:** Bid was approved subject to an inspection to be done by the Board of Directors. Manager to request Eagle rock to find out what are the worst stairs to be repaired in the community. Schulze made motion. Kushner seconded. Motion carried unanimously.
- d. **Unit 52 – Roof Leak/Caulking Proposal:** To contact Arapahoe Roofing to discuss caulking repairs and provide bid for all four (4) units affected. Kushner made motion. Cooney seconded. Motion carried unanimously.
- e. **Unit 20 – Gutter/Downspout Relocation Proposal:** Cooney made motion to only repair the west gutter. Kushner, Cooney, Schulze, and Bucholtz voted in favor; Pitzer abstained due to being the owner of unit 20.
- f. **JBK Irrigation Relocation Proposal (Privacy Areas):** Homeowners who have active sprinkler heads should be responsible for moving them out of their privacy area. The Board reviewed and decided not to proceed with the proposal submitted by JBK.
- g. **Community Picnic Event Request:** Cooney made motion to approved \$200.00 for picnic to Diana Stevens. Schulze seconded. Motion carried unanimously.
- h. **Additional Items from the Board:** The Board of Directors requested management send an email to all members in the community to remind them about the pet Rules and Regulations, as well as to let them know that it is our responsibility to enforce the current rules. Anyone out of compliance with the number of animals must send an email to the Board for their consent. For the safety of all dogs and individuals, the Association must strictly enforce the leash rules.

9. **MANAGER'S REPORT:** The Board reviewed the manager's report.

10. **CORRESPONDENCE:** No additional items were discussed.

11. **EXECUTIVE SESSION:** The Board went into executive session at 10:15 p.m. to discuss a settlement offer in an on-going legal matter. The Board came out of executive session at 10:18 p.m.
12. The Board determined to allow Rebecca Gregg in unit 3 to use a hose to water plants off of the cul-de-sac.
13. **ADJOURNMENT:** There being no further business the meeting was adjourned at 10:21 p.m.