

HIGHLINE CLUB OWNERS ASSOCIATION

September 15, 2010 Board of Directors Meeting Minutes

PRESENT: Alan Bucholtz, Rob Cooney, Hans Schulze - Board of Directors

Ricardo Lases - Weststar Property Management, Property Manager

Leo Haas (unit 14), Pete Engelken (unit 39), Diana Stevens (unit 15), Judy Waldo (unit 41), Toni Larson (unit 9), Joan Mason (unit 23), Joseph Lucente (unit 37), Trish Brock (unit 2), Mark Mulvany (unit 16), Lora Northcutt (unit 27 - Homeowners

1. **CALL TO ORDER:** The Board of Directors meeting was called to order at 6:34 p.m. at the Highline Club Clubhouse at 9200 Cherry Creek Drive South, Denver, CO, 80231. A quorum was established.
2. **HOMEOWNERS FORUM:** Joan Mason expressed her concerns about the snow removal on the north facing side of the community. Bucholtz would like to donate a snow blower to the Association. The snow blower will be stored in the clubhouse. Judy Waldo mentioned that she has one as well and offered it to be used when needed.
3. **APPROVAL OF AUGUST 18, 2010 BOARD MEETING MINUTES:** Schulze explain to all members present that two board members have resigned from the board. Judy Waldo had questions about the minutes. She mentioned that the RECAP part under ice damming was not clear. Schulze said that he will go over the minutes and will summarize the ice damming information. The meeting minutes were reviewed. Schulze made motion to approve the August 18, 2010 board meeting minutes once they have been reviewed and changed. Bucholtz seconded. Motion carried unanimously.
4. **COMMITTEE REPORTS:**
 - a. **LANDSCAPING COMMITTEE:** The board requested to find out when the sprinkler system will be winterized. Management let board members know that a walk through was done on September 2nd, 2010 with JBK and Rebecca Gregg. Leo Haas requested to check and talk to homeowners to move the sprinkler heads out. Which units are causing the issue (money wise). Schulze would like to know the schedule of the sprinkler system for next year.
 - b. **DOCUMENT REVIEW COMMITTEE:** Bucholtz reported that next meeting is scheduled for September 20th at 6:00 pm to continue with the process. He also mentioned that Suzanne Swafford is no longer with the Committee due to her work schedule. The Committee will go over maintenance during the meeting of September 20th.
 - c. **ARCHITECTURAL CONTROL COMMITTEE:** Leo Haas (chair) presented a document with the procedures and responsibilities of the ACC Committee available online that was approved on 2009. Schulze mentioned that the landscape Committee needs to put a document together including their procedures and responsibilities.

Six exhaust vents have been painted by Leo Haas. The Committee has looked at several steps and found out that there are about five different shades of colors. Leo Haas reported that the colors and the two different Sherwin Williams locations have been updated online. Leo Haas also expressed that there are several homeowners that are doing very little maintenance to their property or none. He felt that homeowners should at least perform minimal maintenance. He mentioned that the gutters of upper the decks

have not been cleaned, as well as the drains, which could be one of the factors of the damages to the sidings. Leo Haas also reported the following information:

Unit 34: The homeowner will change their cable carrier to Comcast and the satellite dish will be removed.

Unit 47: There is a crack in the driveway of this unit. The driveway will be replaced by Brown Brothers. The steps of this unit are in similar condition to others in the community. Some of the boards need to be replaced; this should be still under warranty.

Unit 49: The siding of this unit has two different shades. Warren from J&P Roofing will paint the siding next week.

Unit 35: Homeowners are working in a project inside their deck due to siding issues. The driveway shrubs issue has not been resolved. Schulze mentioned that the HOA is involved; however the solution agreement needs to be between the homeowner and Brown Brothers. Cooney mentioned that the homeowner wants the junipers to be replaced. Management was requested to obtain an email from the homeowner about what needs to be done and get them to communicate with Brown Brothers. Leo Haas would like to meet with Brown Brothers and homeowner.

Diana Stevens asked about the awning of unit 1. Leo Haas mentioned that the ACC Committee needs to create a spreadsheet including all the items that need to be addressed and to find the solutions to these items. Schulze said that the triangular piece is schedule for repair. Leo Haas asked if the homeowner is aware that this is their responsibility. Schulze said that he will talk to the homeowner. Schulze asked who replaced the triangular pieces; Diana Stevens said that Four Seasons replaced them. Schulze requested to find out if all triangular pieces need to be replaced and/or repaired.

Diana Stevens mentioned that unit 30 is performing repairs and she mentioned that the homeowner needs to submit a form to obtain approval per the procedures that are in place. Schulze said that anything inside the privacy fence is the homeowner's responsibility. The HOA should only be responsible to review for siding and painting. Diana Stevens believes that this could generate issues. Schulze would like to meet with Leo Haas to go over to unit 30 as this homeowner may not know the process. Pete Engelken said that when they replaced their deck they submitted a form to obtained approval.

ACC SUBMITTALS:

Unit 43 – Cap chimney: Cooney made motion to approve the installation of the vent as submitted, Bucholtz seconded. Two in favor, Schulze abstained due to being the owner of unit 43.

5. REVIEW CURRENT FINANCIALS:

- a. Schulze talked to two homeowners about being part of the Budget Committee and received emails from two other homeowners, there are a total of four homeowners interested on the Budget Committee for 2011. Schulze mentioned that this Committee will be responsible to put together the 2011 Budget and they will also be responsible to review the financials and they will make motion to the board to approve them. Schulze also would like to see a long term Budget Committee to review the reserve study. The Board reviewed the financial statements for the period ending August 31, 2010. Schulze made a motion to accept the financial statements for the period ending August 31, 2010

pending audit as well as to form the Budget Committee. Cooney seconded. Motion carried unanimously.

6. UNFINISHED BUSINESS:

- a. **Ice Damming:** Schulze referred to Leo Haas. Leo Haas couldn't make a motion; he mentioned that the bids need to be reviewed by other members. Leo Haas thinks that J&P Roofing is perhaps better to perform repairs. He reported that one of the bids came in without gutters included. Leo Haas also thinks that at least three members need to go over the bids. Schulze expressed that this needs to be done within this week. Leo Haas mentioned that based on the numbers presented, he would like to have J&P Roofing back and get a comparable bid.

Cooney spoke to Tim Turner about including soffit and a 6 feet overlay and 12 feet overlay, and what will be to complete the entire roof. Turner observed that there was damage to some of the shingles; some of these he believes need to be replaced.

Schulze and Leo Haas are available to meet on September 16, 2010 to go over bids. Leo Haas said that he received some information from Warren at J&P Roofing regarding insulation. J&P Roofing suggested to use foam and the reasons why is need it. Leo Haas suggested giving options to homeowners with solutions and costs. He also believes that this needs to be done at the same time as the shingles. The board will send a notice to the homeowners in case they want to make additions and the costs.

- b. **Handrail Proposal – Missing Handrail:** Schulze made motion to accept the proposal from SPCS for the installation of the railing. Cooney seconded. Motion carried unanimously.
- c. **Units 40, 41, 44 and 52 – Roof leak/caulking proposal:** Cooney would like to take this under consideration. Schulze said that he would like to speak to Warren at J&P Roofing along with ice damming

7. NEW BUSINESS

- a. Cooney has agreed to be listed as Vice President. Diana Stevens and John Winston have volunteered to serve the board until January of 2010. Lora Northcutt asked Diana Stevens if she believed that it was a conflict of interest to have her on the board, since she works for Brown Brothers, Diana Stevens responded saying no. Bucholtz said that it was important to make it clear and to mention who is taking who's position on the board. Diana Stevens will cover the position of Earl Pitzer. John Winston will take Norm Kushner's position on the board. Schulze made motion to accept Diana Stevens and John Winston as the new members of the board until January. Cooney seconded. Motion carried unanimously.

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

- a. **Action Item List:** A bid was presented to the board to repair the crack on the siding between unit 1 and 2. Leo Haas mentioned that this is a wing wall that was extended by homeowner. Homeowner was informed at closing that the HOA was responsible for the exterior, however since the wall was modified; now it is the homeowner's responsibility to maintained and/or repaired. Bucholtz made motion to not approve the bid, he also mention that any bid presented with cost of time and material, must include maximum amount. Leo Haas advised homeowner to find a contractor that can caulk the opening. Leo Haas offered to speak and assist to the homeowner's contractor if necessary; he also said that he will be giving some names and numbers of contractors that can make

the repairs to the homeowner. This problem seems to be with several other units in the community. Schulze mentioned that this is not the HOA's responsibility. Trish Brock mentioned that since this is a problem with many units, perhaps a contractor may be able to give a better price. Diana Stevens mentioned that unit 1 may not have made any extensions; it was probably not a joint modification. Trish Brock asked who extended the deck. None of the board members knew who extended the deck, however since the original deck was extended it will be the responsibility of the homeowner to maintain and/or repair. Schulze recommended to Trish Brock to work with Leo Haas.

Lora Northcutt asked if the minutes can be uploaded online with a different version other than PDF files. Management will check with marketing.

Unit 44 is concerned that their driveway is under violation as it has a different design than the rest of the driveway. Bucholtz asked if the driveway was under warranty and if it was designed to be this way. Management was requested to check for design and warranty.

Schulze mentioned that Bucholtz will not be available for the next meeting schedule for October 20th, 2010. He asked the rest of the board members if they were available on October 6th. Cooney will check his schedule. If the meeting is reschedule for October 6th, management will send an email to all members.

9. CORRESPONDENCE: No additional items were discussed.

10. EXECUTIVE SESSION: The Board went into executive session at 8:10 p.m. to discuss a settlement offer in an on-going legal matter and delinquencies. The Board came out of executive session at 8:25 p.m.

11. ADJOURNMENT: There being no further business the meeting was adjourned at 8:27 p.m.