

HIGHLINE CLUB OWNERS ASSOCIATION

September 14, 2011 Board of Directors Meeting Minutes

PRESENT: Toni Larson, Mark Foster, Alan Bucholtz, John Winston and Diana Stevens - Board of Directors

Ricardo Lases - Weststar Property Management, Property Manager

Suzanna Swafford (unit 57), Jackie Havel (unit 13), Norman Kushner (Unit 33), Janet Arndt (unit 19), Pete Engelken (unit 39), Phil Faulkner (Unit 29), Nils Holtestaul (potential buyer of 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:** Suzanne Swafford asked for an update regarding her front steps. She is to be included in all further emails/correspondence regarding her front steps.

Nils Holtestaul asked about the process of replacing the windows and any pre-approved windows. Mr. Nils Holtestaul was directed to speak with Leo Hass and/or John Winston.

3. **APPROVAL OF AUGUST 17, 2011 BOARD MEETING MINUTES:** The meeting minutes were reviewed. Foster made motion to approve the August 17, 2011 Board meeting minutes as submitted. Winston seconded. Motion carried unanimously.

4. COMMITTEE REPORTS:

- a. **LANDSCAPING COMMITTEE:** Rebecca Gregg was not present, however she sent an email to Larson and she reported that there will be two days in October to remove the plants. Management will send an email to the community asking for volunteers.

Phil Faulkner reported the overall water usage was higher at the pool/clubhouse compare to other months. It was recommended to have Denver Water performed an audit to find out if there are any leaks.

- b. **ARCHITECTURAL CONTROL COMMITTEE:** Leo Hass was not present to give report. The board appointed Trish Brooks to be part of the Architectural Review Committee. Foster made a motion to appoint Trish Brooks as a member of the Architectural Review Committee. Stevens Seconded. Motion carried unanimously.

c. ACC SUBMITTALS:

- i. **Unit 35 – Privacy wall repair:** The Board reviewed the application submitted by unit 35 to repair the privacy wall between unit 35 and 36. Larson made a motion to approve the application to repair the privacy wall between unit 35 and 35 with the condition that if the siding is removed and the homeowner is not able to re-use it, it will be the responsibility of the owner to replace the siding with wood grain texture siding. Foster Seconded. Motion carried unanimously.

- d. **CAPITAL IMPROVEMENTS COMMITTEE:** Jackie Havel reported that the committee met on September 1st, 2011. They have started with the white paper as the draft/beginning of their structure. They have also divided by groups in the following order:

1. Siding and trim – Bruce Jensen and Phill Faulker
2. Tennis courts (Replace, remove, resurface) – Bill Imbach
3. Concrete driveways and streets – Suzanne Swafford
4. Hill behind unit 11 – Jackie Havel
5. Financing some renovation legal implications, rates – Suzanne Swafford
6. Stairs, wing walls, back decks and club house – Mary Repetto

It was discussed to remind all homeowners of meetings times and days.

5. **REVIEW CURRENT FINANCIALS:** The Board reviewed the financial statements for the period ending August 30, 2011. Stevens made a motion to accept the financials as presented. Winston Seconded. Motion carried unanimously.

6. UNFINISHED BUSINESS

- a. **Front Stairs Replacement/Repairs:** A discussion took place regarding the replacement/repairs of the current front stairs project. Stevens asked if the proposals for the larger stairs include the second set of stairs going up to the balconies. If the bids do not include the second set of stairs, Eagle Rock must revise their bids before the next meeting.
- b. **Unit 13 – Awning Replacement:** The board reviewed the bid submitted by Four Seasons to replace the mechanism of the awning. There was still some confusion as of why the entire mechanism needs to be replaced instead of just replacing the crank. Ricardo was asked to find out why the entire mechanism needs to be replaced and to obtained other bids from different companies.
- c. **Additional Items from the Board:** No additional items were brought forward.

7. NEW BUSINESS

- a. **Proposal for Gutter Cleaning:** The board reviewed the bid presented by J&P Roofing to Clean the Gutters throughout the community. Bucholtz made a motion to approve the proposal to clean the gutters once all the leaves have fallen down the trees. Foster Seconded. Motion carried unanimously.
- b. **Balcony Membranes:** No discussion was held.
- c. **Comments from Orten Cavanagh Regarding Proposed Declarations:** The board reviewed the changes and recommendations proposed by Orten Cavanagh. Management was requested to make some of the changes that were proposed and the board will review the Draft of the Declarations at the next meeting.
- d. **Additional Items from the Board:** No additional items were brought forward.

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

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

10. **EXECUTIVE SESSION:** None was held

11. **ADJOURNMENT:** There being no further business the meeting was adjourned at 9:15 p.m.