

HIGHLINE CLUB OWNERS ASSOCIATION

October 19, 2011 Board of Directors Meeting Minutes

PRESENT: Toni Larson, Mark Foster, and John Winston - Board of Directors

Ricardo Lases - Weststar Property Management, Property Manager

Norman Kushner (Unit 33), Pete Engelken (unit 39), Rich Clelland (unit 52), Leo Haas (Unit 14), Bruce Jensen and Rebecca Gregg (Unit 3), Joe Lucente (Unit 37), Ray and Sharon Mohr (Unit 60), and Nils Holtestaul (Unit 27) - 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. **HOMEOWNERS FORUM:** Joe Lucente reported that he attended the last CIC meeting and he believes the Committee needs a tool to be used as guidance. He has created a spreadsheet including some financial information. He will provide these documents to the CIC members.

Toni Larson expressed that homeowners present during the board meetings must follow the policy in place. Homeowners are welcome to speak, however they must keep it to a minimum based on current policy.

3. **APPROVAL OF SEPTEMBER 14, 2011 BOARD MEETING MINUTES:** The meeting minutes were reviewed. Foster made motion to approve the September 14, 2011 Board meeting minutes as submitted. Winston seconded. Motion carried unanimously.

4. **COMMITTEE REPORTS:**

- a. **LANDSCAPING COMMITTEE:** Rebecca Gregg reported that two meetings were scheduled to take care of the flowers and plants during the month of October. The Landscape Committee will be nominating a new chair person this year for the next couple of years. Rebecca Gregg is willing to help the future chair person.

Denver Water will audit the pool/spa area on October 20th, 2011 at 9:00 am

- b. **ARCHITECTURAL CONTROL COMMITTEE:** Leo Haas suggested to adopt the following:

1. **Privacy Fence Gates:** Two pre-approved styles of gates. One will be a solid privacy gate to match the siding. The second one will be an open railing gate and the color to be used must be white.

Foster made a motion to approve and adopt the two gates as presented. Winston seconded. Motion carried unanimously.

2. **Windows:** To be consistent throughout the community it was suggested to adopt the Anderson 100 Series window. Even though this will be a pre-approved window, homeowners still have the right to choose a different window, however they will have to go through the approval process prior to installation.

Larson made a motion to adopt the pre-approved windows as presented. She also thanked Leo Haas for all his work and dedication on this project. Foster seconded. Motion carried unanimously.

Leo Haas also presented several photos of the conditions underneath the stairs of unit 5 and unit 22, for the Board and homeowners to understand the conditions of each set.

3. Front Doors: The ACC would like to propose flat doors. They will present more details of front doors at a later meeting.

c. CAPITAL IMPROVEMENTS COMMITTEE: Bruce Jensen reported that the CIC has met three times to prioritize the projects in the community. They have created a list of projects that exceed \$10,000.00:

1. Siding and trim
2. Tennis courts (Replace, remove, resurface)
3. Concrete driveways and streets
4. Hill behind unit 11
5. Stairs, wing walls, back decks and club house

Bruce Jensen will be meeting with SPCS as they have worked in the community in the past. He believes they may be able to suggest some resolutions of the siding as he hasn't find a supplier that carries the siding currently used in the community.

The next CIC meeting is yet to be determined when it will be held.

5. REVIEW CURRENT FINANCIALS: The Board reviewed the financial statements for the period ending September 31, 2011. Foster made a motion to accept the financials as presented. Winston Seconded. Motion carried unanimously.

The 2012 Proposed Budget was reviewed. Foster had several questions in different line items amounts, such as roof repairs, deck membrane replacements, lighting contract. The 2012 budget will be discussed at the next board meeting after making some adjustments to the 2012 drafted budget. Nils Holtestaul suggested replacing all garage lights to CFL lights; this will be a savings for the community as these lights last longer. Rich Clelland volunteered to work with Mark on developing the 2012 budget.

6. UNFINISHED BUSINESS

a. Unit 13 – Awning Replacement: The board was informed by management that Four Seasons was trying to find out if a new gear and hand crank will work with an old mechanism. Winston made a motion to approve the repairs proposed by Four Seasons if a new gear works with the current awning mechanism. If this does not work, management was requested to seek another company to find out if the replacement of the awning mechanism will be cheaper than the bid presented by Four Seasons. If the bid is not cheaper then to go with Four Seasons. Foster seconded. Motion carried unanimously.

b. Front Stairs Replacement/Repairs: Winston reported that four units have been completed and another one is currently under construction. A City inspector was onsite on Monday October 17th, 2011, to inspect the stairs and the under structure. The current set under construction was inspected and everything was reported to be within in code with a couple minor adjustments. Unit 5 and 22 did not pass the inspection. It was determined that the raisers must be at least 4 inches and not higher than 7 ½ inches. Eagle Rock will re-do these units 5 and 22 at no extra charge. Units 18 and 19 are good,

a couple of boards will be removed to check the under structure. Random inspections will be done to ensure everything is done properly. Norm Kushner asked if the project has gone over budget. It was explain that due to the conditions underneath each set of stairs the contractor was requested to re-do the bids.

Winston also reported that the concrete stairs at unit 25 are in very poor conditions. It was discovered that the under structure of the concrete stairs is wood and the wood is rotten. It was recommended that a contractor take a look at this and give a bid to demolish and re-do the stairs.

- c. **Discussion of Proposed Revised Declarations:** This item on the agenda was tabled until next meeting as the present board members felt the need of having at least one more board member present.
- d. **Additional Items from the Board:** Larson mentioned that the cable behind unit 5 has not being removed by Comcast.

Winston reported that he has stopped by unit 22 and the leak that the homeowner has reported does not seem to be coming from the deck membrane, but rather from the plumbing of the unit. He mentioned that the homeowner has been instructed to hire a plumber. Winston also reported that unit 27 has found rotten sheeting on the exterior bathroom walls. The wall may need to be opened from the exterior of the building. It was suggested to management to bring a contractor in.

7. NEW BUSINESS (Per the request of members present, the order of the agenda was changed)

- a. **Reimbursement Request from Unit 60:** Winston made a motion to not approve the request from unit 60 to reimburse them for the exterior siding/painting repairs that the owners have completed by their contractor in the amount of \$1,396.90. Even though the Association is responsible for exterior siding repairs and painting, the current procedure was not followed by the owners. Foster seconded. Motion carried unanimously.

- b. **Proposed Parking Rule:** Larson proposed a Parking Rule to be adopted:

Parking. Homeowners. Visitor Parking Areas. Upon application and approval of the board, a permit may be issued to a Homeowner owned vehicle to allow for the parking of a Homeowner owned vehicle in guest parking. Only one Homeowner owned vehicle may be parked in each of the five guest parking areas for a total of five vehicles. The duration of the permit will be for no more than six months, at which time an Owner may reapply. A \$10 permit fee will be charged for each month.

It was suggested that the fee should be increase to \$50.00 per month. A few other changes are to done to the rule and it will be discussed at the next meeting.

- c. **Roof Leak Proposal - Unit 52:** The board reviewed the bid presented by J&P Roofing to repair the roof leak at unit 52. Foster made a motion to approve the bid to repair the roof leak as presented by J&P Roofing. Winston seconded. Motion carried unanimously.
- d. **2012 – 2013 Snow Removal/Landscape Contract:** The board suggested contacting JBK Landscape and finding out if there is anything that can be adjusted on the contract to save about 10%.
- e. **Replacement of Membrane Proposal – Unit 58:** The board reviewed the bid presented by J&P Roofing to replace the balcony membrane of unit 58. J&P Roofing proposal mentioned that it could be a little more than quoted due to the current conditions of the

membrane. Foster made a motion to approve the bid to replace the deck membrane as presented by J&P Roofing. Winston seconded. Motion carried unanimously.

- f. **Wing Wall – Unit 1&2:** The board suggested bringing a second proposal. Proposal presented needs to have more details as what will be done. Management to set appointment to meet with both contractors if necessary.
 - g. **Roof Leak Proposal – Unit 50:** The board reviewed the bid presented by J&P Roofing to repair the roof leak at unit 52. Foster made a motion to approve the bid to repair the roof leak as presented by J&P Roofing. Winston seconded. Motion carried unanimously.
 - h. **Proposal to Repair Concrete Stairs – Unit 13 & 16:** The board reviewed the bid presented by Eagle Rock to repair the concrete stairs at units 13 & 16. Foster made a motion to approve the bid to replace caulking as presented by Eagle Rock. Winston seconded. Motion carried unanimously.
 - i. **Clubhouse Refrigerator/Hot Tub Carpet:** The item died for lack of any motion.
 - j. **Dumpsters:** Larson expressed that the use of large dumpsters is ok as long as homeowners keep them within their enclosed garage or driveway.
 - k. **Follow up – Violation Letters:** Larson mention that due to the end of the season it was determined that the flowers planted or placed around trees need to be removed and they should not be planted again next year. Violation letters to be sent to those properties that have planted flowers around trees.
 - l. **Awning/Garage Door – Unit 1:** The board asked management to send a reminder to unit 1 regarding the garage door repairs.
 - m. **Additional Items from the Board:** Due to some conflict of the board members schedule it was decided to move the next meeting for Wednesday November, 9, 2011.
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 9:20 p.m.