

HIGHLINE CLUB OWNERS ASSOCIATION

November 9, 2011 Board of Directors Meeting Minutes

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

Ricardo Lases - Weststar Property Management, Property Manager

Suzanne Swafford (Unit 57), Barbara Coffey (unit 22), Pete Engelken (Unit 39), Leo Haas (Unit 14), Jackie Havel (Unit 13), Bruce Jensen (Unit 3), Trish Brooks (Unit 2), Mark Mulvany (Unit 16), and Nils Holtestaul (Unit 27) - Homeowners

1. **CALL TO ORDER:** The Board of Directors meeting was called to order at 6:33 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 about the status of the repairs of her front stairs. Winston explained that most of the remaining wooden stairs are in the same conditions as unit 57. Winston made a motion to approve the temporary minor repairs of the front stairs of unit 57. Foster seconded. Motion carried unanimously.

Barbara Coffey asked for an updated on the status of the replacement of her front stairs. Jackie Havel asked who was paying for the replacements of the stairs of unit 5 and 22. She was informed that Eagle Rock was re-doing these stairs at not additional charge.

Mark Mulvany reported that two board moldings along the front concrete stairs recently replaced were not painted. Management will check with contractor.

Suzanne Swafford recommended having the pool company check for any cracks/opening on pool before opening as there may be a leak.

3. **APPROVAL OF OCTOBER 19, 2011 BOARD MEETING MINUTES:** The meeting minutes were reviewed. Foster made motion to approve the October 19, 2011 Board meeting minutes as submitted. Winston seconded. Motion carried unanimously.
4. **COMMITTEE REPORTS:**

- a. **LANDSCAPING COMMITTEE:** No report was given.

- b. **ARCHITECTURAL CONTROL COMMITTEE:**

1. **Unit 27 – Replacement of Windows:** Leo Haas recommended the approval of the replacement of all windows of unit 27 as submitted with vinyl windows.

Foster made a motion to approve the replacement of the windows of unit 27 as submitted. Winston seconded. Motion carried unanimously.

2. **Unit 27 – Installation of Patio Security Doors:** Leo Haas recommended that the color of the security patio doors must match the siding of the building.

Foster made a motion to not approve the application for the installation of the patio security doors as submitted as they don't match the color of the siding. Winston seconded. Motion carried unanimously.

Leo Haas also reported that there is not a pre-approved color of the front doors of the community. The ACC has contacted an interior designer and the designer has visited the community and provided a recommendation. His recommendation is to pick a color that is not an accent, but rather a neutral color.

The ACC recommended adopting a color for the front doors and its application. They requested the authorization of the board to try the proposed color in a couple of doors to get a better idea, using Benjamin Moore or Sherwin Williams products with a Satin finish. Foster made a motion to paint two doors in the community (2, 9 & 22) at the homeowner's expense, Winston seconded. Motion carried unanimously.

- c. **CAPITAL IMPROVEMENTS COMMITTEE:** Bruce Jensen reported that the CIC is moving forward with obtaining prices on a few items/projects that have been identified, such as the siding and trim and the tennis courts.

The next CIC meeting will be held on November 21st, 2011.

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

6. UNFINISHED BUSINESS

- a. **Proposed 2012 Budget:** The board reviewed the proposed 2012 budget and the board is not suggesting an increase for 2012. Foster made a motion to adopt the 2012 proposed budget with no increases. Winston seconded. Motion carried unanimously.
- b. **2012- 2013 Snow Removal/Landscape Contract:** Due to budget purposes the board reviewed the changes from the landscape contract to reduce the costs and the following changes were requested:
 - 1. Remove Aeration
 - 2. Once per season – Turf Broadleaf Weeds
 - 3. Twice – Turf Fertilization
 - 4. Every other week – Irrigation Inspection

Winston made a motion to approve the 2012-2013 Snow removal/Landscape contract with the changes requested. Larson seconded. Motion carried unanimously.

- c. **Wind Wall – Units 1 & 2:** The board reviewed the bid presented by Reconstruction Experts. Several other bids have been presented in the past; however the other bids are not proposing a permanent fix. Since SPCS will be onsite the following day, management suggested getting a bid from them as well.
- d. **Front Stairs Replacement/Repairs:** Winston reported that the stairs of unit 21 have passed the City inspection. Eagle Rock will be re-doing the stairs of units 5 and 22 at no additional cost.
- e. **Discussion of Proposed Revised Declarations:** Larson presented a spreadsheet showing what the associations' responsibilities will be versus the homeowners once the new declarations pass. Winston proposed to keep the exterior items as the association's responsibility.
- f. **Proposed Parking Rule:** The board reviewed the proposed parking rule. Management was asked to order signs for the visitor parking areas saying "Unauthorized vehicles will

be towed". Foster made a motion to approve the proposed Parking Rule, with the following changes: Violators will be charged \$10.00 per day without a permit. After 72 hours the vehicle will be towed at the homeowner expense. Winston seconded. Motion carried unanimously.

- g. Additional Items from the Board:** No additional items were brought forward.

7. NEW BUSINESS

- a. Repairs of unit 27:** Winston reported the conditions of the bathroom in unit 27; Winston made a motion to approve bid from MG Construction with updated numbers. With the condition that the homeowner will be responsible for 50% of the repairs and the association will be responsible for the other 50%. Foster seconded. Motion carried unanimously.
- b. Concrete Stair Repairs – Unit 25:** The board reviewed the proposals. The board decided to request MG Construction a more detailed proposal, however the contractor will have to visit and review the drawings presented by the homeowner. Winston volunteered to meet with homeowner and contractor.
- c. 2011 Tax/Audit Proposal:** The board reviewed the bid presented by L&R Compton to prepare the 2011 audit and taxes. Larson made a motion to approve the bid for the 2011 tax/audit preparation. Foster seconded. Motion carried unanimously.
- d. 2012 Management Contract:** The board reviewed the contract presented by Weststar Management for the 2012 contract without increases. Larson made a motion to approve the proposed management contract for 2012. Foster seconded. Motion carried unanimously.

- 8. Additional Items from the Board:** The board requested to management to send an email requesting three volunteers for the holiday progressive party.

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

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

- 11. EXECUTIVE SESSION:** None was held

- 12. ADJOURNMENT:** There being no further business the meeting was adjourned at 9:30 p.m.