

# HIGHLINE CLUB OWNERS ASSOCIATION

## Minutes

### BOARD OF DIRECTORS MEETING

WEDNESDAY, MARCH 21, 2012, at 6:30 PM

#### Present

- **Board Member: Toni Larson, John Winston, Bruce Jensen, Nils Holtestaul**
- **Property Manager: Ricardo Lases, Weststar Management**
- **Residents: Leo Haas (Unit 14), Adele Linneman (Unit 16), Suzanne Swafford (Unit 57), Carolyn and Pete Engelken (Unit 39), Rebecca Gregg (Unit 3), and Hans Schulze (Unit 43).**

**CALL TO ORDER:** The Highline Club Board of Directors meeting was called to order by Toni Larson on Wednesday March 21<sup>st</sup>, 2012 at 6:30 PM. The meeting was conducted at the clubhouse located on the grounds of the Highline Club at 9200 Cherry Creek South Drive in Denver Colorado. A quorum was established.

#### HOMEOWNER FORUM:

Suzanne Swafford addressed the board regarding the lack of progress on the replacement of the stairs of unit 57. Ms. Swafford stated that the stairs had been approved and approval was recorded in the minutes of several previous board meeting minutes. Ms. Swafford also alerted the board to an incident regarding a fall involving the UPS delivery man on the stairs of unit 57. Ms. Swafford requested a commitment from the board regarding a timeframe for the replacement of the stairs at unit 57. The board is currently evaluating the stair projects currently under way, and is waiting the completion of these and the selection of a new stair replacement contractor before unit 57 can be addressed.

Adele Linneman addressed the board and requested that the water usage report produced by Phil Faulkner, unit 29, be distributed to all the homeowners in Highline Club in order to increase awareness and reduce water consumption.

**APPROVAL OF MINUTES:** Several changes were made to the minutes from the February 15<sup>th</sup> board meeting. The poor quality of the minutes were noted, and the secretary committed to better minutes in the future.

#### COMMITTEE REPORTS

- Landscaping Committee, Adele Linneman delivered the Landscaping Committee report. The following issues were discussed.
  1. Do Sprinkler Heads need to be moved to eliminate dry areas in the lawn? Should brown patches be converted to Xeriscape landscaping?
  2. The discussion of Landscape Committee expenditures was moved until later in the year when the board can assess the state of expenditures against the budget.
  3. The proposed installation of Strong Boxes to protect the Vacuum Break assemblies was approved for a total expenditure of \$1,850. These are similar to ones used in Denver Parks. A sturdy enclosure is required to protect the assemblies from theft due to the high value of scrap copper.
  4. The decision on a proposed high flow leak sensor for each assembly was delayed. There is no apparent water savings outside a catastrophic valve failure event. Further clarification of the device's use was requested.
  5. Repairs are needed for the curb around the island in the entryway. JBK will be asked for advice on the best course of action.
- ACC Committee, Leo Haas delivered the ACC Committee report. The following issues were discussed.
  1. The doors of units, 2,9,22 were painted a charcoal grey. Comments have been received, both positive and negative. The painting of the door of unit 9 has resulted in the door being sticky and causing damage to the door.
  2. A policy regarding the installation of solar panels needs to be created.
  3. Unit 26 – Replacement of Windows. The replacement of windows was approved, on the condition that the original window configuration is maintained.
- Capital Improvements Committee
  1. Bruce Jensen delivered the CIC committee report. The CIC committee is looking for new members. The CIC has developed a basic priority list which consists of
    - a. Building Envelope
    - b. Tennis courts

c. Streets

2. Financing of the projects was discussed and the board decided that a financial packet needs to be prepared in order to solicit a firm financing offer from a lending institution. Julie Mason has contacted banks about lending to HOAs.

- **REVIEW CURRENT FINANCIALS**

- The financials were reviewed and the board determined to review the current insurance policy to determine if any savings can be realized and if coverage is adequate.

- **NEW BUSINESS**

- Spring Board/ACC/Landscape Walk Around

- Stair Project Update

1. Eagle Rock should finish construction the first week of April. The stairs on unit 22 need to be rebuilt due to code violations.
2. The process to repair additional stairs will be determined once the building envelope study is complete and the current stair repairs completed.
3. If it decided the stair project should continue, bids from contractors will be solicited. .

- Draft of 2011 Audit was approved

- Cracks in Asphalt Proposal was approved if cracks are filled to prevent reoccurrences.

- Proposal to Repair Leaks in Bathroom/Skylight and Garage – Unit 45, was approved for \$1050 in repairs pending further inspections by JP roofing.

- Replacement of Deck Membrane – Unit 55, approved.

- Soffit Repairs – Unit 6, decision delayed until the April board meeting.

- Proposal to Repair Leaks in Dining Room & Kitchen – Unit 27, no action to be taken at this point. The board decided to wait to determine if re-routing the gutter will mitigate the problem.

- Flashing Repairs – Units 19 and 20, approved.

- Soffit Repairs – Unit 9, postponed based on inspection.

- Proposal to Repair Leak into Basement - Unit 47 & 48, approved. Discussion revolved around how to prevent future leaks from ice damming at 47, which is damaging the basement in unit 48. The board determined that the HOA will fund the heat tape on unit 47 to prevent damage to unit 48.

- **UNFINISHED BUSINESS**

- Siding Consultant Proposals

SBSA was chosen as the engineering firm to conduct the siding replacement/building envelope study. The board decided that SBSA provided the best bid to perform the tasks required to successfully complete the project. The costs of the contracts were deemed comparable given the two proposals evaluated and the different charge structures proposed by each firm.

- Discussion of Proposed Revised Declarations

The board discussed the definition of “fixture” in the declarations as it relates to the language in the rebuilding clauses in the declaration. The \$20,000 cap will be removed. The draft will again be sent to the members and comments Alan Buckholtz will be solicited. The board will review the comments at the next meeting and then the attorney will be contacted to set in place the voting process.

- **MANAGER’S REPORT**

- The Board reviewed the manager’s report.

- **EXECUTIVE SESSION**

- An Executive Session was held to discuss delinquent assessments.

- **The meeting was adjourned at 9:40 PM.**