

# HIGHLINE CLUB OWNERS ASSOCIATION

## Minutes

### BOARD OF DIRECTORS MEETING

Monday November 19, 2012 at 6:30 PM

#### **Present**

- **Board Member:** Toni Larson, Nils Holtestaul, John Winston, Bruce Jensen, Hans Schulze
- **Property Manager:** Ricardo Lases, Weststar Management
- **Residents:** ,Rebecca Gregg - 3, Jackie Havel – 13, King Bare – 21, Barb Coffey – 22, Joan Mason – 23, Stacy Lewis - 24, Margaret Rodgers – 32, Carolyn and Pete Engelken – 39, Julie Mason – 50, , Suzanne Swafford – 57.

**CALL TO ORDER:** The Highline Club Board of Directors meeting was called to order by Toni Larson on Monday, November 19th, 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:**

Jackie Havel requested that Owners be reminded to remove plant pots not being used from driveways/walkways.

A light is out at Unit 25.

**APPROVAL OF MINUTES:** The minutes from the October 17<sup>th</sup> board meeting were approved, Motion JW, BJ 2<sup>nd</sup>, all.

#### **COMMITTEE REPORTS**

- Landscaping Committee, Rebecca Gregg delivered report, budget to replace decorations in 2013, repair outlet at mail kiosk. Electrician to repair and add outlets at the entry. The committee plans on putting up the holiday decorations on November 24. Alan Bucholz or his son will be contacted to get the decorations from Mr. Bucholz's basement. There is a dead tree in the pool area that needs to be removed. Also, there is a broken tree limb in the pool area. John Winston and Bruce Jensen will check this out.
- ACC Committee, no report
- Capital Improvements Committee, no report.
- Communication Committee, Stacy Lewis gave a report regarding the first community forum. The meeting schedule for the building envelope project has not been finalized, but two meetings will be held in January. Ricardo will communicate the schedule as locations and times are finalized.
- **REVIEW CURRENT FINANCIALS**
  - The financials were accepted, motion by HS, 2<sup>nd</sup> by BJ, approved unanimously. Ricardo will determine how much has been spent over the last two years for the stair project.
- **NEW BUSINESS**
  - 2012 Financial Audit/Tax Preparation Proposal

Proposal from L.R. Compton II, LLC CPA's to audit financials and prepare tax documents, Motion BJ, 2<sup>nd</sup> NH, approved unanimously.
  - Attorney Retainer Program Proposal

Proposal from Orten Cavanagh and Holmes LLC Attorneys at law, for monthly retainer services. Motion NH, 2<sup>nd</sup> BJ, approved unanimously. Concern was expressed that the attorney doesn't always provide decisive answers. Ricardo will contact the attorney and explain the issue to her.

- Draft of 2013 budget

Budget discussion held, Status Quo budget with a 3% increase for expenses. Special Budget meeting to be held on December 10<sup>th</sup>, 18:30 at the clubhouse.

- Holiday Party

December 16<sup>th</sup>, 18:00, three homes appetizers, main and desserts. Roseanne Schulze to coordinate.

- **UNFINISHED BUSINESS**

- Proposed Declarations – Questions/Comments from homeowners

The following changes to the proposed declarations were made.

1. Section 5, extenuating circumstances, Motion HS, 2<sup>nd</sup> JW, TL, BJ, NH voted no.
2. Section 9, days changed to 30, Motion NH, 2<sup>nd</sup> BJ, approved unanimously
3. Section 16, no change to interest rate

Motion to vote on the declarations at the annual meeting, JW, 2<sup>nd</sup> HS, unanimously approved.

- Siding Report – no new details, board to meet with SBSA/RE and attorney at Weststar offices to review preliminary findings. Ricardo to coordinate with SBSA, RE and attorney.
- Annual meeting date set to January 28<sup>th</sup>, Hamilton Middle School.
- Units 47/48 Heat tape project, JW and NH to further design, meet on 11/21/2012.
- Unit 1 concrete repairs, poor color match. Ricardo to contact owner to coordinate repair with owner.

- **MANAGER'S REPORT**

- No issues.

- **EXECUTIVE SESSION** was held to discuss a Declaration/Rules violation by an Owner.

- **The meeting was adjourned at 20:32**