

HIGHLINE CLUB OWNERS ASSOCIATION

Minutes

BOARD OF DIRECTORS MEETING

Wednesday July 17, 2013

Present:

- Board Members: Phil Faulkner, Hans Schulze, Cliff Rock, and Rick Moss
- Property Manager, Ricardo Lases, Weststar Management
- Residents: Suzanne Swafford #57, Leo Haas #14, Jackie Havel #13, Stacey Lewis #24, Pete & Carolyn Engelken #39, Mark Mulvany #16, Peter Sawko # 35, Matt Sherman #46, Roseanne Schulze #43, Nils Holtestaul #27, Bill Imbach #49, Joan Mason #33, John Clark #54, Peggy Rogers #32, Donna Skultety #36, Julie Mason #50, Richard Pfeffer #17, Katherine Brehm #9, Mary Repetto #30

CALL TO ORDER: The Highline Club Board of Directors meeting was called to order by Phil Faulkner on July 17, 2013 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, Denver, CO. A quorum was established. Faulkner announced that John Winston had submitted his letter of resignation from the Board effective immediately. The members of the Board expressed their appreciation for all of the work Winston has done to better the Highline Club community. The Board requested that Ricardo Lases send out an email requesting a volunteer to serve on the Board until the next election.

HOMEOWNERS FORUM:

- Suzanne Swafford suggested that some shrubs and trees be planted this fall.
- Roseanne Schulze announced that she has volunteered to become the new Chairman of the Landscaping Committee and they would discuss Swafford's suggestion.
- Unit #26 wants the contractor to fix the remaining water leaks. Rick Moss moved and Hans Schulze seconded to have the contractor fix these leaks not to exceed \$200 and provided the contractor provides proof of insurance. The motion passed unanimously. The Board requested that Ricardo Lases contact RE to replace and paint the board for the maintenance work that was already completed on Unit #16.

APPROVAL OF MINUTES: After some changes requested by Phil Faulkner, Rick Moss moved and Cliff Rock seconded that the minutes of the June 19, 2013 Board Meeting be approved as amended. Motion passed unanimously.

COMMITTEE REPORTS:

Landscaping Committee:

- Roseanne Schulze said that she had received bids on the tree trimming and removal, but she wanted to review them and seek clarifications from the contractors before she made a recommendation to the Board. The issue was tabled pending Rosanne's recommendation.

ACC Committee:

- Leo Haas suggested that we purchase supplies and get a group together to clean up and paint the mail kiosk. The Board was in general agreement.

- Leo recommended that we approve the installation of a new air conditioner for Unit 7. Cliff Rock moved and Rick Moss seconded the motion to approve the air conditioner installation for Unit 7. Motion passed unanimously.
- Leo suggested that Tony Taylor be approved to be on the ACC Committee to fill the vacancy. Hans Schulze moved and Rick Moss seconded to approve Tony Taylor as a member of the ACC Committee. Motion passed unanimously.
- Unit #46 the flashing in the basement still needs to be replaced – approved by the Board at June meeting. Rick Moss will call J&P Roofing to follow up on the plans to reconstruct the drain.

Capital Improvements Committee:

- Mary Repetto said the Capital Improvements Committee is waiting on the Long Range Capital Reserve Schedule being developed by Hans Schulze. The Committee in coordination with the Communications Committee is planning on surveying the Highline Club Community to establish improvement priorities and then finalize a Capital Improvement Plan.

Communications Committee:

- Stacey Lewis is planning on coordinating with the Capital Improvements Committee to do a survey of the Community to establish priorities, then holding a series of 3 meetings to look at the priorities associated with the costs and explain these to the Community. The object will be to obtain Community buy-in and to approve a Capital Improvement Plan and the associated funds required to complete the projects by December 2013.

Review Current Financials

- Hans Schulze recommended that the Current Financials be approved as submitted as everything balanced. Cliff Rock moved and Rick Moss seconded to approve the Current Financials. Motion passed unanimously.

NEW BUSINESS:

- Unit #53 needs to have the balcony membrane replaced. Hans Schulze moved and Rick Moss seconded a motion to accept J&P Roofing's bid to replace the membrane. Motion passed unanimously.
- Raw sewage appears to be leaking in front of Unit #19. Ricardo Lases will have the line scoped again and obtain bids for repairs.
- Rick Moss made a spreadsheet of Owners that need to repair or paint privacy walls, gates and other items that are the Owner's responsibility. Moss proposes to send a letter to each owner detailing the needed repairs.
- Hans Schulze plans to prepare a checklist of those items that are the Owner's responsibility to repair verses those that the Community is responsible to repair, because we have a number of new owners that may not understand what repairs and maintenance are their responsibilities.

UNFINISHED BUSINESS:

- Additional repairs are required on Unit #46 to repair the clogged drain pipe. Hans Schulze moved and Rick Moss seconded to approve J&P bid to replace the drain pipe, not to exceed \$2,000. The motion passed unanimously.

- The bid for Highline Club's Property and Casualty Insurance for 2013-2014 was increased by Traveler's nearly \$20,000 and the deductible on hail damage was increased to \$300,000. Suzanne Swafford negotiated with several other insurance companies to reduce the premiums and the deductible on the hail damage and made recommendations to the Board. Based on Suzanne's recommendations, Cliff Rock moved and Hans Schulze seconded to select Pelitron's proposal for insurance coverage and to pay the annual premium immediately out of the Community's Reserve Account in order to save an additional \$5,000. The Reserve Account will be paid back on a monthly basis from HOA dues. Motion passed unanimously. The Board is grateful for all of the work Suzanne put into researching and negotiation these lower premiums and deductibles
- Rick Moss is working on several alternatives for a maintenance program to replace the Building/Envelope Proposal that was voted down at the Community Meeting on July 16. Rick plans to make recommendations to the Capital Improvement Committee and then through the Communications Committee to get Community buy-in on a phased maintenance program.

EXECUTIVE SESSION: A brief Executive Session was held to discuss owners who are in arrears on their payments to the HOA.

ADJOURNMENT:

Rick Moss moved and Phil Faulkner seconded that the meeting be adjourned. Motion passed unanimously at 8:20 pm.

NEXT MEETING: August 21, 2013