

HIGHLINE CLUB OWNERS ASSOCIATION

Minutes

BOARD OF DIRECTORS MEETING

Wednesday August 21, 2013

Present:

- Board Members: Phil Faulkner, Hans Schulze, Mary Repetto and Cliff Rock
- Property Manager, Ricardo Lases, Weststar Management
- Residents: Suzanne Swafford #57, Leo Haas #14, Stacey Lewis #24, Carolyn Engelken #39, Roseanne Schulze #43, Peggy Rogers #32, Richard Pfeffer #17, Katherine & Russell Brehm #9, Alice Rock #40, Rebecca #3, Joan Mason #23, Susan Writer #58, Ray & Sharon Mohr #60

CALL TO ORDER: The Highline Club Board of Directors meeting was called to order by Phil Faulkner on August 21, 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. Phil Faulkner called for the election of Mary Repetto who has volunteered to fill the Board vacancy until the next election. Cliff Rock moved and Hans Schulze seconded to elect Mary Repetto to fill the Board vacancy. Motion passed unanimously.

APPROVAL OF MINUTES: Hans Schulze moved and Cliff Rock seconded that the minutes of the July 17, 2013 Board Meeting be approved. Motion passed unanimously.

HOMEOWNERS FORUM:

- Suzanne Swafford #57 requested that her balcony membrane be replaced. Leo Haas agreed to review the maintenance required on Suzanne's balcony.
- It was mentioned that it takes too long to post the minutes of the Board meetings and it was requested that something be done to get pertinent information on the Board's activity to the Community more timely. Mary Repetto agreed to do an unofficial summary of the Board meeting and distribute these notes to the community within a week after the meeting.
- Question as to when entryway light repaired – waiting for parts that are scheduled to be delivered next week
- Question on what is going on at mail kiosk – it is being repaired by some volunteers

COMMUNITY UPDATE REPORTS:

- Hans Schulze is nearing completion of the Reserve Study for Highline Club to 2025 which will help the community determine how to fund capital improvement project. He would like to have a working Board session to discuss the Study and prepare to present it to the Community by at least October.
- The CIC Committee will wait on the outcome of the Reserve Study and for direction from the Board to define its role and mission statement.
- Leo Haas has summarized a maintenance/siding repair plan. He has worked with some painting and coating companies to determine those areas that need immediate repair and plans an in depth walk around of the community to assess priorities for maintenance and repair. His plan would be to review the

maintenance needs at least once per year in the fall so that budgets for maintenance and repair can be established for the next year.

- Sites have been identified that need maintenance and are the responsibility of the homeowner. Letters identifying the maintenance requirements will be sent out in the next few weeks.
- Richard Pfeffer has agreed to assist Rick Moss to update the Declarations and have them reviewed by Alan Bucholtz before presenting them to the Community for final approval.

COMMITTEE REPORTS:

Landscaping Committee:

- Roseanne Schulze said the Landscaping Committee is working with several tree companies to get comparable bids for tree pruning and removal. They will have a proposal to present to the Board by the next meeting.

ACC Committee:

- The Board approved by email and the air conditioning unit has been replaced at #34.
- Unit #1 has replaced the air conditioner condenser without submitting an application. Leo Haas will follow up.
- Leo recommended approval of the deck maintenance and sealing plan for Unit #3. Mary Repetto moved and Cliff Rock seconded to approve the plan at Unit #3. The motion passed unanimously.

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.

Communications Committee:

- The Communications Committee is planning on sponsoring a presentation of the Reserve Study so that the Community can fully evaluate future capital and maintenance requirements.

Review Current Financials

- Hans Schulze recommended the Board borrow \$15,000 from the reserve account to pay the 2013 – 2014 insurance premium in full, saving almost \$5,000. The Board will pay back the Reserve on a monthly basis from the HOA dues. Cliff Rock moved and Mary Repetto seconded to borrow \$15,000 from the Reserve Account to pay the insurance. Motion passed unanimously.
- Hans moved and Cliff Rock seconded that the Current Financials be approved as submitted. Motion passed unanimously.

NEW BUSINESS:

- A bid has been obtained to repair an unground sewer problem in front of Unit 19. The Board suggested that another bid be obtained and that Unit 20 may have a similar problem and this should be addressed at the same time. Ricardo Lases will request another bid and have both companies assess if there is also an issue at Unit 20.
- Phil Faulkner moved and Mary Repetto seconded that JBK's proposal for additional landscaping be approved. Motion passed unanimously.

UNFINISHED BUSINESS:

- The Landscaping Committee will seek comparable proposals for tree pruning and submit at the next Board Meeting.

ADJOURNMENT:

The meeting was adjourned at 8:45 pm.

NEXT MEETING: September 18, 2013

August, 2013 Highline HOA Meeting

The purpose of this note is to share some of the highlights of the meeting and it should not be considered "official minutes".

We met on Wednesday under drizzly skies, and had a good turnout in spite of the iffy weather.

I'd like to start by sharing the new roles of each of the Board members:

Phil Faulkner, President
Cliff Rock, VP
Hans Schulze, Treasurer
Mary Repetto, Secretary
Rick Moss, Director-At-Large

Landscape Cmte Chair - Roseanne Schulze
ACC - Leo Haas
Communications Chair - Stacy Lewis
Capital Infrastructure Chair - Vacant

- As secretary, I received the okay from the Board to share some meeting notes with the caveat that they are NOT official minutes.
- The meeting began with the Homeowners' Forum
 - Unit 57 - request for review/replacement of balcony
 - Unit 17 - completion of privacy fence request
 - Receipt of complaint that meeting minutes take too long to post to our website
 - Question as to when entryway light repaired - waiting for parts
 - Question on what is going on at mail kiosk - it is being repaired by some volunteers
 - Hans is nearing completion on the Reserve Study which will help the community determine how to fund capital improvement projects over the next twenty years
 - The CIC needs the Board to define its role and mission statement
 - Leo gave a great summary of a possible approach to the siding replacement project. He worked with a group of experts to create a 7 year siding plan called 20/20. The hope is to identify needed repairs each fall for the coming year and budget around that plan. It assumes that the textured siding will be used and properties will be rated from 1 to 3. A rating of 1 says it is ok, 2 indicated some repair is needed and a 3 suggests major work is required.

- Richard Pfeffer (Unit 17) has agreed to do the final reworking of the Covenants and have Alan Bucholtz review so we can get the document approved sooner rather than later
- Landscaping is working with several tree companies to get bids for tree pruning and removal
- Unit 19 has had bids to repair a sewer problem. There is a possibility that another unit may also need repair, so its sewer will be scoped to see if work is needed and the two jobs could be done at one time.
- Mary Repetto agreed to fill the Board vacancy

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Mary L. Repetto
Highline HOA
Board Secretary