

# HIGHLINE CLUB OWNERS ASSOCIATION

## Minutes

### BOARD OF DIRECTORS MEETING

Wednesday, December 18, 2013

#### **Present:**

- **Board Members:** Phil Faulkner, Cliff Rock, Hans Schulze, Mary Repetto, Rick Moss
- **Property Manager:** Ricardo Lases, Weststar Management
- **Residents:** Leo Haas - 14, Roseanne Schulze-43, Stacy Lewis – 24, Pete and Carolyn Engleken-39, Earl Pitzer – 20, Mike Cooper – 34, Katherine Brehm - 9

**CALL TO ORDER:** The Highline Club Board of Directors meeting was called to order by Phil Faulkner on Wednesday, December 18, 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 in Denver Colorado. A quorum was established.

**HOMEOWNER FORUM:** No new issues discussed

**APPROVAL OF MINUTES:** The minutes from the November 2013, board meeting were edited and approved unanimously.

#### **COMMUNITY UPDATE/CURRENT FINANCIALS**

- Capital Expenditure Plan Presentation – Hans Schulze presented numbers and Leo Haas discussed approach of community work to be done beginning in 2014.
- The Board hopes to select an architect by January 15, 2014, to design needed clubhouse improvements and landscape improvements for the recreation area.
- JP Roofing will provide aerial photographs of buildings in order to assist with identification of needed building repairs.
- Hans Schulze will author a narrative to support the current capital expenditure plan. This will be sent to the community for their review prior to the January 15, 2014, annual meeting. The plan is based on a Special Assessment of \$10,000 per unit.
- The Board voted to have March 31, 2014, as the due date for the special assessment payment by each homeowner.
  - A) Hans Schulze motioned, Cliff Rock seconded the board approved.
  - B) 60% of the units must approve the assessment to pass
- Rick Moss will finalize the Declaration of Covenants prior to December 27, 2013. They will then be sent to Alan Bucholz for review.

#### **COMMITTEE REPORTS**

- Landscaping Committee – the 2014-15 contract with JBK Landscaping was reviewed by the Landscape Committee and approval was recommended to the Board including tree pruning in front of units.
  - A) Mary Repetto moved to approve the proposal; Rick Moss seconded; the board unanimously approved although Hans Schulze abstained
- ACC Committee – See above for Leo's discussion
- Capital Improvements Committee – no discussion
- Communications Committee – no updates

## **FINANCIALS**

- Hans Schulze requested Weststar to transfer from the operating account back to the capital account the \$15,000.00 borrowed from it to pay the Highline insurance premium by Dec.31, as funds appear to be available in the operating account. This amount was borrowed in order to take advantage of the \$5000 discount offered for prepayment of the premium.
  - Cliff Rock motioned for approval; Rick Moss seconded; unanimous approval
- The financials were reviewed and approved
  - Hans Schulze moved to approve; Rick Moss seconded, unanimous approval

## **NEW BUSINESS**

- A Highline owner suggested we create a library in the clubhouse where community members could donate books for other community members to borrow. The Board suggested we ask community members to donate shelves.
- A Highline Club Collection Policy and Procedure, written by our attorney to incorporate revised Colorado Statute requirements, was provided to the Board for approval. The Board will review and approve by email vote or submit questions regarding the document by Friday, Dec. 20, 2013. (Note: Questions emailed 12/20/13.)

## **UNFINISHED BUSINESS**

See above.

## **MANAGER'S REPORT**

The action item list was reviewed.

## **EXECUTIVE SESSION**

A homeowner whose account is in arrears will be contacted by a board member prior to taking action in accordance with the collection policy.

- **The meeting was adjourned at 8:30pm**