

HIGHLINE CLUB OWNERS ASSOCIATION

Minutes

BOARD OF DIRECTORS MEETING

Wednesday, March 19, 2014

Present:

- **Board Members:** Phil Faulkner, Hans Schulze, and Tony Taylor
- **Property Manager:** Ricardo Lases, Weststar Management
- **Residents:** Leo Haas - 14, Suzanne Swafford - 57, Stacy Lewis - 24, Pete and Carol Engelken - 39, Ray and Sharon Mohr - 60, Roseanne Schulze - 43, Katherine Brehm - 9, Joan Mason - 23, Lisa Corbett - 27, and Ed Phinpraphat and Susan Ando - 28.

CALL TO ORDER: The Highline Club Board of Directors meeting was called to order by Phil Faulkner on Wednesday, March 19, 2014, 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 asked when the short light by the entry of the community will be installed. She also asked about asphalt repairs.

APPROVAL OF MINUTES: The meeting minutes were reviewed. Tony made a motion to approve the February 19, 2014 board meeting minutes. Hans seconded. Motion carried unanimously.

COMMITTEE REPORTS

- Roseanne gave a report and talked about additional tree treatments that may be needed. She also mentioned that she has talked to Davey and they will come back and trim any trees that could have been missed from last year at no charge.

Davey will give her recommendations regarding Emerald Ash borer.

The community clean-up day will be scheduled to be done on a Saturday, date to be determined.

Water usage continues to be monitored. A leak was discovered that could have been the source of over usage of water in building 22 to 25. Water use in that building is trending down.

- ACC Committee - Leo gave the following report of the monthly activities:

Limited preparation of cost estimates for the maintenance component of the assessment

Participate in evaluation of club house, recreation area and pool security fence

Continued review of building components and prioritization of needed maintenance

Follow up on repair work on unit 44 as a template for future maintenance

Met with Board members to participate in the evaluation of contractor qualifications

Met with J&P Roofing and members of the Board to further define and refine the evaluation of exterior building elements that was approved by the Board in December.

Evaluation will be by unit and include photos of all areas of concern with the following rating:

1. Current risk of water intrusion and in need of immediate repair
2. Elements that are observed as serviceable with caulking, paint and limited maintenance
3. Those building elements that are not in need of immediate attention.
4. An "estimate" of potential cost for each repair needed "estimate to help guide scope of work"

Met individually with several homeowners and listened to their concerns regarding siding maintenance and paving repair needs.

Assisted homeowner in unit 42 with their ACC application to install the pre-approved Anderson 100 windows.

Assisted homeowner in unit 15 in anticipation of an ACC application to renovate the rear patio area.

- Communications Committee - Stacy reported that there are 10 members that have signed up for the committee. Stacy presented a document to the board that covers the purposes and roles of the Communications Committee including future activities. See attachment.
- CIC - The board will continue to do maintenance as needed and feels the CIC will no longer be needed. Suzanne would still like to continue to be part of the CIC and she agreed to present a mission statement of the CIC at the next board meeting.

CURRENT FINANCIALS: The Board reviewed the financial statements for the period ending February 28, 2014. Tony made a motion to approve the financial statements for the period ending February 28, 2014 pending an audit; Phil seconded. Motion carried unanimously.

NEW BUSINESS

- The board reviewed the draft of the 2013 financial audit. Hans made a motion to approve the draft of the 2013 financial audit as presented; Tony seconded. Motion carried unanimously.
- Administration of Collection Policy – The collection policy was adopted at the February 2014 board meeting. Phil went over the collection policy. Tony made a motion to not apply the interest on late fees, fines, and non NSF fees; 18% annual interest on late payments will only be charged on dues and assessments; Hans seconded. Motion carried unanimously.
- Hans made a motion to adopt the Communication Committee Description/Purpose/Role and Proposed Activities as presented by the Stacy; Tony seconded. Motion carried unanimously.
- Tony made a motion to approve the application submitted by unit 42 to replace all windows, except for the West elevation upper level north window, as well as for the installation of a security/screen door, per the following stipulations revised by the board:
 1. Installation and/or painting must be in accordance with manufacturer recommendations
 2. Flashing (flexible) must be provided per Andersen installation guidelines. Andersen installation guidelines indicate removal of drip flashing over the window apparently to allow window installation. Because of this, the HOA should not be responsible for water intrusion at the replaced windows. Damage to siding, including paint, during the work must be repaired by the homeowner to the satisfaction of the HOA
 3. Digital photographs are a requirement of the Application. As a minimum, provide a digital photo record of each window opening/framing (after the existing window has been removed and before the new window is installed) and any evidence of deterioration to siding or sheathing.

Hans seconded; Motion carried unanimously.

UNFINISHED BUSINESS

- Phil reported that J&P Roofing is developing a scope of work for the exterior of the buildings. The board is looking to work with bigger contractors; Palace Construction has visited the community.
- A few contractors and several options are being looked at for the recreational area. The board is working on bringing the clubhouse and recreational area up to code and to meet City Guidelines while maximizing the usable open space in the clubhouse.

The pool deck, perimeter fence and gate will be included as part of the landscaping improvements.

Ed Phinpraphat has volunteered to do the architectural work and design for the recreational area at no cost.

The work on the clubhouse area will not begin until after summer to not interrupt the usage of the pool this season.

- There are specific driveways that are in worse conditions than others. The driveways of units 18 through 21 will most likely be redone. There is settlement on driveways that will be addressed as well.

MANAGER'S REPORT/COMMUNITY UPDATE REPORT – The action item list and community update report were reviewed.

CORRESPONDENCE – The Special Assessment notice was discussed for questions.

EXECUTIVE SESSION

The board went into executive session at 8:11. Two delinquent accounts were discussed.

Phil made a motion to not waive any late fees either on these accounts or any other account with a late fee; Hans seconded. Motion carried unanimously.

Executive Session was completed at 8:28 p.m.

Ed Phinpraphat volunteered to prepare drawings for the clubhouse and recreational area. Tony made a motion to accept the offer from Ed to be the architectural designer for the clubhouse and exterior landscaping; Hans seconded. Motion carried unanimously.

The meeting was adjourned at 8:39pm

DATE: March 14, 2014

TO: Highline Club Board of Directors

CC: Ricardo Lases, Weststar Management

FROM: Stacy Lewis, Chair, Highline Club Communications Committee

RE: Communications Committee Description/Purpose/Role and Proposed Activities for Board Approval at March Board Meeting

The Highline Club Communications Committee is in the process of expanding its role and level of activity on behalf of the community. Below is a description of the committee's expanded goals, purpose and recommended activities for 2014 and beyond. Our interest is to present this to the Board of Directors at the March Board Meeting with the hope of gaining approval of our committee's newly expanded role and activities. From here, the committee will return to the Board with a proposed budget that we feel will best support the level of activities we are proposing. We don't anticipate extensive expenses to be associated with this committee but we do anticipate needing some budgetary support.

On behalf of the Communications Committee members, thank you for your consideration.

Stacy Lewis

Current Committee Members:

Stacy Lewis, Susan Ando, Russell Brehm, Sara Brownlee, Charlene Goldman, Susan Hickman, Pat McCahill, Ray and Sharon Mohr, Shelly Rappaport, Peggy Rogers, Matthew Sherman, Carol Taylor

Goal of the Committee

To unite the community, enhance property values and ensure a healthy, positive community experience through communications.

Purpose and Role of the Committee

Our role and purpose as a committee is:

- To serve as a neutral conduit of information
- To serve as a positive bridge between the community and the Board of Directors
- To strengthen awareness, understanding, engagement and relationships within community
- To serve as a resource to the community

Brainstorm Summary: Short-Term and Long-Term Committee Activities

*Below is a list of **prioritized** activities identified by the committee for the 2014 year and beyond. Activities will be updated and adjusted on an annual basis to align with community needs.*

Activities Identified as Priorities for 2014

- **Review HOA Best Practices in Community Communications**
 - Work with Suzanne Swafford and Ricardo to identify best practices from homeowners association trade group
- **Highline Club Newsletter**
 - Create a quarterly electronic newsletter to build awareness, understanding across community
 - Use it to keep residents updated, profile residents, even showcase homeowner improvement ideas
- **Enhance Board Meeting Attendance and Information Sharing**
 - Ideas range improving promotion of meetings to having snacks at meeting and improving post-meeting information sharing
 - Committee members will attend meetings and work with Board, Secretary and Ricardo to identify what is appropriate and timely to share with community and in what format
 - We realize Board meetings support official business for the Board while also serving as critical forums for community planning, updates and learning. Goal is to enhance that effort.
- **Vision 2020 Support**
 - We feel we can help support planning, implementation and support for Vision 2020 activities by creating a series of communications efforts designed to enhance understanding and on-going support for the Vision over time. Below are a list of current suggestions:
 - **Create a Communications Plan to support Vision 2020 activities that aligns with annual planning and implementation efforts**
 - **Host Community Input Forum for key 2014 Projects: i.e., Recreation Area**
 - **Provide on-going updates on Building Repairs/Asphalt/Clubhouse/Rec Area**
 - **Work with ACC committee to Conduct Property Walking Tours**
 - **Host Homeowner 101 Series: Can be held ever quarter as new folks move in**
 - Understanding HOA Rules and Declarations
 - Homeowner responsibilities vs. HOA
 - Operating Expenses vs., Capital Reserve
 - Ways to keep community costs down

- **Community-Building Outreach and Support Activities**

- These activities come from the 'heart' and involve using communications and other 'outreach' ideas to strengthen our connections and compassion as community members
- Everything from 'Welcome Wagon' outreach and 'Highline Club Basic Information' sheets for new move-ins to stronger volunteer recruitment, promotion of social events and even community notes and outreach for neighbors needing a little support.

Longer-Term Activities

- **Highline Club Website**

- There used to be a website for community separate from Weststar site link
- Stacy will connect with Board and Joe Lucente' (who created site) and find out what happened to it

- **Community Marketing Pieces/Realtor Outreach**

- We want to strengthen community perceptions among realtors
- This effort will involve creating a fact sheet or promotion piece for our community for realtors or individuals shopping our community
 - Can highlight Vision 2020
 - Provide facts, information
 - Parade of Homes for Highline Club