

HIGHLINE CLUB OWNERS ASSOCIATION

Minutes

BOARD OF DIRECTORS MEETING

Wednesday, June 18, 2014

Present:

- **Board Members:** Phil Faulkner, Hans Schulze, and Rick Moss
- **Property Manager:** Ricardo Lases, Weststar Management
- **Residents:** Leo Haas - 14, Suzanne Swafford – 57, Stacy Lewis – 24, Pete and Carolyn Engelken – 39, Mark Mulvany & Adele Linneman – Unit 16, Bruce Rappaport – Unit 6, Janet & Jerry Arndt – Unit 19, Susan Ando – Unit 28, Russell & Katherine Brehm – Unit 9, Cliff Rick – Unit 40, Roseanne Schulze-43, Peggy Rodgers – 32, Joan Mason – Unit 23.

CALL TO ORDER: The Highline Club Board of Directors meeting was called to order by Phil Faulkner on Wednesday, June 18, 2014, at 6:34 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:

Introductions took place.

Suzanne Swafford requested that all comments from the homeowner forum be listed on meeting minutes.

Bruce Rappaport asked about the pool maintenance contract.

It was reported that the hand rails for the pool are not secured.

APPROVAL OF MINUTES:

The meeting minutes were reviewed. Rick made a motion to approve the May 21, 2014 board meeting minutes; Hans seconded. Motion carried unanimously.

COMMITTEE REPORTS

- Landscape Committee - Roseanne reported that the planting day on May 21 was a success. All volunteers were mentioned and thanked for their participation.

A meeting with Davey has been scheduled for June 11th to inspect the grounds and to revisit the proposal submitted last year for tree care. A meeting with JBK was also scheduled to look at the area next to unit 6.

The Community work day was discussed and scheduled for Saturday, June 21.

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

Unit 9 –Phil and Leo will meet with the contractor that will be doing the installation of the windows for further clarification on installation, inserts, etc.

Unit 39 – Will be submitting an application to replace 4 windows. Once the application has been completed and submitted the ACC will give a recommendation to the board.

While assisting the owner of unit 15 when the replacement of their deck was in progress it was discovered that one of the wing walls is in need of repair. This wing wall is the HOA responsibility and will be coordinated to be fixed while the siding work is in progress.

- Communications Committee – Stacy reported that the first newsletter was mailed out to the community.

An educational seminar for the homeowners will be held before the end of summer regarding the Governing Documents of the Association.

A meeting to review the Governing Documents of the Association has been scheduled for June 19th, 2014. The Declarations will be reviewed as the definitions are not consistent with the rest of the Governing Documents.

Russell has volunteered to create a welcome packet for new owners in the community.

- CIC – The board explained that due to the numerous tasks in place at the moment, the CIC will not be developed.

CURRENT FINANCIALS: The Board reviewed the financial statements for the period ending May 31, 2014. Hans made a motion to approve the financial statements for the period ending May 31, 2014 pending an audit; Rick seconded. Motion carried unanimously.

NEW BUSINESS

- a. **Board Vacancy:** Joan Mason, Suzan Swafford, and Bruce Rappaport volunteered to serve on the board until the next annual meeting. The board took into consideration the background of the three volunteers to make their decision. Rick made a motion to appoint Bruce to be on the board; Hans seconded. Motion carried unanimously.

The board gave their input of how the selection was made based on background and the best interest of the association with the upcoming projects. Suzanne did a great a job last year explaining to the board the insurance policies. Giving the background of Bruce, the board felt his help could be very helpful with the upcoming projects. Bruce gave additional feedback on his background and experience.

- b. **Window Replacement Request** – Unit 9: Phil and Leo will meet with the contractor that will be doing the installation of the windows for further clarification on installation, inserts, etc.
- c. **2014 – 2015 Insurance Policy:** the Board reviewed the 3 policies presented by Peliton. Hans requested a meeting with Peliton to discuss the presented policies.
- d. **Awnings Repairs Proposal** – Units 14, 15, 41, 54, 55, 57 and 58: Leo reviewed the proposal from 4 Seasons Awning and recommended to the board to approve the proposal as submitted. Rick made a motion to approve the proposal as submitted by Four Seasons Awning; Hans seconded, Motion carried unanimously.
- e. **Clubhouse HOA Construction Representative:** Jerry Arndt will help with the progress of the Clubhouse renovation project. Hans made a motion to appoint Jerry as the point of contact for the project; Rick seconded. Motion carried unanimously.

The scope of work is not ready, however is in progress. The board will still be responsible to review and approve all projects and scopes, Jerry will act as an independent contract manager.

- f. **Additional Items From the Board:** The board reviewed the proposal submitted by Davey for tree work. The Landscape Committee recommended the approval of this proposal which included fertilizing and pruning and some of the trees in the community. Bruce made a motion to approve the proposal as recommended by the Landscape Committee; Rick seconded. Motion carried unanimously.

UNFINISHED BUSINESS

- a. **Buildings:** The detail report from J&P Roofing has been submitted to the board. This report included the evaluation of the buildings with photos indicating the deficient areas. Several areas with rotted siding and trim were found. The flat roofs that were replaced are starting to show bubbles. 12 garage fronts have been identified for repairs; the balconies of these 12 units will be inspected as well.

The rear decks were discussed. Those decks that have been modified are the owner's responsibility to maintain and/or replace.

- b. **Recreation Area:** The courts project will begin on July 21 and is anticipated to be completed by September 8, 2014. The zoning permits are currently in progress. The contractor will have to obtain permits too, in order for the contractor to obtain permits, they need the zoning permit.

The fencing surrounding the pool was discussed. The new pool gate will have an access cards instead of keys.

- c. **Asphalt:** The board is working on the scope of work. Once is ready, bids will be requested.

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

CORRESPONDENCE – Correspondence was reviewed.

EXECUTIVE SESSION

The board went into executive session at 8:26.

Delinquent accounts were discussed.

The meeting was adjourned at 8:30pm