

HIGHLINE CLUB OWNERS ASSOCIATION

Minutes

BOARD OF DIRECTORS MEETING

Wednesday, September 17, 2014

Present:

- **Board Members:** Phil Faulkner, Hans Schulze, Buzz Rappaport, Mary Repetto and Rick Moss
- **Property Manager:** Ricardo Lases, Weststar Management
- **Residents:** Leo Haas - 14, Roseanne Schulze-43, Peggy Rodgers-32, Ray Mohr – 60, Jackie Havel – 13, Suzanne Swafford - 57
- **CALL TO ORDER:** The Highline Club Board of Directors meeting was called to order by Phil Faulkner on Wednesday, September 17, 2014, at 6:32 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:

- Homeowners noted concerns about balcony repairs
- Questions posed on the windscreen for the tennis court. It will be on the south side and wrap around the SE and SW corners
- Inquiry made about the status of payment of the assessment by the community.

APPROVAL OF MINUTES:

The meeting minutes for August were reviewed and unanimously approved. Motion made by Rick, seconded by Buzz, unanimous approval.

COMMITTEE REPORTS

- Landscape Committee - Roseanne reported the following:
 - A) The Landscape Committee has suggested edging around the junipers at the kiosk. There is money in their budget to complete this work. Mary moved to approve, Rick seconded with unanimous approval.
 - B) JBK is relocating some of the sprinklers east of the courts that are not placed properly.
 - C) Willows will be pruned in the spring
- ACC Committee – Leo gave the following report of the monthly activities:
 - A) Unit 18 and 19's ACC request is pending, awaiting insurance paperwork. A new contractor has been selected.
- Communications Committee – Ray Mohr reported the following:
 - A) An educational seminar for the homeowners will be held on October 6th, 2014, to educate the community on the Rules/Regs, By-laws and Covenants. The meeting will be held at Hamilton Middle School at 6:30pm.
 - B) Issue 2 of the newsletter is in process.

CURRENT FINANCIALS: Hans did not approve the financials for July or August due an irregularity in one of the entries. Approval is pending an updated entry. Hans and Phil will be meeting with Weststar to discuss inconsistencies in the entries.

NEW BUSINESS:

- A) Board unanimously approved the application for door replacement at Unit 4.
- B) Units 18/19 have selected a new contractor. The Board has previously approved this application.

- C) 17 balcony membranes have been identified as deficient. There is budget to repair 6. Units 6,12,31 and 41 will be completed. Balconies at Units 34,49 will also receive new membranes when their garage facades are replaced this fall. Buzz motioned to approve, Hans seconded, unanimous.
- D) The change order process : Hans has created a form to use with our contractor ECC when additional work is identified. The form will be submitted to ECC for pricing and a decision will then be made whether or not there is budget to complete the work. Phil will be authorized to approve changes. Field changes can be made by the contractor without formal approval in an amount not to exceed \$3000. Hans motioned to approve, Rick seconded, unanimous.
- E) Phil is creating a change order for caulking and touch up painting to the entire community. Once the cost has been identified, a motion will be made to approve if sufficient funds exist.
- F) Rick estimated it would cost \$10,000 to replace the lighting bollards in the entry driveway. This item will appear in the 2015 budget.

UNFINISHED BUSINESS:

- A) ECC has the responsibility to obtain permit documents for stair replacements.
- B) A change request will be submitted to replace the handrails on Units 1-5. Rails must meet code requirements. Pricing will determine when this work is to be done.
- C) Unit 57 – The Board will evaluate adding garage front and balcony replacement to the list of work to be done in 2014. If adequate monies exist, this work will be done in 2014. Phil will draft a change request to ECC and adjust the contract if approved.
- D) Rec area/sport court – concrete work is scheduled for 9/24/2014 with tensioning work to follow the next day.
- E) Clubhouse – four bidders were identified and three are interested. The Board is trying to get a sample RFP to use as a guide for developing our RFP for this work. April, 2015, is the anticipated completion date.
- F) Concrete work – still plan to begin October. Prior to start there will be a meeting with contractor around phasing the work to create the least disruption to the community.
- G) Hans hopes to have the Declaration of Covenants update completed in 2014 so that it can be voted on by the community at the January, 2015, annual meeting.

MANAGER'S REPORT/COMMUNITY UPDATE REPORT – The action item list and community update report were reviewed. Unit 36 chimney cap not installed properly by private contractor. J&P is instructing contractor on how to repair and to have it painted black. A reminder was issued to the community that any exterior work needs to be approved by the Board.

CORRESPONDENCE – none to discuss

EXECUTIVE SESSION – the Board went into executive session at 8:15

The meeting was adjourned at 8:30pm.