

HIGHLINE CLUB OWNERS ASSOCIATION

MINUTES

BOARD OF DIRECTORS MEETING

WEDNESDAY, MARCH 18, 2015

PRESENT:

- **Board Members:** Phil Faulkner, Hans Schulze, Mary Repetto, Rick Moss, Buzz Rappaport
- **Property Manager:** Ricardo Lases, Weststar Management
- **Residents:** Stacy Lewis, Peggy Rodgers

CALL TO ORDER: The Highline Club Board of Directors meeting was called to order by Phil Faulkner on Wednesday, March 18, 2015 at 6:34PM. The meeting was conducted at Unit 25.

HOMEOWNER FORUM: Peggy Rodgers commented on the work that was done in her Unit to replace the skylight.

APPROVAL OF MINUTES: The minutes were amended to correct spelling errors and to indicate that the ECC Change Order total amount included repair of 5 balconies, and 4 stairs as well as 42 garage fronts. The ECC total of 329,510.50 was removed, as it reflects payments in 2 different years. Mary moved to approve the amended minutes and Hans second, approved unanimously.

COMMITTEE REPORTS

1. Landscaping Committee- In Roseanne's absence, Phil reported on a meeting with JBK regarding a landscaping plan for the pool area as part of the clubhouse renovation. The discussion centered on the installation of a drip irrigation system, the recommendation of a 4 foot perimeter border, and some planting areas. Phil expressed concern regarding a planting area immediately in front of the clubhouse so as to avoid irrigation that close to the building. Phil asked that Roseanne coordinate the scheduling of a meeting with the Board, and the Landscaping Committee to further discuss a plan.
2. ACC Committee- In Leo's absence, Phil reported on the following:
 - a. Leo and Phil have been monitoring the ongoing ECC renovations
 - b. Unit 15 application - Board agreed to postpone review pending submission of a dimensional sketch/drawing of work to be done.
 - c. There was general discussion regarding the revision of the application form to indicate that neighbors have been notified of work to be done rather than requiring a neighbor's signature. Hans will revise.
 - d. Unit 13 application to replace pavers with deck-pending
 - e. Will be meeting with Unit 59 homeowner to discuss planned expansion of patio area to lot line. Will encourage homeowner to extend to 10' within the lot line. Will need lot survey for accurate measurement of property.

3. Communications Committee-

Stacy reported on the results of the recent survey to assess effectiveness of the Committee. There were 43 responses. Since a majority of respondents were living in the community <5yrs., this indicates a need to focus communications on the future rather than the past and toward a younger demographic. There was positive feedback regarding the function of the Board. Over 90% indicated awareness of the Communications Committee, and are aware of what's going on in the community. People prefer being informed mostly by e-mail, speaking with neighbors, and community forums. The Newsletter is also popular. Moving forward, people want a better understanding of Vision 2020, rules/regulations enforcement, architectural control process; more frequent updates of budget/finance and potential for future assessments; and a better understanding of Board decisions. There was interest in establishing a Social Committee. There was Board consensus that highlights e-mail have a template format and include more info regarding upcoming events, etc.

REVIEW CURRENT FINANCIALS

Hans reviewed and compared audited and unaudited year end financials. Rick made a motion to approve the audit pending a change in wording regarding the Supplemental Assessment. Hans second the motion, and it was unanimously approved. There was discussion regarding the ongoing cost of the monthly phone line for the clubhouse. The line is there as a safety measure for the pool. Ricardo will investigate suspension of the line charge. Regarding current financials, Hans moved to accept with inclusion of the unpaid 2014 bills in the 2015 capital expenditure budget to detail the total estimated cash expense, Mary second, and was unanimously approved.

NEW BUSINESS

1. Architectural application for Unit 4 balcony door-Rick moved to approve providing door trim is unchanged, Mary second, unanimously approved.
2. Leak reports/recommendations: J&P- Unit 2 (ice damming due to snow/cold-need downspout modification); Unit 13 (need slip metal installed under gutter); Unit 20 (need to install custom gutter box); Unit 24 (wall cap installed on crow's nest deck wall, drain service); Unit 26 (leak in basement from chimney repaired.) Unit 30 (repaired shingle area where front beam was capped); Unit 31 (repaired shingle area where upper rear headwall); Unit 49(need to see inside to check leak. May need to rework a section of eave with Grace Ice and Water Shield). Skylight repair/ replacements: Units 21, 22, 32, 35.
3. Balcony membrane replacements (Units 6, 12, 31, 41) will be done by J&P in the same manner and will include a metal cap beneath the railing.
4. Mary raised the issue of birdfeeders attracting pigeons. The policy regarding birdfeeders will be reviewed.

UNFINISHED BUSINESS

1. Change order 11- Hans moved to approve this request, Mary second- unanimously approved.

2. Change order 11 progress update- lots of work ongoing on garage fronts and related repairs. Each Unit is taking approximately 3 days to complete. ECC to examine garage light problems following repair.
3. Clubhouse status update- Will meet with Meisinger and Structural Engineer at clubhouse on 3/20. Will review revised VE list pending determination of cost for North/South structural beam.
4. Asphalt/concrete work- Brown will start on concrete work (driveways/stoops/walkways) May 1st depending on weather.
5. Declarations of Covenants- Hans to distribute.
6. Water usage- will review next monthly usage to evaluate reason for previous month of excessive use.

MANAGER'S REPORT

Items reviewed under new business.

CORRESPONDENCE

Notice of Special Assessment

EXECUTIVE SESSION

1. Review of Member Balances
2. Review of policy re: suspension of privileges
3. Parking fees

ADJOURNMENT

Meeting was adjourned at 8:25pm Rick motioned, Hans second, unanimously approved.