

HIGHLINE CLUB OWNERS ASSOCIATION

MINUTES

BOARD OF DIRECTORS MEETING

WEDNESDAY, MAY 20, 2015

PRESENT:

- **Board Members:** Phil Faulkner, Hans Schulze, Mary Repetto, Rick Moss
- **Property Manager:** Ricardo Lases, Weststar Management
- **Residents:** Suzanne Swafford, Jackie Havel, Leo Haas, Pete Engelken, Susan Zacharakis, Terry Searl, Stacy Lewis, Suzy Ando, Ed Phinphrapet, Sharon Bricker, Roseanne Schulze.

CALL TO ORDER: The Highline Club Board of Directors meeting was called to order by Phil Faulkner on Wednesday, May 20, 2015 at 6:32PM. The meeting was conducted at Unit 29.

HOMEOWNER FORUM: Phil started the forum with a summary of the status of the Clubhouse renovation project, and the impact of that process on the opening and closing of the pool. The Board decided, by a 3-2 vote to open the pool, after establishing a new pool maintenance contract, and installing a temporary fence, until August 1st, when it is assumed that Coe Construction will be ready to begin renovation. If construction does not begin on August 1st, it is likely that the pool will remain open beyond that date. There was further discussion from several owners who requested that the pool remain open for the entire season, and the Board reiterated its decision. A question was raised regarding the removal of a tree from an owner's window well. This will be addressed by the Landscape Committee Chair. A question was raised regarding securing the Association's website with password protection. Ricardo was asked to investigate. Owners inquired about requested repairs, and were informed that both are approved and in process. Phil and Pat were presented with a gift certificate in appreciation of the time and effort that Phil has given to the community.

APPROVAL OF MINUTES: Approval of the minutes was delayed, and will be reviewed electronically.

COMMITTEE REPORTS:.

1. Landscaping Committee- Roseanne reported that the Committee held a well-attended open house, and had a successful community work day during the past month. Another work day will be scheduled during the summer. JBK has proposed to clean the sports court area for a contracted price of \$20/week or \$75/requested occurrence. Rick motioned and Hans second to accept the \$20/week proposal; unanimously approved. Roseanne reported on the work Davey tree has and will do regarding mitigation of weather related damage. An owner asked the Committee to consider a propagation plan to replace trees that are removed due to damage or disease. Roseanne was asked by a homeowner to investigate the removal of a tree from the owner's private property. The Board requested that owner inquiries be directed to the Committee Chair or the Board President.

2. ACC Committee- Deferred to New Business.
3. Communications Committee- Stacy reported that Mary will be the Board's liaison to the Communications Committee. Charlene is working on the production of the next newsletter. The sports court event last weekend was a big success. There is interest in establishing a Social Committee, and Stacy asked the Board to consider and recommend if appropriate. Stacy requested that Board meeting highlights be generated timely as a means of keeping the community informed and current regarding issues such as construction, and the pool opening. Mary indicated she would do the May highlights.

REVIEW CURRENT FINANCIALS

Hans discussed an issue regarding the Weststar accounting practices specifically with regard to a discrepancy in Accounts Receivable. He discussed this with Ricardo who said it would be rectified next month. Hans motioned to not approve the current financials until next month; Mary second; unanimously approved.

NEW BUSINESS

1. Ratify Architectural/grounds applications:
 - a. Unit 38 radon mitigation system- Rick motioned to ratify; Mary second; unanimously approved.
 - b. Unit 21 satellite dish installation- Rick motioned to ratify; Hans second; unanimously approved.
 - c. Unit 29 donation of tree- Mary motioned to ratify; Hans second; Phil abstained; Rick voted to approve.
 - d. Unit 3 window/patio door installation- Mary motioned to ratify; Rick second; unanimously approved.
 - e. Unit 59 extension and enclosure of privacy area- Hans motioned to ratify with understanding that owner pays for irrigation system relocation and maintains the border area; Mary second; unanimously approved.
 - f. Unit 43 deck removal and replacement- Mary motioned to ratify; Rick second; Hans abstained; Phil voted to approve.
2. Ratify pool maintenance contract- Mary motioned to ratify; Rick second; unanimously approved.
3. Awning repairs proposal- Phil motioned to not accept Four Seasons' proposal; Mary second; unanimously approved. Will consider other contractors for awning and associated structural repairs. It was suggested that a periodic communication be sent to owners reminding them of their responsibility to maintain awnings.
4. Unit 13 estimate for heat tape proposal- deferred pending clarification of scope of drywall repair.

UNFINISHED BUSINESS

1. ECC painting/caulking and carpentry to be completed by the end of the week, weather permitting.

2. Clubhouse renovation status- drawings have been submitted for building and fire departments review, which also requires zoning review
3. Asphalt and concrete ratification of 2015 driveway walkway proposal- Mary motioned to ratify without the parking area proposal; Hans second; unanimously approved.
4. Status of Declarations of Covenants- Hans reported on progress and will provide an official update in the first week of June.
5. Phenolic plaques to be applied to electrical service panels in Units 1-17 to provide an alert regarding the separate electrical service to garage soffit lighting.

MANAGER'S REPORT

1. Action item list- Ricardo reported on open roofing repair items for Units 3, 10, 18, 20, 36, 43, 49, 52.
2. Reminder note to order gutter cleaning prior to Nov. 15.

CORRESPONDENCE

Ricardo reported on correspondence with various homeowners.

EXECUTIVE SESSION

1. Review of bills.
2. Suggestion to request bids for installing heat tape to mitigate ice damming.
3. Review of Member Balances.
4. Hans motioned to approve the delinquent payment plan of homeowner; Mary second; unanimously approved.
5. Discussion of HOA payment for exterior wall repair.

ADJOURNMENT

Meeting was adjourned at 8:55pm Rick motioned, Hans second, unanimously approved.