

HIGHLINE CLUB OWNERS ASSOCIATION

MINUTES

BOARD OF DIRECTORS MEETING

WEDNESDAY, JUNE 24, 2015

PRESENT:

- **Board Members:** Phil Faulkner, Hans Schulze, Mary Repetto, Buzz Rappaport
- **Property Manager:** Ricardo Lases, Weststar Management
- **Residents:** Pete Engelken, Stacy Lewis, Roseanne Schulze, Gail Sawko, Tom Watson, Donnie Shore, Russell and Katherine Brehm.

CALL TO ORDER: The Highline Club Board of Directors meeting was called to order by Phil Faulkner on Wednesday, June 24, 2015 at 6:32PM. The meeting was conducted at Unit 30.

HOMEOWNER FORUM: There was a question regarding requests for stair replacement, and the criteria for determining prioritizing of need. The Board indicated that safety is given higher priority than appearance. Board members, and the ACC Committee have made assessments and prioritized replacements. Owner requests for stairway replacements and other maintenance/repair work should be submitted to the property manager. There was a discussion regarding community awareness of strangers. There were several questions regarding the status of leak repairs. Ricardo reported on the status of several. J&P Roofing will evaluate owner requests and determine the source of the leak. Responsibility for repair will be determined per HOA policies.

APPROVAL OF MINUTES: May's minutes were approved unanimously. April's minutes will be reviewed electronically.

COMMITTEE REPORTS:

1. ACC Committee- Leo was unable to attend the meeting. Application approvals and ratifications will be deferred to New Business.
2. Landscaping Committee- Roseanne reported that on May 30th there was a community planting effort at the front entrance. Additional volunteers are needed to sign up for watering. This will be included in the next "Board Meeting Highlights". A community work day has been tentatively scheduled for July 11th. Several committee members walked the grounds with Eric from JBK to assess needs and identify repairs. Davey Trees has continued with tree pruning. The Committee is requesting that policies be established to make all owners responsible for the maintenance of landscape borders surrounding each unit's property. Phil will ask Ed Phinphrapet to create a plot map that clearly identifies each unit's property border. There was discussion about when and by

what means new owners should be made aware of their responsibilities. The Welcome Kit should include this information.

3. Communications Committee- The Committee met with Mary to discuss ways to communicate Board activities. The Monthly Board Highlights, annual update of Vision 2020, and a Fall Forum prior to the Annual Meeting are all felt to be effective mechanisms for this purpose.

REVIEW OF CURRENT FINANCIALS:

Hans reported that there were some minor bookkeeping issues that were identified and resolved. He made a motion to approved the financial statements of both April and May, Mary second and approval was unanimous.

NEW BUSINESS

1. Ratify/approve Architectural/Ground modification applications
 - a. Unit 37 radon mitigation system- Mary moved to ratify; Hans second; unanimously approved
 - b. Unit 48 window replacements- Mary moved to ratify; Buzz second; unanimously approved.
 - c. Unit 42 installation of security door- Mary moved to approve; Buzz second; unanimously approved.
 - d. Unit 58 deck modification approval-
 - i. Overall deck plan- Mary moved to approve; Buzz second; unanimously approved.
 - ii. Wing wall (\$3607)- Hans moved to approve; Mary second; unanimously approved.
 - iii. Board shared amount (\$3200) - Hans moved to approve; Mary second; unanimously approved.
 - e. Unit 59 deck replacement (\$2659) - Mary moved to approve; Buzz second; Vote 3-1 to approve.
2. 2015-2016 Insurance Policy Renewal – As of 6/30 policy with Lloyd’s of London expires. The cost of this policy was \$41,648 Costs to renew with Lloyds will exceed \$52,000, and the deductible will be prohibitive. According to our insurance agent, there are limited options for underwriting HOA communities particularly those that are older, of frame construction, and with a community pool. One option is American Alternative, which has offered two alternatives: a premium of \$41,782 with a wind/hail deductible of 2% of actual cash value (ACV), or an \$80,759 premium with a \$25,000 deductible for wind hail damage. The company recommends the \$41,782 option with the understanding that individual owners have a Loss Assessment rider of at least \$10,000 on their individual property insurance HO-6 policy. Hans moved to accept American Alternative’s proposal for \$41,782 with wind/hail deductible of 2% ACV, and notify owners regarding the need to have a Loss Assessment rider with their individual HO-6 policy to cover their portion of the deductible. He also motioned to accept Great American Directors and Officers Liability with \$2,500 deductible (\$1,055 premium); Great American Umbrella Liability (\$1,576 premium); Worker’s Compensation through Hanover (\$570 premium); Fidelity/Crime through Travelers (\$1,465 premium). Mary second the motion and it was unanimously approved.

Ricardo will forward a sample letter for homeowners regarding the Loss Assessment rider on the HO-6 policy.

3. Additional Items- Coordinated ACC applications involving multiple units and EWI construction with joint owner/HOA contributions. Owners are aware of maintenance responsibilities and costs associated with sprinkler head relocations.
 - a. Rebuild Unit 7 deck/privacy walls- Mary moved to approve; Buzz second; unanimous approval.
 - b. Refinishing Unit 8 deck/privacy walls- Mary moved to approve; Hans second; unanimous approval.
 - c. Rebuild wing walls between Units 8/9 and 9/10 (HOA cost \$3558)- Hans moved to approve; Mary second; unanimous approval.
 - d. Rebuild Unit 9 deck with step down to patio area and addition of flagstone. Mary moved to approve, Buzz second; unanimous approval.
4. Unit 24 window replacement- Mary moved to approve; Hans second; unanimous approval.
5. Unit 40 replacing/repairing wood walls and metal railing of privacy walls. Mary moved to approve, Hans second; unanimously approved.
6. Gutter cleaning proposal from J&P roofing- Ricardo will ask that J&P stipulate that front and rear gutters are included and add drain cap cleaning at crow's nest balconies.

UNFINISHED BUSINESS

1. Awning Repairs Proposal- no additional bids have been received. Leo is working on this.
2. Unit 13 Heat Tape Installation estimate from Sato for \$420. A question remains regarding who will pay for associated drywall repair and repainting. Issue is tabled pending clarification of need for drywall repair. Mary will check with Rick.
3. ECC work is essentially complete. It is uncertain whether the painting punch list items are complete. The contract sum has been established and Hans is working on a change order. An e-mail should be sent to homeowners to identify items to be included in a punch list.
4. Clubhouse update- Coe is working on permitting issues. The issue of inclusion of an exhaust fan was discussed. The start date is still projected to be August 3rd.
5. Asphalt and concrete update- crack seal for the entry is not completed. All other work has been accomplished. Working on change order.
6. Declaration of Covenants revision- no change in status. Hans proposed an updated revision date of July 31st.
7. Additional items- Buzz asked that Renner look at resurfacing of courts prior to relining the courts. Buzz suggested that we allow entry into the bathrooms at the pools. Buzz will clean out the bathrooms, and remove supplies and construction materials. Phil will change signs. Hans suggested that we send a letter to the community regarding parking policy now that ECC and Brown Bothers work is essentially complete.

MANAGER'S REPORT

Action items including numerous leaks and gutter repairs were reviewed, and updated.

CORRESPONDENCE

None reviewed.

EXECUTIVE SESSION

Various budget items and accounting issues were discussed.

ADJOURNMENT

Buzz moved to adjourn the meeting at 9:35pm Hans second; unanimously approved.