

**APPROVED MINUTES
BOARD MEETING, HILLCREST VILLAGE
HOMEOWNERS ASSOCIATION
DECEMBER 7, 2010**

Board Members Present: Donna Franz, President; Betty Vean, Vice-President; Lou McDowell, Treasurer; and Sally Gardenswartz, Secretary.

Home Owners Present: Chuck Lawton, Len Silverman, Mike Scherer, Dave Ruby, Devon Bowes, and Peter Bowes. Chris Ricketts, Community Manager was also present.

Call to Order: The December 7, 2010 Board Meeting of the Hillcrest Village Homeowners' Association was called to order at 5:04 p.m. by President Donna Franz. Ms. Franz announced that there is a Board vacancy left by Val Lawton who resigned in August. Ms. Franz and the Board thanked Mrs. Lawton for all of her hard work and commitment to the community. Her efforts and support were instrumental in the successful outcome of the reconstruction project. Ms. Franz asked that if anyone was interested in serving on the Board to let a member know. Ms. Franz recognized Sally Gardenswartz, Secretary. Mrs. Gardenswartz stated that a quorum of Board Members were present to conduct the necessary business.

Approval of the Minutes: It was moved by Lou McDowell and seconded by Betty Vean to waive reading the minutes of the June 17, 2010 Board Meeting. The motion carried, and the minutes were approved with no corrections.

The Treasurer's Report: Ms. Franz thanked Sharon Joseph and Lou McDowell for their work on the 2011 proposed budget and turned the floor over to Ms. McDowell to cover the proposed budget. Based on the review and work by the committee, the proposed budget for 2011 would not require a raise in the monthly HOA dues. Some line items have changed and Ms. McDowell covered those. There was discussion on the Reserve Account and it is continuing to grow as planned we will continue to contribute to it at the same level. Before taking a vote by the Board, Ms. Franz asked the Unit Owners who were present if they had any questions. Those questions were answered and with no further discussion a motion was made by Ms. Franz to approve the proposed 2011 budget; it was seconded by Ms. Vean, and unanimously approved by the Board.

Committee Reports:

The ARC has submitted a request from Unit 302, Mike and Pat Scherer along with the committee's recommendation to the Board regarding new storm/screen doors. The Board will review the information and vote on the request in Executive Session following the Board Meeting. The Scherer's will be notified of the decision by end of the week.

President's Remarks:

- Our new snow removal company is Terra Care. Although most snow removal is self-reported time, the Terra Care trucks have GPS on them so that they know

when they arrive at a property and when they leave. We believe they will be better at tracking time for us.

- One Hibiscus tree and some Manzanitas will be replaced (under warranty) in the spring. The two large pines on the Northwest side are not looking good; most likely they will be removed and not replaced.
- We have a new vendor for fire system monitoring-Colorado Security Alarm.
- The Solar shades have been installed and we ask that they not be opened.
- The curb in the front of the West entrance (Hudson Street) was repainted the new emergency vehicle color of red. No one should park in front of the red painted curb. Some guests have been parking there. We ask that owners remind their family and guests that we did this to allow emergency vehicles better access to our building.
- We discovered that the air dampers in the Community Room were closed. These dampers are motorized so that if there is a fire they will close. One motor was not working properly, so the damper was always closed; therefore, no cool air was coming into the room from that area. We had it repaired. Also, we are planning on moving the first floor thermostats upstairs for better efficiencies in the HVAC system.
- We are commissioning a maintenance responsibility report/checklist from our attorney. They will go through our DCC&Rs and comprise a list showing who is responsible for maintenance or repairs of all items covered in the DCC&Rs i.e. window replacement is the responsibility of the Unit Owner. If there is a leak in the roof and it damages a unit's drywall, according to our DCC&Rs, the drywall is repaired by the Association. Nail pops, cracks, and settling in units is the responsibility of the Unit Owner to repair. We all know that "from the door jam in" is the responsibility of the unit owner to maintain their units. However, this "checklist" will spell everything out in one easy document. The Association is not responsible for exploratory maintenance or repair work inside a Unit. For instance, if a Unit Owner wants to check out a crack, spot, or bump in their wall, they must do so at their own expense. If upon examination they believe that there is a problem from a common element, then they should contact the Association and we will determine whether the repair is the obligation of the Association or the Unit Owner as outlined in our governing documents.
- There was a small leak in a fire sprinkler pipe in the North end of the garage. It was due to poor compound in the joint area and was repaired. No other pipes are affected.
- Our roof check was completed and patchwork done. The roof is in very good condition and we will continue to be pro-active in maintaining it and extending its life.
- As a reminder, when you have deliveries, they need to be made at the East Door unless other arrangements have been made with the management company. Also, when a contractor or delivery person comes to the building and rings a Unit Owner, the Unit Owner needs to go to the door and escort the person(s) to their unit. We have had problems with contractors and delivery people propping the doors open and walking away for extended periods of time. This is not safe, and a rules violation. We are also going to purchase carpet runners to be used by delivery people and residents that are pushing hand trucks over the carpet and tile. That way, we will not have to rely on the delivery people or movers who do not

have runners. This will protect our new carpet and tile. The runners will be stored with the elevator pads.

- Due to the gravity of the access code violations, the fine is \$250 and increases with repeat violations, up to \$500 as in our DCC&R guidelines for fines.

Old Business:

A unit owner suggested that we look into humidity sensors on the top of the building to regulate the sprinkler system. We did so, and it was determined that this was not economically feasible nor a recommended approach to take based on our climate. Our sprinklers are on timers and can be adjusted should we run into heavy periods of rain.

New Business:

Chris Ricketts introduced a new option for payment of Association dues online by credit card or check. Each time a homeowner pays online, they would be charged a transaction fee of \$2.00 for checks, and \$7.00 for credit cards. Credit cards are limited to \$1000.00 per transaction. If someone wanted to pay \$1200.00, they would need to do two transactions and be charged two \$7.00 fees. The Board would need to approve offering this service. After some discussion, a vote was taken by the Board and it was approved 3 to 1.

Typically, rules violations are discovered by the management company during weekly site inspections and visits or by Unit Owner's reports. We are asking that in the future, Unit Owners who report rules violations should do so in writing to Chris Ricketts at Weststar Management Company or by e-mail to Chris Ricketts.

Open Forum:

Len Silverman inquired about rules violations by renters and how were they handled. Ms. Franz responded that the Unit Owner is notified and in some cases fines were levied and collected. Dave Ruby inquired about the Association loan and was told that we collected paid-off assessments from a couple of Unit Owners. Those monies were applied to the principle and the loan has been re-amortized lowering the payments a bit. All amounts are trued up at payoff. He went on to ask about the current reserve amount which is \$48,679.27 and we are on target with where it should be according to our plan. We have also added the cost of replacing the intercoms when they go and re-staining the deck beams every five years into the study. Dave wanted to know if we were looking at more efficient light bulbs; yes we have and will continue to try to conserve in that area. Devon Bowes wanted to know if we could improve the lighting in the elevators and we are looking into that. She also wanted to know if we were trimming trees and yes, we have been trimming trees and all of them were done last year according to city code as well. The Board encourages everyone to let the Association know of any ideas that can make the community run more efficiently and to proactively be involved if they see any problems or the onset of any problems. Our property is in excellent condition.

With no further questions or discussion, Ms. Franz moved to adjourn the meeting; Betty Vean seconded and the meeting adjourned at 5:52 p.m.