

Hillcrest Village Homeowners Association, Inc.
A NON-PROFIT CORPORATION

**Owners Budget Ratification Meeting
and
Board of Directors Meeting**

**MINUTES
December 18, 2013**

CALL TO ORDER

Board President Dave Ruby called the meeting to order at 6:00 pm. Dave welcomed two new residents to the building: Jeff and Tom Arend, Unit 207; and Bonnie Porter, Unit 107.

A quorum of 5 board members and 21 Homeowners, including 5 by proxy, were present. Chris Ricketts, CMCA, Building Manager, was also present. Homeowners present include: Lou McDowell, Unit 102; Shirley Krywonis, Unit 103; Dave and Wendy Ruby, Unit 104; Gail Grewe, Unit 105; Bonnie Porter, Unit 107; Peter Bowes, Unit 109; Margaret Levitt, Unit 110; Bob Hofstader, Unit 111; Marian Miklin, Unit 205; Jeff Arend, Unit 207; Don Ellis, Unit 208; Florence Radetsky, Unit 210; Gerri Miller, Unit 211; Mike Scherer, Unit 302; Sally Gardenswartz, Unit 304; and Valerie Lawton, Unit 308. Proxy votes include: Linda Hoffman, Unit 112; Gerry Hill, Unit 202; Marshall and Sharon Costantino, Unit 209; Artis Silverman, Unit 212; and Ruth Warren, Unit 307.

PART 1 – OWNERS BUDGET RATIFICATION MEETING

HOMEOWNERS' FORUM

No items discussed.

PROOF OF NOTICE OF MEETING

Chris Ricketts verified that a 10 day meeting notice, as required by our HOA Bylaws, was provided to residents and owners.

APPROVAL OF PREVIOUS MEETING MINUTES

Minutes for the December 5, 2012 Budget Ratification Meeting were approved as submitted. A reading of the minutes was waived.

PRESIDENTS REPORT

No items Discussed

TREASURER'S REPORT

Lou McDowell explained the proposed Budget for 2014. The budget includes a 6% increase in monthly fees as compared to 2013. Approximately half of the increase is attributable to an expected increase in operating costs with the other half attributable to an increase in reserves. Expense item increases include the elevator, snow removal and landscaping contracts, and increased fees for water. Partially offsetting higher costs are lower consulting fees, which relate to completion of the 2013 reserve study. The \$3,000 increase in reserves, to \$23,000 annually, is intended to meet common asset replacement requirements as the building ages. A reserve study, which is nearing completion, is expected to show a current funding level of approximately 20% of future needs. The funding level will be progressively raised as needed to meet long-term requirements.

BUDGET RATIFICATION

After completion of the budget review, President Dave Ruby asked whether there were any homeowner objections to the proposed 2014 Budget. There were none. A motion to approve the Budget was made and the motion carried.

The Budget Meeting adjourned at 6:20 pm.

PART 2 – BOARD OF DIRECTORS MEETING

HOMEOWNERS' FORUM

No items discussed.

APPROVAL OF PREVIOUS MEETING MINUTES

Minutes for the October 16, 2013 Board Meeting were previously approved. A reading of the minutes was waived.

UNFINISHED BUSINESS

1. Skylight Repair. Repair of skylights for Units 305 and 306 were approved at a cost of approximately \$365 ea. Painting and drywall estimates will be obtained after the repairs are completed.
2. Reserve Study. As previously noted, the study is nearing completion. The study will assist in determining ongoing funding needs for common asset replacement. Chris

noted that a leak in the heating component of the driveway is suspected. A repair estimate will be obtained and included in the reserve study.

3. Garage Door Entry Clean Up. The wood frame around the garage door has been removed and the grinding of bolts has been completed. Painting will be performed as soon as weather permits. The torn awning and frame facing the garage entry has also been removed.
4. Integrated Safety Systems Work. Replacement of the backflow prevention device, which prevents waste water from contaminating the potable water supply, has been completed.
5. Elevator Maintenance Contract. The Otis Elevator Contract is being renewed. Three comparative bids were obtained; but pursuit of another bid would have required cancellation of the Otis contract at a prohibitive cost. A price reduction was therefore sought by the Board. Subsequent to the Board Meeting, Otis informed the Board that it would reduce the monthly contract fees by 10%.
6. Garage Crack Seal. There are a number of small cracks in the garage floor cement and close to the elevators. A bid to fill the more noticeable cracks will be obtained, as doing nothing will ultimately result in chipped concrete. The issue is not structural..
7. Other Items. (a) Monthly deep root winter tree watering, at a cost of \$500 per occasion, has been suggested by our landscape maintenance contractor. A discussion ensued about the need for such frequent watering, given its cost. Bob Hofstader urged the Board to follow professional advice, as tree and shrub replacement can be very costly. (b) Chris mentioned that the lawn care contract has not yet been provided by the contractor. Another request for proposal will be made. (c) Don Ellis re-iterated the need to periodically obtain multiple bids for contracted services of significant cost. (d) A resident directory has been completed and was distributed to homeowners at the meeting. Residents are encouraged to review the directory and report errors to Chris.

NEW BUSINESS

1. Window Sill Rule. A homeowner challenged Rule A-1, which prohibits the placement of items in windows or on window ledges. The complaint noted a conflict with Section 11.4 of The Declaration of Covenants, which permits such displays unless they create an unsightly appearance. After much discussion, the Board agreed with the complaint and reversed the rule. Both state law and HV's own document on rule-making stipulate that Declarations take precedence over rules in cases of conflict. The Board decision was based solely on this provision of law.
2. Smoke Detectors. Smoke detectors that are original to the unit could be at or nearing the end of their useful lives. Malfunction will result in intermittent buzzing that can only be disabled by a vendor removing and replacing the detectors. Residents should consider replacing originally-installed units. A handout on smoke detector operation was provided.
3. Reserve Study Policy. HV policy on reserve study states that a study must be reviewed and revised not less than every 2 years. The policy is consistent with current practice and need not be amended.

4. Ratification of AWAM items. In actions without a meeting, the Board approved: (a) the removal of the awnings on the garage entry in favor of the Garage Door Entry Clean Up (Unfinished Business Item 3); and (b) the Minutes of the October 16, 2012 Board Meeting.

The meeting was adjourned at 7:43 pm.

Respectfully submitted,

Don Ellis
Secretary
Electronically Signed

Approved: March 26, 2014