

South Pearl Commons HOA Budget/Directors Meeting

DATE: December 13, 2012

TIME: 6:30 pm

PLACE: Weststar Management Office Conference Room
6795 East Tennessee Ave, Ste 601
Denver, CO 80224

**South east corner of Monaco and Leetsdale
Behind Hobby Lobby, tall white building**

MEETING MINUTES:

1. **Call meeting to order** at 6:30 pm.
2. **Establish a board quorum**- Scott Perry and Sue Dugan present at meeting beginning, Robin DiGrazia arrived shortly after meeting started. Homeowners present were Janet Spradley. Scott Dubé, Property Manager with Weststar present.
3. **Treasures report, review financials, approval of financials**- Plumbing expenses High for 2012, but may be due to coding to plumbing instead of building maintenance; utilities came in a bit low, probably due to signing up for Seminole Energy to get cheaper pricing on gas. Ok to transfer Oct-December Reserve contributions, had delayed due to over spending on building repairs due to leaks. Sue also recommended moving excess from balance sheet operating to reserve, Scott to find out that amount and get to board. Sue made motion to accept financials, Scott Perry second, approved.
4. **Approval of meeting minutes**- Sue suggested meeting minutes to be recorded by Property Manager, Scott Dubé, all agreed. Sue made motion to accept September 10, 2012 meeting minutes, Scott Perry second, approved.
5. **Manager report**- had fall leaves cleaned up, rain gutters and downspouts checked and cleaned where needed, debris from roof removed. Property Manager checks roof for debris as well as gutters and downspouts when at building. Checks for burnt out bulbs and replaces if accessible.

OLD BUSINESS

6. **Unit 105 – update on when work can be redone**- Property Manager looking for different vendor to repair instead of completely re-doing, has a vendor, just waiting to see his work first, then will coordinate with tenant.
7. **Working capital reserve – how to handle funds going forward, possible annual meeting topic**- Attorney's opinion is to put into reserve account and do not refund or exchange. Will put on annual meeting agenda and transfer after meeting, pending homeowner approval.

8. **Prorated dues for unit size- update from attorney**- Attorney states the HOA can special assess equally to all units and have monthly assessments based on square footage. The Board will continue discussing with homeowners for potential re-vote in 2013.
9. **Approval of vendors and projects for year-end 2012 and 2013**- Snow contract signed by President Scott Perry, forward two copies to vendor for signing and returning one to Weststar.
Projects for 2013: carpet in hallways, mulch(bigger chunks that do not fly away or move as much), fascia board painted on roof top stairwell enclosure, p-traps snaked in lower units(Property Manager to contact Rick Bedard for suggestions), front yard metal rails painting, plants in back in front of unit windows for privacy(or move some from front yard), window cleaning in spring, furniture on second floor stair landing(Sue to keep her eyes open in finding something newer), continue looking for person to do landscaping at less expensive price then vendor quotes, Piper irrigation to turn on sprinklers in spring.
10. **Attorney review and new CCIOA laws in 2013**- Sue to check with Attorney to do new SB-137.
11. **Any other additional items from the board**- none

NEW BUSINESS

12. **2013 proposed budget**- Sue did budget proposal for 2013, same HOA dues, item line budget numbers changed slightly, reserve contribution reduced slightly. No objections to proposed budget.
13. **Set annual meeting time, date and location**- Tentative date March 7, 2013, 6:30-7:30 pm at Washington Park Chapel, 1001 South Pearl Street (SW corner of Pearl and Tennessee).
14. **Any other additional items from the board- addendum for rental units**- nothing for HOA to do, unit owner just needs to have an addendum or section in their lease stating Landlord has provided tenant with rules and regulations.

Meeting adjourned at 7:48 pm.

***Attention all Homeowners, it is your responsibility to supervise all tenant move in and outs and to supply your tenants with the HOA rules and regulations. Thank you for your assistance in this process**