

**Building # 23 Chi Home Owners Association
Annual Home Owner's Meeting
Saturday, June 20, 2009 10:30 A.M.**

Members Present: Jeff Wille (President), Steve Ray (Vice President) and Cindy Ray, Suzanne and Richard Nenno, Teresa McCracken

Members Present by Proxy: Anna Waite, Gloria Limoges, Leigh Ann Kelly, Spencer Clark, Karen Sannon

Others Present: Brian Lence (CMC President), Noreen Frye (CMC Accounting & Association Business Manager), Matt Priebe (CMC Property Manager)

Call to Order: President Jeff Wille called the meeting to order at 10:40 a.m.

Roll Call/Proxy Count/ Quorum: A count was taken of the members present & proxies received. It was determined a quorum of more than 50% of ownership interest was met.

Welcome by President:

- Jeff welcomed everyone and thanked them for coming. This may be the best turn out in a long time.
- Jeff asked owners make sure their correct email is on the contact list.

Approval of Minutes:

- The question of no quorum last year was brought up and what effect it had on last year's minutes. Noreen stated that since no one had called with any problems, it stands as is.
- A motion was made for approval of the May 31, 2008 annual meeting minutes. It was seconded and passed to approve the minutes as written.

Election of Board of Director:

- There are 2 vacancies on the board. Jennifer Hill sold her unit and her position as secretary will need to be filled. There is one year left on her term. Jeff Wille's term expires this year.
- Jeff said he is willing to go another term unless someone else would like to take over. He will accept it for the next 3-year term only. A nomination was made to accept Jeff as President for another term, expiring 2012. It was seconded and passed.
- Suzanne Nenno was nominated to take over Jennifer's term, expiring 2010. It was seconded and passed.
- Steve and Jeff have been working hard on maintenance issues. They would like the homeowners to know that the Board is a representative of everyone. Email is important so there is communication between all.
- **Action Item: Noreen to have the Board of Directors contact sheet updated with the new member's information.**

Maintenance Report:

- Matt reviewed the Spring Complex Report:
 - The stair railing on the south side needs to be rebuilt. **Action Item: Matt will give quote on rebuilding stair railing.**
 - There was discussion on the deck carpeting on the second floor. It looks like there had been a leak. **Action Item: Matt will check out deck carpet and figure out if there is a leak.**
 - All the chimneys were cleaned last week.
 - Matt will take care of the toilet that was thrown out at Unit 4. There was miscommunication on what was to be hauled off. **Action Item: Matt will haul off toilet.**
- Matt went over the Long-term Replacement Plan:
 - Deck carpeting and exterior painting are the major items. The estimated costs on the plan worksheet are accurate.
 - Heating system is still very good. Parts are being replaced, but the boiler is still in great working condition. It was the consensus of the Board to keep a reserve in case the heating system does go out.
 - Hot water heater was replaced in 2007 and is good for another 20 years.

Financial Report:

- Noreen presented the Balance Sheet as of May 31, 2009.
 - The CD at Millennium Bank for \$20,283.17 matured 6/19/09. Noreen said it would be transferred to the Money Market account.
- Noreen presented the Income Statement for the fiscal year ending May 31, 2009.
- The extraordinary maintenance account detail was reviewed:
 - Matt explained that the raking amount is high because of snow plow damage. He said some of the HCH buildings have gone after the snow plow company to get reimbursed for the damage that was done.
 - Boiler inspections are done twice weekly, billed quarterly. CMC crew will check pressure, the oil, and they keep a log. The state does inspections yearly.
 - Pipes were wrapped and the foundation holes were filled. Lots of preventive maintenance was done.
- Review Insurance Reserve Funding:
 - There was discussion on how the insurance is being funded.
 - The insurance will go up 7% in October so the numbers were built into the budget.
- Review 2009/2010 Budget:
 - There are 5 different set fees, so unit amounts got changed. New format is by percentage of ownership minus fixed fees.
 - The second sheet shows fixed expenses are broken out by unit.
 - Recreation fees went up slightly.
- Jeff mentioned all units are 2 bedrooms, so all Association Management fees should be the same.
Action Item: Noreen to check on percentage of Association Management fees as all units are 2 bedrooms, and correct budget as need be.
- Review Gardening Fund Funding:
 - Nothing has been done with the Gardening Fund. Noreen will transfer the balance to the Maintenance Reserve account. **Action Item: Noreen to transfer the balance in the Gardening Fund account to the Maintenance Reserve Fund.**
 - The shrubs on the north side of the building are not doing well. **Action Item: Matt will get rid of the dead shrubs.**

Old Business:

- There is a long list of building maintenance items to go over. Jeff has spoken to most of owners. Structural repairs are at the top of the list.
- Paving of the roads in the HCH community is once again a big topic. Each building gets a vote at the annual HCH meeting held on June 27th, 2009. Jeff will be the representative of Building 23. He would support a study of what the paving costs will be. The Board agreed and Jeff will get back with them after the HCH meeting. When the information is accumulated, the Board will send a questionnaire to the homeowners, asking what they would like to have done. This is an ongoing discussion every year at the annual HCH meeting.
- Water drainage is a problem. Steve is on the HCH Recreation Board, and he has been approached by Mark Johnson of Beavers. Mark had said perhaps Building 23 could split the costs of fixing the drainage problem with the Recreation Board. Discussion followed. It was decided that the water drainage issue would be tabled until after the HCH annual meeting.
- Resort Internet has approached Jeff about putting internet in all the units. It would have to be in all the units or none. The more HCH buildings that sign up, the lower the cost. After some discussion it was decided that Jeff will email the owners and get their input and will follow up.
- There is interest in getting the outside windows washed. **Action Item: Matt will get bids for window washing.**
- The south side of the building needs some work, but that will have to be next year.
- New Decks:
 - Steve has been getting bids for new decks. There is company in Granby that has the best bid. They are local and have wonderful references. Steve will be meeting with them again next week. He would also like to get an engineering study done so that the work is done correctly with regard

to the drainage problem. The lower decks will be completely replaced with new foundations, new vertical timbers and new supports. The upper decks will be getting new slats to be consistent with the new deck. It will all be painted. The work will be done before fall. The total cost will be at least \$40,000.

- The new decks have to be painted before winter hits. Perhaps the homeowners can help do some of the painting..
- The Board would like to keep \$10,000 in reserve. That leaves \$35,000 that can be used for the decks. There will be a need to do a special assessment, maybe \$200 a month for 5 months.
- After Steve walks around with George from the deck company next week, more data will be available about the cost. An assessment recommendation will be made in 2 weeks.
- If the special assessment money is not all used for the deck, it can be used for next years painting/siding project.
- Deck carpeting will have to last another year.

New Business:

- A motion was made to approve the CMC contract pending budget information. It was seconded and passed.
- The budget was approved pending correction of the association maintenance fixed costs. **Action item: Noreen will let board know this week the outcome of research on fixed costs.**
- **Action Item: Noreen will email a list of homeowner email and mail addressed to the Board.**

Scheduling of Annual Meeting:

- The 2010 Annual Meeting was scheduled for Saturday, June 12, 2010, at 1:00 p.m.

Adjournment: The meeting was adjourned at 12:40 p.m.

Minutes recorded by Carolyn Munro of CMC & reviewed by the Board of Directors prior to distribution. Minutes are not formally approved until voted on at the next Annual Homeowners Meeting.

**BUILDING #23 - CHI CONDO ASSOCIATION
ANNUAL HOMEOWNERS MEETING
May 31, 2008**

MEMBERS PRESENT: Jeff Wille, Karen Sannan, & Bill & Nikki Baumgart (1/2 of 2310), Richard & Suzanne Nenno (1/2 of 2301)

MEMBERS PRESENT BY PROXY: David Hill

OTHERS PRESENT: Brian Lence, CMC President, Noreen Frye, CMC Accounting & Association Business Manager, Matt Priebe, CMC Property Manager

CALL TO ORDER: President Jeff Wille called the meeting to order at 10:10 a.m.

ROLL CALL: Noreen took roll call and added up the percentages. More than 50% was needed to conduct business. The total percentage received was 40.99. It was decided that unofficial business would be conducted since there were not enough people and proxies. Discussion started about getting people to send their proxies in after the meeting.

WELCOME BY PRESIDENT: Jeff spoke regarding the new windows put in last fall and the great job done by the contractor. There was a reduction in the energy bills after they were installed. A new high efficiency hot water heater was put in, and the cement on the base was reworked. Ventilation was done in the crawl space last year and there was no standing water.

APPROVAL OF MINUTES: A correction was requested from the Nennos as they were not listed and their kids were. Noreen said she would correct the names. Karen had a problem with a paragraph regarding the parking lot which stated there was a corner that belonged to CMC, and the remainder belonged to building 23. Matt said a survey was conducted and it was determined to belong to CMC and not building 23. Matt handed the survey to Jeff. Building 23 had paid for paving, and $\frac{1}{2}$ of the garbage area. Matt said he had the name of the person who did the survey if anyone wanted it. The owners agreed that there would be no change and that they were happy to share it with Matt and CMC. Jeff suggested getting a survey themselves to have on record. Karen asked Matt to go over the survey with her as she had some questions. A motion was made to approve minutes from June 16, 2007 with corrections; it was seconded and passed.

ELECTION OF BOARD OF DIRECTOR: Steve Ray's position on the Board was expiring this year. Jeff said he had spoken with Steve and Steve had said he wanted to continue his place on the board. There was no interest from anyone else in the meeting. A nomination was made to put Steve Ray back on the Board. A motion was made to accept the nomination, pending proxies. It was seconded and passed.

MAINTENANCE REPORT: Matt went over the Spring complex report and highlighted some items on it. Matt commented it had snowed 2 weeks prior, and that the lawns had been mowed that day.

Matt said he had two bids from local companies to replace shingles and replace the mansard. One bid came in at \$16,500, the other at \$23,000. The Roofing Co. originally did work on the building. D&M, the second company had the lower bid. Matt said he had confidence in the work being done by D&M. Their work lasted longer and looked better.

Water had leaked between the beams in 2310. Matt said he would check with the roofers when the annual roof check was done. The roof would be inspected and repaired and the vents would be opened.

The deck carpet could be cleaned for \$300 to \$400.

A question was asked about paint and siding bids. Matt he would be happy to get some for them. Matt was asked to do so. Susan's deck # 1 was bad and the boards were rotting because of the sun. Matt said the bid would include new lumber if needed.

The roof hatches were demolished, so one would be replaced, but both would be checked.

Regarding the Long Term Replacement Study, Matt said he had some difficulty filling in some of the information and did what he could to be accurate.

Matt explained the report showed how much money was set aside for each of the projects. Carpets and paint needed to be looked at and Matt suggested the owners start to think about painting in particular. A question was asked if the color should be changed. It was suggested to get through the financial report first before deciding on projects. Regarding the main supports on decks, Matt said he and Gale had looked at them last fall, and at that time it was \$1,200 in materials and \$3,000 to \$4,000 in labor. Matt explained that sometimes you have no idea until you get in there what you're going to find. Jeff said work had been done on it five years ago, and Matt said it was looked at when they talked about doing it. Matt said he would check to see what was put in there, as there should be something visible. The main supports for decks were twisting and tilting, which would mean it would be a big project. Matt said he would check with the person who had previously done it and let the Board know. Matt said he would get solid numbers as well.

The sump pumps were re-worked last year, as they were illegally put into the sewer lines, but have now been re-routed to go near the gas meter. Matt said more grass seed would go over the trench that had been dug. The cost was for eight hours of labor only.

FINANCIAL REPORT: Noreen presented the Balance Sheet as of April 30, 2008. Noreen then presented the Income Statement and said she would check with the Edward Jones agent in Granby regarding CD's for the Association.

There were some questions regarding the extraordinary maintenance that was on the financials and Matt answered them.

- 1) Install carpet dryers in crawl space - the north side was peeling off and the dryers were put in for temporary air movement.
- 2) There was a charge for rebuilt roof hatches from September 2007 and Matt agreed to check into it and not charge them if it was CMC's fault.
- 3) Jeff asked what services were included in the monthly maintenance fee and Matt explained what all was entailed.
- 4) A suggestion was made to leave buckets of ice melt out by the steps.

Noreen presented the sheet for the Insurance Reserve funding. She suggested leaving the contributions alone. The building was now independent with their insurance

coverage. Sean Dee's number at the Granby office of American Family Insurance was (970) 887-9770.

Noreen then presented the proposed Operational budget for the next fiscal year 2008-2009 for review. She pointed out inflation factors she had used to determine the need for a \$10 per month, per unit increase in dues. The second proposal changed the maintenance reserve contributions slightly. Jeff said a lot of expense was expected to come out of the reserve this year and he would rather pay the \$10 per month extra and keep the basic operating costs and reserves the same. Brian suggested they look at that in conjunction with the long term projects as they were still overfunding their reserves over \$700 per month. Jeff said the building had always pre-funded and wanted to continue doing the same as in the past. A motion was made to accept the budget with the \$10 a month increase in dues. It was seconded and passed.

Noreen brought up the garden fund and how it had not been funded the previous year. She suggested picking a number and transferring it from the Maintenance Reserve to the Garden fund.

Karen said the road was killing the one tree by their building and CMC's maintenance shop. Matt offered to talk to a landscaper to see if the tree could be fixed. Matt suggested letting it go to see what would happen to it. Matt said he would brain storm with a local landscaper to see what could be done. Susan offered to talk to Jennifer about a work week for the gardens. It was then decided to allocate \$1,000 to the garden budget. The work weekend would be June 28, 2009

OLD BUSINESS: None

NEW BUSINESS: Jeff said there were several projects on the table.

- 1) Decks
- 2) Carpet doesn't hold up on decks—Matt suggested a metal grate outside boiler room.
- 3) Matt said that texture would be added to the paint for the decks
- 4) Building 5 had good deck carpet installed recently and Matt suggested everyone take a look at it.
- 5) A motion was made to have Matt put in a grate with a cost of no more than \$500 to do it. It was seconded and passed
- 6) Matt suggested power washing the carpet on the first floor. It was decided to power wash the decks, and re-build just the decking and put in new rails.
- 7) The grate and beam would be fixed.

A Board Meeting would be held to approve all the work that was to be done.

The management contract was up for renewal. Brian said there were no changes for this year and explained that he would probably be looking for a cost of living increase the next year. A motion was made, seconded and passed to renew the management contract with CMC.

SCHEDULING OF ANNUAL MEETING: Next year's annual meeting was scheduled for Saturday June 20th, 2009 at 10:30 a.m.

ADJOURNMENT: Being no further business, the meeting was adjourned at 12:19 p.m.