

**Braidwood Home Owners Association
Annual Homeowners Meeting
Saturday, May 30, 2009 9:00 a.m.
CMC Meeting Room**

MEMBERS PRESENT: Margaret Klausner (President) & Harold Klausner, Walter Long (Vice President), Doug Moore (Secretary), Dave & Doreen McNicholas, William Dalke

MEMBERS PRESENT BY PROXY: Jonathan Wulff, William Straub, & Jack Porter

OTHER'S PRESENT: Brian Lence (CMC President), Noreen Frye (CMC Accounting and Association Business Manager), Matt Priebe (CMC Property Manager), Ron Sauer

WELCOME BY PRESIDENT:

- President Margaret Klausner called the meeting to order at 9:07 am.
- Margaret introduced Ron Sauer, a prospective buyer of unit #301, whom she invited to the meeting for him to have an understanding of the workings of the Association.
- Introductions of members present & CMC staff were made.
- A list to update owner email/fax information was passed around to comply with last year's approval to improve HOA communication by using email/fax.

ROLL CALL/PROXY COUNT/QUORUM VERIFICATION:

- A count was taken of the members present & proxies received. It was determined a quorum of more than 50% of homeowners was met.

APPROVAL OF 2008 ANNUAL MEETING MINUTES:

- Margaret called for approval of the June 28, 2008 annual meeting minutes. A motion was made, seconded & passed to approve the minutes as written.

ELECTION OF BOARD OF DIRECTORS:

- The following Board members were nominated, seconded and approved:
 - President: Doug Moore
 - Vice President: Walt Long
 - Secretary: Margaret Klausner

MAINTENANCE REPORT:

- Matt presented the Spring Complex Report:
 - CMC Maintenance has started the grounds clean-up. A load of 7/8th rock has been ordered & will be used to level the existing road base. Weeds will be sprayed, weather permitting.
 - Touch-up painting will begin mid-June. This will include concrete touch up.
 - The heat pad held up well over the winter & has been put away for the summer. **Action Item: Matt will check to see if a 2nd heat pad for the other entrance is an option for next winter.**
 - The garage door manual release issue has been corrected & Matt has tested the sensors.
 - As a preventive measure, heat tape was wrapped around the sewer line to avoid freezing.
 - The elevator has been inspected & a new certificate was posted. **Action Item: Matt will remove the power tool sticker in the elevator.**
 - The garage was swept, power washed & parking spaces re-stripped. However, the spacing of the stripes is not correct. **Action Item: Matt will look into the spacing. CMC Maintenance will remove the current paint & re-stripe.**
 - Matt has 2 bids for new carpet. This will be discussed later in the meeting.

- If the Board is interested, Matt could get bids to upgrade the exterior lighting. It was noted the lighting was replaced last year due to broken lights. The lights are on a timer, which does not always get re-set when there is a power outage. **Action Item: Matt to get bids to install sensor on the exterior lights.**
- Matt explained that CMC offers a full service maintenance department for homeowners. Labor rates start at \$35/hour.
- The chimneys are scheduled to be swept in June. **Action Item: Matt will send a note to the President, who will then notify the owners.**
- The fire extinguishers have been checked & are scheduled to be checked every spring. There should be a green tag with the date on the extinguisher. CMC Maintenance has extra extinguishers if needed.
- **Action Item: Brian to get name of a carpet cleaning contractor owners can contact to have their unit carpet cleaned.**
- Matt suggested spreading the pile of boulders out to expand the front lot. Margaret suggested that Matt contact Alante Vista to get their approval before moving the boulders. Margaret noted the dead trees south of the building need to go also because if they fall, they may hit the building. **Action Item: Matt to contact Alante Vista about the boulders & the adjacent owner regarding the dead trees.**
- For insurance purposes, BBQ grills are NOT allowed on the decks. Grill cannot be stored in the garage. Grills could be stored in a garage storage locker & taken out in the driveway when used. **Action Item: Matt will draft a letter regarding grills & clutter in the garage to be sent with the next billing.**
- There are currently 8 storage lockers in the garage, which were installed based on the unit owner's request. There is room for more. The cost may be around \$120.
- Carpet replacement was approved last year but installation was not done because it was too late in the year by the time a decision was made. Matt had presented 2 bids & recommended Sunset Flooring, however they require ½ as a down-payment. **Action Item: Matt to talk to Sunset Flooring about changing payment terms to ½ down upon delivery & remainder 10 days after completion.** Installation could start the week after 4th of July, & should take 2-3 days during the middle of the week. It was agreed "Tiger Eye" was the best color. The carpet would clean well, not show wear in high traffic areas, & would be easy to maintain & patch if necessary.
- The fascia on the back between units 301 & 302 is loose. **Action Item: Matt to contact D&M Roofing.**

FINANCIAL UPDATE:

- Noreen presented the Balance Sheet as of 4/30/09:
 - There is \$15,000 in the Money Market account, which can be used to pay for the new carpet.
 - Cash & Maintenance Fund balances are down from the previous year due to payment of \$11,000 in legal fees related to the Alante Vista presentation to the Town of Winter Park. The Maintenance Fund currently has a balance of \$21,734.
- Noreen presented the year-to-date Income Statement for the period 1/1/09-4/30/09.
- The Maintenance Reserve contributions were reviewed.
 - Current monthly contribution is \$135 per unit. The contribution is made so owners are not billed for extraordinary maintenance costs.
 - Margaret talked to the elevator company about reducing the maintenance contract cost. The company is out of Steamboat so they charge for travel expense. **Action Item: Matt to get names of other elevator service companies in Grand County.**
 - Charges for the use of front loaders for moving snow were costs above & beyond regular snow removal. They are used to scrape ice & move snow so it does not need to be trucked away. The cost depends on the amount of snow.
 - Costs for chipping ice are lower due to the garage heat mats. **Action Item: Matt to build up grade around garage so the ice build-up is not as bad.**
- The Insurance Reserve contributions were reviewed.

- Noreen presented a worksheet with the current & estimated insurance fund allocations. Based on the estimated premiums the monthly funding to the insurance reserve should go down from \$498 to \$458.
- Doug had reviewed the insurance evaluation & said it was reasonable.
- **Action Item: Noreen to look at other insurance bids.**
- Overall financial management has been good & there has not been a need for any special assessment. It was agreed to keep Maintenance Reserve & Insurance Reserve fees at the current allocation.

OLD BUSINESS:

- Alante Vista:
 - Margaret, Walt & John attended the Town of Winter Park planning meeting in November. Walt & Margaret did a great job on the presentation, & spent a lot of time & effort getting the case to the town. The \$11,000 spent on lawyer fees was well worth it, considering all of the difficulties with the case.
 - The Town of Winter Park did not extend Alante Vista's request for a building permit extension.
 - The Alante Vista property is now up for sale.
 - A motion was made & agreed upon to explore the option of recouping the \$11,000 by placing a judgement on Alante Vista for damages to the HOA.

NEW BUSINESS:

- Grand County Water & Sewer called Matt about high water usage at the building. It was discovered a toilet flapper was loose resulting in an extra 68,000 gallons of water used. Since the unit was on CMC's rental program, CMC reimbursed the Association for the extra cost, as it is the responsibility of the cleaning staff to check the units. Otherwise, the extra cost would be the responsibility of the unit owner. Margaret called the Water Department & thanked them for their service.
- CMC presented the Property/Business Management Agreement with no increase. It was agreed to renew contract.
- The current pet policy was discussed. It was agreed to continue with the current policy.

SCHEDULING OF 2010 ANNUAL MEETING: The 2010 Annual Homeowners Meeting was scheduled for Saturday June 12, 2010 at 8:00 am.

ADJOURNMENT: A motion was made & seconded to adjourn the meeting. The meeting was adjourned at 11:30 am.

Minutes recorded by Becky Varga 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.

**Braidwood Homeowners Annual Meeting
June 28, 2008**

ROLL CALL- Doug & Becky Moore (104), David & Doreen McNicholas (201), William Dalke (203) , Walter Long (204), Margaret Klausner (302), Jill & William Callahan (303)

PROXIES: Porter/Anthony (304), Jonathon Wulff (103), William Straub (202)

CMC Personnel present at meeting: Brian Lentz, Matt Priebe, and Noreen Frye.

Welcome by President- Margaret Klausner

APPROVAL OF 2007 ANNUAL MEETING MINUTES: motion to approve as written, seconded, and passed.

ELECTION OF BOARD DIRECTORS- Margaret Klausner - President, Walt Long - Vice President and Doug Moore - Secretary
Motion is made seconded and passed.

MAINTENANCE REPORT- Matt Priebe

- The overall condition of the building is good. Matt stated that much of the general maintenance and clean up was completed yesterday.
- Heated mats, for in front of the garage doors would cost \$815.00 each. Last year ice was chipped in front of both doors. The electrical requirement for the mat is 120 volts. He would check the cost on other heated mats for a comparison.
- A quote to replace the Deck carpeting by Sunset Flooring of Granby is about \$9,000. This is \$1,000 more than the estimate received in 2007.
- The building was painted in 2003, touch up paint is done every year. The paint should last 8-10 years.
- The elevator inspection certificate has expired and Matt to follow up with the vendor.

ADDITION MAINTENANCE ISSUES DISCUSSED:

- Margaret asked Matt about the sewer in unit 104. Matt said the sewer line was snaked to the street and all repairs had been completed.
- The anchor bolts on the west door frame from the garage to the stairwell are loose. Matt will check and repair.
- The west garage door does not have a Manual release. The door had a manual release prior to the recent repair. Matt will check and install manual release if necessary
- Matt will check into the missing chunk of concrete on front steps.
- Homeowners discussed gravel or road base for the parking lot. Neither was put down prior year due to construction on the neighboring lot. All agree gravel/road base be put in this year. Matt indicated that a combination of road base and 7/8" gravel could be used. Matt would order and spread.
- On the south side of the building, there is a pile of scrap lumber by phone box, or electrical box. Matt will have crew clean up.

- CMC will replace the plastic grate in the elevator that has been broken and chipped. Matt said no problem he will repair it.
- Margaret brought a replacement exterior light fixture and the number for ordering new ones. It's in the contract that twice a month CMC should check the light bulbs. Homeowners voiced concern regarding the lights being out or on during the day. Matt assured the HOA they would be more consistent in checking the lights.
- Margaret asked Matt if he could get a second bid on the deck carpet. In addition to replacing all the carpet, check on the possibility of matching the carpet and just replace where needed. He will forward 2 bids to Margaret. A motion is made that the carpets either be replaced or repaired depending on cost. Seconded and passed.
- Margaret feels that due to the costs associated with the chipping of the ice, the heat mats should be purchased and installed next year. Matt agreed to check on the electrical requirements and cost for an electrical outlet for the west door mat and forward cost and estimates to Margaret.
- Margaret asked Matt to contact D & M roofing and have them inspect the roof and take care of the soffits that were pulling away on the back side of the building.

FINANCIAL REPORT-

Noreen provided an overview of the Balance Sheet.

INCOME STATEMENT- Noreen reviews the Income Statement.

- Noreen reviewed the Maintenance Reserve.
- Insurance fund balance is in line with expense. Doug was asked to review insurance policy to make sure we had adequate replacement coverage. Noreen was asked to provide Doug with a copy of the insurance policy.
- A review indicated that we are over budgeting for maintenance. After a discussion the Homeowners agreed not to adjust at this time due to a possibility of additional legal expense. (Alante Vista)
- Brian suggests that with our excess cash we transfer 10K into a 3 month CD.

OLD BUSINESS:

Alante Vista

- Doug indicated that we provided a proposal to Alante Vista, and we have not received a response. They have approval on the construction drawings, but apparently have not funded and therefore Winter Park has not issued a building permit.
- Lack of adequate funding is apparently the issue that stopped them last year.

A motion to pass the special HOA meeting minutes of May 27, 2008 was made, seconded and approved.

THE 2009 ANNUAL MEETING DATE: May 30th 2009 @ 9:00 a.m.

ADJOURNMENT: Motion to adjourn, seconded, meeting adjourned at 6:25 p.m.