

**SAWMILL STATION HOMEOWNERS ASSOCIATION**  
**SEMI-ANNUAL HOMEOWNER'S MEETING**  
**Saturday, December 5, 2009 - 10:00 AM**

**MEMBERS PRESENT:** Steve Miller (Vice President), Adam Howell (Treasurer) Kit Eschner (Secretary), Heidi Hostetter, Kenny & Janie Kidd, Mike Reynolds, Carrie & Smokey Ridgley, Anne Kresler, John & Lynn Ehle, RaeAnn & Richard Dougherty

**MEMBERS PRESENT BY PROXY:** Ann Zimmer, Jamie White, John Statz, Kristin Sullivan, Robert & Debbie Gnuse, Douglas Winterrowd, Ted Cannon, Frank Brock, Vickie & Dan Rinn, Richard & Joann Floyd

**OTHER'S PRESENT:** Matt Priebe (CMC Property Manager), Becky Varga (CMC Assistant Controller)

**WELCOME FROM THE BOARD:**

- Vice President Steve Miller called the meeting to order at 10:15 a.m.
- Attending members, Condominium Management Company staff, and the Board of Directors introduced themselves.

**ROLL CALL/PROXY COUNT/QUORUM VERIFICATION:**

- Proxies received appointing Tom Kresler as the agent could not be counted because Tom was not in attendance.
- A count was taken of the members present & valid proxies received. It was determined a quorum of more than 20% ownership was met.

**APPROVAL OF JUNE 27, 2009 MEETING MINUTES:**

- Steve called for a motion to approve the June 27, 2009 meeting minutes. A motion was made, seconded and the minutes were approved as written.

**ELECTION OF BOARD OF DIRECTORS MEMBER:**

- Kit Eschner's term expired in 2009. She does not seek re-election. The Board & homeowners applauded Kit for her 6-years of service.
- A motion was made to nominate John Ehle to the Board. The motion was seconded & passed. The term is for 3-years & will expire in 2012.
- The Board of Directors agreed to meet 6 times per year, 4 with CMC present in Winter Park & 2 without CMC.

**FINANCIAL UPDATE:**

- Year-to-date Financial Statements:
  - Adam presented the Balance Sheet as of October 31, 2009.
  - Adam presented the Income Statement for the ten months ending October 31, 2009.
    - Year-to-date net income was \$8,315, which exceeded budget by \$10,654 primarily due to savings in roof maintenance & landscaping.
    - Extraordinary Snow Removal was \$2,300 over budget due to unplanned ice scraping. A plan is in place to monitor roof snow removal costs more closely.
    - Insurance is a large expense. The HOA changed insurance companies to Farmers Insurance to reduce the cost with little change in coverage. Copies of the insurance declaration page can be found on the Association Online website.
    - Adam thoroughly reviews & questions the monthly financial statements. He is confident in the year-to-date report. Appreciation was extended to Adam for his diligence & concern with the HOA's finances.
- Review of Board Approved 2010 Budget:
  - The Board approved a 2010 budget with no increase in operating dues & a \$10.00 per unit per month increase in the Reserve Fund contribution. **The homeowner's total monthly operating & reserve assessment will increase from \$195 to \$205 beginning January 1, 2010.**
  - The Board approved the \$10.00 per unit per month increase to the Reserve Fund contributions in order to build enough reserves to cover future capital expenses, such as roof replacement within the next 10-years, versus a special assessment billed to homeowners at the time such work would be done.
  - The increase will appear as "Reserve-Capital Replace" on the homeowner's statement at \$65.35 per month.

- Adam will be working with CMC to update the long term finance & maintenance plans.

#### **MAINTENANCE REPORT:**

- Matt presented the Fall Complex Report, which had been mailed to all homeowners with the November statements.
- Log Railings:
  - Matt stated it is mandatory to have a separation between the hot tubs.
  - Ground level logs that were damaged were removed but replacement has not yet been scheduled, as this needs the Board's approval.
  - There is a new contractor for the log railings.
  - Homeowners will need to contact CMC Maintenance about log railing replacement, which will need to be reviewed & approved by the Board before work can be scheduled.
- Snow Removal:
  - Matt will be operating the skid for snow removal at Sawmill Station this winter:
  - CMC plans to keep the ice build-up down, at no extra cost. Ice scraping should be scheduled for February or March.
  - If there is a car in the driveway at the time of snow removal, Matt will knock on the door to ask the resident to move the car so the driveway can be plowed.
  - The end of Logger Lane will be used for snow storage, therefore parking is not allowed in that area.
  - Roof snow removal, one of the largest expenses, has been contracted with D&M Roofing. CMC validates work is being done & the contractor has done a good job in the past.
- The HOA may want to consider replacing the concrete swales that line the road in certain areas. This would be a Reserve Fund expense.
- CMC performs monthly maintenance inspections on the majority of Sawmill Station units. Inspections include a security check, toilet flush so pipes will not freeze, check that doors & windows are shut, & a check for heat. Homeowners should receive a notice of inspection in their unit when it has been completed. CMC Maintenance department also keeps a log if the homeowner has any questions or needs additional information.
- Matt inventoried the hot tub cover, which includes photos. Homeowners need to contact CMC Maintenance if they replace a cover so the inventory can be updated.
- Tom Kresler walks the property on a regular basis with Matt to determine which areas need maintenance attention. Homeowners are encouraged to contact the Board if they have ideas on keeping the property looking nice.

#### **OLD BUSINESS:**

- Homeowners are reminded there is a no parking policy for the Sawmill Station roads. Owners are responsible for making sure renters & guests are aware of the policy.
- Heidi reported that Trailhead said no to the inquiry about Sawmill Station resident's use of their clubhouse. With the new Fraser Recreation Center opening December 18th, there is not a need for Sawmill Station to use their clubhouse after all.

#### **NEW BUSINESS:**

- The Board approved the 2-year management contract renewal with Condominium Management Company with no increase in fees.

#### **GENERAL DISCUSSION:**

- The Preserve property is on hold & there is nothing new added to Trailhead.
- Homeowners can find out Winter Park community plan updates on the website [www.winterparkgov.com](http://www.winterparkgov.com).

#### **SCHEDULING OF SUMMER 2009 SEMI-ANNUAL HOA MEETING:**

- The summer semi-annual Homeowners meeting was scheduled for Saturday June 12, 2010 at 1:00 p.m.
- The winter 2010 semi-annual meeting will be scheduled at the June meeting.

**ADJOURNMENT:** A motion to adjourn was made, seconded and approved. The meeting was adjourned at 11:20 a.m.

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 Homeowners Meeting.

**Sawmill Station Homeowners Association  
Semi-Annual Homeowners Meeting  
Saturday, June 27, 2009 10:00 a.m.  
CMC Meeting Room**

**MEMBERS PRESENT:** Tom Kresler (President) & Anne Kresler, Steve Miller (Vice President) & Carol Miller, Adam Howell (Treasurer), Heidi Hostetter (Board Member), Debbie & Robert Gnuse, Janie & Kenneth Kidd, Ann Zimmer, Carrie & Donald Ridgeley, Claudia Helmstaedter, Mike Reynolds, Rebecca & Blain Hurst, Laura & Robert Chestney, John Ehle

**MEMBERS PRESENT BY PROXY:** Kristin & Sean Sullivan, Andy Sirotnak & James White, Dougherty Mtn Property, Bambi & John Statz, Eileen & Douglas Winterrowd, Susan & Same Frey, Frank Brock, Peter Edwards, Dennis MacDonald

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

**WELCOME BY PRESIDENT, TOM KRESLER:**

- President Tom Kresler called the meeting to order at 10:07 a.m.
- Attending members, Condominium Management Company staff, and the Board of Directors introduced themselves.

**ROLL CALL/PROXY COUNT/QUORUM VERIFICATION:**

- A count was taken of the members present & proxies received. It was determined a quorum of more than 20% ownership was met.

**APPROVAL OF DECEMBER 6, 2008 MEETING MINUTES:**

- Tom asked for everyone to review the prior semi-annual meeting minutes.
- Tom call for a motion to approved the December 6, 2008 meeting minutes. A motion was made, seconded and the minutes were approved as written.

**FINANCIAL UPDATE:**

- Financial Reports Year-to-Date as of May 31, 2009
  - Adam presented the Income Statement for the period January 1 to May 31, 2009.
    - Total income collected was \$41,154 versus budget of \$40,500, which is good.
    - Total expenses were \$44,507 versus a budget of \$48,040, which is good.
    - The net loss was \$4,186 better than budget.
    - Adam reviews financial statements to keep the operating expenses under control. These expenses are usually higher in the beginning of the year but balance out as the year progresses.
  - The homeowners present at the meeting thanked Adam for his diligent work.

**MAINTENANCE REPORT:**

- Review Spring Complex Report
  - Matt presented the Spring Report, which was also sent to homeowners by mail.
  - Matt said he would answer unit specific questions after the meeting.
  - Grounds clean-up had begun. The wild daisies will be retreated and the dandelions pulled. Sweeping hasn't been necessary due to all of the recent rain.
  - A roof inspection was done. The roofing contractor will not charge for repair/replacement of shingles due to snow damage, which is under warranty.
  - Landscaping bids will be obtained based on Tom and Matt's walk through and presented to the Board. **Action Item: Matt will obtain landscaping bids after the walk around with Tom on the 30<sup>th</sup> and present them to the Board.**
  - Log railings have been replaced during the winter and are looking good in front, so now the focus will be on the log railings in the back. **Action Item: Tom and Matt will take inventory of needed deck and railing repair/replacement on Tuesday June 30<sup>th</sup>.**
  - **Action Item: Matt to call his connection at the Town of Winter Park to find out if there is a code related to the log railings.**
  - Staining of buildings #1 and #2 will begin after the 4<sup>th</sup> of July. The cost will be approximately \$20,500, which is keeping in line with the replacement plan. The remaining 3 buildings will be stained over the next few years.
  - Homeowners can do a little work and staining of their decks and railing. The railings and decks are different stains. Homeowners need to contact Matt to get the stain. The HOA has already paid for it.
  - Any modification to the exterior of the building must be approved by the Board prior to making any changes.
  - Some hot tub covers are in disrepair. The Board asks homeowners to keep the color to brown/rust when replacing hot tub covers.

- Matt mentioned that CMC offers a full service maintenance department of licensed general contractors that can help with homeowner repairs. Labor rates start at \$35/hour.
- Window cleaning was discussed. **Action Item: Matt to call Bolen to see what a price break might be if there was a group.**
- Homeowners may find they have windows with warped plastic frame due to sun exposure. Doors and windows will eventually need to be replaced, and that would be the responsibility of the homeowner.
- Matt sent a letter to homeowners regarding the backflow sensors, stating why they need to be tested every year and who to call with problems. The homeowner has the option to have them tested through CMC's contractor, who gives a discounted rate for a community, or go on their own. Either way the backflow sensors need to be tested or the Town of Winter Park will cut off water to the unit. Testable backflow sensors became a requirement after the homes were built. They are important because boilers contain Glycol, and if there is a problem, it can contaminate Winter Park's water system. It is required by the State they be tested once a year.
- Snow removal issues were discussed. Various circumstances this past winter caused poor snow removal. The contract with CMC states plowing will be done when the snow on the road reaches 4 inches, however many snowfalls were 1-2 inches which ends up getting packed down by the buses. Milder temperatures led to the thawing and freezing of the packed snow, and along with traffic caused ruts. Matt had emailed the Board about scraping the roads with heavy equipment during January, which would be an additional cost to the Association, and the Board postponed it until April. The Board and CMC will discuss and resolve how to better service the community. **Action Item: Noreen will put discussion about snow removal and ice scrapping on the September Board meeting agenda.**

**OLD BUSINESS:** None to discuss

**NEW BUSINESS:**

- No questions were provided by proxy.
- The billing of the backflow sensor testing was discussed. The 2008 inspection occurred in August however homeowners did not receive a bill until January 2009. The initial bill for the testing was charged to the Homeowners Association in October, an error caught by Adam in December. The correction billing the individual homeowners occurred in December, thus appearing on a January 2009 statement. Since the 2009 inspection will occur in July, homeowners will be receiving a second bill for testing in one year.
- Winter parking issues were discussed. Problems can occur when long term renters are not aware of the Association parking policies, or chose to ignore them. Brian stated the rental unit owner needs to be held accountable for assistance in reinforcement of the parking policy. The Board said they will review the current policy and refine by next winter.
- The Board will send a questionnaire/survey with a future billing to get homeowner input on various maintenance and reserve issues. The questionnaire would also ask if homeowners would be interested in the window cleaning. Rental unit owners will be requested to advise if they rent long term and include a contact on the questionnaire/survey that will be distributed by the Board.

**GENERAL DISCUSSION:**

- A reminder to all owners, the Association has a no parking on the roads policy.
- The police should be called for after hours noise or violent acts, not the management company.
- Current "For Sale" signs are in compliance.
- Real estate in general is very sluggish in Winter Park. New developments such as Trailhead have scaled back and the Preserve project is on hold.
- Tom or Heidi will discuss the use of the Trailhead pool and club house with Mark Johnson, whether membership would be as an association or by individual owner.
- Heidi will contact the Department of Parks and Recreation to get information regarding the opening of the Fraser Recreation Center and what dues will be.

**SCHEDULING OF WINTER 2009 SEMI-ANNUAL HOA MEETING DATE:**

The winter semi-annual Homeowners meeting was scheduled for Saturday December 5, 2009 at 10:00 a.m. The summer 2010 semi-annual meeting will be scheduled at the December meeting.

**ADJOURNMENT:** A motion to adjourn was made, seconded and approved. The meeting was adjourned at 11:20

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 Homeowners Meeting.