

SUNRIDGE CONDOMINIUM HOMEOWNERS ASSOCIATION

ANNUAL BOARD MEETING

Meeting Minutes

January 10, 2013

Opening

The regular meeting of the SUNRIDGE CONDOMINIUM HOMEOWNERS ASSOCIATION was called to order by President Dave Heller at 6:00 on January 10, 2013 at Highland Realty at 6 pm.

Present

David Heller, Roger Stanley, Cynthia Ocken, Neil Marshall, Kristin Billings and Nick Conley.

Approval of Agenda

The agenda was unanimously approved as distributed.

Approval of Minutes

The minutes from October 2012 which were previously approved were redistributed for review.

Open Issues

- HOA Financial Review 2012: Nick went over the 2012 budget. Repair to decks, trim and fencing totaled approximately \$32,000. Only \$5,000 was put into reserves. The extra \$5,000 was used to complete the repairs and deferred maintenance required.
- The Sherrick concrete repairs to west Sunridge Circle and various driveways and parking pads totaled \$23,500. Quality of the work was excellent compared to previous contracts.
- Nick is still working with the Homeowners Association of Sunridge II to remove the dead trees at the entrance on Alter. Heller suggested contacting the City to stress the danger and the possibility of the City removing the trees and contacting Sunridge II HOA to recover the costs involved.

New Business

- **Review of 2013 Budget** – The Board reviewed the 2013 budget to present to the HOA owners during the Annual Meeting following the Board meeting. The totals were a carry-over from the Fall 2012 beginning budget.
- **Reserves Limit**

The Board discussed the level of Reserve funds that should be maintained. Questions as to what is the objective of the Reserve -- catastrophic or to avoid special assessments?

MOTION: (Heller, 2nd by Ocken). To keep reserves at \$60,000 minimum.

VOTE: unanimous approval

DISCUSSION: Kristin suggested hiring a professional company to perform a study on the level of reserves needed for a small HOA (Sunridge). The cost would be approximately \$800.

The Board agreed to this suggestion and Kristin will contact a company that Highlands has worked with to do the study.

- **Implementation of Tie Breaker for Board Votes**

MOTION: (Stanley, 2nd Heller) The President of the Board of Directors of the Sunridge Homeowners Association will hold the deciding vote in case of a tie during a voting situation.

DISCUSSION: Ocken stated that all Boards that she had served on with in the State of Colorado had state that the President does not vote except to break a tie.

VOTE: Unanimous

The Board Meeting was adjourned at 6:30 PM.

SUNRIDGE CONDOMINIUM HOMEOWNERS ASSOCIATION
ANNUAL COMMUNITY MEETING

Minutes

January 10, 2013

Opening

The regular meeting of the SUNRIDGE CONDOMINIUM HOMEOWNERS ASSOCIATION was called to order by President Dave Heller at 6:30 pm on January 10, 2013 at Highland Realty.

Attendees: Toby Peterson, Charlene Lyon, Gary Doolittle, Tracy Reiner, Anne Kaiser, Kim Johnson, Mimi Williams, Dave Sandoval, Mike Lewis, Karen Vent, David Heller, Roger Stanley, Cynthia Ocken, Neil Marshal, Kristin Billings and Nick Conley

Overview of 2012 (Heller)

President Dave stated that the 2012 budget was overspent by approximately \$32,391.40-; however this was offset by retaining \$20,000 that was to be put into reserves. Only \$5,000 was put into Reserves.

Heller went over the budget sheets for 2012 and the 2013 proposed budget and gave an overview of the repairs and work completed during 2012. This included replacing fences, trim, gates and latches, tree trimming, gutter cleaning and cement replacement as needed. All repairs are done as needed and upon notification by the Board via emails or phone calls to Highland. The Board then discusses this via email and priority is given to repairs that are present a hazard to the homeowner.

Eight to ten (8-10) fences still remain to repair or replace in 2013. The white trim on all homes that needs replacing is/has/will be replaced with composite wood. The Board will do a walk-through of the complex in early April to decide on needed repairs.

The dead trees on Alter Drive belong to Sunridge II homes. Negotiations are still ongoing and Nick will be contacting the City to discuss removal of the trees.

Arbortec has suggested the removal of the large cottonwood trees due to age within the next 3-5 years due to the possibility of damage to structures. These will be replaced with large, mature trees if possible. The Board has done research as to the best trees for the climate and water conditions in Colorado to save water while still having large, healthy, long-term trees.

Board Elections

Dave Heller will be resigning from the board of directors after 9 years of service. We would like to thank Dave for everything he has done for the community.

There are currently 4 openings on the Board of Directors for 2013 with a possibility of 6 positions to fill. Election results are:

2013 HOA Board of Directors

Cynthia Ocken – President

Roger Stanley – Vice President

Gary Doolittle – Secretary

Neil Marshall – Treasurer

Tracey Reiner – At-Large Member

Open Forum

All homeowners are to email or call Highland if repairs are needed to the exterior of their buildings. The Board cannot possibly notice all needed repairs during their annual walkthrough.

A request was made to please contact homeowners whenever repairmen are on the premises. The Board agreed to this proposal and management will do the best they can to notify the community when contractors will be working in the community. Management will not be able to do this for every case. For example when the gutters were being cleaned, these contractors do the work when they can and this work is weather permitting.

Discussion of dogs running at large followed. All dogs are required by the City of Broomfield to be on a leash at all times while on public areas. There is no specific “off-leash” dog area in the complex. Highland is receiving a high number of phone calls regarding dogs at large.

Discussion of chimney cleaning responsibility– Not all units have wood burning fireplaces or even have fireplaces. At this time cleaning of chimneys is the owner’s responsibility.

Possibility of locking mailboxes – several homeowners have seen unknown people going through mailboxes. Highland was requested to price locking mailboxes in previous years – the cost at that time was over \$25,000.

2013 Work List

2052 stairs need to be repaired/painted

2054 Sunridge – owner questions whether the gutters were cleaned in the fall

Garbage buildings need to have trim and doors replaced.

2267 – Sprinkler line may have been broken during fence repair this summer

Adjournment

The 2013 Annual HOA Meeting was adjourned at 7:23 pm by David Heller. The next Board meeting will be April 10, 2013 – time to be decided. The Board will meet outside of 2150 Sunridge and begin the spring walkthrough.

Minutes submitted by: Cynthia Ocken

Approved by: Roger Stanley