

**WEST WILLOW HOMEOWNERS ASSOCIATION  
ANNUAL MEMBERSHIP MEETING  
New San Juan Building, Conference Room  
220 East Colorado Avenue  
Telluride, Colorado 81435  
August 21, 2003, 11:00 A.M. (MST)**

**MINUTES**

The annual membership meeting of the members of the West Willow Homeowners Association was held on August 21, 2003, at 11:00 A.M., in the Conference Room of the New San Juan Building, 220 East Colorado Avenue in Telluride, Colorado.

**1. The Roll Call and Determination of Quorum.**

**Board Members Present via Conference Call:** Laurie Quilligan, owner of Unit #3,  
Secretary/Treasurer

**Board Member Present at Meeting:** Julie Close, Unit #4, Vice President

**Owner Members Present by Conference Call:** Harold Davidson, owner of Unit #6

**Owner Members Present at Meeting:** Dr. Susannah Smith, owner of Unit #5; Tom Hess, owner of Unit #7

**Present by Proxy to Tom Hess:** Paul Scheibe, Unit #1

**Absent:** Ann Mailer, owner of Unit #2

**Also Present:** Judi Balkind, Property Manager

A quorum was deemed present.

The meeting was called to order by Julie Close.

**2. Proof of Notice of Meeting or Waiver of Notice.**

Julie Close called for a motion to approve or waive the notice of the meeting. A motion was made by Tom Hess. The motion was seconded by Susannah Smith. Motion passed.

**3. Reading and Approval of the Minutes of the Annual Membership Meeting held on October 10, 2002.**

Judi Balkind stated that the reading of the Minutes of the October 10, 2002 Annual Meeting would be waived and asked for comments about those Minutes. Tom Hess moved to approve the Minutes. Julie Close seconded. Motion passed without discussion.

#### **4. Unfinished Business.**

**Review Financials for Year Ending July 31, 2003.** Judi Balkind reported a loss of \$1,962.79 mostly due to roof repair of \$1,404.39 necessitated by leaking into Susannah Smith's unit (Unit #5). Judi stated she received approval from the President to take \$1,400 from the Capital Reserve Account for this purpose. Under General Maintenance Interior, the Association made the last installment on the dryers. In addition, there were payments to have the washer and dryer unlocked when the key would not unlock the coin box. All smoke detectors inside each unit were checked by Apex Security for a total cost of \$387.50 over budget. Judi stated that most other items were at or below budget, so the budget was actually very close except for the roof repair. Judi also stated she is checking with several tax accountants in an attempt to lower the cost of tax return preparation.

Question was raised concerning the amount in the painting reserve. Judi stated that as of July 31, the Operating Account had a balance of \$1,921, the Reserve Account (Capital Improvement Account) contained \$9,943 and the Painting Fund balance was \$5,854. More is being put into the Painting Fund than into the Reserve Account to prepare for future painting needs.

Question was raised concerning whether the roofers had checked the whole roof so that there will not be leaks this winter.

It was noted that for the most part, the building does not need to be painted at this time, although there are some places that will require touch up in the next month or so before it snows. Judi said she will ask Mike to take care of priming and touching up the paint.

#### **5. New Business.**

a. **Membership Approval of 2003-2004 Budget and Dues.** Judi stated that, overall, the dues will not be going up. Not included in the Budget is the amount for smoke detector maintenance. Judi asked whether smoke detector maintenance should be an annual item. The consensus was that it should be an annual item; and Judi stated she would adjust the Budget to reflect same. It was noted that when the units were rentals, the rental company had the smoke detectors checked annually; however, now that the units are no longer rentals, the Association needs to make sure the smoke detectors are maintained. Question was raised as to why the Association is paying for this maintenance since it does not involve common area. Discussion was held concerning this matter, with the point being made that if the Association takes on the responsibility, then all the smoke detectors will be maintained for the safety of the building. Tom Hess moved that the Budget be approved with an adjustment to allow for smoke detector alarm maintenance/inspection. Julie Close seconded. The motion passed.

b. **Installation of Satellite Dishes.** Tom Hess said his tenant would like to have a satellite dish. Tom suggested that the tenants be allowed to have dishes, but be required to obtain approval first so that there will be some continuity in dish placement. Discussion followed. Susannah Smith moved that the use of satellite dishes be approved with the caveat that the Board must first approve the placement of the dish. Julie Close seconded. Following additional discussion, the motion was amended by Tom Hess to read that the use of satellite dishes be approved with the caveat that a committee of the three local owners must first approve the size and location of each dish. Susannah Smith seconded the amended motion. The motion passed as amended.

c. **Installation of Trash Enclosure and Cement Step.** Judi announced that the step had been installed where there had been a drop-off by Julie's unit (Unit #4). Judi stated that Susannah, Julie and Tom had walked the property and have decided that a shed-like structure for West Willow's trash bins would be most appropriate and it should be placed in the area where the

trash bins are now (the southeast side between West Willow and Grace Hill). Judi has contacted a few builders for estimates. The Historical Review Committee (HARC) will need to approve the structure. Discussion followed. Tom Hess moved to proceed with gathering bids for construction of a garbage enclosure on the southeast corner of Phase II building. The motion was seconded by Julie Close. The motion passed. Bids should be received by mid-September, with construction expected to be completed by the end of October.

d. **Screen Installation/Purchase of New Screens Update.** Judi stated that the window washers discovered a lot of the screens didn't fit any of the windows from the outside. Julie said she tried all of the screens that had been in the Laundry Room on two of her windows from the inside and none of them fit properly. Judi said she asked Mike to eliminate any damaged screens from those in the Laundry Room. Judi said she could ask Mike to see if the remaining screens fit any of the windows and then hire someone to make replacement screens. Following discussion, Judi was directed to have Mike meet with the owners individually to decide which screens to replace, noting that replacement is an owner expense. It was suggested that screens be labeled with the number of the unit where the screen belongs. It was also suggested that any painting contract contain a clause that all screens be replaced prior to final payment.

e. **Cardboard Recycling.** Judi stated she had added additional funds to the budget for cardboard recycling. Discussion followed. Motion was made by Susannah Smith that the Association include cardboard recycling with the other recycling. The motion was seconded by Julie Close. The motion passed.

f. **Parking/Non-Working Vehicles.** Judi stated that there had been a problem at Building No. 1 when a tenant's vehicle was parked in a designated parking space all season without being moved. The owner of the unit was notified and will advise her tenant that vehicles occupying designated parking spaces must be in working condition and properly designated. Judi suggested the use of parking passes for identification. Discussion followed. It was suggested that the spaces be designated and marked.

g. **Roof Repair.** Judi noted that there is some flashing that should be checked and she would like to hire a professional roofer to give the Association an analysis of the condition of the roof.

h. **IRS Tax Rules and Tax Returns.** Judi again said she is looking into a better cost for preparation of tax returns. She also requested a motion setting forth what should be done if there is excess income. Even though the Association shows a loss, the IRS requires such a statement in the Minutes of the annual meeting. Tom Hess moved that any excess income be moved to the Capital Reserve. The motion was seconded by Julie Close. The motion passed.

i. **Other.**

A question was raised as to responsibility for repair of balconies. Judi will check the CC&Rs, but it was thought that repair of balconies is the responsibility of the individual unit owners. A suggestion was made that the Association hire someone to check the balconies, with the instruction that the Association then would bill the individual owners for any repair work required if the CC&Rs indicate such work is the owner's responsibility. Harold Davidson was advised that the balcony on Unit 6 will need repair as noted by the painters. Susannah said she would check the condition of the balcony and report back to Mr. Davidson by email. Susannah Smith moved that the Association have someone check all the decks and write a bid for any necessary repair work. Discussion continued. The motion was neither seconded nor voted upon.

Discussion followed concerning where to place a bike rack, how large a bike rack to purchase, etc. A committee of local owners (Judi, Julie, Tom and Susannah) will look into the matter and decide the type of bike rack required and where to place same. It was agreed that the permanent bike station will be a capital expense.

Laurie Quilligan requested a motion to change the color of the building when it is painted next summer. It was suggested that paint chips be mailed to owners. Any suggestions will be appreciated. It was noted that because of the present color of the building, it would be difficult to cover the existing paint with a very light color. Discussion continued. A suggestion was made that bids be acquired for painting the building lighter. Judi suggested that paint color be decided at the time of the painting.

Harold was advised that the window coverings on his unit (Unit #6) have become unsightly from the street, possibly broken. Harold advised that he will speak with the management company concerning this matter.

## **6. Election of Officers.**

Tom Hess nominated the present slate of officers for the coming year. Upon motion of Tom Hess, seconded by Julie Close, and passed, the following officers were elected for 2003-2004:

President	Erin Hess
Vice President	Julie Close
Secretary/Treasurer	Laurie Quilligan

## **7. Housekeeping.**

**Date of Next Annual Meeting.** Following discussion, the next annual meeting was tentatively set for Thursday, August 5, 2004.

Susannah Smith made a motion to adjourn the meeting. Harold Davidson seconded the motion. The motion passed and the meeting was adjourned.

Respectfully submitted,

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Judi Balkind, Homeowners Association Manager