

**WEST WILLOW HOMEOWNERS ASSOCIATION  
ANNUAL MEMBERSHIP MEETING  
Wilkinson Public Library, Conference Room  
100 West Pacific Avenue  
Telluride, Colorado 81435  
November 14, 2007, 10:30 A.M. (MST)**

**MINUTES**

The annual membership meeting of the members of the West Willow Homeowners Association was held on November 14, 2007, in the Conference Room of the Wilkinson Public Library, 100 West Pacific Avenue in Telluride, Colorado.

**1. Roll Call, Determination of Quorum and Call to Order.**

**Present at Meeting in Person or by Conference Call:** Erin Hess, President (Unit 7), Julie Close, Vice President (Unit 4), Tanis Bond (Unit 5) and Harold Davidson (Unit 6) Laurie Quilligan (Unit 3) proxied Judi Balkind.

**Absent:** Ann Mailer, (Unit 2).

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

A quorum was deemed present.

The meeting was called to order by Erin Hess, President.

**2. Motion to Approve/Waive Notice of Meeting.**

Judi Balkind called for a motion to approve or waive the notice of the meeting. **A motion was made by Erin Hess. The motion was seconded by Julie Close. Motion passed.**

**3. Reading and Approval of the Minutes of the November 30, 2005 Annual Membership Meeting.**

Judi said she had e-mailed everyone the Minutes of the November 30, 2005 meeting. Harold will not vote because he has not yet read the Minutes. **Erin Hess moved to approve the Minutes of the Annual Membership Meeting held on November 30, 2005 as presented. Julie Close seconded the motion. The motion passed.**

**4./5. Reports of Officers and Committees.**

Judi stated that there were no committees and, therefore, no committee reports. Judi asked if there were officer reports; there were none.

**6. Election of Directors.**

Judi said the Board members serve one year terms. **Erin Hess moved to retain the current directors for another year. Harold Davidson seconded the motion. The motion passed** and the Board will remain as follows:

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

## **OLD BUSINESS**

**Whitehouse Project.** Judi said the Whitehouse Project is probably 80% complete – the pre-fab building is up; however, there is a lot of work to be completed, including decks. She said they turned the carport around; there is still some painting to be done; an additional sidewalk needs to be installed in the spring. The HOA will make them adhere to the signed agreement. It will be months before the project will be occupied.

**Exterior Touch-Up Painting.** Judi said the second building is being finalized. The window sills have been repainted and touch-up painting has been done in some areas where the body of the building desperately needed it. Tim Holvenstadt is doing the painting. He has primed and, in some areas, it's almost like a full paint job. The Painting Fund was used for one building and for the other building, Capital Reserve funds were used. There were no special assessments.

## **NEW BUSINESS**

**Proposed Budget Review for 2007-2008.** Judi discussed the operating budget, stating it will remain the same as 2006-2007, with the following exceptions:

- Snow removal will go down.
- The \$1,000 from last year's budget for legal fees has been removed and allocated to other areas, such as utilities, water & sewer, and maybe flood insurance.
- Painting is the same at \$1,000.

Judi proposed a change to funding of the Capital Reserve Account.

Option A – Judi said Option A would be to add to the Capital Reserve Account \$7,800 (later said \$5,000), which would raise the dues from \$54 to a total of \$65.

Option B - Judi suggested replacing the \$7,500 used for painting and adding another \$2,800, creating a proposed reserve assessment of \$10,320, which would increase dues from \$81 per month to \$97 (previously stated as \$80 and \$97 a month for Unit 6). This will bring the reserve fund back to a comfortable position.

Discussion followed. Julie raised a concern about increasing HOA fees. Judi said the painting fund is down to about \$400, and the painting of the second building will reduce the Capital Reserve fund to about \$2,500. She noted the following projects to be completed: Sensus meters and back flow preventive valves. Another alternative would be special assessments as needed. Judi explained that monthly the dues fund operating expenses, fee reserve and painting reserve. Judi said the amount going into reserve in the past hasn't been enough to fund the current painting project. She said the Sensus meters will be a couple thousand per building. The Whitehouse Project will pay for maybe 2/3 of the fence. Judi is still working on acquiring a bid for the fence.

A vote was taken as to which of the above options the HOA preferred. Judi held a vote from Laurie Quilligan to vote for Option B (\$7,500). The overall vote was in favor of Option B.

The increase will be effective January 1, 2008 per consensus of those present. The increase will fund the Capital Reserve Account.

**Installation of Backflow Preventer Valve/Sensus Meters/Outdoor MSUs.** Judi said the Town is requiring every condo association as well as home owners to install this. She is working on acquiring a bid from a plumber. Because she had these installed in two other buildings 1-1/2 years ago, she said she expects the cost per building to be around \$2,500. She said if there is a leak of bad water, the valve should prevent it from flowing into the Town's main water. The Sensus meters are radio-read meters that read the flow of water (rather than the meter reader physically going to the site to record the usage). Judi said if this is not done, the HOA can be fined by the Town. It was pointed out that the letter the Town sent said that if the HOA doesn't do it right, the Town will ask the HOA to redo it. Judi will advise everyone when she receives the bids.

**Planning for Future Capital Expenses (i.e. new roof, siding replacement).** Judi said that due to the age of the West Willow building, she is suggesting a five- or ten-year plan for future capital expenses. Judi explained the costs incurred for major projects, should they become necessary, can easily exceed \$50,000 per owner and suggested the HOA begin soon to save for such major projects as a new roof, etc. or owners could be facing a very large assessment in the next five or six years. She said some people prefer to invest their own money, planning to use it for this purpose in the future. Whatever the plan, it was suggested that the HOA give some thought to this matter.

**Web site for West Willow.** Judi's Web site is [www.jarmikproperties.com](http://www.jarmikproperties.com). Click on *Properties Managed* and West Willow will come up. The Declarations, Minutes and the Budget as well as other documents are on the site.

**Replacement of Insulation Beneath the Building.** Julie said her unit is really cold, especially the ground floor. She had an energy assessor come in a couple years ago and point out the leaks and cold spots. He saw that some of the insulation under the building is falling/sagging. It may be that the insulation only needs to be stapled back into place. Discussion. Julie said because the

units are all connected underneath the building, it would probably be an HOA matter. Judi suggested the HOA take a look at it and acquire a bid for any work that might be necessary.

**Other. Screens.** Judi said Laurie Quilligan asked her again to bring up the screen issue. Judi said the painter is finishing. He put some screens back up that were originally on Building No. 1. There were a number of screens in the closet in the laundry room that don't seem to fit anywhere. She asked if the HOA wants to get a bid on new screens for everyone's unit and take it as an HOA expense; or do the individuals want to be responsible? The Declarations don't seem to be very clear on this. Suggestion was made that a bid be acquired for the whole thing, broken out by unit to help the HOA make a decision about how to proceed. Judi will acquire a bid.

**Signs.** Judi said the West Willow signs are really old and suggested two new signs (basic signs with just words) in a color that matches the new building. Judi will acquire a bid.

**Rock.** Judi said in the back of the building there are places where water splashes off the roof and onto the side of the building, thus deteriorating the paint. Judi said a landscaper suggested installing a gravel drip line in the back, maybe with a small rock garden to absorb some of the water, pulling it away from the building. This might help prevent constant repainting in that area.

**Harold's tenants.** Upon question from Harold, discussion was held concerning problems with Harold's tenants. Harold is attempting to resolve the issues. Harold suggested the tenants be told that if they don't removed their trash from the garage by a certain date (Judi suggested 24 hours), the trash will be removed by the HOA at the tenants' expense. Judi suggested that Mountain Management be asked to handle the situation since they manage Harold's unit. Judi also asked Harold to have Mountain Management let them know they cannot have the dog that they currently have. (Owners are allowed to have dogs; tenants and guests are not allowed to have dogs.) Judi said she sent the Rules and Regulations to Mountain Management, so they are aware of it.

There being no further business to come before the meeting, **Julie Bain moved the meeting be adjourned. Erin Hess seconded. The motion passed** and the meeting was adjourned.

Respectfully submitted,

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By: Jarmik Property Management, Inc.  
Judi Balkind, HOA Property Manager