

**Minutes of
Annual Membership and Budget Meeting of
ETTA PLACE TOO HOMEOWNERS ASSOCIATION
The Wilkinson Public Library, 100 West Pacific, Telluride, CO
February 15, 2008
10:30 a.m.**

The annual membership and budget meeting of the members of the Etta Place Too Homeowners Association was held on February 15, 2008, at 10:30 a.m., at The Wilkinson Public Library, 100 West Pacific in Telluride, Colorado.

I. Roll Call, Determination of Quorum and Call to Order.

Owners Present in Person or on Conference Call: Linda Hicks (Unit 105), Brendan Shine and Sarah Lawrence (Unit 106), Monica Holley (Unit 108), Carolyn Buck, President (Unit 111), Nathan Frerichs (Unit 104), Breon Allen (Unit 114).

Owners Present by Proxy to Linda Hicks: Sarah Potts (Unit 103), Dick Vance (Unit 111).

Owner Present by Proxy to Carolyn Buck: Meg Keeley (Unit 107).

Owners Present by Proxy to Judi Balkind: Peter Corcoran (Units 101 and 102), Diana Serpe (Unit 110), Jerry Esrick (Unit 113).

Judi Balkind, Homeowners Association Manager was also present in person.

Judi Balkind announced a quorum was present and President Carolyn Buck called the meeting to order.

II. Motion to Approve/Waive Notice of Meeting.

Motion was made by Linda Hicks to waive the notice of the meeting. The motion was seconded by Carolyn Buck and passed.

III. Reading and Approval of the Minutes of the Previous Annual Membership Meeting.

Linda Hicks moved that “we approve the Minutes as distributed.” The motion was seconded by Brendan Shine and passed.

[Sarah Lawrence Breon Allen joined the meeting.]

IV. Reports of Officers.

There were no officer reports to be given.

V. Reports of Committees.

There were no committee reports to be given.

VI. Election of Directors/Officers.

Judi stated she has not received indication of anyone wanting to run for a position. All present Board members were willing to continue. **Breon Allen moved that “the slate of officers be as indicated.” The motion passed and the present Board of Directors will be retained for the coming year.**

VII. Unfinished Business.

A. Financial Statement Review – FYE 2007.

Judi Balkind said she had sent everyone a profit and loss statement (actual vs. budget). The apparent loss of \$19,000 is due to the painting job in August. The total painting job was \$14,238.00. There was additional expense for the backflow preventer valve and a survey by Foley Engineering. The painting job was paid from the Painting Reserve Fund with a little being borrowed against the Capital Reserve Fund. There were no special assessments, so it looks as though there was a \$19,000 loss when there wasn't.

Exterior Maintenance was also over budget as follows:

- Snow removal – ground. – due to ice chipping between Double Diamond and Etta Place Too, contracts for plowing snow in the front and for shoveling sidewalks. 2008 maybe less because the sidewalk has been closed and there should be less ice chipping between Double Diamond and Etta Place Too.
- Hot tub repair – due to electrical issues that have been resolved.
- General maintenance – a number of things were done with the front stairs, etc.

The following were under budget:

- Interior maintenance - \$418
- Utilities - \$723 (electric, gas, water and sewer)

Monica Holley said the recent painting of her balcony is already peeling. Judi will contact Gene; he hasn't been paid in full yet because (1) Telluride Gravel had to come in and pick up the pavers where they were crushed, and (2) the pavers need to be replaced yet. The HOA still owes Gene about \$4,000. She will find out why the paint is peeling before payment is completed.

Discussion about how often the building is painted. Judi said 4-5 years is about the life of a painting job in Telluride. It was noted the trim needs to be painted more often because it catches the sun.

Question was raised about why the HOA paid \$1,400 for the trash enclosure under the item titled “trash enclosure/survey.” Judi clarified that it should say just “survey.” Judi added that 5 or 6 years ago when the new doors were put on the trash enclosure, the HOA participated in paying a certain amount. For the seven months when the other HOA cannot use the pool, Etta Place Too pays trash removal; the cost of trash removal is split during the five months when the pool is shared. The survey was done to locate the correct property line (in the event the HOA decided to build its own trash shed).

Judi and Carolyn have called concerning the \$5-per-night charge for locking the gate during the period it

was not being locked. There is now a chain and it is locked. Discussion.

Another problem is the back gate posts are not in concrete and are shifting, causing the gate to not close. Carolyn said they will speak with Marcel about putting on another strike plate so it will catch and lock during the day. This summer, the HOA needs to have the posts set in concrete. Discussion.

Discussion about the cost of the pool and whether it is worth maintaining. It was noted that the pool is not used as much as it could be because it isn't cleaned regularly. Discussion. With regard to the algae, it was noted that there was a problem two summers ago, but it has been corrected and there was not an algae problem this past summer. Judi said she should be contacted when there is a problem with algae or rodents, since she is not at the property every day. Judi also noted that there are a limited number of pool companies available. Tub Tech Charlie is the only service that will shut it down at night. Discussion about what has been done re charging Resort Quest for water changes necessitated by their groups.

B. Loan Repayment

Judi said the balance due on the second loan at the end of 2007 was \$7,886. The HOA pays \$1,000 a month toward that loan. By August, this second loan will be paid in full. This is the loan for the front entryway roof.

Judi said each month \$2,500 is split as follows: \$1,000 to loan; \$1,000 to Capital Reserve; \$500 to Painting Reserve. When the second loan is paid in full, the monies can help fund the reserve account(s). There has been no special assessment for these projects (other than the monthly reserve assessment which has been consistent for a couple years).

C. Exterior Trim Painting

Judi said the painter is still owed about \$4,000 which will be withheld until the paver issue and other matters as discussed above have been resolved. Suggestion was made that since the HOA plans to "do something with the front of the building" the pavers not be replaced, but rather the HOA proceed with the planned work. Judi said a figure needs to be assigned to replacing the old pavers, however, so that the painter can be charged for the damage. Judi has been unable to acquire bids because the pavers are still covered with snow.

Nate noted that there are spots that need touch-up in addition to the deck mentioned above.

VIII. New Business

A. Project List.

Carolyn said a projects list was distributed with the package that was sent to everyone. She asked for discussion about priorities for the projects in order to better set the new budget. Discussion followed:

- *Replacing fogged window panes in hall and missing screens.* Carolyn said Chuck's Glass bid about \$1,400 (total) in 2006. It will probably be more now. [Not critical]

- *New carpet in hallways and stairwells.* Carolyn said the carpet is starting to wear and there are some spots where it is torn. Last year a local person bid maybe \$7,500-\$8,000. This cost might well increase. Discussion about the condition of the carpet. Some of the problems could be repaired. [Could wait a year or so]
- *Redoing the front entrance/Replacing front and back sidewalk/Stairs and ramps.* These items go together and will be a major expense. At a minimum the sidewalk needs work and the steps and ramp need to be addressed. Discussion re the need for a ramp (may be a Town requirement for handicap accessibility). Perhaps, the ramp could be made more attractive. An ADA wheelchair lift was suggested to replace the ramp. It was pointed out, however, that a lift would bring maintenance and inspection issues and might not be more attractive than a ramp. Carolyn said there had been discussion about a different surface for the sidewalk (such as stamped concrete). Judi was told by the City that the sidewalk would need to be heated, in which case a boiler would be required, although the City may have backed off on this requirement due to problems with the heating systems. However, ice must still be cleared from concrete. The HOA will explore the costs of handicap lifts and sidewalk treatments. Judi said that Dick Vance (architect) told her a certain amount of lift is required per X number of inches of ramp; therefore, the height of the front door has necessitated a longer ramp. Carolyn Buck said the ADA recommendation is 1" of lift for every 12" of length (the door is 37" off the ground, necessitating 37' of ramp). The ramp could be reconfigured. Discussion of alternatives continued. If Dick Vance can draw plans, Nate is an engineer and can "stamp it" and make referrals to people who can do the work. A ramp is a big-ticket item, planning will be important. Everything that needs to be done in the front entry should be done at once along with the sidewalk; and the sidewalk should be done before next winter. However, acquiring approval and completing the work before next winter may be difficult to accomplish. Discussion continued about how this could be accomplished in phases.

Following the discussions above, Carolyn said she thinks the HOA should go ahead and make revisions to the design for the front entrance and estimate the cost, then present the results to the owners.

Following question, it was explained that the Bylaws provide that the Board of Directors sets the assessments based on a budget. The reason for discussion at the annual meeting is to acquire owners' thoughts on what needs to be done and to give the owners a general idea of costs. A revised budget will be prepared and distributed to owners, and a special meeting of owners will probably be required. Payment options were discussed.

- *What to do about the walkway between Double Diamond and Etta Place Too.* Carolyn explained that both HOA's are concerned about the danger of ice and snow falling from Etta Place Too's roof. Ice removal is dependent upon noticing the ice and getting someone to remove the ice quickly enough. Double Diamond considered putting up a fence to prevent people from walking between the buildings during the winter. They put up webbing, which reduced the traffic between the buildings, but was not a complete solution to the problem because this year's snow completely covered the fence and people walked on through.
- *Moving the ski lockers.* Carolyn said that because of the danger of ice and snow falling on the sidewalk between Double Diamond and Etta Place Too, she would like to move the ski lockers, although there are not many options for where to place the lockers. She explained what had been

discussed previously about where to place the lockers and the problems with the various places. She said Judi has called Buckhorn Geotech (Montrose) and Jack Gardner (local) to have them look at it; however, they have not done so to date. Nate said he might be able to find someone.

Discussion re placement of lockers, pros and cons of each place, repair of space where lockers are currently located.

- *Pool deck repair.* Discussion re cracks in concrete around pool. Missing pool tiles may be in pool shed and Charlie has been asked to replace the tiles when he drains the pool in the spring.
- *Electrical panel doors.* Doors are warped and need to be replaced.
- *Woodwork around entrance windows.* The painters noticed that there was some rot in the trim. In the spring this will need to be repaired and painted.
- *Trimming trees.* The snow and ice this winter seems to have “trimmed” the trees naturally; however, the trees will be examined.
- *Painting stairwells.* Cleaning and touchup of the stairwells might help them last another year.
- *Swimming pool.* There are no problems yet, but it will cost a lot of money at some point. It is the original boiler. The heat exchangers, the pumps, and a number of other items have been replaced on the pool. Charlie previously estimated \$4,000-\$5,000 for a new boiler. Charlie didn’t see anything wrong with the boiler at the time. Discussion about when to replace the boiler, what kind of boiler to purchase energy savings of new boiler.
- *Hot tub cover tearing.* Covers cost about \$400-\$500 and need to be replaced every couple years.
- *Planting area by back door.* Suggestion was made to pull out the existing plants/weeds and redo the area. Discussion.
- *Trash shed.* Discussion re Etta Too having its own, smaller trash shed, placement options, consideration of buildings to share with other than Etta Place.
- *Building name change.* Discussion about possibility of changing “Etta Place Too” to another name.

B. Budget.

The proposed Budget for 2008 was reviewed. It was noted that some categories will be adjusted from the proposed Budget.

- *Snow removal from the roof.* The first bill was \$2,900. Part of the Snow Melt is not working; snow and ice must be removed from roof before they can find out what is going on. There was a record amount of snow and ice this year. The companies all charge the same and do not do contract work.
- *Electricity – utilities.* San Miguel Power said the rates will increase 5%. San Miguel will be replacing an auxiliary line into Telluride and splitting the cost with the County, the power company, and people who use the electricity including Etta Place Too (possibly another 5% increase).
- *Project list items.* The sidewalks and starting the front entrance should be done this year.

The idea is to pay off the loan in August, but continue the same assessment for a reserve/bank loan to pay some of the costs up front or rolling them over into a loan. The related work in the front should be done at one time. The operating budget will be revisited and then a revised proposed Budget for 2008 will be circulated. The dues for March will remain the same; the April dues will be adjusted.

C. Rules.

Short-term-renter issues (trash, noise) were discussed.

- *Smoking.* The original intention was no smoking allowed in general limited common elements (hallways, outside, balconies, pool enclosure). The portion that says “in any unit” is up for discussion re whether owners want to ban smoking in their units, making the whole building non-smoking, with no smoking on the premises. Brendan Shine **moved we pass a no-smoking rule on the Etta Place Too property as previously written. Linda Hicks seconded the motion.** Discussion. Objection was raised to not allowing owners to smoke in their units. Not all owners are in attendance at this meeting. It was pointed out that the Board can pass rules on its own or a majority of the owners can pass rules. If the owners want unanimous support for this motion, that can be done. Can send notice to owners who are not present at this meeting, stating that the majority of those present at the meeting voted the property be totally non-smoking, asking for everyone’s vote. **The motion was amended to be a preliminary vote pending notice to those owners not present at this meeting.** Those present were asked, **“All in favor of having no smoking throughout the entire building?”** The preliminary motion passed and the motion will be presented to those not present.
- *Disturbing noise or activity in common elements and maintenance.* This is to address the busloads of people staying at Etta Place Too, trash problems resulting from the guests leaving the thrash in hallways. Resort Quest has been notified that they are to pick up the trash that is placed in the hallways. Discussion about cut-off times for noise. General approval was hours of 8:00 a.m. to 8:00 p.m. **Monica Holley moved that there be rules for no trash in the hallways and no noise except between 8:00 a.m. and 8:00 p.m. Breon Allen seconded the motion. The motion passed.**
- *Pets.* Discussion was held about limiting the number of pets allowed. **Linda Hicks moved that tenants and guests be allowed one pet with no limit on owners’ pets. Nate seconded the motion. The motion passed.**
- *Parking.* There has been a problem with rental people and contractors parking in the front. Discussion. **Brendon Shine moved that a new sign be placed in the front stating 15-minute limit on parking. Monica Holley seconded. The motion was passed.**
- *Charcoal grills.* Discussion was held about not allowing charcoal grills on the decks due to the fire hazard. **Monica moved there be no charcoal grills allowed. Linda Hicks seconded. The motion passed.**

C. Lift 7 -Sub area Plans.

A description of what happened at the Steering Committee was emailed to all. Description of what happened at the P&Z meeting will be emailed to all. The Plan for the whole area (rather than piecemeal plans) is being revised to reduce density and will be sent to Town Council. The P&Z asked the Steering Committee to have another meeting with the public to discuss. This revision of the Plan could take 3-6 months. Nothing will happen until a developer comes along wanting to develop it. The Association has no official stand on the matter at present. However, there are concerns about the view corridor to the east, a parking lot being discussed, affordable/employee housing along the riverside or around the parking area, Carolyn Buck will forward information on future meetings to the owners.

There being no further business to come before the meeting, **upon motion made by Linda Hicks and seconded by Brendan Shine, the meeting was adjourned.**

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February 15, 2008

Respectfully submitted,

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