

**WEST WILLOW HOMEOWNERS ASSOCIATION  
ANNUAL MEMBERSHIP MEETING  
238 East Colorado Ave, Suite #9  
Telluride, Colorado 81435  
September 26, 2011, 9:00 A.M. (MST)**

**MINUTES**

The annual membership meeting of the members of the West Willow Homeowners Association was held on September 26, 2011, in the office of Jarmik Property Management, Inc. 238 East Colorado Ave, Suite #9 in Telluride, Colorado.

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

**Present at Meeting in Person or by Conference Call:** Andy Kondracki (Unit 1), Erin Reis, President (Unit 7), Julie Bain, Vice President (Unit 4) Tanis Bond (Unit 5) proxied Judi Balkind, and Harold Davidson (Unit 6).

**Absent:** Ann Mailer (Unit 2), and Laurie Quilligan (Unit 3).

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

A quorum was deemed present.

The meeting was called to order by Erin Reis, President at 9:05 A.M. (MDT).

**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 Reis. The motion was seconded by Andy Kondracki. Motion passed.**

**3. Reading and Approval of the Minutes of the May 25, 2010 Annual Membership Meeting.**

**Andy Kondracki moved to approve the Minutes of the Annual Membership Meeting held on May 25, 2010 as presented. Erin Reis seconded the motion. The motion passed.**

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

There were no reports of officers or committees.

**6. Election of Directors.**

Judi said the Board members serve one year terms. **Andy Kondracki moved to retain the current directors for another year – 2011-2012. Erin Reis seconded the motion. The motion passed** and the Board will remain as follows:

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

## OLD BUSINESS

- a. **Review 2010-2011 Financials.** The August 1, 2010 through July 31, 2011 Profit and Loss statement was reviewed to reflect a loss of (\$1,316.92). This was due to the following: The Expenses under budget were Management fees and miscellaneous - \$272.87. Tax Returns \$345.00, Utilities - \$892.76, Snow Removal Ground, \$468.75, Snow Removal Roof – \$537.50 and Window Washing \$765.00. Expenses over budget were General Maintenance Exterior (\$2,907.30), General Maintenance Interior – (\$1,946.74), Liability Insurance (\$352.00) and Painting (\$1,850.00).
- General Maintenance Exterior included the installation of metal siding to the bottom north side of building #1. The siding was installed to protect the wooden siding from the buildup of snow.
  - General Maintenance Painting included the painting of the exterior trim on building #1. It was noted to the members the cost of the trim painting on building #2 will be expensed in fiscal year 2011-2012.
  - Electric costs included the heating of the crawl spaces in both buildings during the winter months.
  - No further discussion.
- b. **Trim Painting on both buildings.**
- Completed by Walter Polcyn – A fine line painting. This project was funded from the capital painting fund and capital reserve fund.

## NEW BUSINESS:

a. **Proposed Budget Review for 2011-2012.** The budget and dues were presented to the members – stating it will remain the same as 2010-2011. Discussion ensued regarding roof repair (see - Other. f. II. Roof repair.) **Erin Reis made a motion to approve the 2011-12 budget with the change made above. The dues will be increased on October 1, 2011. Andy Kondracki seconded the change and motion passed.** (The dues will increase by approximately \$60/unit/month.)

- b. **Discuss Reserve Accounts for future Capital Projects.** Discussion ensued regarding the potential for capital projects in the near future and the possibility of increasing the reserve assessment dues. It was noted the siding and roofs will eventually need to be replaced. Julie Bain suggested getting a bid for siding replacement and roof replacement. Andy Kondracki noted to the members that LuLu City HOA had a large exterior face lift costing 2 million dollars – assessments of around \$65,000/unit. It was suggested to hold

off on obtaining bids until it was needed. Erin Reis **made a motion to keep the reserve amounts the same. Andy Kondracki seconded the motion and passed unanimously.**

- c. **Discuss paying of alleyway between Graysill and West Willow.** It was noted the alleyway between Graysill and West Willow is town owned property. The Graysill HOA has expressed interest in paying the alleyway but this would require the surrounding properties to pay for the cost of paving. Erin noted to the members that gravel had been placed on the alleyway and helped tremendously with the drainage. Discussion ensued. The members agreed that gravel was sufficient and had no interest in paying for paving of the town's alleyway.
- d. **Parking of bicycles: Designated spot.** Discussion ensued regarding the amount of bicycles scattered around the property. **Julie Bain made a motion to purchase a bicycle rack to hold 10 bicycles and would be placed in the yard behind building #1. Erin Reis seconded the motion – all in favor and motion passed unanimously.**
- e. **Dogs – landscaping issues with dogs.** Discussion ensued regarding the approval of renters with dogs. Julie noted to the members the restriction of “no dogs for renters” has made it difficult to rent her unit and causing a financial burden. **Andy Kondracki made a motion to allow a renter to have a dog on a case by case basis. The board must approve the renter's dog. The owner of the unit must require an additional pet deposit. This regulation will be reviewed on an annual basis. Erin Reis seconded the motion. Motion passed unanimously.**
- f. **Other.**
  - I. **Replacement of dead bushes on property perimeter.** Erin noted to the members that additional bushes had been placed along the perimeter along with a number of boulders. The traffic from vehicles i.e. snowplows, dogs and people have continued to damage and kill the bushes. Discussion ensued. It was noted the installation of a fence would be the best protection for the plants, bushes and the lawn. Andy and Judi will obtain bids for fencing and report the findings to the board for review and approval.
  - II. **Roof repair and maintenance.** Erin noted to the members that Tanis Bond's unit #5 is under contract. An inspector has noted the roof needs to be looked at for repair or replacement. Andy and Erin have inspected the roof. It was noted there were loose and missing screws, cuts in the metal roofing possibly from ice and snow removal equipment and possible flashing issues. Andy has suggested the repair of the roofs would cost approximately \$5,000.00. **Andy Kondracki made a motion to include \$5,000.00 in the operating expense budget for 2011-2012 fiscal year. The dues would be increased beginning October 1, 2011. Erin Reis seconded the motion and motion passed unanimously.**
  - III. **Web site for West Willow.** Judi's Web site is [www.jarmikproperties.com](http://www.jarmikproperties.com). Click on *Properties Managed* and West Willow. The Declarations, Minutes, Budgets and other documents are on the site.

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

Respectfully submitted,

---

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