

MINUTES
ETTA PLACE TOO HOMEOWNERS ASSOCIATION
ANNUAL MEMBERSHIP AND BUDGET MEETING
FEBRUARY 16, 2011 12:00 PM MST
WILKINSON PUBLIC LIBRARY, 100 W PACIFIC AVE, TELLURIDE CO

1. Roll call, determination of quorum and certification of proxies.

Members present: Gary Potts (Unit 103); Linda Hicks (Unit 105); Jerry Esrick (Unit 113), Steve Spencer and Monica Holley (Unit 108); Peter Loomis (proxy for Karen Lawrence) (Unit 112); Elison Atkinson (Unit 114); Brendan Shine (Unit 106).

Proxies: Meg Keeley (Unit 107) in favor of Judi Balkind; Dick Vance (Unit 111) in favor of Gary Potts.

Non-members present: Judi Balkind, Linda Levin

Judi Balkind called the meeting to order at 12:02 p.m. and declared a quorum present.

2. Motion to approve/waive notice of meeting

MOTION

Jerry Esrick moved to approve the notice of meeting.

Monica Holley seconded the motion.

A voice vote was taken and passed without objection.

3. Reading and approval of the Minutes of the February 24, 2010 Annual Membership Meeting

MOTION

Esrick moved to approve the minutes of the February 24, 2010 Annual Meeting as written, with correction of spelling in first line to "Brendan."

Holley seconded the motion.

A voice vote was taken and passed without objection.

4. Reports of officers

Linda Hicks reported that the board is currently operating with only two officers since Carolyn Buck and Mike Dorsey sold their unit. The by-laws authorize 3 or 4 members on the board.

Reports of Committees

None

5. Election of Directors

Balkind called for volunteers to serve on the board. Jerry Esrick offered to serve for one year. Linda Hicks agreed to serve. Elison Atkinson also agreed to serve.

MOTION

Holley moved to elect Jerry Esrick, Linda Hicks and Elison Atkinson to the board for a term of one year.

Potts seconded the motion.

A voice vote was taken and passed without objection.

CONSENSUS - By agreement of the nominees and the members, the following officers were elected by acclamation:

President: Linda Hicks

Vice President: Jerry Esrick

Secretary/Treasurer: Elison Atkinson

A voice vote was taken and passed without objection.

Linda Hicks noted for the record that Carolyn Buck had done a fine job and she would try to fill her shoes. Thanks were also extended to Linda Hicks and Judi Balkind for their work.

Unfinished Business:

Financial Statement Review for FY 2010

Balkind reviewed the profit and loss statement showing actual versus budgeted for fiscal year 2010, which she had previously distributed to members. The P&L shows a loss of \$36,760, however, that has to do with the capital reserve projects that were done. Only a \$15,000 special assessment was levied on capital projects of \$55,000, leaving a shortfall of \$40,778. Balkind explained that there is a capital reserve fund for painting and for capital projects that were used to cover that shortfall. Therefore, the Association was under budget by about \$3,500.00 for the year. The building was just painted this summer, which is done every four to five years. Atkinson noted for the record that she thinks the building should be painted every 3 to 4 years and that a dues increase was acceptable to her rather than a special assessment. There was discussion about the painting schedule. Balkind noted that the roof was replaced in 2003.

Annual electric was over budget by \$1,300; gas was under budget by \$1,700. Part of that is due to having the heat to the pool shut off and winterized. At the end of December there was \$19,000 in the capital reserve and \$5,400 in painting. Balkind responded to other question about the budget and the P&L.

Art Waldrop (Unit 115) joined the conference call.

Shine pointed out that last year's minutes show that up to \$10,000 was authorized to be spent to do various work on the cubicle, but that the budget shows \$15,000. Balkind clarified that the special assessment was approved for \$15,000 and that the board had been given authority to spend \$10,000 to get certain work done.

MOTION

Shine moved to amend the minutes to reflect that the authorized budget was increased to reflect the additional work.

It was pointed out that there is a line item in the budget for the front entry assessment that covers the difference. Balkind indicated that the \$15,000 assessment was authorized by the members by email after the budget was approved. Shine agreed that the minutes of this meeting could serve to memorialize the difference between the budget and actual expenses and he abandoned his motion, which had not been seconded.

Peter Loomis commented that the hot tub maintenance seems high. It was explained that cost reflects the necessity to have Tub Tech visit the property twice daily in order to open the tub up and shut it down.

Completed project review for 2010

Balkind reported on the projects that were completed in 2010, which included:

- i. Rear sidewalk
- ii. Front entry and sidewalk
- iii. Tile replacement and replaced rotted trim and electrical panel door
- iv. Demolition and re-construction of rotted chimney chase
- v. Painting of the Exterior of Building

6. New Business

a. Proposed Budget Review FY 2011

(Approval of the budget was deferred until after all other items were discussed to ascertain if budget adjustments were needed. After those discussions, the motion to approve the budget was returned to.)

MOTION

Spencer moved to keep once-a-year window washing and talk to maintenance about augmenting it during the year as needed.

Shine seconded the motion.

A voice vote was taken and passed without objection

Balkind noted that there was no line item in the budget for this, but that general maintenance would probably cover it. Security lighting and hallway heaters were discussed and there was consensus that they should be added to the current maintenance list.

There was a conversation about replacing carpeting in the halls. Shine agreed to help with getting some carpet bids. It was agreed that patching the carpet was probably not a good option. Balkind said she would talk to Carpet Caretakers about a "band aid" interim solution.

There was consensus that the outdoor furniture needs updating.

MOTION

Esrick moved approval of the budget as presented.

Holly seconded the motion.

A voice vote was taken and passed without objection

b. Discussion on roof above Unit #112

Balkind reported that the original owners got approval to put a deck on the unit, but they were responsible. Buck/Dorsey bought the unit with the deck as a limited common element and they maintained snow removal. Lawrence now owns the unit and is having a problem with the roof dumping snow onto the deck and is requesting the HOA do more ice/snow mitigation. Loomis clarified: ice is sliding off the roof and creating a safety issue. A gutter and downspout with heat tape might mitigate the problem. Balkind had the entire roof looked at vis-à-vis heat tape. It's a more widespread problem. Balkind will get Telluride Roofing back to make suggestions. Their previous bid was \$32,000 for entire building. Spencer agreed to have another company look at it. Balkind will have Telluride Roof rebid, being specific about problem areas as opposed to the entire roof. They will return to the members with the bids.

c. Long range planning on projects

Balkind noted that the roof is new, but need to plan long-range for the future.

d. Repairs on fire alarm system

Balkind reported that there has been an ongoing issue and that Telluride Alarm is the company that has been working on it. They have checked each unit. The system is old and will probably need to be revamped at some point. Balkind estimated the cost at \$12-15,000. The smoke detectors may have to be replaced with new ones. Balkind noted there was a trouble signal coming from the third floor possibly relating to detectors being removed during renovation of units causing the wiring loops to be compromised. This issue is an owner's issue. Loomis commented that they should be replaced every 10 years, and these have been there longer. Carbon monoxide detectors should also be put in. Owners and short-term rental companies have put them in many units. There have been numerous false alarms, and they sound in every unit when that happens. Balkind reported that there was a short in one of the units that has been repaired, and it should not happen again. She reminded members to open a window when they "burn the toast," and not to open the door. There was consensus that if it involves reserves, it should be budgeted for; if just replacing detectors, then individuals should handle it themselves. Otherwise, the HOA will do it and bill it back to owners. Balkind said she will get a report from Telluride Alarm to see what was done exactly and will report back to members.

MOTION

Spencer moved to have the alarm company go in and replace all the alarms.

If determined that the panel needs replacement, it will cost about \$2,000; each unit will cost about \$150-300 per detector.

Holly seconded the motion to replace smoke detectors.

Hicks proposed an amendment to the motion, which was accepted by the maker and the seconder:

The HOA will pay the bill and owners will be invoiced for their cost. Those owners that have already replaced their detectors will be asked to submit a written confirmation that they have done so. If the cost is significantly greater than the costs anticipated in the motion, information will be emailed to the owners.

A voice vote was taken and the amended motion passed without objection.

7. Adjournment

Potts moved to adjourn, seconded by Shine. The meeting was adjourned by unanimous consent at 1:30 pm.

Respectfully submitted,

By: Jarmik Property Management, Inc.

Judi Balkind, Etta Place Too HOA Manager