

**WEST WILLOW HOMEOWNERS ASSOCIATION
ANNUAL MEMBERSHIP MEETING
238 East Colorado Ave, Suite #9
Telluride, Colorado 81435
November 28, 2012, 3:00 P.M. (MST)**

MINUTES

The annual membership meeting of the members of the West Willow Homeowners Association was held on November 28, 2012, via conference call.

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

Present at Meeting in Person or by Conference Call: Andy Kondracki (Unit 1), Erin Ries, President (Unit 7), Laurie Quilligan (Unit 3) and Robert Scavone (Unit 4) Tanis Bond (Unit 5) proxied Judi Balkind, and Harold Davidson (Unit 6).

Absent: Ann Mailer (Unit 2).

Also Present: Judi Balkind, Property Manager.

A quorum was deemed present.

The meeting was called to order by Erin Ries, President at 3:05 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 Ries. The motion was seconded by Laurie Quilligan. Motion passed.**

3. Reading and Approval of the Minutes of the September 26, 2011 Annual Membership Meeting.

Erin Ries moved to approve the Minutes of the Annual Membership Meeting held on September 26, 2011 as presented. Laurie Quilligan seconded the motion. The motion passed.

4. Report of Officers. Erin reported the fence was installed by Andy Kondracki and his company. The fence looks great and has helped tremendously with the upkeep of the landscaping. Erin also planted two large Lilac bushes - one in the Southeast corner and one in the Northeast corner of the property.

5. Reports of Committees. None

There were no reports of officers or committees.

6. Election of Directors.

It was noted to the members the Board members serve one year terms.

Laurie Quilligan made a motion to elect Erin Ries as President. Harold Davidson seconded and motion passed. Erin Ries made a motion to elect Laurie Quilligan as Secretary/Treasurer and Robert Scavone as Vice- President. Harold Davidson seconded and motion passed. The Board positions are as follows:

President	Erin Ries
Vice President	Robert Scavone
Secretary/Treasurer	Laurie Quilligan

7. Unfinished Business.

- a. **Review 2011-2012 Financials.** The August 1, 2011 through July 31, 2012 Profit and Loss statement was presented and with a variance report which reflected a loss of (\$7,785). This was due to the exterior painting of the building (\$5,590) and Roof repairs (\$1,626) which were funded from the Capital Reserve Account. The Expenses under budget were Management fees - \$200. Tax Returns \$480, Snow Removal Ground, \$1,052 and Water and Sewer (\$1,472).
 - No further discussion.
- b. Parking of bicycles. It was noted to the members a bicycle rack was installed on the property and has helped to contain the bikes in a designated location. It was noted the rack is presently located under an area that sheds snow from the roof. Andy has agreed to move the rack to an alternative location outside of the fence.
- c. Review of Dog Policy. Discussion ensued regarding the present dog policy which was passed at the last annual meeting – (see section e. **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 Ries seconded the motion. Motion passed unanimously.**) Andy Kondracki suggested revising the policy to allow renters to have up to two pets but the renter must have at least a 6 month lease. He also noted there are no pets allowed in the back yard. All pet owners must clean up after their pets or face a fine. The members agreed to grant permission to owners – (i.e. Laurie Quilligan) to use the back yard for their dogs.
- d. Fencing in the property to protect landscaping. Discussed above.
- e. Roof Repair. It was noted to the members the roof on the second building was repaired from damages done during roof snow removal – the holes were sealed up and screws were replaced.
- f. Gravel in alley way. It was noted to the members the town owns the property between West Willow and the Plunge and Graysill condos. The town has been asked to place gravel in the alleyway to help with the drainage. Gravel has been placed in the last year – the town will be contacted again to request additional gravel.

8. New Business:

- a. **Proposed Budget Review for 2012-2013.** The budget and dues were presented to the members – stating it will remain the same as 2011-2012; however some of the expenses line items have been adjusted. No further discussion, **Erin Ries made a motion to approve the 2012-13 Budget. Andy Kondracki seconded the motion and motion passed.**
- b. **Discuss Reserve Accounts for future Capital Projects.** Judi presented the members with an example of a Reserve Study spreadsheet for capital project which would help to analyze the necessary funds needed for major repairs & replacements. Andy Kondracki has agreed to work with Judi to obtain costs for new roofs, new siding and any additional major repairs. The bids will be obtained and entered into the spreadsheet for informational purposes only. The information will be passed to the members for review of their capital reserve accounts.

- c. **Other.** The members asked for photos of the new fence and lilacs – Judi will email photos to them. Laurie Quilligan thanked Erin Ries, Andy Kondracki and Judi Balkind for their hard work and dedication to the West Willow property.
- **Web site for West Willow.** Judi’s Web site is 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, **Andy Kondracki moved the meeting be adjourned. Erin Ries seconded. The motion passed and the meeting was adjourned.**

Respectfully submitted,

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