

APPROVED 3.29.2023

**ETTA PLACE TOO HOMEOWNERS' ASSOCIATION
-ANNUAL MEMBERSHIP MEETING
March 30, 2022, 3:00 P.M. (MST)**

Minutes

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

The following owners were present via zoom: Brendan Shine, (106), Scott Walter, (107), Leslie Blickenstaff, (108), Diana Serpe, (110), Mark Greene, (111), Karen Lawrence, (112), Jerry & Ellen Esrick, (113) and Art Waldrop, (115). Janet Yost, (103) joins at 4:27 p.m., And Jennifer Ito joins at 4:35 p.m.

Also present: Judi Balkind, HOA Manager

Proxies: Jennifer Ito, (105) – proxied Art Waldrop

Absent : Alex Corcoran (101 & 102), Fred Yost (103), Mike Syverson (104), Robert and Karen Yi, (109), Amit Sahasrabudhe (114)

A quorum is majority of the owners: 15 units – Majority would be 8 units.
was present and Art Waldrop called the meeting to order 4:05 PM.

2. Motion to approve/waive notice of meeting.

Art Waldrop made a motion to approve the notice of the meeting. Brendan Shine seconded the motion and the motion passed unanimously.

3. Review and approval of the Minutes of the March 11, 2021, Annual Meeting

Art Waldrop made a motion to approve the minutes of March 11, 2021, Annual Meeting as presented. Brendan Shine seconded and the motion passed unanimously.

4. Reports of Officers: (see new business)

5. Unfinished Business:

- a. Replatting :

1. Unit #112 Update. Karen Lawrence reports that her unit (112) has the necessary paperwork for permitting improvements which she hopes work can start this fall prior to initiating the replat process.
2. Unit #113 Update. Jerry Esrick has received the necessary approvals from new owners that have bought since previous approvals were granted. He will next contact surveyor for map amendment and replat and then he can go to the town for final approval.
3. Unit #115 Update. Art Waldrop explains that construction has to be completed in the purchased space within two years of the purchase. He is waiting to determine the timeline of other construction to ensure fitting within these guidelines.

- b. Amendment and restating the HOA Declarations. This project is on hold until the above units are replatted.

- c. Landscaping :

1. Installation of an irrigation system and additional landscaping - Completed in 2021. Judi Balkind is obtaining a bid for landscaping in front of the building from Blooming Landscapes. The back entrance, the area next to building, and

“pool area screening” were also identified as needing more attention.

- d. Financial Statement review for FY2021: **Art Waldrop made a motion to approve the financials as presented. Brendan Shine seconded the motion and the motion passed unanimously.**

6. New Business

- a. Review and approve the Proposed Budget and Dues FY 2022: Dues and reserve assessment remain the same as 2021. New line item for a possible on- call person for after hours response. **Art Waldrop made a motion to approve the 2022 budget and dues including the expense for the on- call person. Brendan Shine seconds, motion passes unopposed.**
- b. Art Waldrop and Design Review Committee update:
- Interior Design committee for hallway lights, carpets, painting and possible accent wallpaper of hallways, new stair rail for the front entry (see photo) – thresholds to doors and hallway doors – paint all doors, and new tile at entry.
 - Later stages may include a new sign and updated exterior lights.
 - **Mark Greene makes a motion to approve moving forward with stairwells, carpeting, tile and painting. Brendan Shine seconded; vote taken by roll call. Motion passes with none opposed.**
- c. Brendan Shine:
- Update on the exploration of the installation of rooftop solar system to offset common area electrical costs. Advised identifying and addressing energy excesses that can be minimized or eliminated prior to designing a solar system.
 - Unit Maintenance - Water system maintenance biannually can prevent costly mishaps. Water sensors were brought up as a possible additional preventative measure.
- d. Scott Walter:
- Unit Maintenance – hot water heaters (including timely replacement of older units) and dryer vent maintenance.
 - Issues with the short-term rental guests: Remind owners of building rules in our governing documents.
- e. Alarm system: Repairs needed to units 106 & 111 – these units are missing detectors
- f. Windows Replacement for units: Owners to present design and style for approval – must look the same as the old style for board approval. Owners also to arrange for certified installer and procuring required permitting from the town’s building department.
- g. New Deck: new deck installation requested by Unit 111 possibly on the East Side of the building
- h. Insurance Requirements: To revise and replace the insurance requirements in the Etta Place Too declarations in accordance with CCIOA rule by attorney to clarify financial responsibilities for maintenance and unit events. Any proposed changes will be distributed to all.
- i. Annual Disclosures and DORA Filings
- j. IRS – Excess income ruling
- Brendan Shine made a motion that any excess of membership income over membership expenses for the year ended Feb 2021, shall be applied against the subsequent tax year member assessments as provided by Internal Revenue Service Revenue Ruling 70-604. Fred Yost seconded: Motion carried.**

Fred Yost made a motion that any amounts collected by or paid to the Association for major repairs or replacement, or remaining in the Replacement Reserve, at the end of the year ended December 31, 2021, in excess of the amounts originally scheduled for Replacement Reserves, shall be set aside for future major repairs and replacement, and allocated to capital components as provided by the guidelines established by the Internal Revenue Service Section 118 and Revenue Ruling 75-370 and 75-371. Brendan Shine seconded the motion. Motion carried.

k. Other:

- FYI - Trash overflow – trash shed is too small for all units
- Investigate for a water leak – water bill remains high

7. Election of Directors – one-year terms -3 Directors

Art Waldrop – President

Brendan Shine – Vice President

Scott Walter – Secretary/Treasurer

Fred Yost makes a motion to keep current directors, Mark Greene seconds, passes unanimously.

8. **Brendan Shine makes a motion to adjourn, Mark Greene seconded, motion passes**

Respectfully submitted,

By: *Judith Balkind*
Jarmik Property Management, Inc.
Judi Balkind, Etta Place Too HOA Manager