

**WEST WILLOW HOMEOWNERS ASSOCIATION
ANNUAL MEMBERSHIP MEETING
120 South Pine Street, Suite #201
Telluride, Colorado 81435
October 25, 2016, 4:00 P.M. (MST)
MINUTES**

The annual membership meeting of the members of the West Willow Homeowners Association was held on October 25, 2016, via conference call at 4:02 pm.

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

Present at Meeting in Person or by Conference Call: Jennifer Kinetz (Unit 1), Stacey Tiscay and Doug Jones, (Unit 2), Laurie Quilligan (Unit 3), Robert Scavone (Unit 4) and Lisa Gandolfo Secretary/Treasurer, (Unit 5), Andrew and Jane Mullen (Unit 6), and Erin Ries, President (Unit 7).

Also Present: Judi Balkind, Property Manager.

A quorum was deemed present.

The meeting was called to order by Erin Ries, President at 4:06 P.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 Stacey Tiscay. Motion passed.*

3. Reading and Approval of the Minutes of the October 4, Annual Membership Meeting.

Erin Ries moved to approve the Minutes of the Annual Membership Meeting held on June 30, 2015 as presented. Laurie Quilligan seconded the motion. The motion passed.

4. Report of Officers. None.

5. Reports of Committees. (see H. Capital Projects)

There were no reports from officers or committees.

6. Election of Directors.

It was noted to all, that Board members serve one-year terms. Discussion ensued. Erin Ries made a motion to nominate Lisa Gandolfo – Lisa accepted the nomination. Laurie Quilligan second. Laurie Quilligan nominated Erin Ries – Erin accepted the nomination, Drew Mullen seconded. Jennifer Kinetz nominated Stacey Tiscay – Stacey accepted. Erin Ries seconded.

Erin Ries made a motion to elect the following individuals – Erin Ries, Lisa Gandolfo and Stacey Tiscay as directors. Drew Mullen seconded and motion passed. The Board positions are as follows:

President	Erin Ries
Vice President	Lisa Gandolfo
Secretary/Treasurer	Stacey Tiscay

7. Unfinished Business.

a. Review 2015-2016 Financials.

The financials were presented. The August 1, 2015 through July 31, 2016 Profit and Loss statement was presented with a variance report reflecting loss of (\$534.17). No further discussion.

- Jennifer asked about the internet service she stated it was spotty at best. Erin noted the base station is in Erin's and the other in Laurie Quilligan's unit. Erin noted the modem must be unplugged and plugged back in. The wireless was meant to save money which it does. Erin stated she would call the tenants, Daniel & Mac in Laurie Quilligan's unit to unplug and plug back in. Erin will look into an update for the base station.
- b. New "on demand" water heater for common area laundry room. There is a savings on the electric "on demand" water heater.

8. New Business:

- a. **Proposed Budget Review for 2016-2015.** The budget and dues will remain the same. The Telluride Landworks snow removal proposed bid is in the budget, however Stacey has suggested contacting the manager of the Plunge – John Howe and perhaps using the same company for an "economy of scale".
- b. **Discussion on repair or replacing dryer in building #1.** Discussion ensued. It was noted Units 3, 4, 5 & 6 do not have washers or dryers. **Erin Ries made a motion to replace the coin operated dryer for building one. Lisa Gandolfo seconded the motion. A Vote taken – 5 yes – 2 no. Motion passed.**
- c. **Discussion of common element and Limited common element.** Jennifer Kinetz requested clarification on common elements vs limited common element. Jennifer wants a professional to come in and look at all decks. Jennifer stated the decks are considered a limited common element. Laurie Quilligan noted to the members she repaired her deck a few years ago due to a giant icicle falling on it. Laurie noted her homeowners insurance paid for the deck NOT the HOA. **Lisa Gandolfo made a motion to hire a structural engineer to inspect all of the decks. Stacey seconded the motion. All in favor. Motion passed.**
- d. **Guest parking spot on East side of building #1** – New parking signs for buildings 1-3 including guest parking. Stacey Tiscay agreed to the contact for the guest spot. Erin said she would make a notice to place under unit doors to let them know about the space and contact Stacey for if they want to use it. The space will be used on a first come, first serve basis.
- e. **Back yard** – Erin noted to the members she was cleaning the back yard and there was a lot of wood in the back yard. Laurie Quilligan noted her tenants made it neat and tidy under her deck. Erin asked if everyone could remind the tenants to latch the gate and get the "no dog" sign. **Erin made a motion to get a new sign that states "Owners dog only" for each gate. Jennifer seconded the motion and motion passed.**
- f. **Department of Regulatory Agency – (DORA).** Judi Balkind informed the members the State of Colorado has passed a law requiring community association managers become licensed and insured. Judi Balkind has obtained her license for Common area management as required by the state.
- g. **Completion of new deck for Unit #1** – Andy Kondracki, Creative Remodeling has repaired the deck at no cost to the HOA. The original deck was engineered properly and signed off by the town but the worker for Creative Remodeling did not follow the proper

attachment of the deck. Stacey Tiscay stated that Creative Remodeling made it right and went above and beyond. Stacey and Doug are 100% happy with the completion of the deck. The town has signed off on it. Andy will paint the top part before the winter and the underneath part next spring.

- h. Capital Projects. Discussion on reserve study.** It was noted to the members at some time the complex will need a new roof. An in depth study has not been completed. Discussion ensued. Stacey suggested that maybe the painting fund should be a siding fund. Jennifer suggested a committee to look in to this and Stacey suggested not painting again until we have feedback from the committee. Stacey and Jennifer have agreed to head this committee and come back to the group in one year with information. -

Stacey made a motion to appoint reserve study committee within a year.

- i. Other.** Erin asked if Stacy could get the rotting wood and she will address it with the painter.
-Laurie Quillgan noted there are wires hanging around the building and asked if the HOA can look at removing them.
-Trash Issue: Change from 3 trash to two trash and two recycle. Recycling is overflowing – we need new signage – Jennifer Kinetz will take over new signage.

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

Respectfully submitted,

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