

**WEST WILLOW HOMEOWNERS ASSOCIATION
ANNUAL MEMBERSHIP MEETING
Wilkinson Public Library, 2nd Floor Conference Room
100 West Pacific Avenue
Telluride, Colorado 81435
November 30, 2005, 10:30 A.M. (MST)**

MINUTES

The annual membership meeting of the members of the West Willow Homeowners Association was held on November 30, 2005, in the Conference Room of the Wilkinson Public Library, 100 West Pacific Avenue in Telluride, Colorado

1. Roll Call and Determination of Quorum.

Board Members Present at Meeting: Erin Hess, owner of Unit #7, President; Tom Hess, owner of Unit #7.

Owner Members Present by Conference Call: Paul Scheibe, owner of Unit #1; Laurie Quilligan, owner of Unit #3, Secretary/Treasurer; Harold Davidson, owner of Unit #6.

Present by Proxy: Tanis Bond, new owner of Unit #5 proxied Manager, Judi Balkind.

Absent: Ann Mailer, owner of Unit #2, and Julie Close, Unit #4, Vice President.

Also Present: Judi Balkind, Property Manager.

A quorum was deemed present.

The meeting was called to order at 10:35 A.M. by Erin Hess, President.

2. Proof of Notice of Meeting or Waiver of Notice.

Judi Balkind called for a motion to approve or waive the notice of the meeting. A motion was made by Erin Hess. The motion was seconded by Paul Scheibe. Motion passed.

3. Reading and Approval of the Minutes of the Annual Membership Meeting held on August 5, 2004.

Judi asked for a motion to approve the Minutes of the Annual Membership Meeting held on August 5, 2004. Erin Hess moved to approve the Minutes. Harold Davidson seconded. The motion passed without discussion.

4. Reports of Officers and Committees.

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Judi stated that there were no committees and, therefore, no committee reports. Judi asked if there were officer reports; there were none. (Election of officers held at this point. See "Election of Officers" below.)

5. Unfinished Business.

Review Financials for Year Ending July 31, 2005. Judi Balkind reviewed the Profit and Loss Statements, which show a net loss of \$8,499.87, and noted some of the reserve funds were used this year for various items. Judi noted that as of July 31, 2005, the Balance Sheet shows cash balances in the Capital Reserve Account of \$5,037.05 and in the Painting Fund of \$2,273.44. She further explained several of the items that caused the net loss, including:

- Legal Fees – legal services needed for the White House project of \$2,922.00 which was not budgeted. An attorney was hired to represent the West Willow HOA as voted in last year's meeting (see minutes).
- Snow removal ground – over budget by \$223.00
- Commons Janitorial – Over budget by \$1,280.00 because a new vendor was hired and the costs were higher than the previous vendor.
- General Maintenance: Interior – New washers and dryers were purchased for \$2,500.00 (Buildings 1 and 2).
- Water and Sewer – Two new radio read Sensus meters were installed as required by the Town (\$1,500.00 – not budgeted). As the older models fail, additional meters may need to be installed.

There were no further questions.

Judi added that the building painting was completed; however, the decks were not done correctly (see New Business).

She further stated that there does not seem to be a suitable place for the bike rack. Tom Hess said he will approach White House to see if West Willow can share a rack with them; he also stated that it is his information that construction of White House is still slated for this winter. He said it appears that the plans for White House will be beneficial in many ways for West Willow (parking area improvements, elimination of ice dams, landscaping, etc.). He stated that there is a recorded agreement between White House and West Willow, specifying trigger dates for the construction at White House. It should be noted that, although West Willow will be unable to use the parking spaces for approximately a month during the construction, West Willow will still have off-street parking during the winter months when the construction is completed. A short discussion continued about the White House plans.

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6. New Business.

a. Membership approval of 2005-2006 Budget and dues. Judi stated that dues will increase somewhat. Line items that have increased are:

- Common Area Cleaning
- Legal Fees – for work done by Mr. Balkind in September 2005

Reserve Funds for cleaning are budgeted the same as last year, but can be reduced if necessary.

Judi said the rest of the items remained pretty much the same as last year with a few small adjustments. A short question-and-answer discussion followed; with a suggestion being made that water-saving toilets (Toto brand) might be beneficial in the long run. Judi will contact those owners who were not present at this meeting to see if they are interested in installing water-saving toilets because savings could be achieved by purchasing in quantity.

Tom Hess moved that the proposed Budget for 2005-2006 be approved. Paul Scheibe seconded. The motion passed.

b. Installation of Fence around Property. Judi asked if there was any interest in protecting the grass area of the property with a fence. Discussion followed about pros and cons (dogs, cars parking on West Willow property, upkeep, etc.). A low-maintenance product was suggested. Judi was directed to research cost and acquire Town approval for a permanent fence. In the meantime, temporary fencing will be installed to protect the property during the construction at White House. Tom Hess will find out if White House will provide the temporary fencing.

c. Painting of Decks and Deck Replacement. Judi said the decks were done at the time of the last painting, but were done poorly. She asked if there was any interest in replacing all the decks with a “Trex”-type (low-maintenance) material. Judi said owners are responsible for replacing their own decks; however, if everyone wanted to replace their decks at the same time, the bid might be lower. It was noted that some people have recently replaced their decks and would not be interested in doing so at this time. Discussion followed, noting that a requirement could be made, not that everyone replace their decks at this time, but that if and when an owner wanted to replace a deck, the deck be replaced with Trex-type material approved by the HOA. It was noted that, if only the walking boards of the deck are replaced (as opposed to the railings), no approval from the Town is required. Motion was made by Tom Hess that any future deck surface replacements utilize only products approved by the HOA (such as Trex-type materials). Laurie seconded the motion. The motion passed.

d. Resolution for Association’s Excess Income. Judi said that (for tax return purposes), even though a net loss is reflected at this time, she needs a resolution stating what the members would like to do with any excess income in the event she has made an error which, when adjusted, would result in an excess of income. Tom Hess moved that should there be an excess of income in an amount less than 10% of the total budget, it be placed in the operating

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funds, and if any such excess income is greater than 10% of the total budget, it be placed in capital reserves. The motion was seconded by Paul Scheibe and passed.

e. **White House Project.** The White House project was discussed in paragraph 4 above. When a finalized site plan for the project is available, it will be scanned and emailed to everyone.

f. **Other.**

- Judi reminded everyone to make sure their tenants are keeping the carport areas clean and not cluttered with trash, furniture, etc. She said attempts have been made to make the tenants aware of the problem, but enforcement is difficult. The suggestion was made that owners include notices in their leases that any fines levied on the owners will be passed on from the owners to their tenants. Judi will email to each owner copies of the Rules and Regulations as well as the fine schedule.
- Judi stated that she forgot to include in the proposed Budget an item for “roof repair” to cover the cost of tightening the nails/screws on the roof. She will acquire a bid for that work. Those present agreed that the cost could be paid as a capital expense.

7. Election of Officers.

Judi said she received no nominations for officers. Upon motion made by Harold that the current slate be maintained, seconded by Tom Hess and passed, the following officers were elected for 2005-2006:

President	Erin Hess
Vice President	Julie Close
Secretary/Treasurer	Laurie Quilligan

There being no further business to come before the meeting, upon motion made and seconded, the meeting was adjourned.

Respectfully submitted,

Judi Balkind, Property Manager