

DRAFT
LIVERY HOMEOWNERS ASSOCIATION
SPECIAL MEMBERSHIP MEETING
March 23, 2022, 3:00 P.M. (MST)
Call in number: Zoom Call
Minutes

1. Roll call, determination of quorum and certification of proxies.
Present: Josh Rapaport, Clifford Hansen, Adiena Bednarz, Sarah Glatfelder, and Keith & Erica Berkland.
Absent William & Michelle Herringer, Craig Jackson, and Navid Hoomanrad
Also present: Judi Balkind, HOA Manager
Clifford Hansen called meeting to order at 3:38 pm.
2. Motion to approve/waive notice of meeting. **Clifford Hansen makes motion, Josh Rapaport seconds, motion passes unanimously.**
3. Determination of quorum of Board – Majority of the total number of Directors seats (both filled and vacant).
Board is 3, Quorum 2
Act of majority of quorum of Directors is an act of the Board
2 Votes =act of Board
 - a. Election of New Board member, Aric Molloy has sold his unit (3 year term)
 - Nomination and vote – The term of office of one board member may be fixed at one year, the term of office of one board member may be fixed at two years, and the term of office of one board may be fixed at three years. – At the expiration of each term the officer shall be elected to serve a 3 year term.
 - Clifford Hansen – 1 year remaining
 - Aric Molloy – 2 years remaining (unit was sold)
 - Josh Rappaport – term expired

Cliff Hansen makes a motion for Josh Rapaport to serve an additional two years to fill his three year term, seconded by Adiena Bednarz, all in favor. Clifford Hansen makes a motion to appoint Adiena Bednarz to a three year term to the board, seconded by Josh Rapaport, passes unanimously.

 - Board elects the officers – President, Clifford Hansen, seat up June 3, 2022, Vice President, Josh Rappaport, seat up June 3, 2022, Secretary and Treasurer, Aric Malloy – seat empty. Clifford
Clifford Hansen makes a motion to remain President, appoint Josh Rapaport as Vice President, and Adiena Bednarz as Secretary/Treasurer, Josh Rapaport seconds.
4. Approval of the Minutes from the June 3, 2021 Annual meeting. **Clifford Hansen makes a motion to accept as presented, Josh Rapaport seconds, passes unopposed.**
Note to members- jarmikproperties.com has pertinent paperwork
5. Unfinished Business.
 - a. 2021 Year End Financials –Discussion ensued. Year end 2021 we were over budget by \$2600. Biggest line item accounting for that was fire suppression and some unavoidable increases in insurance. **Clifford Hansen made a motion to approve the 2021 financials as presented, Adiena Bednarz seconded – all in favor.**

Josh Rapaport made a motion that any excess of membership income over membership expenses for the year ended December 31, 2021, shall be applied against the subsequent tax year member assessments as provided by Internal Revenue Service Revenue Ruling 70-604. Adiena Bednarz seconded: Motion carried.

Josh Rapaport 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. Clifford Hansen seconded the motion. Motion carried.

- b. Signage for deck closure at 10:00 pm and common area quiet times 10:00 pm to 8:00 am was discussed for the summer months.

Lack of snow removal from decks has been detrimental to the building as a whole.

Clifford Hansen makes a motion for the HOA to contract for snow removal of the decks (less the rooftop decks), billing back to deck owners, Josh Rapaport seconds, passes unanimously

Drain cleaning to be scheduled in the Spring/Summer. This also ties into snow removal as the snow on roofs below theoretically should be handled by heat tape and drains

Two of three zones of the snow melt are not currently working- downstairs and upstairs hallways. Par mechanical to revisit so we can re-evaluate.

- c. Bike Rack in Garage- No solution has been found due to lack of space

7. New Business.

- a. YTD -2022 Financials

- Discuss and approve 2022 Budget and Dues
- Discussion on reserve funding – for 2022 keep at 10% (approximately \$4K) or increase to 20% (approximately \$8K)
- An increase in operating funds is necessary to keep up with increased expenses

- b. Repairs on the horizon.

Water penetration in ceiling in front of unit 2C

Drains cleaned and follow up in garage ceiling failure (additional flashing is needed)

And siding repairs

Snow Melt

Clifford Hansen makes a motion to clean the drains, Adiena Bednarz seconded.

Motion passes

Josh Rapaport moves to increase reserve funding to 20% a year, Clifford Hansen seconds, passes unanimously.

8. Next meeting date and place: TBD upon receiving bids

9. Motion to adjourn: **Motion by Adiena**

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