

DRAFT
ETTA PLACE TOO HOMEOWNERS' ASSOCIATION
ANNUAL MEMBERSHIP MEETING
March 29, 2023, 3:00 P.M. (MDT)

Minutes

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

The following owners were present via zoom: Alex Corcoran (101 &102), Jennifer Ito (105), Brendan Shine (106), Leslie Blickenstaff (108), Diane Serpe (110), Karen Lawrence (112), Jerry Esrick (113), Amit Sahasrabudhe (114), Art Waldrop, (115).

Owners present in person: Scott Walter (107)

Also present: Judi Balkind, HOA Manager, Kelly Herwick, Vyanet Technician

Proxies:

Absent : Fred Yost (103), Mike Syverson (104), Robert and Karen Yi (109), Mark Greene (111)

A quorum is majority of the owners: 15 units – Majority would be 8 units.

10 units were present, and Art Waldrop called the meeting to order 3:04 PM, seconded by Brendan Shine.

2. Motion to approve/waive notice of meeting.
Scott Walter 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 30, 2022, Annual Meeting
Scott Walter made a motion to approve the minutes of the last annual meeting as presented. Brendan Shine seconded and the motion passed unanimously.
4. Reports of Officers: See #6 below.
5. Reports of Committees- Unfinished Business:
 - a. Fire Alarm Issues:
 - A new alarm panel and devices were installed as required by the fire district. Kelly Herwick indicates that their supplier, Firelite, is having issues with the programming and software of the new devices. Vyanet is setting up a system for testing at their facility in Lawson Hill to pursue a long-term solution in collaboration with Firelite which would separate smoke and heat functions within the device and send smoke alarms out locally while sending heat alarms to the panel and hence the building. A more immediate solution, albeit temporary, is to eliminate smoke detectors from the wired system, leaving just heat detectors in “problem” areas and installing wireless smoke detectors that would not set the building into alarm, sounding only within the unit.
 - Compounding these device issues, Etta Too struggles with device placement while meeting current code requirements in some, if not all, units. Some unit owners may opt to move devices, but this does require removal of ceiling drywall and rerouting wiring and may be an owner expense- to be determined.

- The path forward is to change out the combination devices to heat only and add unwired smokes in the next two weeks. Vyanet will be in each unit to do this and can make recommendations for better device placement for each owner. Vyanet will continue to work with Firelite for the separation of notification in the combo devices.
- b. Interior Design Committee:
- Leslie Blickenstaff reports replacing the tile in both front and back entryways, replacing the carpet on all three levels, installing the new steel staircase, and painting of hall walls and exterior unit doors. Phase one is complete! Karen Lawrence adds that lighting, both exterior and interior along with the front sign may be future goals. Exterior painting was discussed- the building is currently in year 5 of a 5–7-year cycle.
 - Discussion about the door paint getting scraped off or damaged. Jenny Ito suggests some sort of sealant. A new back door was suggested and if that route is taken, it's possible it can be ordered in the desired color.
 - Judi Balkind reminds all of estimates for third floor lighting. It seems those estimates were for the wrong model. It's agreed that the committee will reach out to Sefra for a new estimate for the desired light fixtures and possibly some artwork for the walls.
- c. Landscaping:
- ***Art Waldrop makes a motion to renew contract for Blooming Landscapes for 2023, Scott Walter seconds, passes without opposition.***
 - Flowerpots have been stored for the winter and will not need to be replaced.
- d. Financial Statement review for FY2022:
Increases in snow removal, utilities, garbage services, insurance, and hot tub expenses led to overages last year. Increases in water in sewer are both behind and in front of us. Budgeting for a new hot tub in the future was discussed. ***Art Waldrop made a motion to accept the financials as presented, seconded by Brendan Shine, motion passes unanimously.***
6. New Business
- a. Review and approve the Proposed Budget and Dues FY 2023: Increase in dues:
- Due to increased costs, Judi Balkind recommends an increase in operating dues. ***Jenny Ito Made a motion to introduce a 15% increase in operating dues, Scott Walters seconds, motion passes unanimously.***
Scott Walter makes a motion to begin the new due fee schedule April 1, 2023, seconded by Brendan Shine. The motion passes unopposed.
- b. Brendan Shine:
- Solar update- building is not located well for solar.
 - Back door blows open, was cut too short upon installation, and lacks functioning weather stripping at the bottom. Brenda suggests a new door. Judi Balkind can provide a bid for the door.
 - Potential lighting upgrade. New generation lightbulbs are easily available, inexpensive, and a quick upgrade.
 - Brendan expressed support for additional signage for the hot tub. Any future purchase should be a tub designed for heavy use.
- c. Scott Walter:

- Scott reports on his experience as a full-time resident in the building, the fire alarm issues and property management companies. He suggests the inclusion of owners in all correspondence with property managers so that owners may take a more active role in encouraging their designated managers to do a better job of “on boarding” guests. If guests are made aware of rules and procedures on the property and managers respond to events in a timely manner, he believes some of the increases in expenses recently seen could be reduced.
 - Scott will share what he provides to his property manager with rules and regulations.
- d. Art Waldrop
- Replat of Unit 113- completed.
 - Discussion on HOA to adopt CCIOA per Nicole Pieterse; Judi Balkind reports that Nicole’s red lined declarations would be circulated to all owners. A 30-day review period would follow and then a special meeting for the owners to officially adopt the changes.
 - Insurance Requirements: To revise and replace the insurance requirements in the Etta Place Too declarations in accordance to CCIOA rule
- e. Annual Disclosures and DORA filings – Annual Disclosures and DORA filings have been completed.
- f. IRS ruling 70-604 – HOA to defer excess revenue to new fiscal year –
Scott Walter made a motion that any excess of membership income over membership expenses for the year ended December 31, 2022, shall be applied against the subsequent tax year member assessments as provided by Internal Revenue Service Revenue Ruling 70-604. Brendan Shine seconded: Motion carried.

Reserve Fund. IRS revenue ruling 75-370 and 75-371.

Scott Walter 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, 2022, 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.

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

Current Board of Directors:
 Brendan Shine -Vice President
 Scott Walter -Secretary/Treasurer
 Art Walter - President

Art Waldrop nominated Amit Sahasrabudhe for a board seat. Amit accepted the nomination.
Jenny Ito makes a motion to approve the board members, Brendan Shine, Scott Walter and Amit Sahasrabudhe. Art Waldrop seconds. Motion passes unopposed.

8. Adjournment: *Art Waldrop makes a motion to adjourn, Scott Walter seconds.*

Respectfully submitted,

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

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