

**WEST WILLOW HOMEOWNERS ASSOCIATION
ANNUAL MEMBERSHIP MEETING
120 South Pine Street, Suite #201
Telluride, Colorado 81435
June 30, 2015, 4:00 P.M. (MST)
MINUTES**

The annual membership meeting of the members of the West Willow Homeowners Association was held on June 30, 2015, via conference call.

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

Present at Meeting in Person or by Conference Call: Jennifer Kinetz (Unit 1), Laurie Quilligan (Unit 3), Lisa and Chris Gandolfo (Unit 5), Andrew and Jane Mullen (Unit 6) Erin Ries, President (Unit 7).

Absent: Ann Mailer (Unit 2) and Robert Scavone (Unit 4).

Also Present: Judi Balkind, Property Manager.

A quorum was deemed present.

The meeting was called to order by Erin Ries, President at 4:06 A.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 Chris Gandolfo. 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 October 4, 2013 as presented. Laurie Quilligan seconded the motion. The motion passed.

4. Report of Officers. None.

5. Reports of Committees.

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. *Chris Gandolfo made a motion to elect the following individuals – Erin Ries, Lisa Gandolfo and Jennifer Kinetz as directors. Erin Reis seconded and motion passed.* The Board positions are as follows:

President	Erin Ries
Vice President	Lisa Gandolfo
Secretary/Treasurer	Jennifer Kinetz

7. Unfinished Business.

- a. Review 2013-2014 Financials.** The August 1, 2013 through July 31, 2014 Profit and Loss statement was presented with a variance report reflecting income of (\$262.00). It was noted the West Willow HOA paid for \$2,191.72 for the asphalt improvements in the front of the trash shed. This expense was shared with the Town of Telluride and Graysill HOA. There were general maintenance repairs for frozen pipe in laundry room. The insurance expense was reduced when HOA switched to American Family Insurance.
- No further discussion.

- b. Financial Statement Review for FY 2-14-2015 YTD. The Profit and Loss statements were presented to the members. It was noted there was a loss of \$1,757.66. This was due to the additional exterior painting. There is one more month of income and expenses so net income before other expenses should remain a positive balance. No further discussion.
 - c. Exterior Painting of Building. It was noted to the members the exterior of the building was completed by Walter Polycn – A Fine Line Painting.
 - d. Replacement of dead bushes on property perimeter. It was noted to the members the dead bushes were replaced with Lilac bushes and with the addition of the fence the bushes are alive and well.
 - e. Spot painting on buildings. It was noted earlier in 2013 the painter had “spot” painted the buildings before he completed the exterior a few months later.
 - f. Fixing pole hit by car. It was noted a car had damaged the building. It was taken care of.
 - g. Recycling and Signage. Signage has placed over the trash cans indicating the Fines imposed by the Town of Telluride for “non” latching of the trash containers. The members were advised of the fines and asked to be diligent in notifying their guests and tenants of the rules.
8. **New Business:**
- a. **Proposed Budget Review for 2014-2015.** The budget and dues were presented to the members with an overall annual increase in the operating dues of \$1,000.00 – the capital reserve and painting reserve funding will remain the same. Judi Balkind informed the members she was requesting an increase in her management fee and additional funds were added for the Elevation Certificate needed for the second building for the Flood Insurance. Discussion ensued. *Erin Ries made a motion to approve the 2015-16 Budget. Chris Gandolfo seconded the motion and motion passed. Erin Ries made a motion to hire a survey company to obtain an elevation certificate for building number 2. This certificate will be sent to FEMA for the proper coverage of building #2. Lisa Gandolfo seconded the motion and motion passed.*
 - b. **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. The HOA needs to have Crime/Fidelity insurance equal to two month’s reserve and the balance in the reserve accounts. American Family Insurance has been notified of this requirement and will advise of any additional premiums.
 - c. **New “on demand” water heater for common area laundry room.** It was noted to the members a new “on demand” water heater was installed in the laundry room of building #2. The decrease in electric for the “on demand” water heater should pay for itself in a year or two. The cost of the installation was offset by the laundry income.
 - d. **Capital Projects. Discussion on reserve study.** Jennifer Kinetz asked about the past discussions on the capital reserve projects for the building noting the possible replacement of the roof, new siding or potentially looking at a “hardy” board siding. Discussion ensued. Erin Ries noted the roof was repaired when Andy Kondracki was an owner as he was a contractor and able to look at the condition of the roof and require the

necessary repairs. The exterior of the building was painted and should last for a couple of years. It was suggested the members begin to work on a Capital project study and gather information regarding the replacement of the roof, siding etc. Judi Balkind will contact Duane Littlejohn and request a bid to obtain roofing costs as well as additional information and report to the board.

- e. **Other.** Jennifer Kinetz asked when the exterior window washing will be completed. Judi will contact Justin Bain – Cumulus window washing and try to set it up for some time in July.

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