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From: Mtbonner@aol.com
Sent: Thursday, May 03, 2001 9:43 AM
To: TAYLORA@ski-copper.com
Subject: Aspen Glen Minutes

Here goes Audry...I'll call you...BK

ASPEN GLEN TOWNHOMES
HOMEOWNERS ASSOCIATION MEETING
APRIL 28, 2001

The annual meeting of the Aspen Glen Townhomes Homeowners Association was held on April 28, 2001 at the Wilderndest Commercial Center.

OWNERS PRESENT:

	UNIT NUMBER	NAME
50 Salt Lick Place		Pamela Murano
57 Salt Lick Place		Vicki Pierpont
60 Salt Lick Place		John Schierholz
64 Salt Lick Place		Richard A. Mason & Sally I. Philbrook
74 Salt Lick Place		Catherine Maxwell Proxy to Mark Kromholz
75 Salt Lick Place		Gregory H. Tilden
77 Salt Lick Place		William J. Kelso
80 Salt Lick Place		Mark & Bernadette Kromholz
84 Salt Lick Place		Matt Reed and Heather Fent
85 Salt Lick Place		William Frielingsdorf

The Owners present represent a quorum.

Also present from Wilderndest was Audrey Taylor, the Aspen Glen Meeting Coordinator. The meeting was called to order at 10:00 a.m.

APPROVAL OF MINUTES

John "Andrew" Schierholz made a motion to approve the minutes of the Homeowners' Meeting and the Board of Directors meeting held April 6, 2000. William Frielingsdorf seconded the motion. The minutes were approved unanimously.

REPORT OF THE PRESIDENT

Greg Tilden, President, submitted a report for Aspen Glen for the past year. Each item was reviewed and discussed as follows:

Greg Tilden explained that there was significant turnover in the Board. The President elected last year sold his unit, and the Secretary resigned. Greg became acting President and assigned Andrew Schierholz Vice President.

Mr. Tilden told the HOA he received a letter this week from the owner of the lot below Aspen Glen requesting a meeting to discuss some settlement regarding drainage and trespass issues. Mr. Tilden reviewed the following facts: The County was holding money from the developer, Michael DeFelice of Salt Lick Development Corporation, to pay for any damages that may arise out of the alleged trespass claim. According to the legal documents, the dirt that was moved onto the lot in question was done in 1996, while the current owner purchased the lot in 1999.

The drainage on our property complies and has been approved by the County. Audrey Taylor stated that Buffalo Mountain Metro District was doing a hill survey on drainage and suggested that a board member contact them. She also stated there was a

Presidents' dinner on May 12th to discuss certain issues. Mr. Tilden

suggested that would be a good time to bring up the issue of water pressure to see if they could do something to increase the water pressure in the units at the upper end of the complex.

REPORT OF MANAGEMENT

Audrey Taylor explained Wildernest Property Management services. She explained that she is our liaison and that Aspen Glen is under "Administrative Management" which includes bill paying, accounting and bookkeeping services, coordinating meetings, and general administration. There is no property management contract or rules enforcement through Wildernest.

Ms. Taylor explained that, because our HOA is under a large Association umbrella through Wildernest we benefit tremendously through discounts with cable, insurance, trash removal etc. Although small increases are to be expected, they are minimal.

Wildernest is changing banks to Alpine Bank. Electronic payment of dues is now being offered.

Ms. Taylor stated that Tony Snyder is talking to EcoStar, Direct TV, as well as AT&T in negotiating a cable contract.

Insurance has not increased.

Ms. Taylor informed the Association that Wildernest is now offering Association Web Sites at a cost of \$140.00 one time set-up fee and \$30.00 a month to maintain.

Audrey asked if there were any questions. An owner said that he called Wildernest when a leak occurred in his unit and was told it was his responsibility. Greg Tilden explained that each owner is responsible for his or her building repair individually. Ms. Taylor did admit that the Wildernest representative could have been more helpful in assisting and directing the owner with information and that is something that is being addressed with personnel.

There were no other questions.

FINANCIAL REPORT

Ms. Taylor presented the financial report as of the end of March 31, 2001.

Balance Sheet:

1. Reserve account balance is \$9,635.58
2. Cash in Money Market is \$11,143.25

This is the operating account for day to day expenses. The rule of thumb is to keep one and a half to three months operating expense in the Money Market Account

3. No accounts payable to date.
4. Insurance Claims Suspense is an old bill that is being cleared up
5. Prepaid Dues are owners' who have prepaid their dues; there are no delinquencies.

Income Statement:

6. Profit as of March is minimally under budget.

7. Management fees, insurance, and trash removal is on budget. Cable TV is slightly higher.

8. Expenses are below budget.

9. Net Profit (Loss) was \$626.38 and was budgeted as an \$1,859.59 loss.

UNFINISHED BUSINESS

Greg Tilden made a list of items to be discussed and asked that each owner present take a few minutes to state their opinion before we move on to the

next issue.

1 - Lower Lot

To summarize, the owner started to develop the lower lot and he discovered he needed to put in a retaining wall and, as part of the development of our property, dirt was filled in to raise our lower end and some of that spilled on to his property. In order to offset the cost of his retaining wall, he's hired an attorney to pursue the developer of Aspen Glen as well as the Homeowners Association to pay for the retaining wall. Mr. Tilden informed the Board that we initially retained an attorney but have since discontinued legal representation. Greg Tilden has requested the opposing attorney to send any correspondence to Wilderrest addressed to the President of the Aspen Glen Homeowners Association. It was agreed that, although the Homeowners Association would be willing to discuss any concerns between two neighbors, we do not feel we have any obligation to pay for a retaining wall or drainage on his property.

An issue was brought up that the area surrounding the lower lot has been extremely untidy with building materials in the vicinity of our driveway and the County Road on which they have access.

Also, it was noted that the foundation of the corner Aspen Glen unit appears to be being dug away by the developer of the lower lot leaving a sheer wall of dirt. There is concern that this exposure could suffer from erosion.

2 - Painting

It was suggested that touch-up paint is needed on units, and, within the next year or two, the entire complex should be painted. It was requested that we also consider caulking window trim while getting a bid for painting. The reserve is being built up for that purpose. Pam Murano stated her son, who is a painter, has estimated a cost of between \$1,400 and \$1,800 per building based on seven (7) buildings in the complex. An inquiry was made about siding needing replacement. Mr. Tilden said we have about \$14,000 in our reserve to cover painting. There was discussion about staining decks and wood trim and it was confirmed that each owner is responsible for keeping their decks and trim stained. Concern about depleting the reserve was discussed. Touch-up painting would be considered if bids exceeded budget and we needed to delay painting another year. It was determined that replacement of siding would be the responsibility of each owner. If the issue arises that any owner does not maintain the upkeep of their unit, the Board will notify the owner and require that the necessary repairs be completed to maintain the quality of the Complex.

A motion was proposed that the Complex be painted for \$14,000.00 or less.

The motion was seconded.

The motion was amended to add that the painting be done no later than October 15, 2001.

It was agreed that bids would be attained with Wilderrest contacting painting companies to submit bids. Andrew Schierholz, Mark Kromholz and Matthew Reed all requested to be present during the "walk-through" by the contractors.

An owner recommended Ms. Murano's son for painting. It was agreed that a contractor with a good reputation was preferred.

A vote was put on the table and it was unanimously approved to paint the units this summer. There were no descending votes.

3 - Roof Leaks

Some owners are having problems with leaks in the windows on the stairwells. Some windows do not have eaves above them so the water runs off the shingles, down the side of the building and leaks onto the window in the stairwell. An owner said he had a leak by the front door caused by an ice dam. Solutions were discussed for the side window leak problems. One owner built an eave above his window while another owner installed a diverter.

A motion was made to install a metal flashing on the units to prevent leaking. The motion was seconded.

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The issue was opened for discussion as to whether this would be a group project paid by the HOA. The homeowner that built the eave explained it was very time consuming (two days) as well as being very dangerous as you are working quite a few feet off the ground. The suggestion was made that when an estimate is obtained from the painters, we could ask for a quote on installing a simple metal flashing.

The motion was amended that all the buildings have diverters installed as long as it's relatively inexpensive and that the painter would install them. If the painter cannot install the diverters, the discussion will be reopened. The motion was seconded and unanimously approved.

4 - Parking

Parking has been an issue in the past but has escalated this year with a certain tenant taking up a number of spaces. After repeated phone calls, an official notification of parking violation assessing \$100.00 fine was sent to the owner of unit #70. A response was returned accusing other owners of parking violations and not willing to deal with their tenant problems. There have been other incident complaints about this tenant from owners in regard to violations of the Rules & Regulations. Audrey Taylor reviewed the Notification of Violation form that should be completed and submitted to the proper parties. The penalties for violations, which are stated in the Aspen Glen Rules & Regulations, are printed on this form. It was advised that Wildercrest Property Management (WPM) receive a copy of this form and that it should be stated on the form that the owner receiving the violation has an opportunity to have a hearing before the Board and be given a certain time period in which to redress.

Ms. Taylor explained that under our current contract, WPM will do rules enforcement in the form of providing the form, maintaining the form on record, and talking to our attorney. The Board would enforce the distribution of the violation form.

Ultimately, it is the responsibility of the owner to insure these Rules & Regulations are provided to and adhered to by the tenant.

A question was raised as to parking under decks and in other areas obstructing fire lanes. The concern is whether large fire department vehicles can get through in a time of emergency. Obstruction of fire lanes is against the Rules & Regulations. Abandoned vehicles were discussed and it was determined that proper notification should be given to the violator and, if the vehicle needs to be towed, the charge should be assessed to the owner of the unit. There was a vehicle left in the parking space of unit #70 last year by a

previous tenant. It was towed at the HOA's expense, which was \$250.00. It was agreed by all present that the towing expense should be assessed to the owner of unit #70.

5 - Tenant Rules

The Aspen Glen HOA Rules & Regulations dictate maximum number of lessees per unit not to exceed two (2) per bedroom on leases that exceed 30 days duration. The number of renters has become an issue when there are multiple vehicles. Owners and tenants have one garage spot and only one outside parking space. Owners are reminded that all rules, including the parking rules, will be enforced.

6 - Work Weekend

A recommendation was made that a work weekend be scheduled in the spring for general maintenance of the property.

In an effort to encourage participation by all, the suggestion was made that if an owner could not attend, that owner would be assessed \$50.00. The assessment would go towards necessary materials for the workday.

A motion was made to schedule a workday for Saturday, June 2nd, 2001, from 10:00 a.m. to 1:00 p.m. to make the irrigation system operational, remove or replace any dead plants as needed, do touch-up repairs on buildings, clean

the driveway etc. Any owner unable to attend would be assessed \$50.00.

The motion was seconded and approved by all.

Andrew Schierholz volunteered to coordinate getting materials together prior to the workday.

A notice will be sent prior to these minutes so that everyone can have the opportunity to attend.

7 - Wildernest Expanded Management

A motion was made to expand Wildernest's management.

Audrey Taylor reviewed Wildernest Management Services. Property management functions such as replacing exterior light bulbs could be done by Wildernest personnel for an additional fee. Wildernest can be used as a third party for homeowner issues and enforcing rules. Ms. Taylor reminded the HOA that we are not utilizing her management services in full. The HOA can request Wildernest to do additional enforcement and paperwork at \$30.00 an hour, which would be passed on to the owner in violation. It was agreed by all that the full property management services are not needed.

The motion to expand Wildernest's management was amended to have Wildernest do Rules enforcement on an on call basis at an hourly rate of \$30.00, which in turn will be billed to the owner in violation of the Rules & Regulations.

The motion was seconded and voted on. It was unanimously approved by all.

A suggestion was made that a resident homeowner be designated to replace exterior light bulbs in of the units. In the interest of energy

conservation, an owner suggested that low wattage bulbs be purchased.

A motion was made that Mark Kromholz be in charge of replacing exterior light bulbs and will be reimbursed by the HOA for the purchase of high quality, low energy light bulbs.

The motion was seconded and approved by all.

8 - Meeting Date

A motion was made to move the HOA annual meeting date.

The motion was seconded.

It was suggested that the annual meeting date be moved to October or November so that the meeting would be prior to the budgeting for the next fiscal year.

When budget figures, such as an increase in dues, are changed mid-year, the annual budget is not a true reflection of the HOA financials. It was agreed that homeowner attendance is more important, so there was discussion as to what date would bring the highest attendance.

The motion was amended to schedule the next annual meeting for the first Saturday in November at 3:00 p.m. and to schedule a workday for the first Saturday in June at 10:00 a.m.

The motion was seconded and approved by all.

9 - Snow Removal

An owner stated that up until this year he never had a problem with plowing, however, this year the plow moved out six feet from his unit leaving a large mound of snow in front of his unit. Although his building is staggered back from the building next to his, he believes it should be plowed within three feet of the building. He also said that plowing was not done quickly, and, at times, the lot wasn't plowed until the end of the day. Audrey Taylor pointed out that Mike Castaldo, who contracts our plowing, rotates the plowing with different complexes so that there are times we are plowed first as well as last. She also stated that typically you pay less contracting monthly rather than hourly. Also, if you have a problem, please call Audrey at 970-468-7007 extension 217 and if you get her voice mail, leave her a message and she will know there is a problem.

It was agreed that someone should talk with Mike Castaldo ahead of time to discuss particular concerns.

It was agreed by all present to continue to use Mike Castaldo.

Audrey suggested that a decision be made whether we wanted to contract hourly

or monthly for next season. Audrey will get those service fees together so that a decision can be made.

10 - Street Sign / Complex Sign

An owner wanted to address the problem of delivery services having difficulty locating Salt Lick Place since there is no street sign or complex sign. Audrey Taylor said Buffalo Mountain Metro District is responsible for installing street signs in Wilderndest. She will contact them. Also, an Aspen Glen complex sign should be considered.

ELECTION OF OFFICERS

The current officers are Greg Tilden, Andrew Schierholz and Pam Murano. All current Board members will serve another year.

Greg Tilden nominated Mark Kromholz to the Board of Directors of Aspen Glen Townhomes Association.

The motion was seconded. The election was unanimous.

ADJOURNMENT

Greg Tilden made a motion to adjourn the annual Aspen Glen HOA meeting. The motion was approved. The meeting was adjourned.

Greg Tilden, President
Aspen Glen Townhomes Homeowners Association

ASPEN GLEN TOWNHOMES
BOARD OF DIRECTORS MEETING
APRIL 28, 2001

The annual Board of Directors meeting of Aspen Glen Townhomes Homeowners Association was held on April 28, 2001 at 9:30 a.m. prior to the annual Homeowners Association meeting at the Wilderndest Commercial Center. Board members present were Greg Tilden, President and Andrew Schierholz, Vice President. Present from Wilderndest Property Management was Audrey Taylor, Meeting Coordinator.

The purpose of the meeting was to discuss the agenda of the HOA meeting.

The meeting adjourned to the annual HOA meeting.

ASPEN GLEN TOWNHOMES
BOARD OF DIRECTORS MEETING
APRIL 28, 2001

The annual Board of Directors meeting of Aspen Glen Townhomes Homeowners Association was held on April 28, 2001 immediately following the Homeowners Association meeting at the Wilderndest Commercial Center. Board members present were Greg Tilden, Andrew Schierholz, Pam Murano, and Mark Kromholz. Present from Wilderndest Property Management was Audrey Taylor, Meeting Coordinator.

ELECTION OF OFFICERS

The officers present were elected until next year's annual meeting. They are Greg Tilden, President, Andrew Schierholz, Vice President, Pam Murano,

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Secretary / Treasurer, and Mark Kromholz, Grounds Director.

ADJOURNMENT

A Motion was made to adjourn. The motion was approved by all present. The Board of Director meeting was adjourned.

Greg Tilden, President
Aspen Glen Townhomes Homeowners Association