

**Skyview Townhouse Association
2019 Annual HOA Meeting Minutes from
Thursday, August 22, 2019
5:00 P.M. @Peak Property Management & Sales-318 Elk Avenue**

MEETING MINUTES

Call to Order/Proof of Notice/Roll Call

The Skyview Homeowners Association's annual meeting was called to order at 5:03 P.M. on Thursday, August 22, 2019 at Peak Property's office. The meeting notice was emailed and mailed out on July 9, 2019, and the meeting packet was emailed out on August 7, 2019. The meeting was represented by the following owners and a quorum was established for an official meeting.

HOA Owners

Unit # 1 Donald Downing and Suzanne Long

Unit # 3 Chet and Jane Paris

Unit # 4 Martha Graves

Peak Property Management and Sales

Tom Hein- Association Manager

Confirm Owners Information on Contact List

Due to Colorado privacy rules Peak Property is not allowed to share homeowners phone numbers and email addresses. If your contact information changes (mailing address, email, phone numbers) please notify Tom or Brenda at Peak Property.

Approval of HOA Meeting Minutes from July 17, 2018.

Marty Graves made a motion to approve the July 17, 2018 meeting minutes. The motion was seconded by Don Downing, all were in favor, none opposed, and the motion was approved.

Managers Report

Tom H. welcomed everyone to Skyview's 2019 annual HOA meeting and thanked everyone for taking time to attend. The manager's report was presented and included the following:

1. It was another quiet year at Skyview since the last annual meeting. Crested Butte had a great snow year followed by a very cool and wet spring.
2. During the past year the exterior building's stucco was repaired and touch up with paint, the entry steps and deck boards were painted, replaced the flue vent at #3, and the owners had their front doors refinished.
3. The overall exterior condition of the building and common grounds is in good shape and holding up well. Peak Property continues to do basic maintenance and repairs as needed. There were no major repairs required.

Old Business (Review of the 2018 Agenda's New Business)

-Follow up on updating Association Doc's.

- 1.Update Declarations?

- a. Add an amendment to the Declarations clarifying common elements. Common elements specified in the Declarations are the roof, parking lot, landscape. Not specified but have been treated as common elements-windows, doors, decks, balconies, exterior siding.
- b. Recommended HOA/Association Lawyer-Brianna Schaefer at Winzenburg, Leff, Purvis, Payne, LLP.

2. Create a set of Rules and Regulations?

3. Short Term Rentals? Association doc's don't speak to it. For the Association to prohibit them the Declaration's need to specifically state it.

2018 MEETING RESULTS: Jane Paris mentioned that the owners have been discussing for a few years updating the Association's documents to specify the common elements, no smoking, and parking rules and thought it made sense to investigate it. The other attending owners agreed, and all agreed that leaving the option open for short term rentals was a good idea. Susan Long agreed that the clearer they (Assoc. Declarations, Rules) are spelled out the better it is for everyone particularly if there is an issue. Don Downing agreed and added that if there are no rules it could be open season for renters and owners to whatever they want. Tom Hein will contact Brianna Schaefer at Winzenburg, Leff, Purvis, Payne, LLP to find out what their fees would be to review and provide recommendations to update the Association's Declarations.

-Maintenance Items

1. Re-finish front doors.

2018 MEETING RESULTS: The current wood front doors are cracking, splitting allowing daylight and drafting thru. Additionally, they don't have good weather stripping and threshold seals. Unit #1 expressed that they wanted to replace their front door. Unit 3 expressed their door had issues and preferred to replace all the doors at the same time. The question is whether to try repairing by filling the door cracks or replace all the doors. Tom Hein will get some options for new doors and cost.

2. Paint lower deck, entry porch, upper balcony's/decks

2018 MEETING RESULTS: The lower entry deck boards and upper balcony deck boards are peeling and have exposed wood and need to be painted. Last fall unit 4's decks were re-done and just need a touch up. Unit 2 did their own deck this spring and may just need a few touch ups. Units 1 and 3 need to be done. Tom H. will get a quote to paint the decks.

-Review Reserve Study

2018 MEETING RESULTS: The owners reviewed and went thru the reserve study line items. Refinishing the stucco, adding metal skirting, and window replacement were discussed as part of the larger exterior remodel project. The paint on the deck post, garage doors, fascia, soffit is in good shape and have 2-3 years before needing to be painted again. The asphalt parking lot is in good shape and Tom H. recommended seal coating the asphalt again in another year or two.

-Building Upgrades Discussion

2018 MEETING RESULTS: The owners have been discussing different ideas about upgrading the exterior of the building for 4 year+ and have not put together a definitive plan, scope of work, or timeline. Tom H. asked the owners if they wanted to come up with goals and a timeline? Unit 3 advocated that the Association move forward with creating a timeline. Unit #4 said they were going to proceed with getting window quotes and replacing some or all their windows. Unit 1 asked what the downside was to replacing the windows in the stucco? Tom H. replied that the exterior of the windows has a stucco foam trim (wrap) detail that would require cutting into (possibly removed) and repaired after windows were installed. Unit 4 expressed that the Association could do repairs, as needed, on a yearly basis with the reserve funds contingent on available funds. Unit 3 replied the problem is that the Association is underfunded for a major capital/remodel project and the current reserves are for small repairs or emergency. Tom H. recommended when the HOA agrees on a scope of work to hire an architect to draw basic construction plans, and send the plans out bid to find out cost. The owners agreed to meet sometime in the next year to meet each other, walk around the building and discuss what they'd like to do. The owners will let Tom know what they decide.

-Open forum

2018 MEETING RESULTS: Unit 4 asked if garage doors were the responsibility of the owner or HOA? Garage doors are an HOA item, but the garage door opener, track/rails/guide material is the owner's responsibility.

New Business

-Follow up on updating Association Doc's.

1.Update Declarations?

a. Add an amendment to the Declarations clarifying common elements. Common elements specified in the Declarations are the roof, parking lot, landscape. Not specified but have been treated as common elements-windows, doors, decks, balconies, exterior siding.

b. Short Term Rentals? Association doc's don't speak to it. For the Association to prohibit them the Declaration's need to specifically state it.

2019 Meeting Results: After discussing the owners agreed to table the discussion and revisit it on a yearly basis. Though, they agreed a set of rules should be created to deal with some of the effects from short term renting/renters. Such as parking (winter and summer), number of cars allowed, dogs, quiet hours due to some of the experiences from unit 2 STR's. The owners asked Tom H. to come up with and draft a set of Rules and Regulations for the owners to approve for the HOA.

-Maintenance Items

1. Stucco and paint repairs.

a. Remove siding on back side and stucco patch.

2. Paint lower deck, entry porch, upper balcony's/decks

3. Crack fill and Seal Coat Asphalt Driveway/Parking area.

2019 Meeting Results: Marty G. asked that next year when stucco repairs are done that it's ok for the contractor get up on the upper balcony decks to inspect the stucco as a few spots were missed this summer. Spring 2020 the HOA will stain all the lower entries and upper balcony horizontal deck boards and crack fill the asphalt area. Tom H. will get quotes.

-Review Reserve Study

2019 Meeting Results: The exterior upgrade discussion was tabled for another year. Michael Graber was noted by Marty Graves that he felt reserve funds should be used to keep up the basic maintenance and for big projects do an assessment.

-Open forum

Financial Report

Tom H. reported this fiscal year the HOA had higher unexpected material cost, and higher than average snow removal cost, all contributing to the negative budget for the year.

As of July 31, 2019, the association had \$3,501.14 in the checking account, \$6,511.22 in the Restricted Reserve account and \$1,265.00 in accounts receivables for a total asset amount of \$11,277.36.

The Association finished the 2018/19 fiscal year with a small negative net income of \$720.01.

Some budget line item costs have risen and is reflected in the proposed 2019-20 budget. The 2019-20 proposed budget has a small surplus of \$299.70 forecasted at the end of the year. To accomplish this Peak has proposed a \$35.00 per quarter dues increase. Don Downing made a motion to approve the proposed 2019-20 proposed budget with the \$35.00 dues option increase effective June 1, 2019, Marty Graves seconded the motion, all were in favor, no one against, and the motion was approved.

Election of Officers

The association maintains the status quo of rule by committee. Jane Paris is Peak's and Tom H. main contact for the Association, but emails are sent to all owners to maintain communication.

Establish Date for next meeting-August 27, 2020

Adjournment

Susan Long made a motion to adjourn the meeting, Chet Paris seconded the motion, all were in favor, and the motion was approved. The meeting was adjourned at 6:04 P.M. on August 22, 2019.