

SODA CREEK CONDOMINIUM ASSOCIATION Member Meeting Minutes		January 26, 2013	
		9:00AM – 11:30AM	
		HOA Annual Members Meeting	
Note Taker: Jeannie Denckla		Type of meeting:	2013 Annual Membership
Attendees:	KTTR: Mike Magliocchetti, Jeannie Denckla 397E - Ashley Nettles 495D - Paula Samuelson 495F - Heather Gerhart 435G - Walter Galdamez 435D - Shirley Beaty 497A - Sue Brind'Amour 397A - Lori Zick		
Represented by Proxy:	395C – Valerie Sprenger 397F – Brent Morris 397G – Rebecca Granger 435A – Julie Rybak 435E – Stuart de la Rosa 495C – Nichole Perisho 495E – Joanna Rozinski 497D – Jennifer Prim 497F – Andrew Udoff		
Next Meeting:	3 rd Sunday of January 2013		
Order of Meeting:			
(1) Meeting called to order at 9:10 am Membership was introduced			
(2) Identification of Proxy/Proxy Holders 7 Owners were present 9 Proxies were submitted - With 7 owners present and 9 proxies submitted representing 40% of the membership, which was not enough to have a quorum.			
(3) Approval 2012 Annual Meeting Minutes: - The 2012 Annual meeting minutes were reviewed - Paula motioned to approve the 2012 meeting minutes as presented, Shirley 2nd, they were approved unanimously.			
(4) Managing Agents Report - Review of the 2012 Statement of Operations was review by Mike Magliocchetti. Mike discussed several of the larger repair and maintenance items. - Board and KTTR formulated and executed a contract for Walter (J&W Maintenance). - The new boilers for buildings 395, 397, and 435 are installed and running. Buildings 495 and 497 still need to be installed. The membership has asked that KTTR instruct JM Plumbing to complete the work by February 28th or Board will have to find another mechanical contractor to complete the installation - All 5 hot water storage tanks have been installed. - The association was given a rebate of \$25,900.00 from Xcel Energy for the high efficiency boilers. This rebate was put back into the Reserve Fund account. - Landscaping – Celtic Landscape completed work on the proposal to: a) Cap existing heads in front 6 lawn areas, extend drip irrigation to new plant material; b) Move/adjust current heads in rock areas; c) Install 1.5" gravel over weed barrier fabric in existing lawn areas in front of bldgs. 495/497. Remove			

existing rock from bed areas and store on site; d) Install fill material to create positive drainage away from the buildings; e) Plant assorted shrubs in new gravel areas at front of buildings; f) Aerate sod areas in all common areas and front of remaining units.

- South Park Window installed bird netting under the eaves to keep the swallows from nesting there. They cleaned out and painted these areas as well.
- The Board commissioned to have a reserve fund study done by ARS, Inc. (Advanced Reserve Solutions). There was a copy of the reserve study present at the meeting and it was reviewed. There is also a copy posted on the HOA website.
- Colorado Tree Spraying completed two treatments of spraying of trees and noxious weeds. This will be an ongoing project for noxious weed control.
- The common area dryer vents were cleaned in August. It was suggested that the next time we clean the vents to let the membership know so that individual's homeowner who have dryers in their units can have theirs serviced and save some money.
- A new sign for the Dumpster was ordered and installed.
- The Board authorized the purchase of a snow blower for the association at a local hardware store.
- DR Custom Painting painted the Decks and fencing.

(5) Review & Approve 2013 Operating & Reserve Budgets

- Operating Budget:** The Budget was approved by the Board of Directors and reviewed at the meeting. However, it was not ratified due to a lack of a quorum. The budget will be mailed to all members for ratification.
 - ❖ ***The 2013 proposed budget includes a dues increase of \$11.85 per unit per month. 6.3% is to increase the reserve fund and 2.7% is for the operating budget increase.***
 - On an individual line item basis, explanations for key budget increases or (decreases) are:
 - ❖ \$432.00 – KTTR management fee increase (there was no increase in 2012)
 - ❖ \$708.00 – Insurance premium increase
 - ❖ \$2,540.00 – Decrease in Gas & Electric with the new boilers
 - ❖ \$378.00 – Increase in water from the East Dillon Water District
 - ❖ \$3,200.00 – Increase in contributions to the Reserve Fund account per the schedule by ARS, Inc.
- Operating Surplus:** 2012 Estimated year-end is showing a surplus of \$1,097.99. A motion was made by Shirley Beaty and seconded by Ashley Nettles to transfer any operating surplus into the Reserve Fund account, and was passed.
- Reserve Account:** The capital reserve contribution will increased from \$51,000.00 to \$54,200.00. This is based on the new capital Reserve Study guidelines completed in July 2012.
- Reserve CD:** The amount of the Certificate of Deposit account with Alpine Bank is estimated at \$125,516.53. Interest rates unfortunately are nominal.

(6) Election of Officers

- Lori Zick expressed interest in serving on the Board. There were no other nominations submitted at this time. Ms. Zick was elected unanimously by acclamation to fill the vacancy.
- Jen Prim and Ashley Nettles will serve for one more year.

(7) Old Business:

- Parking lot resurfacing & striping:** KTTR will obtain competitive bids to have the parking lots sealed and cracks filled, along with re-striping in the Spring.
- Property Management:** KTTR will continue to serve as managing agent for Soda Creek. The Board will get bids in 2013.
- Restaining of Decks:** The board and KTTR will do a walk through in the Spring to see what decks may need to be restained.
- Handicap Spots:** Handicap parking spaces were repainted so that motorist could see where the spots were located.
- Landscaping for 495 & 497:** Completed in 2012
- Weed Spraying:** Completed in 2012 and will continue annually
- Bird Netting:** Completed by South Park Window in 2012. South Park Window will inspect the netting this the summer to determine if any repairs need to be done.

(8) New Business Items:

- Automatic Checking Withdrawal:** Heather Gerhart asked if we could change the date that the

ACH was pulled from checking accounts. KTTR has agreed to change the withdrawal date to the 9th instead of the 5th, starting March 1, 2013. This will accommodate the membership.

- b. **Flower beds** – Lori Zick asked how much she can do with planting flowers around her unit. She was asked to submit a proposal as to what she would like to do to the Board. Ashley Nettles stated that there was a common area garden and that Lori could use this as well. It was stated that any owner can use this area as well.
- c. **West Facing balcony replacement options** – Mike suggested that the Board do a walk through inspection this spring to see what decks need repair, replaced or re-stained. It is the owners responsibly to replace the deck flooring.
- d. **Balcony light fixtures** – Mr. Udoff suggested that light fixtures on porches are in need of replacement. It was suggested that the board research fixtures, with one or two options, and present the fixtures to the membership for consideration. It was also suggested that the light fixture be “down lighting” to help reduce light pollution.
- e. **Weed Spraying** – This program will continue.
- f. **Lighting at the Mail Boxes** – Walter will assesse the light issue at the mailboxes and make recommendations to the board on how to improve the illumination at the boxes.
- g. **Recycle Reminders** – Please use the recycling containers
- h. **Dumpster** - No leaving trash or large items outside the dumpster. There is discarded furniture by the Rice Barns. The property belongs to Summit Historical Society. Jeannie called them and they are working on removing the items. They were unaware that it was happening. It was suggested that Soda Creek do a goodwill gesture and remove the items, if the Summit Historical Society will put up a “No Dumping” sign.
- i. **Moving cars for plowing** – KTTR will coordinate the request to move the cars when necessary.
- j. **Dog Waste** – Dog waste continues to be a problem. The Board would like to remind owners that it is their responsibility to pick up after their animals. There are multiple “MutMitt” stations around the complex, please use them. The association will provide one written warning to each dog owner who is in violation of the policy. The Association will then start to levy fines as stated in the bylaws, regarding this issue.
- k. **Parking** - There are still 2 cars that have not moved in over 2 months. All cars must have current registration tags. Management will have warning stickers placed on them, the license plates will be run and if the cars are not moved or the owner is not located, then they will be towed. It was also noted, that there are some parking spaces for the Summit Historical Society. It was decided to issue 2 parking permits stickers per unit so that the association can better identified cars. Parking decals will be ordered with “Soda Creek HOA” on the decal.
- l. **House Bill 1237** – Mike reviewed the new HB 1237 with regard to Homeowners associations. The Association now has to obtain written permission from homeowners to publish their email addresses. KTTR will update the “Homeowner Property Information” form to include this written consent in the next 30 days. Also included in this bill is provision that all board meeting minutes be made available to the owners upon reasonable request, including email correspondence.

(9) 2014 Annual Membership Meeting is set for Saturday January 18, 2014

(10) There being no further business the meeting was adjourned at 11:35 am

SODA CREEK HOA			March 8, 2013
			9:00AM – 10:00 AM
			Board of Directors Meeting
Board Meeting Minutes			
Note Taker: Jeannie Denckla		Type of meeting:	Annual Meeting Review
Attendees:	KTTR: Mike Magliocchetti, Jeannie Denckla Soda Creek: Jen Prim, Lori Zick		
Proxies:	N/A		
Next Meeting:	N/A		
Order of Meeting:			
(1) Meeting started at 9:00 am			
(2) Website Jeannie and Mike are having a webinar with Association Voice. This is a Colorado based website designer that is specific to Homeowner Association. Jeannie gave some information on the company. Mike and Jeannie will let the board know if this company could work for both KTTR and Soda Creek Homeowners. Mike did state that there would be a monthly fee involved.			
(3) Soda Creek Spring Cleanup in June Jen would like to have a Barbeque at the end of the cleanup. Jen asked if there were any liability issues if the association were to do this. Mike felt that this would not be an issue.			
(4) Deck Replacement Jen asked that KTTR clarify who is responsible for deck replacement. Mike had researched the Dec's of the association and found that it is the responsibility of the association for replacement. Mike suggested that KTTR and the Board do a walk-through of the property in late April to assess what decks need work. Jen looked through the Reserve study and the schedule to replace the decks is in 2020. The association may have to levy a special assessment or dues increase to cover the cost of replacing the decks when this becomes due if there is inadequate funds in the reserve account at this time.			
(5) Breezeways The drywall on the ceilings in the breezeways continues to deteriorate. Jen stated that last summer Tom was getting bids to have this repaired. Mike suggested adding this to the list for the walk-through in late April/early May. Jeannie looked for bids and there were none.			
(6) Parking Lot Striping Jen stated that the parking lot is in need of striping. KTTR will get bids, in late May/early June to get the striping done this summer.			

(7) Plowing Contract for 2013-2014

Jen asked that we review Rest Assured's contract and to have a more specific details in them.

Mike suggested that they reconsider First Phase Construction as they have the heavy equipment to better handle the large parking lot.

(8) Parking Permits

Jeannie has ordered the new parking permits.

Jen and Lori wanted to know if they should have separated parking permits for renters.

Jeannie suggested that they use the old blue stickers for the renters and the new red ones for the owners who live on property.

Jeannie will email all owners explaining the new parking permits. She will ask owners who have renters in their units, and send them the blue permits.

(9) Dog Waste issues

Jen and Lori expressed their concerns about the dog waste and that residents are not picking up after their dogs.

Mike suggested that the association install new "MutMitt" boxes in each breezeway. This should further encourage owners to use them.

Jen stated that there are "mailbox" type dispensers in each breezeway, however they are not marked as such.

Jeannie will research the cost of the MutMitt boxes to replace the mailbox system and get that estimate to the board.

(10) Property Information Update Forms

Jen asked about the property information forms. Jeannie stated that they are revised and ready to be emailed out.

Jeannie will do one email blast to all homeowners regarding the: a) parking permits; b) dog waste problems and where to find bags and the possibility of fines being issued to those owners who do not pick up after their pets; c) property information update paperwork.

(11) Adjourned Meeting at 10:00 am