

**SODA CREEK CONDOMINIUM ASSOCIATION
ANNUAL HOMEOWNER MEETING
January 24, 2015**

I. CALL THE MEETING TO ORDER

The Soda Creek Condominium Association Annual Homeowner Meeting was called to order at 9:11 a.m. on Saturday, January 24, 2015 in the Dillon Best Western Conference Room.

Board Members Present Were:

Jennifer Prim, President, 497D
Ashley Nettles, 397E

Lori Zick, 397A

Owners Present Were:

Shirley Beaty, 435D
Walter Galdamez, 435G
Katherine Kent, 397H
Paula Samuelson, 495D
Gregory & Valerie Sprenger, 395C
Janice Whittleton & Jason Engel, 435F

Susan Brind'Amour, 497A
Heather Gerhart, 495F
Michele Nosari, 497B
Jonathan Smith, 495G
Rebecca Granger, 397G

Mike Jedd of MJ Plumbing and Heating Solutions was a guest at the meeting.

Representing Basic Property Management were Gary Nicholds, Eric Nicholds and Margarita Sherman. Erika Krainz of Summit Management Resources was recording secretary.

II. PROOF OF NOTICE OF MEETING/QUORUM

Notice of the meeting was sent in accordance with the Bylaws. There were not sufficient units represented in person or by proxies to constitute a quorum. Gary Nicholds said that historically, the Association has allowed for official actions to be taken at the Annual Meeting without a quorum unless any owners object. All owner present agreed to conduct this meeting under that assumption.

III. APPROVAL OF LAST ANNUAL MEETING MINUTES

Paula Samuelson made a motion to approve the January 25, 2014 Annual Meeting minutes as presented. Rebecca Granger seconded and the motion carried.

IV. FINANCIAL REPORT

A. 2014 Year-End Financial Results

Margarita Sherman reviewed the year-end Balance Sheet.

1. Checking - \$9,957. She noted that this balance was rather low due to the contributions to Reserves and some other unanticipated expenses. She recommended maintaining an Operating balance of \$20,000 – 30,000, equivalent to approximately three months of Operating expenses.
2. Reserve – \$321,003. The Association is close to 100% funded for all Reserve Study components.

Margarita Sherman reviewed the most significant Profit & Loss variances:

1. Insurance - \$1,922 unfavorable to budget due to the addition of Director's and Officer's and Crime coverage to the Association policy.
3. General Building Maintenance - \$7,023 unfavorable to budget due to radon mitigation and purchase and installation of new light fixtures.
4. Snow Removal - \$1,406 unfavorable to budget due to unbudgeted roof snow removal.
5. Water - \$2,666 unfavorable to budget. Gary Nicholds will research this overage.

Janice Whittleton requested copies of the Reserve Study and the year-end Operating and Reserve financial reports.

B. 2015 Budget

Margarita Sherman said the 2015 Budget included no increase to dues. There is a new \$1,000 line item for Roof Snow Removal and the Water expense was increased 3%.

There was general discussion about plowing. Gary Nicholds said he planned to put the contract out to bid next year. He asked the owners to make him aware of the expectations so he can include them in the contract negotiations.

It was noted that the budget as written results in a \$3,195 Operating deficit. Margarita Sherman explained that this could easily be covered by the \$5,000 Contingency line item, and pointed out that the combined Operating and Reserve bottom line was a \$389 surplus. In addition, there is \$50,000 budgeted for painting the buildings and some of the bids have come in significantly lower.

Jonathan Smith suggested investing the Reserve money to improve yield.

Jennifer Prim made a motion to approve the 2015 Budget as presented. Greg Sprenger seconded and the motion carried.

V. PRESIDENT'S REPORT

A. Radon

Jennifer Prim said a high level of radon had been detected in a unit. The cost for the mitigation was about \$5,000. Discussion followed regarding whether the Association or individual owners should be responsible for testing other ground level units.

Gary Nicholds was directed to obtain a bid to have eight units professionally tested and to ask how often the tests should be done and how many units should be tested. Notice should be sent to all owners regarding the detection of radon in one of the units. Owners can choose to test their units individually and should notify the Board if high levels of radon are detected.

B. *Building Numbering*

New reflective numbers were installed on the buildings in the past month but they are still not very visible. Jason Engel volunteered to research and test a solar powered LED unit.

C. *New Lights*

New lighting was installed on the patios.

D. *Pet Pick-Ups*

Pet pick-up stations were installed last year but there is still an issue with dog waste. Gary Nicholds encouraged owners to take photos of violators and to send them to him. The Association does not currently have a written fine policy for violations. The Board can discuss adding a fine policy to the Rules.

E. *Noxious Weed Control*

The thistle and false chamomile will be sprayed next spring. Owners were encouraged to pull out false chamomile, bag it and throw it in the dumpster. Paula Samuelson suggested coordinating a day for owners to pull or spray weeds sometime in July.

VI. MANAGEMENT COMPANY REPORT

Gary Nicholds thanked the Board, Walter Galdamez and the owners for the opportunity to work with them.

A. *Parking Passes*

Gary Nicholds is distributing the new parking passes. All owners will receive two passes. Owners are responsible for providing the passes to their renters. There will be a fee for replacement. The passes are coded for identification. They can be hung from the mirror or left on the dashboard. The current passes will be phased out over the next few weeks. Cars without passes will be tagged and may be towed. The property by the Rice Barn is not Association property but there has been an understanding that cars can be parked there temporarily. It is not a long-term storage area. Owners were reminded to be good neighbors and to be respectful of the property. Paula Samuelson will try to find a copy of the original agreement for parking by the Rice Barn.

B. *Painting*

Gary Nicholds sent out an RFP for painting the buildings and received three bids. The bids were Dominguez - \$50,000, Summit Color Services - \$39,650 and Allman Painting - \$33,800. The buildings were last painted in 2009 and the expected life is three to five years, depending on exposure. The frequency of painting may need to be adjusted in the Reserve Study. The Reserve Study estimated the cost at \$50,000.

C. *Water Usage Building 395*

Eric Nicholds said he had been contacted last week by the Water District about excessive water usage in Building 395. Eric examined the meter and it did not show any water flow at that time so it does not appear to be due to a leak. He believes it might be a toilet running intermittently in one of the units. Notification was sent to all owners in that building and they were asked to check all their fixtures. Eric will get more detailed

information from the Water District. He will also discuss the possibility of mechanical failure of the meter and potential replacement of it with the Water District.

VII. UNFINISHED BUSINESS

A. *Handicap Spaces*

A question was raised last year about moving the handicap parking spaces that are located directly in front of the building. The Board determined that they could be moved. The plan is to move the spaces in front of Buildings 395 and 497 to the end of the buildings by the ramp when the sidewalks are redone. The Board will identify the best locations for the three middle buildings.

VIII. NEW BUSINESS

A. *Recycling*

Jennifer Prim said the recycling was often mixed with regular garbage and glass, which is no longer accepted in the single stream. Any contaminated recycling is dumped with the regular trash.

Paula Samuelson made a motion to eliminate the recycling and to increase the number of regular trash pickups as necessary. Greg Sprenger seconded and the motion carried with two opposed. Gary Nicholds will send notification to the owners with a list of recycling locations. He will watch the volume and arrange for additional trash pickups if necessary. There will be a free electronics recycling day at the County Commons next Saturday, January 31st.

B. *Long Term Rental Leases*

Per the Declarations, owners who rent their units are required to provide a copy of the lease to the management company. It was noted that owners should include a restriction on growing marijuana in their leases.

Paula Samuelson asked how renter problems should be addressed. Gary Nicholds said problems should be addressed by the rental management company or unit owner. Owners who are uncomfortable contacting either the management company or owner should contact Basic Property Management and Gary will follow up.

Paula Samuelson commented that there might be some owners who are violating the prohibition on short-term rentals (less than six months). Owners were encouraged to inform the Board if they suspect a unit is being rented short term. Owners were asked to ensure their contact information is up to date.

C. *Deck Expansion*

There was discussion last year about the potential for expanding the back unit decks. The Board researched the Bylaws and determined that any expansion would go into the common element, which is not permitted per the Declarations.

D. Governing Document Review

Greg Sprenger suggested that the new Board add a review of the governing documents to their project list in light of potential updates that might need to be done for compliance with new legislation.

E. Investment Committee

Greg Sprenger said the Investment Committee drafted a document that lists investment options for the Reserve money. CD interest rates are currently very low and the Association cannot invest in any vehicles that could lose value. He recommended putting the funds in laddered CD's, but the Association should develop a formal Investment Policy first. Gary Nicholds said he could provide templates for the nine policies required by CCIOA. The new Board should prioritize creation of the policies this year.

F. Lighting at the Mailboxes

Paula Samuelson asked if any investigation had been done into solar lights for the mailboxes. Jason Engel will follow up on this.

G. Building 495 Breezeway

Paula Samuelson said the breezeway ceiling in Building 495 needed some more repair. This will be addressed in the spring.

H. Owner List

Shirley Beaty requested an updated owner contact list. Gary Nicholds said new state law prohibits sharing of owner contact information without written owner authorization. He sent notification to all owners requesting permission to share this information but he did not have a good response. He will send another request by email.

IX. ELECTION OF OFFICERS

The owners recognized the current Board members for their service to the Association. None of the current Board members were running for reelection. Nathan Nosari submitted a self-nomination prior to the meeting. Jonathan Smith and Janice Whittleton volunteered to serve.

Greg Sprenger made a motion to elect the three candidates by acclamation. Jennifer Prim seconded and the motion carried. The Board members will decide on their terms and Officers.

X. SET NEXT ANNUAL MEETING DATE

The next Annual Meeting will be held sometime in January 2016.

XI. ADJOURNMENT

Paula Samuelson made a motion to adjourn at 11:46 a.m.

Approved By: _____ Date: _____
Board Member Signature

Soda Creek Condominiums

DRAFT

BOARD OF DIRECTORS' MEETING

Date: 22 February 2015

The Board of Directors of The Soda Creek Condominiums HOA (The Village) met Sunday, February 22, 2015. Directors Janice Whittleton, Johnathan Smith, Nathan Nosari were present. The HOA Management team present were Gary Nicholds and Erik Nicholds. Homeowners that attended the meeting: None.

The meeting was called to order at 17:40.

INTERIM RESOLUTIONS

None

REVIEW/APPROVE AGENDA

The agenda was approved by consent.

OWNER FORUM

No owners

CONSENT AGENDA

No minutes to approve.

ELECTION OF OFFICERS

Johnathan motioned for Nathan as President. Janice seconded. Motion passed. Nathan is President. Nathan's term is 3 years, expiring 2018.

Nathan motioned for Johnathan as Vice President. Janice seconded. Motion passed. Johnathan is Vice President.

Johnathan's term is 2 years, expiring 2017.

Johnathan motioned Janice as Secretary. Nathan seconded. Motion passed. Janice is Secretary. Janice's term is 1 year, expiring 2016.

REPORTS

Finance

Gary to reach out to Jen to determine last audit or paid review.

Manager's Report

Paint exterior is to include doors at \$50 per door extra.

Trash and Recycling – recycling is to be removed. Nathan to investigate overhead door options to prevent illegal dumping.

OLD BUSINESS

Radon – Nathan will obtain pricing from DS Consulting to test individual units.

NEW BUSINESS

Weed Stray – county noxious weed program vs. paid individuals

Develop Reserve and Investment Policy

Contact Information for owners

Keys for individual Units; To have or not to have