

OVERLOOK TOWNHOME ASSOCIATION ANNUAL MEETING

Thursday, December 9, 2021, at 6:00 pm

1. **Call to Order:** Meeting was called to order at 6:04pm

2. **Roll Call/Establish Quorum:** Quorum requirements were met.
 - a) Board Members in attendance were:
 - Andre Sheats (F-3)
 - Dan Houck (F-1)
 - Tricia Smith (D-2)
 - b) Homeowners in attendance:
 - RJ Powers (A-3)
 - Jean Clegg (F-2)
 - c) Via Proxies:
 - Giovagnoli (A-2) to Andre Sheats
 - Bishop (E-1) to Andre Sheats
 - Merry (B-1) to Dan Houck

Also in attendance was Matt Hayden of Elevated Colorado Management Services (ECM).

3. **Approval of Minutes:**

A motion was made and was unanimously passed to approve the meeting minutes from the November 5, 2020 Annual Meeting of the Association

4. **Financial Report:**

The Association financials and projections through 2021 were reviewed as were the Reserve expenses and Schedule for the Association.

At the time of the meeting, the projections appear to show an approximate \$1600 surplus in the Operating Budget.

In 2021 the parking area of the Association had the crack fill completed to help preserve the life of the parking lot. The seal coating will be done in the late spring/ early summer of 2022. The complex is scheduled to do a complete exterior painting of the building's siding and deck staining. A spring walk will determine if the entire building will be painted or if it will be a time and materials to paint the areas of most need rather than the entire complex. Also the concrete pad under the dumpster will be looked at to see if it makes sense to address this at the same time as the parking lot asphalt or fence enclosure projects.

5. 2022 Budget Review and Ratification:

The 2022 Budget was reviewed. Overall the budget is proposed to increase 4.6% and the surplus from the 2021 Operating Budget will be used to help offset the increase. Therefore, the dues for 2022 will be **\$450 per unit per month**; an increase of \$20 per month.

A motion was made and the motion carried unanimously to ratify the 2022 Budget.

6. Election of Directors

One seat is becoming available as current Board Member Tricia Smith's term is expiring. No nominations were received from homeowners expressing interest to serve and Tricia was willing to continue. As a result, Tricia Smith was elected to a new three-year term on the Board of Directors.

7. Other Business

- a) Reserve Schedule Additional Line Item: There has been some confusion as to the Association's responsibilities surrounding the wooden decks and concrete patios. It was explained by ECM that according to the Declaration of the Association, the staining of the wood decks was an HOA responsibility, but repair or replacement was not. Additionally, to add the repair and replacement of these items to the list of HOA responsibilities would require an Amendment to the Declaration, which requires a 67% approval of all homeowners, and it would increase the amounts that would have to be collected each month in order to pay for these items in the future. It was decided by the homeowners on the call that they wanted this to remain as it is- each individual homeowner's responsibility to repair or replace their own decks.
 - It was mentioned too that should a future Board or homeowner group decide that they do want to add the repair and replacement of the decks into the Reserve Schedule, that abuse and neglect would be taken into consideration and these may cause a request for replacement to be denied by that Board at that time.
- b) Courtyard Condition: It has been reported and observed that the grass has dead spots each summer. The irrigation seems to be providing good coverage, so the true cause of the dead areas will need to be further investigated. It was determined that ECM would be onsite for the initial turning on of the irrigation system to observe with the landscaping company that everything was receiving good coverage of water. Secondly, soil testing will occur to see if there is something going on within the dirt itself that could be causing the patchy lawn areas.
- c) Pets: It was mentioned that there was a concern about renters being allowed to have dogs. ECM said they would look into the Governing Docs of the Association to confirm who is allowed to have pets in Overlook and if it

- was a problem, would communicate it to ownership.
- d) Outside storage: It was requested that owners do not leave items leaned up against the side or front of the units as it makes the Association look unkept.
 - e) Courtyard Lightpost: It was asked when the light would be completed. The post is set, but to find a lamp that matches has proven difficult and is likely to be an inexpensive/ temporary fix for the winter and to work to replace all at once at a later date
 - f) Path from cemetery: A lot of kids are riding their bikes as a cut through. Proposed to add a gate or set some posts that prevent bikes from getting through the space. ECM will get a local vendor to offer some solutions.
 - g) Town of Eagle Water Tank Project: the Town is doing upgrades and repairs to the current water tank up on the hillside above the cemetery and behind Overlook. As a part of the project, the space behind the cemetery and immediately behind the Overlook complex is currently planned to be used as a staging area for heavy equipment and material storage during the length of the project. Discussions with the Town representative occurred in the past, but that person is no longer working with the Town. Andre is still trying to hold conversations with the Town to discuss possible ways to reduce the impacts, including noise, dust, runoff and wash out in the rains.
 - h) Space behind Building D- the weatherproofing is exposed where the soil has compacted over the years. The Board committed to looking at this during the spring walk to determine if it was an area of concern.
- 8. Adjournment:** With no additional items to discuss, the meeting was adjourned at 7:10pm