

# Villas at Singletree

## Annual Meeting of the Homeowners

November 13, 2021

The annual meeting of homeowners of the Villas at Singletree Condominium Association was held on Saturday, November 13, 2021 at 9:30 a.m. via Zoom video/phone conferencing.

1. **Call to Order**. The meeting was called to order by Jody Talbot, president at 9:37 a.m.
2. **Roll Call/Establish Quorum**. With 8 of 14 units represented either in person or by proxy, a quorum was established for the purpose of conducting business. Also in attendance were R.G. and Eileen Jacobs of Mountain Caretaker, Inc.

			Present	Proxy to	Absent
Unit A-1	Karen	Zavis	<input checked="" type="checkbox"/>		
Unit A-2	George	Austen	<input checked="" type="checkbox"/>		
Unit A-3	Susan and Steven	Goddard/Carrothers	<input checked="" type="checkbox"/>		
Unit A-4	Lynn and James	Gilbert		KZavis	
Unit A-5	Ruthi and Gene	Sacks			<input checked="" type="checkbox"/>
Unit B-1	Dewayne and Whitney	Davis			<input checked="" type="checkbox"/>
Unit B-2	Jody	Talbot	<input checked="" type="checkbox"/>		
Unit B-3	Lauren and Andrew	Warkentin			<input checked="" type="checkbox"/>
Unit B-4	Brooke	Moorhead		JTalbot	
Unit C-1	Charles and Ann	L'Esperance			<input checked="" type="checkbox"/>
Unit C-2	Paul	Dunkelman			<input checked="" type="checkbox"/>
Unit C-3	Robert	Vogl	<input checked="" type="checkbox"/>		
Unit C-4	Lawrence	Herrington			<input checked="" type="checkbox"/>
Unit C-5	Bob and Linda	Redwine	<input checked="" type="checkbox"/>		

3. **Approval of Minutes**. Upon motion duly made and seconded, the minutes of the November 7, 2020 meeting were unanimously approved.
4. **Financial Report**.
  - a. **YTD and Year End Projections to Budget**. Eileen reviewed each line item in the operating budget, noting year end projections to budget and 2021/22 budget variances. Overall, the budget requires a 21% increase in the operating budget due, primarily, to water/sewer. That line item was significantly over budget in 2021, contributing to an anticipated deficit of \$3,000.

Bob Redwine presented a graph showing usage data back to 2016. While earlier years were relatively consistent, 2018 – 2021 have significant spikes in water usage with no pattern. ERWSD is doing a meter audit to make sure the meter is working properly and the Board will follow up with them. It is hoped that this number will level out and be

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more in line with prior years usage. If it does and a surplus is created, the Board and owners can decide how best to use those funds at the end of the year.

- b. Reserve Schedule. The reserve schedule was reviewed, noting that assessments are anticipated to increase by 3.5%. Eileen pointed out the deficit of \$19,000 in 2034 and the Board will consider increasing the annual increase to a number that will eradicate that deficit.

## 5. 2021 Budget Ratification.

Upon motion duly made and seconded, the 2021 budget was ratified by unanimous vote.

## 6. Other Business

- a) Rules and Regulations. The rules and regulations have been updated to clarify language with regard to rentals. It is very important that owners who lease their unit provide a copy of the lease and either a signed copy of the rules and regulations, or language in the lease that acknowledges receipt of the rules and regulations.

Upon motion duly made and seconded, the homeowners unanimously approved adding language to the rules and regulations that says that a lease must be provided within 30 days of lease signing or occupancy, whichever comes first.

George Austen said he would send a copy of his new lease for A-2 to management this week.

- b) Architectural Control. Linda Redwine expressed her desire to resign from the Architectural Control Committee. The ACC and Board will try to identify a qualified candidate to fill this spot.

- c) Attic Spaces. Robert Vogl, new owner in Unit C-3, shared that his inspection discovered the presence of mold in the attic space. He is having remediation done at his own expense, which is consistent with how this has been handled in the past. He asked about the process for installing a vent in the attic to avoid moisture in that space. Three other owners have already installed exterior vents and the Board will take a look at these and try to come up a standard for the future so that there is a consistent look. Exterior vents will require approval before being installed.

Owners who make changes to their courtyard or any landscape element that causes a future problem with any common area element, will be held responsible for any repairs.

- 7. Election of Directors. One seat on the Board, currently held by Bob Redwing, is expiring. Jody Talbot nominated Bob Redwine. There were no other nominations received.

Upon motion duly made and seconded, Bob Redwine was elected by unanimous vote to a new

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three-year term.

The 2021 Board of Directors are Jody Talbot (2023), Susan Goddard (2022) and Bob Redwine (2024).

8. **Adjournment.** There being no further business to come before the Board, the meeting adjourned at 11:00 a.m.

Respectfully submitted,  
MOUNTAIN CARETAKER, INC.

By: \_\_\_\_\_  
Eileen Jacobs

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