

Villas at Singletree

Annual Meeting of the Homeowners

November 7, 2020

The annual meeting of homeowners of the Villas at Singletree Condominium Association was held on Saturday, November 7, 2020 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 9:40 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			<input checked="" type="checkbox"/>
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	<input checked="" type="checkbox"/>		
Unit C-1	Charles and Ann	L'Esperance			<input checked="" type="checkbox"/>
Unit C-2	Paul	Dunkelman			<input checked="" type="checkbox"/>
Unit C-3	Carol	Calinoff	<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 September 18, 2019 meeting were unanimously approved.
4. **Financial Report.**
 - a. **YTD and Year End Projections to Budget.** Eileen reviewed the year end projections noting that the anticipated \$3,000 surplus will be allocated to the reserve fund. Variances were reviewed by line item.
 - b. **Reserve Schedule.** The reserve schedule requires an overall increase in the quarterly assessment of approximately \$700. The schedule will be updated at year end and reconciled to the Balance Sheet. The Board will discuss exterior lighting and roof tile replacement, moving out as they see fit once the pergola and regrading/exterior repair

Approved: 11/13/2021

Villas at Singletree

costs are known.

5. **2021 Budget Ratification**. The 2021 budget was reviewed. The initial budget that was sent to homeowner included a significant increase to water/sewer based upon some incorrect information. That increase is anticipated to be more like 3%-5% so the Board moved the excess funds out of water/sewer and into Repairs & Maintenance where it is expected that the funds are needed based upon Bob Redwine's report.

Bob then reviewed his report which will be sent to owners along with the draft meeting minutes. The top priorities are the front courtyard walls and grading, and then the pergolas in the back. The pergolas are in varying stages of deterioration with some areas just needing paint, some requiring sanding and some that may need wood replacement. The Board will get bids for repainting with an allowance for carpentry repairs, as well as a bid for replacing pergolas entirely as even with some remediation in 2021, they will eventually need replacement.

A landscape contractor will be consulted and a bid obtained to dig out areas where wood and ground meet, causing moisture problems and wood rot. Significant wood rot will need replacement and this will be determined on a case by case basis.

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

6. **Other Business**

- a) **Snow Removal**. Bob and RG will meet on site with the snow removal contractor to review snow storage areas for the coming winter.
- b) **Landscaping**. BCL has scheduled the Villas for Thursday for pruning and branch cleanup. Management will get an estimate for grinding the roots. RG cautioned that with some of the roots growing into irrigation, this may include irrigation repairs.
- c) **Rules and Regulations**. The Board is working on updating the Rules and Regulations and the updated document will be sent to all owners for a 30-day comment period. Specifically, they are clarifying language with regard to rentals and using Section 5 of the SPOA rules and regs to define occupancy of a unit. Leases must be in the individual tenant's names and not commercial entities for employee housing. Parking will remain the same with two undesignated vehicles per unit, no commercial vehicles or RVs.

7. **Election of Directors**. One seat on the Board, currently held by Jody Talbot, is expiring. Nominations were invited from the floor with Susan Goddard nominating Jody Talbot. There were no other nominations received.
Upon motion duly made and seconded, Jody Talbot was elected by unanimous vote to a new three-year term.

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

Villas at Singletree

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.

Eileen Jacobs

By: _____
Eileen Jacobs