

VILLAS AT SINGLETREE TOWNHOME ASSOCIATION BOARD MEETING

Saturday, March 26, at XX pm
Location XX

- **Call to Order:** The meeting was called to order at XX
- **Roll Call/Establish Quorum:**
 - Board members in attendance were Jody Talbot, Susan Goddard, and Bob Redwine
- **Approval of Minutes:** Previous meeting minutes approval (10.29.21)
- **Financial Report**
 - In the past Jody (as board president) has signed checks after Mountain Caretaker sent them to her. As of January 1, 2022, MC will not be the HOA representative, but will continue taking care of the finances. Jody has not received any checks to sign from MC for this year to date.
 - Going forward, Jody will sign checks when received from MC, but we will require that an invoice with account information be submitted with each check. Susan and Bob will review and approve the checks and Jody will sign them.
 - Susan and Bob will each take a 6-month turn at the review and approval process, with Bob starting on January 1, 2022 and Susan taking over on June 1 for the last ½ of 2022.
 - Invoice payment review and approval process will generally be:
 - Was the work contracted?
 - Was the work completed correctly?
 - Was the invoice amount correct?
 - In addition, the oversight will include monthly review of the checking and savings accounts.
 - Bob will call Alpine Bank and get checking and savings account viewing privileges for Susan and Bob. Jody will talk to Eileen about our oversight process, ask her for the 2022 budget excel file, talk to her about outstanding invoices, and ask her for a copy of the 2015 reserve study.
- **Other Business**
 - Snow Removal & Ice buildup at east trash enclosure
 - The drainage ditch installed last year by the excavation contractor that RG (with Mountain Caretaker) uses did not reduce the formation of ice East of the East Trash Shed. It does not appear that this excavation contractor completed all the

work we agreed to and that he has been paid in full. It needs to be noted that this contractor did not follow my recommendations, but that I approved his proposed work as it was already in-place and should help with drainage in the warmer seasons. The board agreed to contact the civil engineering firm (Yarnell) that prepared the original survey (2018?) to start discussions on how to solve the winter drainage and icing problems.

- Bob will set up a meeting with the civil engineer, Matt Hayden and the snowplow contractor in April to go over the issues. Bob will discuss the 2021 work and payments with Matt.

○ Attic Venting

- Several units have installed attic ventilation after inspectors found mold or conditions for mold growth.
- The new owner of C-3 asked for guidelines on the location of the attic vents so he could do it correctly.
 - The board decided that as long as the vent is painted to match the walls, that the location or size of the vent did not matter.
 - The board will inform the homeowners of this information and make it clear that attic mold inspection and any remediation or mitigation is the responsibility of the unit owners.
- Susan will include this in our letter to the homeowners.
- Bob will ask Matt if he knows of one or more contractors who can inspect the attic for mold and design ventilation systems as required – this will be included in our summary letter to the homeowners.

○ Recycling Bins

- The East bins fill up faster than the trash company picks up and some residents do not cut down their cardboard boxes making the bins fill up even faster.
- Bob will let Matt know this is an issue and determine pricing to increase the frequency of pick-ups.

○ Front Patio Walls

- Front patio wall repairs did not happen in 2021
- Bob will talk with Matt to make sure it happens this year

○ Exterior Painting

- The reserve schedule shows painting to be applied this summer. The board does not think exterior painting is necessary yet.
- The touchup painting of the wood trim that was done in 2021 (?) does not appear to be adhering properly.
- Bob to discuss with Matt.

○ TREES

- The BCL contract for annual tree work needs to be revisited as there is no contract with an agreed scope in place.
- Bob will discuss with Matt and recommend a site walk with BCL.

○ LANDSCAPING

- The board is satisfied with the work of our current contractor (Stephens/ SHC).

- TRASH SHED DOORS
 - The latching mechanisms need to be tuned and the bottom anchor rods need to have holes drilled in the concrete so that they can work properly.
 - Bob will discuss this with Matt.

- SIDEWALK LIGHTS
 - Unit C5 has the following inventory of parts:
 - (2) Glass lenses
 - (2) Complete light fixtures
 - (1) Light poles

- ARCHITECTURAL REVIEW
 - Linda Redwine is working on her replacement.

- SUMMER BBQ
 - Susan and Jody will arrange a BBQ for the homeowners this summer.

- LETTER TO HOMEOWNERS
 - Susan will develop a summary of our discussions in a letter to be sent to homeowners.

- ERWSD (Eagle River Water & Sanitation District)
 - We are trying to get access to this account to review our water usage periodically – this has been discussed with ERWSD and we are still trying to get access.
 - Bob will follow up with his contact there.

- **Adjournment** Having no further items to discuss, the meeting was adjourned at XX

Minutes taken and respectfully submitted by Bob Redwine