

Park East Subdivision Homeowners Association

RECORD OF PROCEEDINGS

WEDNESDAY, DECEMBER 6, 2017, 7:00 P.M.

CARDIFF SCHOOLHOUSE

GLENWOOD SPRINGS, COLORADO

ANNUAL MEETING OF MEMBERS

The 2017 Annual meeting of members of Park East Subdivision Homeowners Association, Inc. (the "Association") of Garfield County, Colorado was called and held on December 6, 2017, in accordance with the applicable statutes of the State of Colorado, with the following persons present and acting:

ATTENDANCE:

Directors

Libby Bohanon, President-

Scott Grosscup, Vice President

Tony Fry, Secretary/Treasurer

Karen Stowe, Director

Mike Conner, Director-was unable to attend

Owners present

Chris Dunkin

Briar Schreiber

Edwin Piper

Steve Deliyanis

Jan Tiede

Gary and Tricia Haas

Ken and Stephanie Keister

Owners represented by Proxy were:

Sam Wright

Kelly McKendrick

Melanie Rossow

Alicia Herring

Don Helmich

Daniel Roper

Jeff Ronning

ALSO PRESENT WAS:
Association Manager

Keith Edquist, of Edquist Management and Real Estate, LLC,

CALL TO ORDER/ NOTICE AND QUORUM

President Libby Bohanon called the meeting to order at 7:10 p.m. and thanked all those present for coming. She introduced the Board and then asked owners to introduce themselves. Manager Edquist introduced himself and then said that proper Notice of the Annual Meeting had been mailed and that those present in person and by proxy did not represent a quorum of owners. Twenty owners were represented and a quorum requires forty three. At least five proxies were received after the date and hour of the meeting. He said the meeting and the business of the Association would proceed as it has in similar situations in the past.

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Vice President Grosscup said the Board had tried moving the annual meeting from the winter to the summer in the hope of having greater owner participation but that this did not prove out. In addition, changing the fiscal year from January 1 to December 31, to July 1 to June 30 complicated tax return preparation and financial reporting considerations. He noted that amending the bylaws to change the quorum requirement requires a 67 percent approval by the owners, and that this had failed in a prior owners' meeting.

CONSIDERATION

The minutes from the Sunday, June 26, 2016 Annual Meeting were presented for consideration and approval. It was moved, seconded, and all were in favor of approving the minutes as presented. These will be posted to the website: parkeasthoa.com

MANAGEMENT REPORT

Mr. Edquist said the biggest concern this year involved truck traffic along Sky Ranch Drive and three separate incidents over the last months which damaged the landscaping on the south cul de sac. While two of the incidents were documented, the first and most damaging was not. Repairs to this landscaping are presently being worked out. He said the City had placed signage at either end of Sky Ranch denying truck traffic, but that continuing industrial usage at businesses south of Park East may result in more, not less, truck traffic. He said the Board would be working on this problem, and may need to implement other deterrents to truck traffic in Park East, including contacts directly with these businesses and business owners and additional signage.

In regard to landscaping, he said the landscape contractor Park East used last year had not been retained for this year. As noted in 2016, there were on-going problems with an aging irrigation system, in regard to the clock and electrical connections to the various zones. Seven zones no longer communicated with the clock, and were run by individual timers in the valve boxes. This complicated coordination of the watering, and needed to be addressed this past summer.

With the help of the new vendor, Waters Landscaping, and assistance from one of the original installers of the irrigation system, Western Valley Irrigation, six of the seven timers have been eliminated, and a new time clock installed. A single zone on Colorow remains to connect and have respond to the timer, so overall the system is far better this year than last in terms of overall vendor controls. He said the process of moving inappropriately located sprinkler heads was also begun this summer and will continue next year.

In regard to landscape, he reminded owners that grass clippings are not to be placed in the gutters, as the street drains are not piped to the river, but are rather dry wells which need periodic cleaning. Neither should yard waste be dumped over the rear fences or down the slopes to the river. He also said any irrigation zone on for over 30 minutes is indicative of a problem with either the valve or irrigation clock, and that owners should call him to correct and shut down any such zone, as water expense is a significant part of the owner assessments and increases costs.

He said also that there had been recent problems with the sewer lift apparatus, which services 25 homes in the subdivision. Earlier today a grinder pump was pulled and replaced with the spare pump, which is kept in good repair and stored in the Cardiff Schoolhouse crawl space. There

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exists a reserve account to fund repairs, which he said still was comfortably funded at about \$18,000 after this year's repairs to infrastructure in the lift station. The 25 homes have not been assessed for funding this reserve since 2012, but there will shortly come a time when that assessment will have to be levied on those owners.

In 2017 replacement of aging steel support systems within the lift pit and modifications to its lid were completed to allow easier access at a cost of \$4125. This expense was charged to the sewer lift reserve account. He passed out a flyer regarding materials which should not be flushed into any sewer line, and specifically not into the lift station, as these materials can bind or damage the pumps and necessitate more frequent cleanings of the lift station. He will send out this flyer to all owners, and specifically to those 25 homes served by the lift station.

Keith spoke briefly about trash and recycling services, possible direct charges to owners for putting out too much trash, and the need to keep the bins inside except for pickup days, currently Tuesdays. He said there is a single vendor used for trash and recycle services in Park East, and to contact him should service need to be changed, transferred to a new owner, or if totes or recycle bins need replacement.

He reminded owners to keep bird food, pet food, barbecue grills, and other attractants inside so as not to habituate bears to a food source. He also reminded owners that City ordinance requires removal of snow from sidewalks within 24 hours of a storm. Vehicles should not be parked so as to block sidewalk access. He said street trees (those between the sidewalk and street) were up to owners to prune. He said several were in need of this to keep limbs from the sidewalks, and to improve overall tree health and appearance.

In conclusion Manager Edquist reminded owners that any exterior changes to homes must be approved by the Design Review Committee, and that the process should start with owners contacting him. This would include repainting of homes, even if the same colors are to be used, and any fencing proposed for installation. He touched briefly on solar installations and the possibilities of these creating glare issues for adjacent owners. He said he would be working with the Board and DRC to address this, and also perhaps the topic of short term rentals of homes in the subdivision.

BUDGET DISCUSSION

At this time a consideration of the proposed budget and assumptions began. Director Grosscup discussed the proposed 2018 budget, noting some changes including reduction of the management fee by \$2000 per year. Owners had been mailed this budget and the assumptions justifying each of the line items, and these were available at the meeting as well. Little else had changed from the 2017 budget, with the exception noted that the Directors had determined not to use any of the association's retained earnings this year to reduce the overall operational assessment, as had been done for the last several years. The net result was an increase of the annual assessment from \$358 to \$406, and for those owners using trash service, a total assessment of \$670 for the year.

There followed a motion to ratify the proposed 2018 budget at the proposed assessment level, which then passed without dissent. Owners will be assessed in July for the second half of the

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year's assessments. All proxies were in favor of the budget and were voted in that manner by Directors holding proxies for owners.

OLD BUSINESS

There was a brief discussion of the Roaring Fork Conservancy expense to Park East owners and what benefits they receive for 'donations' to this non-profit corporation. The Board has considered this issue for some time, and will continue to work on it in 2018. The subdivision improvements agreement for Park East, the conservation easement document, and the Park East covenants make this responsibility very difficult to eliminate from annual Park East expense.

There followed some general discussion regarding parked owner vehicles in the guest parking spaces, concurrent sprinkler damage from some of these, and comments regarding the eventual construction of the 'south bridge'. Owners were encouraged by owner Chris Dunkin to attend council meetings both in this regard and also in regard to traffic on Sky Ranch Drive. In response to a question from owner Tricia Haas, Edquist said there was not a current process for welcoming new owners to Park East, largely because the HOA is not notified when a sale closes by either the buyer, seller, or title companies. The result is new owners moving in without the association's direct knowledge.

NEW BUSINESS - ELECTION OF DIRECTORS

The next order of business was the election of directors. Directors Bohanon, Grosscup and Fry's terms are at an end this year. Manager Edquist called for nominations, with self-nominations allowable. Owner Edwin Piper self nominated, Director Fry stood for re-election, and Edquist nominated owner Dendi Heisel, whom he had spoken with earlier in the day. Grosscup and Bohanon will stand down from the Board. Edwin was welcomed to the Board for a 3 year term, which will end in 2020, as will Dendi's if she accepts election, and Director Fry's. Directors Conner and Stowe's terms will end in 2018 and 2019 respectively. The Board will determine its officers for 2018 at their next meeting.

ADJOURNMENT

There being no further business to come before the Board or ownership, the meeting was adjourned at approximately 8:35 p.m.

Respectfully submitted,



Keith M. Edquist
Edquist Management and Real Estate, LLC
Secretary to the Meeting

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PARK EAST SUBDIVISION HOMEOWNERS ASSOCIATION, INC.

Libby Bohanon–President

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