

Annual Homeowners Meeting Minutes

September 19, 2018

Call to Order:

The meeting was called to order at 6:03 pm. Board members present were Susan Scott, Dan Sollee, Susie Nulty, Bob Jones and Jeanine Colburn. Steve Kouri from BSR was present.

Proxy and Quorum Certification: Steve Kouri verified that a quorum was present. There were 35 homes represented at the meeting: 26 members in attendance and 9 members by proxy.

Proof of Meeting Notice:

The meeting notice was mailed by BSR to all owners within the required guidelines.

Introductions: Board President **Susan Scott** introduced members of the HOA Board as follows:

Vice President: **Dan Sollee**

Secretary: **Jeanine Colburn**

Treasurer: **Bob Jones**

Member-at-large: **Susie Nulty**

The following HOA members were also thanked for their service to the community:

Sam Giamarvo for managing the HOA website

Brigitte Foss for taking care of the flower garden in the central grounds area

Sally Metzger for organizing the association summer "Meet and Greet" at the falls

Lynn and Andy Ostler for their service to the community, their continuing care of the Woodbridge falls as well as Lynn's earlier service on the Board.

The **anonymous donor** for the beautiful flowers at the entryway to Woodbridge

Approval of 2017 Annual Meeting Minutes: The 2017 annual meeting minutes were ratified and approved

Treasurer's Report and Presentation of 2019 Budget: See complete report online.

Highlights --- interest balances and other information were transferred to the new community management agency--- Bennett Shellenberger Realty (BSR). The current reserve balance is now over \$200,000.00. Gutter cleanings had to be done twice this summer. Water costs were high in June and July, but lower in August. The 2019 budget changes include the grounds contract with Bear Claw Landscaping which will now include irrigation as well as mowing.

An alert to homeowners: Association insurance for wind and hail damage will likely change next year. The current deductible is 2% through September 2019. The deductible, which is billed to homeowners as an assessment, is covered by homeowner H06 insurance policies. Those homeowners without H06 insurance must pay the assessment by other means. The deductible is expected to go up to 5% after that and this may affect homeowner H06 rates with their individual policies. Homeowners without an H06 policy should be expected to pay a much higher assessment in the event that an association insurance claim is required.

Election of Two Board Members: Dan Sollee and Susan Scott were re-elected to the Board by acclamation.

President's Report:

1. The Board vetted and approved a new attorney for Woodbridge Townhomes: Aaron Goodlock with Orten, Cavanagh & Homes. He will be asked to update and simplify our current HOA documents.
2. The Board vetted and hired Bennett Shellenberger Realty (BSR) to manage Woodbridge Townhomes. The previous management company came under new ownership and wanted to change the terms of our contract. This provided the impetus to research new companies. Our manager, Steve Kouri additionally moved from the previous company to BSR.

3. Needed concrete repairs have been a concern and are now completed for this year.
4. Asphalt patching was done this year and total resealing has been planned for next year.
5. Bear Claw Landscaping will now be responsible for mowing, aeration, sprinkler maintenance and repair, as well as snow removal
6. The xeriscaping project is continuing and more front yards were completed this year.
7. Tree maintenance this year included the removal of more dead trees and the planting of new trees to continue the beauty and care of our community.
8. Our duty is to protect the value and beauty of Woodbridge Townhomes and this includes keeping up with the maintenance and care of our aging community. We hope to balance this need with a plan to continue building and protecting our financial reserves to cover unexpected costs.

Hail Storm related topics and discussions:

The hail storm of August 6, 2018 has resulted in the need for the HOA to make an insurance claim. This in turn has resulted in the need to charge an assessment to each homeowner.

1. The first letter sent to homeowners included an incorrect assessment amount. The correct assessment amount will be \$5500.40 to each homeowner. Homeowners should contact their individual H06 policies for payment. Homeowners without H06 insurance are responsible for the full amount.
2. The association hail damage claim is expected to cover damages that might ordinarily be the responsibility of individual homeowners including windows, awnings and sun tubes. If homeowners have already made claims through their individual homeowner insurance, they should give that insurance information to Steve Kouri so that he can help resolve the individual policy claim with the required H06 assessment claim, since two separate claims cannot be made for the same event.
3. Homeowners should save receipts for replacements or repairs made as a result of the hail storm. The receipts can be given to Steve Kouri for possible reimbursement if the item replaced is a covered item.
4. Even though homeowners may be replacing exactly the same window, it would be best to submit a request form to the Architectural Control Committee (ACC) for pre-approval.
5. In addition to replacing roofs, association insurance will cover repairs and painting to damaged siding, window frames and decks. Work will not start before the insurance company completes the evaluation of damage and gives us the final dollar amount allowed for the work.
6. The Board has approved Premier Roofing as the contractor for repairs for the roofs, siding and other damage. The plan is for the roofs to be replaced first (this fall) followed by gutter replacement. It is expected that repairs of siding and decks will have to begin in the spring. Premier Roofing specializes in serving multi-family communities.
7. It is understood that some replacements, such as certain windows must be done by the vendor, such as Windows by Anderson, and not by another contractor. Replacement of same items will be covered by the insurance and will not require a lesser quality replacement.
8. Broken light replacements have already been ordered.

Discussion Items:

1. A reminder from the Architectural Control Committee (ACC)---anything that homeowners do to the outside must be pre-approved by the ACC---including windows, storm doors and even landscaping. A request form is on the web page and should be submitted to Steve Kouri.
2. Some of the deck railings have begun to lean outward and need to be repaired. Dan Sollee reported that one deck railing will be repaired soon since there is a safety concern. He is aware of several others that need to be repaired in the future, but homeowners who are aware of leaning railings on their units should notify Dan or another Board member.
3. Homeowners discussed the possibility of upgrading current siding using the insurance money provided for repairs and replacements. Since there is no current plan for upgrading, the actual cost of upgrading is currently unknown. Another homeowner mentioned that the insurance assessment of \$5500.40 will come out of pocket for some homeowners so an additional assessment which will be required for upgrading would be a financial hardship for those homeowners. While a siding upgrade does not appear to be an option at this time, the Board will pursue quotes for siding upgrades for future consideration.
4. A homeowner suggested that a rain sensor be put on the sprinkler system in order to prevent watering during a rain storm.
5. A homeowner noted that window well coverings are not uniform and that the Board should consider a policy requiring uniformity.

6. A homeowner asked about the new Colorado Springs Utilities waste water fees. The HOA pays \$30 per acre per month for this fee and each individual homeowner will be charged \$5 per month. This should have started August 1.
7. A homeowner requested that the Board consider looking for space for additional guest parking on the property.
8. A homeowner requested that we build a lending library box on the property.
9. The US postal service is responsible for the Woodbridge mail boxes. If you are concerned about mail theft in our neighborhood mail boxes, you should post your letters elsewhere.
10. There was discussion around using security cameras and responsibility for viewing as well as possible cost.
11. Homeowners at the back of the community are concerned about vehicles turning around at the dead end. Would like a sign that says "dead end" at the front of the neighborhood. They also suggested pointing directions toward unit numbers.
12. Some homeowners mentioned they think the grass isn't being cut short enough and that it looks uneven. The landscaper has reported that longer grass is better for water conservation. Bob Jones will discuss options with the landscaper.
13. A homeowner requested that we be given a resident roster with names, addresses and phone numbers. This will require approval from all homeowners.

Adjournment: The meeting was adjourned at 7:01 pm. The next annual meeting will be in September 2019.

Respectfully submitted,

Jeanine Colburn