



**2019 ANNUAL MEETING MINUTES**  
**Friday, November 22, 2019, 3:00 pm (MT)**  
**Silver King Hotel**

- I. CALL MEETING TO ORDER: 3:04pm
- II. ESTABLISH QUORUM: 41% via proxy and attendance

Board Members:

Larry Dicus – President A303  
Lee Schaeffer – VP A304  
Stu Miller (phone)– Secretary/Treasurer B308

ASRL Staff:

Carissa Nosack – HOA Manager  
Mike Howe – HOA Controller  
Garrick Malin – HOA Controller  
Gina Covino – HOA Administrator  
Mike Williams – Maintenance Manager

Homeowners in Attendance:

Bonnie Brock C106	Dan Harden E106
Kathy Williamse D305	David Krancer D102, C102, B201
Tony Sansne A107	Matt Sullivan A307
Karen Strauss A108	Kathie LaLonde D107
Heidi Carter C303	Bertagnole B207
Sherri Allen C101	Susan Adams C107
Stephanie Ure D205	Martha Faney E301
Bob Forsanger D308	Mark Steward D304
Sharlynn Walker B203	Randal Schwallie A203
Bob Jarvis B101	Jane Lewis E101
Jamie Altonaga B302 (phone)	

- III. ADDITIONS TO AGENDA  
None

#### IV. OLD BUSINESS

- A. Approval of 2018 Annual Meeting Minutes  
Larry motioned to approve the minutes as presented, Stu 2<sup>nd</sup>, unanimous approval
- B. Maintenance Report

##### **Completed**

1. Routine and preventative maintenance on a daily basis (see sheet)
2. Comprehensive fire inspection and updates completed
3. Pool deck and retaining wall replaced
4. Building B and Clubhouse painted (Garbage sheds close to A and B building)
5. Shingle roofing repaired on all buildings and carport roofs
6. Shade canopies and new BBQ grill installed for summer
7. Washed windows on all buildings (replaced glass and seals on leaking areas)
8. Repainted parking lines and handicap areas on D building parking lot
9. Painted deck railing on buildings E, D, and C
10. Remove and replace damaged lumber on all carports
11. Damaged carport repaired by contractor at D building
12. Carpet tiles replaced in elevators and lobbies
13. Pool heater replaced
14. All garage doors inspected and maintained
15. New cleanouts installed and jetted in A building
16. Excessive snow removed from property
17. Reserve Study compilation
18. Common area rules enforcement (personal property and vehicles)
19. Annual state elevator inspection
20. Leaking sprinkler lines replaced in garages as needed
21. Lighting in garage replaced as needed

##### **Recommended Projects**

1. Remove and replace shingle roofs on 1-2 main buildings per year
2. Install 4 cleanouts in each building per year for bi-annual jetting
3. Paint building E in 2020, building D in 2021, and building C in 2022
4. Paint carport covers, garbage sheds, and other out buildings
5. Replace concrete sidewalk areas as needed (approach to back of buildings)
6. Replace metal handrails
7. Resurface pool
8. Power charging stations

##### **Implementation of Reserve Study for 2021**

\*Plan to replace damaged deck stack, framing and foundations.

#### V. NEW BUSINESS

- A. 2020 Budget – Approved by BOD

Budget was reviewed with homeowners by Mike Howe, HOA Controller. Capital Reserves are lower than recommended. We are focusing on the 2020 budget until the Reserve Study is finalized and added into the capital planning for 2021 into the future.

There is a deficit of revenue over expenses of approximately \$30,000 mainly from: snow removal (\$15K), fire inspection repairs (\$4600), plumbing repairs (\$3500), building exterior repairs (\$5300), Legal & Professional (\$4600) which includes reserve study.

There is an 11% net increase in HOA dues that will take effect Jan 1, 2020. The main reason for the increase is to raise capital reserve contributions for future projects.

\*A copy of the meeting packet including the budget was emailed to all owners during the meeting.

Question and Answer/Comments from Homeowners:

***\*An onsite resident homeowner committee will be established to report and make recommendations monthly to the BOD.***

- ***Please make homeowner maintenance requests on the portal.*** \*Sergio is not able to help with small issues within units.
- Management has attempted to keep track of owner-occupied units versus rental units, but owners do not respond to requests for information.
- The County Tax Assessor is working through the county and re-assessing.
- Homeowners should consider installing pressure regulators inside their units.
- Heating in the garages will be between 52-55 degrees as recommended.
- The fire safety bars in stairways need a sound dampener added
- Windows are an HOA responsibility to repair.
- **The Board has requested a comprehensive exterior "envelope" evaluation to be completed.** Many capstones and rock siding need replacement or repair.
- It is recommended that home owners install weather stripping to the bottom of their doors.
- Homeowner Note: If you ever have to turn off your water to replace your water heater or for a large leak, remember to turn off your thermostat as well to avoid expensive repairs.
- If homeowners have vendors that they recommend, please email them to management to post for all residents to refer to.
- For capital planning: landscaping bushes need to be replaced as they die.
- Building D needs a permanent repair to the drain pipes that are exposed in the stairway to release condensation.
- If you have plumbing issues in your unit, please call a plumber to resolve. If the issue is within your unit it is in your responsibility. If the problem goes

into a Common Area drain it then becomes the HOA responsibility and reimbursements can be processed.

- "in-house" labor is used cost effectively by ASRL. Licensed and insured contractors are used for certain trades.
- A deep clean is requested once a year in the stairwells on handrails and hallways.
- Loan options are available for HOA's for large capital projects with reasonable interest rates.

B. 2020 Reserve Study (cost \$2200)

A first draft has been completed. The Board is doing full due diligence in researching all issues. Revisions/edits are under review and additional bids are being solicited. A final version will be posted on the website and an email will be sent notifying homeowners.

C. Electric Car Charging Options

These will be addressed in the Rules & Regulations.

D. Transportation Schedule

**\*Winter schedule begins November 25th-late April 2020**

15-minute frequency from 6:00am-12:00 am

Crestview is located on the: [6 LIME ECKER HILL](#)

To report any issues with snow removal at a bus stop contact: Transit Customer Service (435) 615-5301

E. Policy & Procedure

These will be updated in the Rules & Regulations to address alterations to units, minimum soundproofing for solid surface flooring installations and minimum rug and runner coverage.

F. Board of Directors Election:

Lee Schaeffer was re-elected

VI. ADJOURNMENT: 5:22pm