



**Crestview Homeowners Association
Bi-Annual Meeting Minutes
Friday, September 14 2018
11:00 AM MST**

Board Members in Attendance:

Lawrence Dicus- President
Stuart Miller- Secretary/Treasurer
Lee Schaeffer- Vice President

All Seasons Resort Lodging Staff in Attendance:

Jim Simmons- HOA Manager
Mike Howe- HOA Controller
Dan Vinke- HOA Maintenance Manager
Jason Harris- HOA Maintenance
Gina Covino- HOA Administrator
Jordan Kelch- Administrative Assistant

Owners in Attendance:

Kathie LaLonde
Joyce Barnes
Jeff Porter
Vickie Kelber
Mary Cronley
Kathy Williamse
Bonnie Brock
Bob Vorsanger

Call Meeting to Order: Larry Dicus called the meeting to order at 11:05AM

Approval of Board Meeting Minutes: Stuart Miller motioned to approve the meeting minutes. Lee Schaeffer seconded the motion. The motion passed unanimously.

Establish Quorum: A quorum was established with all board members in attendance.

Additions to the Agenda:

- Electric cars
- Helical pier discussion

FINANCIAL UPDATE PRESENTED BY MIKE HOWE

Budget-to-Actual Variance Reports

While Crestview HOA budgeted a deficit of funds of \$2,667 for this reporting period, the Association is reporting that it ended with a deficit of \$6,977. This is \$4,310 greater than budgeted deficit for the period. Overall, Crestview HOA has a deficit of \$12,331 year-to-date, which is primarily related to budget variances in housekeeping, repairs and maintenance, supplies, and utilities.

July 2018 Revenues: The total revenue budgeted for this period is \$52,876, while actual revenue earned is \$52,879.

July 2018 Expenses: Period expenses total \$59,856, approximately a 7.8% increase in budgeted expenses, or a negative variance of approximately \$4,313. Significant variances of specific line item expenses include:

- Housekeeping wages: there was an increase in housekeeping wages this month due to increased occupancy of the units from short-term rentals.
- Window washing: this variance is a timing issue. This expense in the past would be classified under the common areas. You can see that common areas year-to-date has a variance of ~\$4,093 and window washing has no money allocated to its budget.

Discussion of Delinquent Association Owners as of July 31, 2018

- Based upon review of Delinquent Association Owners, there is a balance of \$3,405 overdue. These owners have been sent past due statements and will be called to collect the remaining balance

STATUS OF MAINTENANCE WORK PRESENTED BY DAN VINKE AND JASON HARRIS

Buildings

- New carpet has been installed in buildings C and E. Building D carpet will be installed in the next few weeks
- Painting of exterior (hallway-facing) unit doors in progress
- Heat tape on building A has been repaired and all heat tape is functioning correctly
- LED lighting conversion completed throughout all common areas
 - Additional fixtures will be added to garage and southwest exits
- All fire extinguishers are up to date
 - Common area smoke alarms were tested in September
 - Unit owners are responsible for replacing their smoke detector batteries
 - Owners of third floor vaulted-ceiling units may have yearly battery change of detectors by HOA maintenance for \$20

Areas/Grounds/Amenities

- Monthly pest extermination service occurring
- Dog waste disposal bins are going to be fabricated and installed
- Sign installations:
 - State-approved towing signs have been designed and installed in the parking areas
 - No construction debris signs will be added to the dumpsters
 - No smoking signs will be added to the front of the buildings

- Clubhouse/Pool
 - Pool closed for the season. Peak Security will lock the gate to the hot tub/pool area at 10PM
 - Two new ADA chairs will be installed. The existing chair needs to be replaced and an additional chair needs to be added per ADA compliance
 - A 36-person first aid kit will be added to the pool area per ADA compliance
 - The concrete that is sinking around the pool area is expected to cost around \$15,000. Dan, maintenance manager, suggests that a retaining wall be installed to prevent sinking in the future
 - Old playground has been removed and a new playground will be installed, estimated time of completion still to be determined; anticipated costs range from \$900 to \$3,000
- Completed Grounds Projects
 - Fall take-down
 - Servicing of garage doors
 - Exterior windows washed
 - Haul-off brush piles
- Follow-up Items for Maintenance
 - Potential of replacing existing siding with hardie backer
 - Proposal of costs to annually stain the top of handrails rather than installing Trex

Home Owner Concerns/Requests Discussed

- D Building needs lighting by the dumpster
- Intention to have pool deck/clubhouse project done within the next 2 months; Dan Vinke to have bids ready by September 27th and a conference call to be held with board to discuss/approve

GOVERNANCE DISCUSSION BY ALL

- Security: Look into updating video surveillance and discuss inconsistency of locking doors
- Dog discussion- major issue with dogs in building A, second floor
- Tenants with car and motorcycle in parking stall: Each tenant is assigned one stall and owner is to stay within the limits of their stall
- Recycling discussion: maybe a map to the recycling center- still under discussion. Looked into in the past and there is a charge and the recycling process is really expensive
- Electric cars- in building A someone is using the common power to charge their car. Open to discussion

NEXT MEETING

The annual meeting is scheduled for 3:00PM on November 16, 2018 at Silver King Hotel, 1485 Empire Ave., Park City, UT 84060

ADJOURNMENT

Meeting adjourned by Larry Dicus at 12:31 PM