

**STONEHAVEN AT BRECKENRIDGE ASSOCIATION
BOARD OF DIRECTORS MEETING
February 17, 2016**

I. CALL MEETING TO ORDER

The Stonehaven at Breckenridge Association Board of Directors Meeting was called to order at 4:16 p.m.

Board Members Participating Were:

Stuart Walsworth

Rae Anderson

Mark Miller

Gary Sawkins

Representing Basic Property Management were Gary Nicholds, Eric Nicholds and Margarita Sherman. Erika Krainz of Summit Management Resources was recording secretary.

II. APPROVE PREVIOUS MEETING MINUTES

Gary Sawkins requested that a note be added to the June 30, 2015 minutes reflecting that the Board had authorized a Reserve Study.

Gary Sawkins made a motion to approve the June 30, 2015 Board Meeting minutes as amended. Rae Anderson seconded and the motion carried.

III. FINANCIAL REPORT

A. Profit and Loss as of December 31, 2015

1. Total Income - on budget.
2. Total Expenses - \$8,569 favorable to budget due to savings in Landscape Maintenance, Irrigation Maintenance and Common Elements Maintenance & Repair.
3. Net Operating Income - \$8,943, which was \$8,671 favorable to budget.
4. Reserve Income – \$600 favorable to budget due to the sale of a unit.
5. Reserve Expenses - \$25 favorable to budget. There was an unbudgeted \$675 expense for 50% of the cost for the Reserve Study and \$1,150 was spent for crack sealing and seal coating the asphalt but these overages were offset by the lack of Irrigation Repair expenses.
6. Net Reserve Income - \$1,975, which was \$625 favorable to budget.

Margarita Sherman was asked to confirm that the first quarter dues invoices were sent out.

Margarita Sherman said she sent the 2016 Budget to the Board in August but did not receive any comments. She resent it today and asked all Board members to respond to formally approve it as soon as possible. There was no change to the dues.

B. Delinquencies

There was one owner who had not paid the last quarter dues by the end of the year but may have paid in early January.

Gary Sawkins made a motion to accept the Financial Report. Rae Anderson seconded and the motion carried.

IV. PROPERTY MANAGEMENT REPORT

A. Plowing

Gary Nicholds reported that Jerzy has been doing a very good job.

B. Ice Melt System

The ice melt system is working well and there have not been any issues.

C. House Numbering

Fran Taylor is researching options for more modern, lighter colored and reflective house numbers. Gary Nicholds will follow up with her. The ARC will need to approve the design.

D. Landscaping Bids

Gary Nicholds received three bids

1. Neils Lunceford – \$11,855 with a 5% discount for payment by April 1st.
2. Greenscapes – \$11,458.
3. Two V's - \$12,955.

Gary Nicholds has worked with all three vendors and they all provided a good product. The advantage for Neils Lunceford would be their familiarity with the property. Garth Stroble had indicated he would like to look at other vendors. Gary will discuss options with Garth.

V. OLD BUSINESS

There was no Old Business.

VI. NEW BUSINESS

A. Comcast

Rae Anderson suggested looking into a bulk contract for cable and internet with Comcast. Gary Nicholds noted that for a bulk price, all owners would be required to participate. Gary will speak to Comcast about options and pricing.

B. Reserve Study

Gary Sawkins made the following comments about the Reserve Study:

1. Concrete – The Reserve Study refers to complete replacement. He walked the property and saw some small cracks and some chipped areas that need repair but he did not feel it would be necessary to replace 10% of the concrete every four years and the figures should be adjusted.
2. Sealcoat – This project is scheduled for 2017 but should be done this year.
3. Asphalt – The Reserve Study assumes a 25 year estimated useful life. He thought it should be changed to 30 years.
4. Irrigation – This element is not included in the Reserve Study and is recommended as a line item for maintenance in the Operating budget. The landscaping contractor should be asked if the irrigation system should be redesigned to provide more coverage for the back areas.

Gary Sawkins will prepare a list of the items he questions in the Reserve Study for the Board to review.

C. Seal Coating Asphalt

Gary Nicholds recommended seal coating the asphalt this year since it was last done five years ago. He will schedule it in early June, weather permitting. There is only \$300 in the budget. Margarita Sherman will be asked to increase the budget to \$3,500.

Gary Sawkins made a motion to approve seal coating the roads at a cost not to exceed \$3,500. Rae Anderson seconded and the motion carried.

VII. SET NEXT MEETING DATE

The next Board Meeting will be scheduled sometime in late May.

VIII. ADJOURNMENT

Gary Sawkins made a motion to adjourn at 5:08 p.m. Rae Anderson seconded and the motion carried.

Approved By: _____ Date: _____
Board Member Signature

**STONEHAVEN AT BRECKENRIDGEASSOCIATION
ANNUAL HOMEOWNER MEETING
SEPTEMBER 2, 2016**

I. CALL MEETING TO ORDER

The Stonehaven at Breckenridge Association Annual Homeowner Meeting was called to order at 2:08 p.m. at the Senior Center in Frisco.

Board Members Present Were:

Stuart Walsworth, President
Gary Sawkins, Member

Garth Stroble, Vice President

Homeowners Present Were:

Deborah & Mike Hruza
Susan Sawkins
Paige Beville
Susan Werner

Peter Marcelli
Fran Taylor
Janice Ver Hoeve

Representing Basic Property Management was Gary Nicholds. Erika Krainz of Summit Management Resources was recording secretary.

II. DETERMINATION OF QUORUM

With properties represented in person and proxies received a quorum was confirmed.

III. APPROVE PREVIOUS MEETING MINUTES

Paige Beville made a motion to approve the August 7, 2015 Annual Meeting Minutes as presented. Fran Taylor seconded and the motion carried.

IV. FINANCIAL REPORT

Gary Nicholds reported that the Balance Sheet reflected an Operating balance of \$18,481 and a Reserve balance of \$79,426.

The Profit & Loss balances as of July 31, 2016 were Total Income – \$40,883, Net Ordinary Income – \$6,992 and Net Income - \$6,610, which was \$11,171 favorable to budget.

Significant variances included:

1. Snow Removal - \$1,080 unfavorable to budget.
2. Landscape Maintenance - \$3,505 unfavorable to budget.
3. Irrigation Repairs - \$2,680 unfavorable to budget. Gary Nicholds will follow up with the contractor to determine what types of repairs were made.

Paige Beville requested that Gary Nicholds send the updated Reserve Study to all owners.

Fran Taylor made a motion to accept the Financial Report. Susan Sawkins seconded and the motion carried.

V. MANAGEMENT COMPANY REPORT

Gary Nicholds reported on completed and pending projects.

1. He apologized for the problem with the postage due on the mailing.
2. The insurance is carried by Community Association Underwriters. The policy increased \$30 for the year. It provides guaranteed unlimited replacement. There is also Director and Officer's coverage and fidelity coverage for electronic or management fraud.
4. The asphalt was crack sealed and seal coated.
5. Gary Nicholds will be meeting with a contractor next week to inspect the concrete.
6. The dumpster enclosure was repaired. Paige Beville suggested replacing the iron bar that used to be on the door so it can be secured. A reminder will be sent to owners about instructing their contractors not to dispose of construction debris in the dumpster.
7. Glass is being accepted again in the single-stream recycling. The signage will be updated. Gary asked owners to break down cardboard boxes before recycling.
8. There continue to be some issues with renters, dogs and noise. Owners were reminded to pick up after their dogs and to keep them leashed. The police should be called to address after hours noise complaints.

VI. NEW BUSINESS

A. *Irrigation Repairs*

The irrigation contractor will be asked to confirm that the rain gauge is working properly. There is a broken sprinkler head by the front entry sign.

B. *Wood Burning Fire Pit*

Peter Marcelli said there is a renter home on his cul de sac that has a portable wood fire pit on the deck that creates a smoke nuisance. In addition, the Association rules prohibit any wood burning devices. It may already be gone but if not, the owner will be asked to remove it and should be fined if the violation continues. Gary Nicholds was asked to send a reminder email to all owners about the prohibition on all wood and charcoal burning fireplaces and grills.

C. *Stop Sign*

Deborah Hruza felt there should be a stop sign at the intersection with Golf Club Road. None of the other owners were in favor of adding a sign.

D. *Parking*

Janice Ver Hoeve said she had a problem in the past with her neighbor parking in the common area and blocking her driveway. Owners should call management regarding parking violations.

E. Board Meeting Notice
Paige Beville requested that owners receive notice of the Board meetings.

F. Tree Health
Fran Taylor said the Aspen trees in front of her house are dropping leaves early. Neils Lunceford told her it was due to a fungus that will not kill the tree. They recommended raking the leaves up as soon as they fall. Janice Ver Hoeve said some of the pine trees by her house are not very healthy and might need thinning in the future. Owners should submit tree-related requests to the Architectural Review Committee.

VII. OLD BUSINESS

There was no Old Business.

VIII. BOARD OF DIRECTORS ELECTION

The term of Garth Stroble expired and he was not running again. The Board seat of Mark Miller is currently vacant with one year remaining in the term and the Board will appoint a replacement. Janice Ver Hoeve self-nominated. Paige Beville made a motion to elect Janice Ver Hoeve to the Board by acclamation. Peter Marcelli seconded and the motion carried.

Gary Sawkins made a motion to appoint Paige Beville, Peter Marcelli and Garth Stroble to the Architectural Review Committee. Stuart Walsworth seconded and the motion carried.

Garth Stroble was recognized for his many years of service on the Board.

IX. SET NEXT MEETING DATE

The next Annual Meeting date will be set by email.

X. ADJOURNMENT

Fran Taylor made a motion to adjourn at 3:10 p.m.

Approved By: _____

Board Member Signature

Date: _____

**STONEHAVEN AT BRECKENRIDGEASSOCIATION
BOARD OF DIRECTORS MEETING
SEPTEMBER 2, 2016**

I. CALL MEETING TO ORDER

The Stonehaven at Breckenridge Association Board of Directors Meeting was called to order at 3:23 p.m. at the Senior Center in Frisco.

Board Members Present Were:

Stuart Walsworth

Gary Sawkins

Janice Van Hoeve

Representing Basic Property Management was Gary Nicholds. Erika Krainz of Summit Management Resources was recording secretary.

II. ELECTION OF OFFICERS

A motion was made to elect Stuart Walsworth as President and Gary Sawkins as Vice President. All other Board seats will serve as Members at Large. The motion was seconded and carried.

III. ADJOURNMENT

The meeting was adjourned at 3:27 p.m.

Approved By: _____

Board Member Signature

Date: _____