

**STONEHAVEN AT BRECKENRIDGE ASSOCIATION
BOARD OF DIRECTORS MEETING
MARCH 29, 2017**

I. CALL MEETING TO ORDER

The Stonehaven at Breckenridge Association Board of Directors Meeting was called to order at 4:11 p.m. at 25 North Road in Breckenridge.

Board Members Present Were:

Stuart Walsworth	Gary Sawkins
Janice Van Hoeve	Rae Anderson

Guests at the meeting were owners Aaron Duke, Elaine Gort & Allen Shriver and Tracy & Zack Church.

Representing Basic Property Management were Gary Nicholds, Eric Nicholds and Jason Blarjeske. Erika Krainz of Summit Management Resources transcribed the minutes from recording.

II. APPROVAL OF PREVIOUS MEETING MINUTES

Gary Sawkins made a motion to approve September 2, 2016 Board Meeting minutes as presented. Stuart Walsworth seconded and the motion carried.

III. FINANCIAL REPORT

- A. *2016 Year End Financial Report as of 12/31/16*
1. Total Checking/Savings - \$90,152.
 2. Net Ordinary Income (Loss) – (\$1,175) due primarily to a \$4,060 overage in Snow Removal.
 3. Net Reserve Income (Loss) – (\$1,000), which was \$327 favorable to budget.

B. *2017 Year-to-Date Financial Report as of 2/28/17*

1. Total Checking/Savings - \$91,004.
2. Net Ordinary Income (Loss) – (\$102) due primarily to Snow Removal.

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

IV. PROPERTY MANAGEMENT REPORT

A. *Reserve Study*

A professional Reserve Study was done last year. The Association common elements are the grounds, irrigation system, roads and dumpster enclosure. There are 2.5 miles of private road and the cost to overlay will be several hundred thousand dollars. Gary Sawkins said the cracks in the asphalt were sealed last year after the overlay coat was

done. He felt the crack seal was not necessary. Gary Nicholds said the roads were in good shape right now. He usually works with the Board and the asphalt contractor to determine when crack filling and seal coating should be done.

Gary Sawkins asked about the estimated cost for the concrete. Gary Nicholds said he was working on getting an estimate from a new contractor.

B. *Recycling Update*

Gary Nicholds reported that glass is no longer accepted in the single stream recycling. Rae Anderson said the recycling program was challenging because people from out of town do not understand the rules. Items such as glass and plastic bags contaminate the recycling. She suggested eliminating the recycling. The funds budgeted for recycling could be redirected for landscaping.

Stuart Walsworth made a motion to eliminate the recycling. Rae Anderson seconded and the motion carried. Gary Nicholds will ask Timberline to remove the recycling bins this week. A suggestion was made to place signs in the dumpster enclosure with a list of recycling locations.

C. *“Do’s and Don’ts”*

Gary Nicholds will send an email or newsletter to all owners with a list of the “do’s and don’ts” along with a copy of the Reserve Study.

D. *Fire Danger*

Gary Nicholds said owners should be reminded of the potential fire danger during the dry summer months. Gas grills are allowed but open flame devices (such as charcoal grills and fire pits) are prohibited.

E. *Driveway Concrete & Cobblestone Repair*

One contractor has provided an estimate and Gary Nicholds has requested a second bid from another contractor.

V. OLD BUSINESS

There was no Old Business.

VI. NEW BUSINESS

A. *Spring Cleanup*

Gary Nicholds said he would do a tour of the property after the snow melts to pick up trash. A suggestion was made to organize a fall clean up with owner participation.

B. Landscaping Proposal

Neils Lunceford will provide a proposal for spring landscaping cleanup and ongoing maintenance. The Board agreed to continue with Neils Lunceford for the coming summer. Gary Nicholds will speak to Tim and Penelope about the Board's concerns.

C. Owner Statements

Gary Nicholds will ask Patti Vande Zande if owner statements will be sent out quarterly by regular mail or email.

VII. ADJOURNMENT

The meeting was adjourned at 5:15 p.m.

Approved By: _____ Date: _____
Board Member Signature

**STONEHAVEN AT BRECKENRIDGE ASSOCIATION
ANNUAL HOMEOWNER MEETING
SEPTEMBER 1, 2017**

I. CALL MEETING TO ORDER

The Stonehaven at Breckenridge Association Annual Homeowner Meeting was called to order at 3:04 p.m. at the Senior Center in Frisco.

Board Members Present Were:

Stuart Walsworth, President
Rae Anderson, Member

Gary Sawkins, Vice President

Homeowners Present Were:

Susan Sawkins
Zach & Tracy Church
Susan Werner
Karen Cook
Peter Marcelli
Francine Taylor

Gary & Genia Gallagher
David Nicoli & Robyn Brewer
Jay & Melinda Moody
Paige Beville
Deborah & Mike Hruza
Susan Werner

Tim Glasco of Neils Lunceford was a guest at the meeting.

Representing Basic Property Management were Gary Nicholds, Eric Nicholds and Patti Vande Zande. 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 September 2, 2016 Annual Meeting Minutes as presented. Fran Taylor seconded and the motion carried.

IV. FINANCIAL REPORT

A. *Financial Report as of July 31, 2017*

Patti Vande Zande reported that the Balance Sheet reflected an Operating balance of \$18,181 and a Reserve balance of \$68,722. The A/R balance was a \$600 credit due to prepaid dues.

The Profit and Loss as of reflected an \$8,199 net surplus in Operating and a \$5,900 net deficit in Reserves. The combined surplus was \$2,299, which was \$2,336 unfavorable to budget, mainly due to concrete and cobblestone repair. Gary Sawkins commented that \$3,000 should be budgeted in Reserves for crack sealing and seal coating.

Patti will provide a rate sheet from the bank for CD's and encouraged the Board to provide options so some of the Reserve balance can be invested to improve the yield.

B. 2018 Budget

Rae Anderson noted that the Trash Removal line item should be lower in the 2018 Budget since recycling has been eliminated. Patti Vande Zande said she increased the expense 5% based on information from the vendor but she will make an adjustment for the recycling. Rae Anderson requested competitive bids for trash removal for the next budget cycle.

Gary Gallagher made a motion to accept the Financial Report and 2018 Budget as presented. Robyn Brewer seconded and the motion carried.

V. LANDSCAPING PRESENTATION

Tim Glasco said there have been ongoing struggles with the irrigation system. It was installed as a temporary system but has been used as a permanent system and numerous repairs have been necessary. About \$1,000 was spent this year on repairs to the microjet sprinkler heads, valves, solenoids and broken lines. Landscaping work was done at the entrance. One wall is full south facing and is rather dry. Annuals or perennials should be planted for color. The side area has matured well and the grassy areas are fairly well established. June was very dry but the rest of the summer has been wet, which masked the irrigation system deficiencies. The irrigation system will be blown out and shut down for the winter in a few weeks.

Rae Anderson said there were concerns about how late the irrigation was started this year. Tim Glasco explained the system could not be turned on until a few weeks after the big snowstorm in May because the lines were still frozen. The system is usually started in early June. Peter Marcelli said some of the sprinkler heads by his house are spraying his deck and window. A suggestion was made to add a rain sensor to the system at a cost of about \$250. Karen Cook asked if the grass irrigation could be eliminated. Tim Glasco said it could be shut off but the grass would be brown in dry years. Owners should inform Basic Property Management by email of any irrigation system repairs needed. Gary Gallagher asked if the trees that were chewed by moose should be treated. Tim Glasco said the trees can heal themselves if the damage is vertical strips. If the trunk has been girdled, a product called Phytex can be applied. Fran Taylor said a moose completely ate an Aspen tree in her yard. Tim Glasco said the tree might regenerate from the roots.

Installation of an entirely new irrigation system would cost about \$50,000. There would not be reuse of any of the original system parts.

Deborah Hruza commented that several of the Spruce trees by her house were losing needles. Tim Glasco said this was caused by an insect called scale. It is difficult to control. The trees can be injected with a chemical but it takes several months to kill the insects. The

trees will regenerate their needles after the scale is gone. He has inspected the trees. There are a number of infested trees and some have been treated. He was asked to review his records to determine which trees have been treated and to check trees that have not been treated. Tim Glasco noted that the timing of the treatment was critical and it may have to be scheduled next spring.

VI. MANAGEMENT COMPANY REPORT

Gary Nicholds reported on completed and pending projects.

1. Another sign will be installed on the dumpster with directions to the nearby recycling centers.
2. The Comcast pedestal that was plowed over has been repaired.
3. Gary Gallagher requested inspection of a deck post that had rotted. He followed the proper ARC process and repaired it. Paige Beville commented that some owners have done work without filing the proper application. Gary Nicholds said the owners have been notified but have not yet responded.
4. There was extremely heavy snowfall in late December and January. Owners were reminded to be aware of snow accumulation on their balconies.
5. The management staff tours the property periodically to identify damage to the buildings, including windows broken by golf balls.
6. Some areas of sunken concrete were mud jacked.
7. Gary can help coordinate an Owner Workday in the fall if there is interest.
8. Owners were reminded to educate their renters of the property rules, especially regarding parking, trash and open fires.
9. The exterior light bulbs on the garages and by the front doors are being replaced with LED's as they burn out. Owners should inform management if they have burned out bulbs.
10. Robyn Brewer commented that the website needed to be updated.

Peter Marcelli noted that the newly seal coated asphalt surface was scratched by the snow removal contractor. Eric Nicholds said the contractor used a skid steer with new studs this year. Eric was directed to ask the contractor not to use studded tires. The contractor should also be asked not to drop the front shovel so hard on the concrete. Gary Nicholds will discuss these issues with the contractor.

Gary Nicholds thanked the owners for the opportunity to manage the property and the Board members for their work on behalf of the Association.

VII. OLD BUSINESS

There was no Old Business.

VIII. NEW BUSINESS

A. Dumpster Door

Paige Beville requested replacement of the peg to secure the dumpster door so it does not swing and damage parked cars. Gary Nicholds will follow up. Susan Werner commented that the broken glass in the dumpster shed should be swept out. Gary reminded the owners that construction waste should not be disposed of in the dumpster or dumpster shed.

B. Cap Stones

Gary Sawkins said he added cap stones to his wall to prevent moisture penetration. He will provide the name of the contractor so it can be posted on the website.

C. Unit Sale

A previous owner has expressed interest in moving back to Stonehaven. Any owners who are considering selling should contact Paige Beville.

IX. BOARD OF DIRECTORS ELECTION

The terms of Rae Anderson and Gary Sawkins expired and they were both running again. There was also a vacant seat resulting from the resignation of Mark Miller. Gary Gallagher volunteered to run. There were no other nominations from the floor.

Fran Taylor made a motion to elect the three candidates by acclamation. David Nicoli seconded and the motion carried.

Paige Beville and Peter Marcelli were reappointed to the Architectural Review Committee. Genia Gallagher volunteered to help.

X. ADJOURNMENT

Susan Sawkins made a motion to adjourn at 4:35 p.m.

Approved By: _____ Date: _____
Board Member Signature