

**Eagle View Condominium Association  
P.O. Box 3396  
Estes Park, Colorado 80517-3396**

**Eagle View Owner's Meeting Minutes  
11 August 2018**

1. The meeting was called to order at 10:47 am.

2. Proof of Notice of Meeting

The Notice of Meeting was sent to all owners by email and US mail on 25 July 2018.

3. Roll Call and certification of a quorum

The meeting was attended as follows:

Owners who were present:

1. Curt C (A1)	6. Kaye B (F2)	11. Sue C (H2)
2. Jennifer A (B1)	7. Ron & Roz L (F4)	12. Stephen B (L2)
3. Adam M (C3)	8. Dick & Claudia H (G3)	13. Sue P (L4)
4. Cindy R (D1)	9. Joanne S (G4)	14. Kay H (L7)
5. Melina F (D2)	10. Lee & Jan H (H1)	

By phone:

15. Cynthia M (C4)

By proxy:

16. Anne & Dave N (A2)	18. Henry & Marlys V (C1)	20. Rod W (H3)
17. Richard & Margaret K (B3)	19. Judy E (F3)	21. Lori W (L3)
		22. Derek R (L5)

22 of 37 units were represented

4. Approval of 2017 annual meeting minutes

**Action taken by the owners:**

Dick H (G3) moved to approve the minutes from 2017. Ron L (E4) seconded. Passed.

## 5. Eagle View Financials

Financial statements for FY17/18 prepared by Mueller Pye & Associates were provided to the owners. Bank balances as at 30 June 2018 were as follows:

US Bank (operating):	\$38,272.07
US Bank Reserve:	\$30,880.65
Petty Cash:	\$ 100.00
Total Funds on hand:	\$69,252.72

Cynthia M (C4) questioned the reason the “Repairs and Maintenance” expense was over \$70K and was informed that this sum included the funds paid for the deck and all of the painting.

### **Action taken by the owners:**

Jennifer A (B1) moved to approve the FY17/18 Financial Reports. Sue C (H2) seconded. Passed.

## 6. **Board's Message and Old Business**

### 1) Overview of work undertaken over the last fiscal year

- Deck installed (contract arranged by previous Board)
- Painting of A to H buildings (contract arranged by previous Board)
- Deck skirting installed
- Hand rails installed
- 5 dead trees removed and Evergreen trees behind L building trimmed
- Eight Governance Policies adopted (one more to be adopted)
- STR Amendment implemented
- Eagle View web page created
- Eagle View email address established
- Two skylights replaced

Cynthia M (C4) questioned the reason the Board approved the replacement of two skylights considering the 2008 Amendment states that owners are responsible for the replacement of the windows and doors, and that a skylight is defined as a “window” in Webster's dictionary.

Kate B (former Board member) said that the Board's decision to replace two skylights (\$845 total for B3 & B4) was based on the contents of a letter dated 2 June 2006 from the Eagle View Board to the homeowners which included the following:

*“A vote to take the responsibility of glass, screen, entire window or door repair and replacement away from the homeowners association would place that expense with each individual homeowner.*

*All architectural restrictions that are in place now would continue to be in place regardless of who*

*replaces windows.*

*Skylights will still be covered by the association regardless of the vote outcome...*

*The board of directors recommends a vote to place the expense of window and door replacement away from the association and onto the individual homeowner.”*

Joanne S (G4) noted that the date of this letter is before the Amendment.

In addition, the “Managers Yearly Report for Eagle View 09 – 10”, shows evidence that a skylight was purchased for unit B2 by the HOA.

**Action taken by the owners:**

Adam M (C3) moved to table this issue for consideration by the new Board. Jennifer A (B1) seconded. Passed.

2) Governance Policy – (Reserve Study/Inspection)

Undertaking a Reserve Study was discussed. The options were (a) engage an independent inspector, (b) engage a local building contractor to conduct an inspection, or (c) conduct the study in-house.

Curt C (A1) lives next to an independent inspector who keeps up to date on state requirements and he will contact him to get further information on what work he undertakes and let the Board know.

**Action taken by the owners:**

A motion was made by Dick H (G3) and seconded by Sue P (L4) to ask an independent inspector (Mr Lawrence) to provide an overview of what inspection work could be conducted at a cost of up to \$1,000, determine the inspector's qualifications, and if the new Board approves then they will instruct them to carry out an inspection or find someone more suitable. Passed.

3) Landscape Renovation

Organizing an Landscape Committee was difficult considering the residents' work commitments. One meeting was held to discuss landscape issues in April 2018 attended by Kay H (L7), Jennifer A (B1), Kate F (E4) and Kate B (former L1 owner). Subsequently, information was gathered as to the cost of getting landscape work done. Jennifer met with a Loveland landscaper who said that it would cost approximately \$30,000 to implement what was on her “wish list”. A local landscape designer was contacted who required detailed drawings of the Eagle View complex before he could undertake any design work and he did not do any implementation. A local landscaper, who has done work for Eagle View in the past, is available to do both design and implementation. Another local landscaper visited the complex and gave a rough estimate, of between \$8,000 and \$10,000, for redoing the central island with rock and plants.

Kay H (L7) said that the Eagle View landscape never gets addressed – only talked about, and the grass and sprinkler system need attention. Ron L (F4) said that the sprinkler system does work.

Kay H (L7) also mentioned that she had spoken to a tree spraying company who would treat the six Evergreen trees behind the L building at a cost of \$60 dollars each in an effort to save them from disease.

**Action taken by the owners:**

Adam M (C3) moved to have the Evergreen trees treated and to engage a professional to inspect the landscape as part of the Reserve Study. Cindy R (D1) seconded. Passed.

4) Vacant Lot Water Meter

Eagle View has been paying approximately \$35 a month to maintain the water meter for the vacant lot which has not been used. If Eagle View were to have this meter disconnected, a representative from the Town of Estes Park said that it would cost in the region of \$10,000 to re-connect it.

**Action taken by the owners:**

Joanne S (G4) motioned to table this until a landscape plan is put in place. Kay H (L7) seconded. Passed.

7. **New Business**

1) Eagle View gmail account and website

The Eagle View gmail account (info@eagleviewestepark.com) was set up so that emails relating to Eagle View business can be permanently stored rather than having to print them. It also gives third parties and owners one email address to use and provides privacy for Board members. The annual cost was \$50.00.

The gmail account contains folders by subject matter to store emails, has a Drive to store documents, such as meeting minutes, governance documents, etc and a Calendar feature.

The website (eagleviewestepark.com) was set up so that documents that are required by third parties can easily be accessed thus saving time for the Board members. To protect the privacy of the owners, only their first name and last initial was used and it was suggested to use the owner's unit number. The cost of the website is approximately \$125 annually, does not include any advertising and it is estimated to take from 3 to 4 hours a year to update it.

**Action taken by the owners:**

None

2) Maintenance Management

Owners were reminded that if Eagle View wanted to engage a management company established outside of Estes Park then an Amendment to the Declaration would have to be approved.

Two contractors located in Estes Park and who do work for other HOAs, were contacted to determine what type of work they do for HOA complexes which included the following:

Snow removal & shoveling	Rock work	Tree trimming
Landscape cleanup	Painting	Debris haul away
Fencing	Deck repair & rebuilds	Siding repairs

Concrete work	Roofing	Gutters
Electrical	Skylights	Inspection

One of the contractors offers to conduct periodic inspections of the complex and note areas that need attention. They also offer to inspect the complex after a severe storm to determine if there had been any damage.

The services of these contractors is available if required in future.

**Action taken by the owners:**

None

3) Partial Painting Issues/Painting remainder of building and fences

Kate B (former Board member) mentioned that the partial painting caused confusion with the painting contractor as to what areas should be included and further funds had been paid to include additional areas.

The partial painting of the buildings has been completed and is fully paid. The total cost of the painting was reduced by approximately \$95 to cover two screens (one damaged, one missing) and final payment was delayed by six days. The painting contractor did not dispute the reduction of \$95.00 for the screens.

Sue C (H2) said that paint had been spilled on the deck carpet.

A list has been made of all the areas that were not painted.

Two painting contractors have expressed interest in completing the painting at Eagle View. Neither have yet submitted a bid but at least one of the painting contractors is expected prepare a bid within the next couple of weeks and possibly starting the painting this October.

**Action taken by the owners:**

None

4) Updating Regulations

Some owners were concerned about the number of vehicles some of the residents have, mostly those who are tenants. It was mentioned that there used to be a regulation that owners were allowed only two vehicles, however there still would not be enough parking spaces.

It was mentioned that there was an unlicensed commercial van belonging to one of the tenants parked in the Eagle View parking lot for almost two months. Eagle View Regulations do not prohibit unlicensed vehicles.

The following other concerns were discussed:

- large toys were being stored outside unit entrances
- dog feces left unattended on back patio of unit

- trash bags left on top of trash container which had attracted a bear and left a mess

It was mentioned that there is a local law firm that assists HOAs in dealing with non-compliance issues and enforcing the Regulations. For example, the Board could send out one letter to an owner in respect of a non-compliance issue and if the situation is not rectified, then a law firm could take over the matter and any legal costs incurred could be paid by the owner if found to be in non-compliance with the Regulations.

Dick H (G3) said that they follow a similar procedure at his residence whereby the HOA starts with a “friendly” letter to the non-complying owner and an attorney becomes involved if the matter does not get resolved.

**Action taken by the owners:**

Sue P (L4) moved to have the Rules & Regulations updated to include addressing the parking issues. Joanne S (G4) seconded. Passed.

5) Maintenance Issues to attend:

- *Downspouts*

Kate B (former Board member) said that two different contractors were asked to clean the Eagle View gutters in the fall of 2017 and spring of 2018 and it was assumed that the downspouts would be checked and cleaned at the time. The assumption was wrong and in June 2018 it came to the Board's attention that the contractors did not clean out the downspouts at the time the gutters were cleaned.

On 25 June 2018, another contractor was hired and instructed to clean and inspect all downspouts and note any downspouts that need to be repaired or repositioned to be effective.

Owners should email gutter/downspout problems to the Board at [info@eagleviewestepark.com](mailto:info@eagleviewestepark.com).

Jan H (H1) said that the downspout on the SE corner of the H building needs to be repaired.

- *Tree spraying*

It was mentioned that there does not seem to be the aphid problem that there was last year and aphid spraying can be delayed this year or not done at all.

- *Problem trees:*

The following problem trees/bushes were noted:

1. damaged trees in island in front of E building
2. damaged trees in the area between D2 and E2
3. trees on south side of G building
4. trees behind F2

5. samplings growing around the complex
6. bushes on north side of entrance that block the view of the sidewalk

**Action taken by the owners:**

None

8. **Open Forum**

**Lighting**

Cindy R (D1) mentioned that the lighting near her unit is inadequate and not safe.

It was suggested that owners ensure they keep their external lights on and include this as a requirement in the Regulations. It was mentioned that owners can get a “dusk to dawn” light bulb for their external lights.

Sue P (L4) and Jennifer A (B1) offered to have a look at all of the external lights in the complex.

**Trash**

There was a discussion about sending the owners a reminder not to put trash bags on top of the trash containers and for owners to inform their tenants of the same. Putting up motion lights near the trash and mail boxes was suggested – and possibly a camera.

Looking into implementing a Recycle program was also suggested.

**Action taken by the owners:**

None

9. FY18/19 Budget/Assessment

A copy of the draft FY18/19 draft budget was provided to the owners who were present at the meeting.

Dick H (G3) noted that the total monthly assessment increase (from \$160 to \$190) was approximately the same as the funds earmarked for the Reserve Account (\$10K) and asked if that was the point of the increase. Kate B (former Board member) said that the Reserve fund was in the region of \$80K at the beginning of the fiscal year and decreased to approximately \$50K and the purpose of the \$10K was to replace some of these funds.

**Action taken by the owners:**

Dick H (G3) moved to approve the FY18/19 budget. This was seconded by Jennifer A (B1) and unanimously approved with the assessment increase to begin on 1 September 2018.

10. New Board Elections

The following homeowners volunteered or were nominated to serve on this year's Board:

Adam M (C3)  
Cindy R (D1)  
Dick H (G3)  
Melina F (D2)  
Lori W (L3)

**Action taken by the owners:**

Jennifer A (B1) made a motion to approve all five nominees. Kaye B (F2) seconded. The new Board was unanimously approved.

11. Adjourn

**Action taken by the owners:**

A motion was made by Sue P (L4) and seconded by Jennifer A (B1) to adjourn the meeting at 1:30 pm.

Respectfully submitted,

J Alessandro (B1)  
K Beenham (former Board member)