

Eagles Landing Condominium Association

Meeting Minutes For February 12, 2022

The February Board Meeting was held on February 12, 2022 at the Best Western Silver Saddle Motel in Estes Park and also with teleconference. Doug Werner, President called the meeting to order at 10:34 a.m.

Present were:

- President: Doug Werner, G3
- Vice President: Erika Goetz, B2 (via teleconference)
- Secretary: Jim Buck, B6
- Treasurer: Dianne Pliska, C6
- Member at Large: Donna Elston, H1
- Member at Large: Zora Thoms, B4
- Bookkeeper: Maria Karr, F2 (via teleconference)
- Owners: Terri Harvill, E1, Marilyn Buck, B6 and Dan Werner, G3

A quorum was established as all Board Members were present.

Reading of Minutes from January 11, 2022 was done by Jim Buck, Secretary. Minutes had been approved prior to the board meeting and posted on the ELCA website.

Presidents Report – Doug Werner

- Doug thanked the entire Board for their problem solving and participation since this Board was established in October, 2021. He also thanked Robert Scrivner that created the Facebook page after the annual meeting last year, although he was not in attendance at the meeting. Doug then spoke about his short, medium and long term goals for this organization.
- Short term goals include:
 - o Getting organized
 - o Document current issues; communicate; problem solve
- Medium term goals include:
 - o Discuss maintenance person for the property
 - o Website improvement
 - o Streamline the entire maintenance procedure
- Long term goals include:
 - o Develop a 'job description' for Board Members as outlined in the Declarations and develop a succession plan for Board Members from year-to-year.

Maintenance Report – Donna Elston/Doug Werner

- Security camera issue:
 - o Current security camera's will be removed – the TV monitor will be moved to Donna Elston's unit for safe keeping.
 - o The shed is not heated
 - o Paperwork/access codes are not available after considerable research
 - o Donna Elston suggests a simpler system with the purchase of 2 new camera (\$80 each) which would be placed on Zora Thoms fence (B4). Zora's WiFi would be used until a long-term solution is determined. Jim Buck made the motion; seconded by Zora Thoms to place the new cameras on the B4 fence to observe any illegal dumping by the dumpster. This was approved unanimously. Donna will purchase the cameras.
- Installed fireplace mesh to all units:
 - o One unit had a bird issue. Installed mesh did not meet code and has to be removed. Ben will remove the mesh in spring, and any other alterations or reinstallation of mesh will be an owner responsibility.
- Gutters:
 - o The 5 inch gutter replacement project will end with F and G buildings this spring. Eco-Shield will complete the project. This is a budgeted project. Ben will clean the gutters twice per year. Donna will notify the Board when the cleanings are scheduled and completed.
- Exterior Lighting upgrade to meet new code:
 - o Most units have been completed but there are about 12 remaining. Two owners refused the new lights. This is a town mandate. Doug will talk to these owners. This budgeted project costs \$1400. Payment will be made when the project is completed. Unit G5 and H5 ceiling fixtures need to be replaced. Donna will purchase new fixtures at Home Depot.
- 2021 Chimney Cleaning:
 - o Eight owners replied to the chimney cleaning letter sent to all owners and had their chimneys cleaned. There is potential owner liability for non-compliance of the cleanout process.
- Unit C1 Window Replacement:
 - o The new window was replaced January 31, 2022. The owner states "draftiness" still exists. The owner will contact the vendor. The HOA liability has been met.
- Landscaping for G building will be addressed under 'New Business.'

Financial Report – Maria Karr

- Total Assets are \$132,133.42
- Profit and Loss Statement – 2021
 - o Total income for the year was \$184,571.08 with total expenses at \$158,861.32. Net income for the year was \$25,709.76.
- Reconciliation Summary
 - o For January 2022, the cleared balance of \$31,019.26 matches the bank statement.
- Balance Sheet as of February 8, 2022
- The construction account has a balance of \$40,808.15. The Special Assessment monies are being added to this account. The operating account has a balance of \$26,238.27 while the reserve account has a balance of \$56,912.59. Total bank assets are \$123,959.01. The total assets are \$132,133.42.
 - o Additionally, the 1099's have been processed. H&R Block will once again do the taxes. Also, the additional lumber has been returned to Lowes. Donna now has the preloaded Lowes card from Maria.
 - o Seventeen owners have paid the Special Assessment in full and 9 have made partial payment. **Reminder:** The \$2,000 Special Assessment for steps, landings and decks is **due in full** no later than May 1, 2022. Donna Elston made the motion; seconded by Zora Thoms to accept the financial report. There was unanimous approval.

Unfinished Business:

- Possible Maintenance Person For The Property
 - o Jim Buck led a discussion about an individual who has shown interest in being our next Maintenance Manager. He has over 25 year's experience in the construction business. In the recent past, newspaper ads have not developed any candidates. After some discussion, the funds to hire a person are not available. This position was not budgeted for in 2022. With that said, the current budget and costs will be reviewed to see if there is any potential avenue for filling this position in 2022.
- Waste Management
 - o A billing discrepancy with Waste Management has been resolved by Maria Karr.
- Special Assessment Communication/Collection
 - o Doug/Maria will create a tracking document for funds allocated/collected; work scheduled/completed; actual cost as applied to allocated funds. Of urgency is Unit A6 landing and stairs. The repair quote from 2021 is \$14,500. See New Business regarding additional concrete replacement.
- Declarations Conflict Article XI (B1) VIICC. Discussion was tabled at this time.
- Meeting Minutes
 - o Minutes will be posted on the website only. They will not be emailed to owners.
- Maintenance Schedule
 - o This is being developed. Reference Mid Term Goals list.
- Painting

- Buildings E and F will be scheduled this summer. This is a budgeted expense. These buildings haven't been painted since 2007. A contractor has not been hired as of yet. Jim Buck has accepted the lead on this project and reporting to Doug Werner and the Board with updates and recommendations.
- Extended Fencing Around Buildings A, B, and C for Increased Privacy
 - Project was approved but not budgeted for in 2022.
 - Project still tabled until budgeted
- Parking
 - Each owner has an assigned parking space and also can use a visitor space for a second vehicle. We have been advised a vehicle in the E5 parking space is inoperable. This is a violation of the Rules and Regulations.

New Business:

- The Homeowners unit keys are now in the possession of Dianne Pliska, Treasurer.
- Bank Signature Cards
 - Jim Buck made the motion; seconded by Dianne Pliska to have Maria Karr, Erika Goetz and Dianne Pliska to be the signors on the Bank of Colorado ELCA account.
- Unit A5 is replacing their sliding glass door. This is the owner's responsibility. No Condo Association approval needed.
- ELCA Sign Replacement
 - Jim Buck did some research and came to this conclusion. The current damaged sign was purchased in 2013. The vendor was Smith Sign Studio, Estes Park. The sign cost \$1483 and would cost \$1987 today. Kent Smith has all the details to reproduce the sign. To erect the sign would be an additional cost which needs to be determined. Jim Buck to lead the project and gain installation costs for the sign. Sign cannot be replaced until the ground thaws out in the spring of 2022, so will gain final costs from Jim Buck and discuss at the next meeting.
- Building G Landscaping and Sprinkler Maintenance
 - In addition to the north side of the building needing landscaping, the sprinkler does not water the island area. Donna will be getting a bid from a company to fix the sprinkler system and landscape the area by units G3 and G4.
- Concrete Issue on East and West Side of Building D
 - This is a safety issue. ProSource bid \$19,400 to replace the pavers with concrete. This is a two-year old project that needs to be rebid. Also, a new drain for drainage to the north driveway needs to be installed. This is an unbudgeted expense for 2022. This needs to be readdressed in the future. When Unit A6 landing and stairs are being replaced, the sidewalk between buildings A and B needs to be replaced with concrete. ProSource could also complete this project. Donna Elston will get updated bids from ProSource.
- HOA Rules and Regulations

- As an owner, you accept and must comply with the HOA rules. Consequences will result with non-compliance. Doug Werner, President will contact any offenders.

Next Scheduled Meeting

The next board meeting will be held April 2, 2022 at the Best Western Silver Saddle Motel at 10:00 a.m. Donna Elston made the motion; seconded by Zora Thoms that the meeting adjourn. This was a unanimous decision. The meeting adjourned at 1:26 p.m.

Jim Buck, Secretary