

BEAR HOLLOW RIDGE CONDOMINIUM OWNERS ASSOCIATION

ANNUAL MEETING

December 9, 2016

4:00 PM (MST)

Silver King Hotel – Silver Room

BOARD MEMBERS IN ATTENDANCE:

Susan Worthington – 2301

Dan McBride – 2202

Jordan Bird – 2104

ASRL STAFF IN ATTENDANCE:

Jim Simmons – HOA Manager

Ken Rabach – HOA Accountant

John Tabish – HOA Maintenance Manager

Nicole Chastain – Owner Services Administrator

HOMEOWNERS IN ATTENDANCE:

Jennifer Roberts – 2101

Nick Lowe – 2102, 2208, 2401, 2402

James Horner – 2201

Mike Space – 2206

Alberto Bravo – 2203 (via teleconference)

Karly West – 2204 (via teleconference)

Sandra Glynn – 2403 (via teleconference)

CALL MEETING TO ORDER: Jim Simmons called the meeting to order at 4:07 PM.

ESTABLISH QUORUM: The quorum requirement of 37.5% was fulfilled with a quorum of 88.4%; 43.27% by proxy, 33.52% by attendance, and 11.61% by teleconference.

ADDITIONS TO THE AGENDA: Garage remotes, camera system, hot tub

OLD BUSINESS:

APPROVAL OF 2016 TRANSITION MEETING MINUTES: Jennifer Roberts motioned to approve the minutes. Dan McBride seconded the motion. Minutes approved unanimously.

PRESIDENT/COA MANAGER UPDATE – Jim Simmons:

- **Board of Directors Update**

- After the 2016 Transition Meeting, the Board Members were voted in as Walter Tierney, Susan Worthington, and Dan McBride. Walter Tierney sold his unit and the appointment went to Jordan, who isn't an owner of record on the title. There has been no interest from other owners in serving on the Board. The Board is typically capable of taking informal actions in the event there is no other interest. By default, Jordan has been appointed as a representative of the owner of his unit and serving in whatever capacity he has been afforded by the Board to act as a representative for that unit. We are happy to address any challenges or questions regarding this issue. As an ownership group, you have the ability to determine if you are not comfortable with individuals acting as representatives of the owners of units. Susan Worthington has indicated that she would like to step down from her board seat which leaves Jordan Bird and Dan McBride as the only two individuals interested in serving on the Board. Jim Pendray, another non-named owner of the unit, has interest in serving on the Board.

- **Recycling Program**

- The Board decided to remove the recycling service in place. It was not being used appropriately; recyclables in trash, trash in recycling bin. It was deemed a waste of money.
- Residents can recycle their items individually at the Recycling Center off Kearns Blvd. and Munchkin Dr.
- Do not leave boxes in the previous recycling area. A locked gate will be put around this area for grounds maintenance items.

MAINTENANCE UPDATE – John Tabish:

Completed Projects

- 5-Year sprinkler inspection and annual riser room inspections completed
 - No issues in the foreseeable future.
 - \$5-7k allocated in reserve plan to recharge the antifreeze system in about ten years
 - Projected time to recharge is dependent on repairs and leaky sprinkler heads
- Ice Melt
 - Snow & Ice Buildup has been an ongoing issue
 - Salt upgraded to premier grade salt with seal-a-guard specifically formulated to protect the concrete
 - Purchased 10 boxes for the trial year; John does not anticipate using all boxes
- Miscellaneous
 - Rules & Regulations
 - Garage storage issues have mitigated since Rules and Regulations were ratified and distributed to owners
 - Rules and Regulations signs installed, but no difference of violators disregarding Rules and Regulations (with the exception of garage storage)
 - Please note any misuse via email, text, picture when issues are found. Notify Nicole Chastain or Jim Simmons of violators for enforcement.
 - Rules Regulations have been issued. We will continue to educate owners and tenants by issuing a hard copy to each unit and setting the stage to step up the enforcement.
 - Parking
 - Passes arrived today and will be circulated to owners shortly
 - Common Area Lighting
 - Since switching to LED bulbs, no bulbs have needed replacement.
 - Saving money on electric bills

Projects/Issues

- Garage Door
 - The safety eyes will be moved up to catch and prevent the garage door from coming down on high-profile vehicles
- Interior Brackets
 - Calcium and corrosion build up on brackets. The board is looking into a solution to sand, primer, and paint brackets to prevent further damage. We are awaiting estimates and approval.
- Weekly Maintenance
 - 4 hours/week for cleaning
 - Projected 9 hours/week for winter which includes snow removal
 - Numbers can be increased per the HOA's request
- Miscellaneous
 - Heat trace for gutters and garage fans will be placed on a temperature control system.
 - Sagging common area walkway panels are too warped to go back to a flat position. They need replacement.

Upcoming/Suggestions

- Planter Boxes
 - Interior trees need replacement and the Board is in contact with Nick Lowe
- Plaza Level
 - Seal coat to extend life of concrete and prevent damage from snow, salt, and ice
 - In-house project around July/August 2017
 - 5-gallon bucket of natural sealer and do sections at a time
 - John will send notifications when this project approaches
- Bike Storage
 - Recommendation for a 10x10 Tuff Shed for owners only. Rubber floor and pre-made bike racks inside to lock bikes
 - Bear Hollow Village Master Association will be contacted for approval of putting this on the back of the property facing the UOP.
 - Owner survey will be distributed for interest of usage if approved by Master Association
- Camera System
 - Set for approval pending estimates received. Initial bid is around 8k with centralized system with remote viewing access of cameras and recording capabilities
 - Looking to view the dumpster, parking lots, elevator areas, external common areas both inside and outside the plaza with a 9 camera system, but may change depending on the contractors.

COMMON CABLE TV SERVICE DISCUSSION:

- There is interest in looking into this. Jim will revisit Comcast for cable and internet options.

NEW BUSINESS:

2017 HOA BUDGET:

2016-2017 Variance

- Income is off by 5 cents for the year
- Bank and Accounting Fees
 - Slight issue with coding
- Bank Service Charges
 - \$800 of bank fees related to ACH for HOA Dues. This is a good service for automating collection of dues; reduction of these fees would require owners to write a check. Owners could pay their dues by credit card, but owners would be responsible for the 3 - 3.25% credit card fees associated with doing so. E-checks would be free.
 - The Association will continue offering this service
- HOA Dues
 - Master Association for BHV
- Hot Tub Maintenance
 - There is a satellite hot tub on BHR's property. There is an arrangement with Lodges at Bear Hollow to share the hot tub and Lodges at Bear Hollow maintains the satellite hot tub on BHR's property. They are supposed to bill the BHR Association in a pro-rata share based on the numbers of units at BHR and the number of units at Bear Hollow Lodges Building D, but they haven't billed BHR anything. They haven't billed BHR anything nor or are they properly maintaining it. If they aren't properly maintaining it, there could be a liability concern.
 - The hot tub has never worked correctly, it isn't properly maintained, and there is a hot tub at the Master Association
 - Survey the owners for feedback on possibly ridding the property of the hot tub or considering a different option.
- Landscaping and Grounds Maintenance
 - ASRL staff can be increased/decreased as needed and determined by the Board
- Water
 - \$5550 was budgeted, \$16,168 was actual

- The water was budgeted without a baseline. Jim worked with the developer to determine a water budget for the year. The rate charged after the development was completed was higher than anticipated.
- Reserve Funding – 10% of operating fund must be put into future reserve mandated by the state
 - Forecasted contribution of \$9,396 for 2016
 - Forecasted contribution of \$11,640 for 2017
- Water rates and garage door repair were the most significant variances for the year.
- Jim advises that the Board sets their dues amount to cover operating costs, which entails a 16% dues increase. The Board can approve a dues increase of up to 15% without ownership per the CC&Rs. The ownership can disapprove a 16% dues increase, but the Board can approve 15% without ownership's approval. Susan Worthington motioned to ratify the 2017 Budget as presented with a 16% dues increase. Dan McBride seconded the motion. 2017 Operating Budget approved.

Capital Reserve

- Capital Projects in 2017, about ~\$16k, would likely be a special assessment
 - Camera system (~\$8,000) and bracket repairs and painting (~\$8,000)
 - In February or March, when these estimates are finalized, the Board will look at a special assessment to fund these projects. Additionally, they will decide on a comfortable reserve number moving forward, and look at funding necessities to achieve this amount whether it's through a special assessment or another dues increase.
 - Owners will be notified after these discussions are held
- Reserve estimated to be around \$2500 at the end of 2016

BOARD OF DIRECTORS ELECTION:

- Three individuals interested in serving on the Board:
 - Dan McBride, Jordan Bird, Mike Space
 - No concerns from ownership group about Jordan Bird serving on the Board
- Jim proposes that we nominate a new board with these three members and meet to discuss the staggering of terms moving forward. Jenny Roberts motioned with Jim's proposal. Susan Worthington seconded the motion. Motion passed with all in favor.

MISCELLANEOUS:

- There is interest in looking into common cable television and internet service. Jim will check with Comcast for hospitality options.
- Any owner that wishes to have more than one garage remote will pay for an additional remote at \$40/remote. Contact John Tabish if you want another remote.
- If you need a new key fob, contact John Tabish.
- Animal policy will be reviewed in CC&RS and the Board will address if anything needs to be amended; they only speak to cats and dogs specifically.
- Nick Lowe suggests that two zones for the sidewalks be cut off; our usage would be decreased significantly. We are already paying the Master Association for snow removal in the areas of these zones. Also, put the snowmelt on a timer rather than a sensor.
- There have been break-ins reported in surrounding areas. Secure your vehicles and items.

ADJOURNMENT: Mike Space motioned to adjourn the meeting at 5:50 PM. Jordan Bird seconded the motion. Meeting adjourned with all in favor.