



BEAR HOLLOW RIDGE

2022 ANNUAL MEETING MINUTES December 8, 2022 at 6:00 pm MT

ASHM

Slade Anderson
Austin Guymon
Mike Howe
Carissa Nosack
Kathy Shappart
Mike Williams

Board

Sandy Glynn
Mike Space
Elena Stein

Owners

Rick Czechowski
Trent Johnson
Dan McBride
Sam Stoneman
Maureen Rishi

I. CALL MEETING TO ORDER: 18:06 MT

II. ESTABLISH A QUORUM

III. ADDITIONS TO AGENDA

IV. OLD BUSINESS

A. Approval of 2021 Meeting Minutes

1. Elena Stein motioned, Sandy Glynn seconded

A. 2022 Maintenance Report

1. Completed

- Routine and Preventive maintenance duties

- **Daily**

- Walk Property/Patrol garage and parking lot
- Check garage doors for proper operation (timer 30 sec./safety)
- Check on boiler for proper operation during cold season.
- Clean up garbage around dumpsters, stairwells, and garage
- Respond to maintenance requests

- **Weekly**

- Clean Dumpster
- Clean Elevator
- Clean walkways
- Clean sidewalks

- Clean Garage Area
- Check pet waste dispensers
- Check electrical panels and closets
- **Annual**
 - Fire Inspection (Hydrants, Etc.)
 - Boiler Inspection
 - Elevator Inspection
- **Spring**
 - Turn off Heat Cable (April 1st)
- **(Mar-May)**
 - Landscape Assessment
 - Power wash Garage
 - Turn on sprinklers
 - Assess building for Capitol Imp.
- **Summer**
 - Pressure Wash Walkways
- **(June-Aug)**
 - Pressure Wash Courtyard
 - Property improvements
 - Capital Improvement projects
- **Fall**
 - Blow out sprinklers
 - Clean up foliage
 - Power wash garage
- **(Sept-Nov)**
 - Turn on Heat Cable
- **Winter**
 - Remove snow as needed
 - Keep boiler working

- Painted parking stalls
- Boiler repairs
- Drip system was fixed over the summer
- Siding rock was re-placed
- Glycol pump repaired for snowmelt system

2. In Progress

- Boiler repairs
- Capital Maintenance planning
- Plants and shrubs will be replaced

V. NEW BUSINESS

A. Ratification of Email Votes

1. Hot Tub Agreement

2. Internet Renewal/Adjustment

- Cable TV was discontinued, and internet speeds were increased.
- Discontinuing the cable service helped offset the additional hot tub costs.

3. Reinvestment Fee Adjustment Proposal

- One-half of one-percent (0.5%) of the sale price.

4. Elena Stein motioned; Sandra Glynn seconded; Mike Space, yea

B. Financials

1. 2023 Budget

- General & Administration expenses are decreasing by 8.62%
 - The hot tub expenses are throwing this number off.
 - Insurance increased 10%.
 - LBH Hot tub has been in-place for some time.
 - It will be adjusted for inflation in January.
- Repairs & Maintenance increased 13.7%
 - The primary driver is Snow Removal Labor, which increased by ~\$2,700.
- Utilities decreased 5.01%
- Reserve Fund increased 32.75%
- Revenue increased 10.1%
- The amounts within the Capital Expense Budget are simply placeholders pending further review. More guidance is necessary to produce a more-accurate Capital Expense Budget.

2. Capital Project Discussion

- Multi-M Findings Report and J2 Proposals
 - ASHM recommends hiring a third-party architectural representative to represent the HOA and provide construction oversight, drawings, and details for the contractor.
 - Another contractor was hired in 2019 to mitigate what they could. The images in Multi-M's presentation exhibit three-year deterioration.
 - The Association is beyond the statute of limitations to hold contractors responsible for the present building deficiencies.
 - The investigative phase will last approximately 12-24 months.
 - ASHM will open a dialogue with J2 Building Consultants and schedule a walk-through.
 - Costs will be defined by early 2023.
 - ASHM will draft an owner survey.

3. Amendment/Re-write Discussion

- The Association's governing documents limit what the Board can do; ambiguity also exists around the definition of "capital maintenance."
- ASHM recommends communicating the Board's intentions to improve the governing documents.
- ASHM recommends obtaining legal counsel to decide if the structural integrity of the building supersedes the governing document ambiguity.

- To pass a special assessment, a majority vote (51%) must be reached.
- To amend governing documents, a super majority vote (67%) must be reached.

C. Board of Directors Election

1. The election will be held via email, as a quorum was not met.
2. Elena Stein's position is up for election; Mike Space has one year left; Sandra Glynn has two years left.
3. Elena Stein was re-elected.

VI. ADJOURNMENT: Elena Stein motioned at 19:33

DRAFT