

Belhaven Townhome Owner Association Annual Meeting

Monday, August 27, 2012

Minutes of Meeting

Judy Duncan called the meeting to order at 7:05 p.m. It was determined that there were ten proxies and eleven eligible homeowners in attendance. Quorum was not met.

Judy introduced the Board members and ACCO members in attendance. Mollie Dalton, Katie Von Feldt and Judy Duncan were present at the meeting. In absentia were Nannette Sloan, Kevin Miller, and Ken and Stephanie Johnson. Judy thanked the Board Members for all of their hard work during the past year.

Judy then introduced Heritage Property Management owners, David and Debi Caldwell and the office manager, Lesly Adams. Judy gave a brief overview of what Heritage Property Management does for the Association. Lesly explained that if you had any concerns regarding violations or landscaping, please contact Lesly. Lesly will then contact the Board of Directors for direction as to how they wish to proceed with any actions.

Josh Thompson from Thompson's Landscape Maintenance was introduced. Josh asked that pet waste be removed prior to Thursday every week. He also informed the homeowners that they need to adjust the timers so that they are not watering 4 or 5 times a night. They also were made aware that the water needs to be off Wednesday nights and Thursday mornings. Josh explained that his employees cut weeds, mow and lastly blow off the patios beginning between 6:30 and 7:00 a.m. on Thursdays.

A homeowner expressed concern that the bushes on Patterson next to the left turning lane need to be trimmed. Josh explained that they generally prune them twice a year, but would check into the condition of them at this time.

The owner of 588 Belhaven asked Josh about some fairly large brown spots and assured him that it was not a watering problem. Josh said he would have someone look at them.

Josh requested that the pet waste on the West side of the property be disposed of and someone mentioned that much of it is from pets living outside of the subdivision. There are extra pet waste signs stored at the Heritage Property Management offices and the Board asked Heritage to locate them and check on having them installed.

Josh stated that he would be coordinating with Lesly regarding posting to the website. Specifically, regarding if the pumps were on or off for an irrigation reason, when the system will be turned off and blown out and start-up in the spring. Lesly assured Josh and the homeowners that she would post any notifications that were necessary.

The Board went over Josh's contract with the homeowners. A homeowner requested that, in the winter, the snow be blown up on the grass areas rather than in the street gutters.

Another concern expressed was regarding the two sloped sidewalk panels near the pond. This is the City of Grand Junction's responsibility and is maintained by them.

Judy explained that Thompsons is contracted for specific care of the subdivision. Homeowners can call Thompsons directly for any additional services. These additional services are the owner's expense. Thompson's will bill the homeowner at the rate of \$50 per hour.

Josh explained that when they fertilize, the areas serviced are flagged. Owners need to keep their pets off the area for 24 hours.

The homeowners present expressed their appreciation for the work that Thompsons has performed and thank Josh for his continued care of the subdivision.

The Minutes of the August 27, 2011 Annual Meeting and Proposed 2013 Budget were presented. It was moved, seconded and approved to accept the Minutes and the Budget.

The ACCO Committee reported that it had been a fairly slow year. They had approved one fence and minor landscaping issues. The Committee explained that they are responsible for approving any changes or additions to landscaping in the front of homes and/or the common area.

The ACCO Committee received bids for the trees and removal of one tree next to 576 Belhaven and had another one by the pond trimmed. The Committee took care of posting the signs purchased telling owner to pick up their own dog poop, and got estimates for fixing the sidewalk by the pond. In the process, they discovered the City was responsible and worked with them to get pairs done.

Ryan Carroll expressed concern about his driveway settling and cracking and mentioned that if there were other homeowners having the same issue he would be willing to coordinate and organize a possible price reduction for homeowners if they were interested in having repairs done. Please contact Ryan at ryancarroll@honnen.com if you are interested.

Judy opened the floor for any other issues or concerns.

A homeowner requested that Heritage Property Management put something lower on the statements identifying the company so that when they tear off the payment portion they are able to retain the bottom of the statement with the identifier for their records.

There was much discussion regarding changing the date of the Annual meeting. It was determined that the best night for the Church is Monday. However, it was explained to the homeowners, that without a quorum, this could not be changed.

The Board mentioned to the homeowners that they are saving for any roof repairs required in the future.

There are no dues increases this year.

Rand offered to look into a commercial insurance policy to reduce the costs for individual homeowners.

Judy opened the floor up for nominations and volunteers to serve on the Board of Directors. Ryan Carroll and Doug Sorter volunteered to serve on the Board. In addition, Katie VonPeldt, who was on the Architectural Committee and attended all meetings last year, volunteered to be a member of the Board and serve as the Architectural Control Committee Board Member coordinator

Mollie Dalton and Ken and Stephanie Johnson volunteered to stay on the Architectural Committee.

A homeowner informed those in attendance that they are preparing to trap a family of raccoons that are frequenting their back yard.

The meeting was adjourned at 8:15 p.m.

Respectfully submitted,

Lesly Adams
Office Manager
Heritage Property Management

First Quarterly Meeting Belhaven TOA, October 1, 2011

Meeting started at 9:00 a.m.

Present at meeting were:

Nannette Sloan, President; Kevin Miller, Vice President, Mollie Dalton, Advisor; Judy Duncan, Secretary; and Katie VonFeldt, Architectural Committee.

Reports

- a. Treasury report—accepted as presented.
- b. ACCO—Nannette will check with Karen Rodriguez to see if any applications are pending and get records. Discussed fencing of back yards. Kevin Miller used Valley Wide Fence 970-523-8150 & was approved by Architectural Committee.

Old Business

- a. Dog Waste signs: Only five up. Nannette will get signs from Karen. Kevin wants one placed in front of his house. Board agreed it was a good position.
- b. Concrete: Nannette got City Engineer, Jerod Timothy to come out. He said that the sidewalk was the City's responsibility. They would take responsibility and will put it on the list to fix, but it could be next year. Board unanimously agreed to pay someone to spray bright colored paint on sidewalk where it is uneven.
- c. Question on who is to shovel sidewalk below cul de sac. City considers it a non-continuous path, so it is low priority and will probably not get shoveled by the City. Therefore, if we want it as part of the contract for Josh, we need to discuss this with Thompson Landscaping to shovel (or snowblow) it when they are called to shovel subdivision sidewalks.
- d. Tree treatment/removal bids:
 - 1) 26 small trees with aphids. Board feels they will freeze now and will talk to Josh. However, consensus is to wait until next year.

2) Two Cottonwoods: One over common area not considered a threat. Feel it would fall in ditch. Tree by 576 Belhaven could be possible danger to Unit 576. Mollie will check with Josh to see what he thinks. Looked at bid and it appears it will be \$385 to top it. Mollie will call T4 Tree Service and see what his bid includes, and also get other bids after talking to Josh. Mollie will find out if they grind the stumps when they do a removal.

e. Weed abatement: Josh submitted two bids, with/without weed abatement. Spray twice and pull any emerging weeds, roughly \$10 per month per unit. It adds \$4,560.00 to the contract. Contract is for 8 months. When it rained, Josh trimmed and did mow part of common area. **Nannette made a motion** that we accept Thompson's Landscape Maintenance bid and include the weed abatement. Kevin Miller seconded motion. Vote was Unanimous in favor. **Nannette made a motion** to return dues to \$165 to offset the cost of weed abatement. Mollie Dalton seconded the motion. Vote was unanimous in favor.

f. Parking lot spaces between units on Patterson:

1) Owner Spots: Ones on the left (when facing North) are labeled and legally belong just like a driveway to the people that back to Patterson since they do not have any street space on which to park. As such as long as vehicles are licensed and appear driveable in the owners spots that owner as the right to use their space & park and not move vehicle.

2) Visitor Parking Spots: The parking spots on the right (when facing North) belong to Belhaven TOA and were made Visitor spots in trade for the TOA taking over maintenance. Visitor spots are limited use and should follow City guidelines for abandoned vehicles and condition, ie: They must be licensed and must be able to be driven, etc. Board feels that Visiting Parking is not a problem

New Business

a. TOA/Homeowner property:

1) Belhaven TOA insurance covers Liability of Board Members and Liability on Common Areas. Belhaven TOA is only responsible for maintaining common areas which includes lawns, sprinkling systems, exterior

subdivision fencing, etc. They have also agreed to maintain lawn areas within a homeowners fence if they leave it unlocked, pets off, poop picked up and cleared of toys, chairs, etc. on maintenance day.

- 2) Nannette read covenants and does not see that HOA is responsible for any part of the structure. Discussion followed on what had occurred and if any roof repairs, driveways, landscaping stucco should be paid by association. Everyone present agreed that the responsibilities of the TOA should be defined. The consensus is that the TOA is not responsible, but all should read the covenants to make certain.
 - 3) Re-emphasized that each unit needs their **total unit insured, just like a home.**
- b. Discussion on setting Calendar of Meetings: The problem with meeting on same day and same time every year, August 27 at 7 p.m., a problem when the church is not available. Board would like to amend the time to be more flexible and change quorum but cannot see it is advisable at this time. Discussed checking with a lawyer, but it would be approximately \$250 per hour and do not see it warrants the expense.
 - c. Letter was not received from Heritage Property Management with Annual Meeting Minutes and notification of today's meeting. Nannette told her to send it out at the end of the month with statements in order to save postage.
 - d. The meeting today is the First Quarter Meeting (after the annual meeting.) Second Quarter meeting shall be at Nannette's house January 28, 2012 at 9 a.m. Third Quarter meeting is May 19 at 9 a.m.

Meeting adjourned at 10:45 a.m.

Respectfully submitted,

Judy Duncan, Secretary