

Cobblestone Condominium Association Meeting – MINUTES – D-R-A-F-T

June 11, 2011

Bill Hyde, Secretary

In attendance or represented at Workday: Joe and Kallene Casias, Gavin Campbell and Sabine Garvey, Joyce Dierauer, Randy England, Stephanie Ford, Rick and Sheryl Hobbs, Tim and Leslie Payne, Marge Seabourn and Bill Hyde, Rocky Mountain Bible Church, Rick and Renee Spiess, Dori Wambach (formerly Cremer), Audrey Woo.

Not present/not represented at Workday: Toni Moen and John Griffin, Brian and Erika Shorter.

Voting at Annual Meeting: Joe and Kallene Casias, Gavin Campbell and Sabine Garvey, Joyce Dierauer, Randy England, Stephanie Ford, Rick and Sheryl Hobbs, Tim and Leslie Payne, Marge Seabourn and Bill Hyde, Rocky Mountain Bible Church, Rick and Renee Spiess, Dori Wambach (formerly Cremer), Audrey Woo.

Present at Meeting but not voting: none

Not Present or Represented at Meeting: Toni Moen and John Griffin, John Kane, Brian and Erika Shorter, Dianne Stuhr

PRE-MEETING ACTIVITIES

- Sign meeting attendance roster
- Update association contact list
- Update renter information
- Presentation of written proxies to the CCA Secretary
- Certification of those eligible to vote

ADMINISTRATIVE ITEMS AND POINTS OF ORDER

- Meeting called to order at 12:31 PM by Joyce Dierauer.
- Roll Call and Assessment of Penalties as needed
 - The membership unanimously decided that it was appropriate to assess a penalty of one month's dues to be paid by the owners listed above as not being present or represented for the workday. An exception was granted for Brian and Erika Shorter due to a medical emergency.
- Additions and Revisions to agenda
 - None
- Approval of previous meeting minutes
 - Minutes were approved with the following corrections:
 - No corrections.
- Adminstrivia
 - The association documents are available on the web page:
<http://www.cobblestonefrisco.com/>
 - Current Board and term expirations
 - President: Brian Shorter (term expires 2013)
 - Vice-President: Joyce Dierauer (term expires 2012)
 - Treasurer: Rick Hobbs (term expires 2011)
 - Secretary: Bill Hyde (term expires 2013)
- Officer Elections:
 - Rick's term as Treasurer expires today
 - Sheryl Hobbs was elected as the association treasurer with term to expire at the end of the 2014 annual meeting.

- Announcements and Items from the Chair and Others
- Association Secretary Bill Hyde requests that all owners with tenants fill out the new renter information form and return the filled out forms to him. The form is on the web in the folder <http://www.cobblestonefrisco.com/csa/documents/MiscDocsAndForms/>

OLD BUSINESS

Action Items from Previous Meeting

- Rick Hobbs: In consultation with Dianne Stuhr, take necessary action to move an appropriate amount of money from the reserve account into CDs – Kaleen will follow up.
 - Rick put \$10,000 in 90-day CD. He thinks the interest advantage over savings is marginal and that we should just keep it in savings.
- Audrey Woo: Transfer keys to John and get John's contact info to the assn.
 - Done.
- John Kane: Ensure that the fire extinguishers are serviced and updated as necessary.
 - Unknown. Bill will email a list of items for John to Brian to work.
- John Kane: Get the pine trees sprayed this summer.
 - Unknown. Bill will email a list of items for John to Brian to work.
- Brian Shorter: See about refreshing the bid to replace the flashing and bottom panel of the garage doors.
 - This was done and the bottom panels have been replaced.
- Bill Hyde: Clean up the documents directory and archive or delete old stuff as appropriate.
 - Done.
- Randy England: Randy will take charge of the driveway rehabilitation project. He will find out what needs to be done to rehab the driveway and what a recurring cost for continuing maintenance will be. Randy will send out the proposal in email and we will vote on it via email.
 - Randy will get on this ASAP. He apologizes for forgetting. He will get bids and communicate to the association via email.
- Brian Shorter: Brian will look into contacting Joe the painter and get things moving.
 - Done.

New or Continued Action Items

- Randy England: Randy will take charge of the driveway rehabilitation project. He will find out what needs to be done to rehab the driveway and what a recurring cost for continuing maintenance will be. Randy will send out the proposal in email and we will vote on it via email.
- Bill Hyde: Bill will mail a consolidated list of items for John Kane to Brian.
- Brian Shorter: Get a roof inspection and see what is necessary to include insulation inspection and ventilation inspection.
- Gavin Campbell: John Kane told Brian that the lower deck in the 4-plex has rotted almost completely out and the small deck on the 8-plex has rotted boards. The association voted to investigate the cost of replacement with Trex. Gavin will investigate the deck replacement and get bids.

- Rick Hobbs: The association voted to ask Dianne to prepare a written financial summary if she is unable to attend the meeting. We would like to see a summary of major expenses and the budget compare reports that were previously done. Rick Hobbs will talk to Dianne.
- Joe Casias: Our lawn mower has broken and we need a new one. Joe Casias will buy a new one and turn in the receipt.

New Business

- Roof Leakage – The association voted to ask Brian to get a roof inspection and see what is necessary to include insulation inspection and ventilation inspection. It was recommended to Randy that all the insulation be replaced just in case mold had invaded it. Dick Humphrey suggested that we get an energy evaluation from Xcel. Most owners thought that their units were quite warm in the winter. It's possible that we could save some money with the energy evaluations.
- Decks Needing Replacement – John Kane told Brian that the lower deck in the 4-plex has rotted almost completely out and the small deck on the 8-plex has rotted boards. The association voted to investigate the cost of replacement with Trex. Gavin will investigate the deck replacement and get bids.
- Returning Unused Stain – There was no new stain purchased. Stephanie volunteers her garage for storage.
- Birds Nesting in 4-Plex Wall – Marge recommended that we put newspaper in the hole and see if the birds took it out. Bill will ask Brian to add this to his John Kane list to fix. There are a number of holes in the side of the 4-plex in addition to this.
- Cracks, Deterioration in Garage Floors – Some cracks and a good deal of spalling is happening in our garages. These problems are considered to be a unit issue. Each unit will determine what is necessary and have it done.
- Cleaning of Foyers, Carpet Shampooing – This is only in one hall and will be worked out with the units there.
- Financial Report – Dianne Stuhr (as given by Joyce Dierauer)
 - Status of dues, assessments, reserve account, and investments:
 - Dianne was not present at the meeting
 - The financial reports are available on the web page
 - The association voted to ask Dianne to prepare a written financial summary if she is unable to attend the meeting. We would like to see a summary of major expenses and the budget compare reports that were previously done. Rick Hobbs will talk to Dianne.
- Property Maintenance Report – John Kane
 - John Kane wants six timers to put on the spigots at a cost of \$300.
 - Kallene has purchased four timers and it is quite a bit less than \$300; the receipts are available.
 - Stephanie brought up doing something with the yard like Xeriscaping. Audrey sent some stuff around on this last year. It was quite expensive and nobody wanted to do it.
 - Our lawn mower has broken and we need a new one. Joe Casias will buy a new one and turn in the receipt. We were unable to accomplish all the lawn mowing due to the breakage.

- The association voted to require a written maintenance report to be submitted by John Kane each year prior to the annual meeting.
- Dick Humphrey will explore other maintenance/management possibilities.
- Since we have a number of things being considered (roof, driveway, decks) we will not establish a new maintenance cycle at this time.
- Workday Report - All
 - Various files from the 2011 workday will be collected in the folder <http://www.cobblestonefrisco.com/csa/documents/Workday2011/>:
 - Workday sign in sheet
 - Meeting sign in sheet
 - Receipts, expenses, as appropriate
 - The running list of condo cleanup items is attached later in these minutes.
 - The usual staining of the decks and deck furniture was skipped this year as the deck unit owners thought there was no need.
- Set Next Summer Meeting Date and pick Workday coordinators – All
 - Saturday, June 9, 2012 - Kallene will organize the workday
 - 8:30am-6pm with meeting 1pm, lunch on your own
 - Please reserve the entire day for workday items

The summer 2011 meeting was adjourned at 1:38 PM. The next workday and association meeting will be on Saturday, June 9, 2012.

Maintenance Cycle (included as a matter of record).

Our building maintenance plan runs on a 3 year cycle

- 2006 – Stain building and/or Paint trim
- 2007 – Seal driveway
- 2008 – Stain Building (skipped per painter's recommendation)
- 2009 – Stain Building and Paint Trim (not done due to painter's workload)
- 2010 – Seal driveway, stain building, and paint trim
- 2011 – Nothing done because all three done in 2010

Other Annual Maintenance Items

- Service fire extinguishers (property maintenance contractor)
- Spray trees for pine beetles every Summer (property maintenance contractor)

Condo Cleanup Items (running list)

- Clean and seal the decks and wooden deck furniture
- Clean, fill and seal the driveway (every 3rd year)
- Repair holes/fill cracks in driveway as necessary (every year)
- Cut down any dead trees/bushes/etc.
- Cut bag worms and parasites out of trees
- Weed flower beds, mulch, and plant new items as necessary
- Weed eat as needed
- Scout property for noxious weeds (e.g. false chamomile, yellow toadflax, spotted knapweed, Russian knapweed, diffuse knapweed, leafy spurge, dalmatian toadflax, hoary cress, perennial pepperweed and Chinese clematis) and remove.
- Tighten roof screws as needed; inspect roof; repair/replace snow fence parts as needed
- Clean hallways; repair cracks and paint hallways as necessary
- Repair and Replace deck furniture, rails, and boards as necessary.
- Clean the windows and doors in the two 8-plex breezeways and one 4-plex breezeway
- Test hose washer integrity; replace as necessary