

Cobblestone Condominium Association Meeting – MINUTES

June 9, 2012

Bill Hyde, Secretary

In attendance or represented at Workday: Joe and Kallene Casias, Gavin and Sabine Campbell, Joyce Dierauer, John and Elyse Dinsenhacher, Randy England, Rick and Sheryl Hobbs, Tim and Leslie Payne, Marge Seabourn and Bill Hyde, Brian and Erika Shorter, Rocky Mountain Bible Church, Rick and Renee Spiess, Dori Wambach (formerly Cremer).

Not present/not represented at Workday: Stephanie Ford, Toni Moen and John Griffin,

Voting at Annual Meeting: Joe and Kallene Casias, Joyce Dierauer, John and Elyse Dinsenhacher, Randy England, Rick and Sheryl Hobbs, Tim and Leslie Payne, Marge Seabourn and Bill Hyde, Brian and Erika Shorter, Rick and Renee Spiess, Dori Wambach (formerly Cremer).

Present at Meeting but not voting: none

Not Present or Represented at Meeting: Gavin and Sabine Campbell, Stephanie Ford, Toni Moen and John Griffin, Rocky Mountain Bible Church.

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 1:04 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.
- Additions and Revisions to agenda
 - None
- Approval of previous meeting minutes
 - Minutes were approved with the following corrections:
 - None
- 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: Sheryl Hobbs (term expires 2014)
 - Secretary: Bill Hyde (term expires 2013)
- Officer Elections:
 - Joyce's term as Vice-President expires today
 - Joyce was re-elected with term to expire in 2015

- 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/>

FINANCIAL REPORT AND ACTION ITEMS

- Financial Report – Dianne Stuhr
 - Status of dues, assessments, reserve account, and investments:
 - Dianne was not in attendance. Rick Hobbs gave the report. Our dues seem to be about right. Our reserve is down due to major expenses last year.
 - Last year, 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. **Bill will remind Dianne of this request.**

PROPERTY MAINTENANCE REPORT AND ACTION ITEMS

- Property Maintenance Report – John Kane
 - John was not in attendance. Kallene had talked to John and presented the report.
 - May 1 to October 31 John spends the hours on maintenance. During the winter, the entire amount is spent on snow removal. He does not do anything else in winter (including replace light bulbs) as there is no budget assigned for it.
 - The big item was the replacement of the water main to the building so that the turn off valve was accessible. It still needs a “key” in order to bring the final access to the surface so that we can turn the water off during an emergency. This will cost about \$100 to \$150 for a turnkey. **The association voted to approve this. Kallene will handle the logistics.** We will train the owners on how to do this at the next work day.
 - The work on the water churned up the ground and left the ground at the surface with minimal topsoil. We also need to replace the cobblestone pad for the water runoff from the roof.
 - The decision was to not add any additional soil at this time but to see how the seed and hay do and add dirt as convenient.
 - We need to go ahead and replace the cobblestone pad for the roof water runoff. We will use stones from near the alley and will move the rocks bit by bit.
 - We need to fix the faux cobblestones that have fallen off of the buildings, not to exceed \$150 in time and labor without additional permission. **Kallene will pass this on to John.**
 - Several members wanted to know how often the lawn was mown. **Kallene will ask John.**
 - Marge wanted to know who is supposed to change the smoke alarm batteries. The consensus was to do this on the work day. Hobbs and Casias will do the 8-plex, Elise and John D. will do the 4-plex.
 - FYI to all: Kallene is storing condo maintenance supplies in her condo.

- Written Maintenance Report - Require a written maintenance report to be submitted by John Kane each year prior to the annual meeting (do we want to get this written into the contract or maybe the requirement to attend the meeting?).
 - Kallene will ask John to submit an itemized monthly invoice describing what was done each month and the hours spent on each item.
- Fire Extinguishers - Ensure that the fire extinguishers are serviced and updated as necessary.
 - Bill looked at the extinguishers in all hallways. They were last serviced in June 2008 by American Fire Stop Shop, 468-0164.
 - Bill will call the fire extinguisher people about getting them serviced again.
- Pine Trees - Get the pine trees sprayed this summer.
 - Kallene will follow up with John about this.
- Birds Nesting in 4-Plex Wall – Marge recommended that we put newspaper in the hole and see if the birds took it out. There are a number of holes in the side of the 4-plex in addition to this.
 - Kallene will relay this to John and request that he fix them.
- Decks - 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.
 - The members present reviewed the bid on the deck replacement. We need multiple bids and we need multiple options (e.g. wood, trex, stamped concrete and complete replacement or partial repairs and improvements to bring the decks up to standard).
 - The decision was to ask Brian to personally pursue getting bids and bring it up at a future meeting. In the interim Kallene will ask John to continue replacing boards etc.
- Roof and Attics - Get a roof inspection and see what is necessary to include insulation inspection and ventilation inspection.
 - We ask Brian to follow up with this and report back at a meeting to be held on Saturday, October 13, 2012, 12 Noon.
- Dick Humphrey: Explore other maintenance/management possibilities.
 - We decided not to do this.

Other Action Items from Previous Meeting

- 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 investigated this and the inspectors say the driveways are in great shape and should last the 5 to 10 years. Getting seal coating and hot crack repair is \$1150. Replacing the pavement is about \$20k.
 - Randy will have the seal and hot crack repair done by Jet Black next summer when the snow melts. There are two tubes of crack sealer in the shed that will be used this year to fill in some of the cracks.
- 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.
 - Joe bought the new lawn mower and turned in the receipts.

New or Continued Action Items

- All covered above.

Workday Items

- Various files from the 2012 workday will be collected in the folder <http://www.cobblestonefrisco.com/csa/documents/Workday2012/>:
 - 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.

Set Next Summer Meeting Date and pick Workday coordinators – All

- Saturday, June 8, 2013 - Kallene will again organize the workday
- 8:30am-6pm with meeting 1pm, lunch on your own
- Please reserve the entire day for workday items

The summer 2012 meeting was adjourned at approximately 2:30 PM. The next workday and association meeting will be on Saturday, June 8, 2013.

Note that there will be a special association meeting on Saturday, October 13, 2012 at 12 Noon to review the results of Brian's action item to get a roof inspection (to include attic insulation and ventilation inspections) and see what is necessary.

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
- 2012 - ???
- 2013 - ???
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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)

- 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 (Front under aspens, Front – the sign, Front –rock garden by dumpster, Back by big rock, Back between decks)
- Weed eat around all buildings, decks and rocks
- Pick up dog feces from lawns and around buildings
- Repair holes/fill cracks in driveway as necessary (every year)
- 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. Spray roundup on grasses or weeds inside window wells (be careful not to spray the rhubarb).
- Tighten roof screws as needed; inspect roof; repair/replace snow fence parts as needed
- Clean hallways (wash windows and doors, Vacuum or mop floors, Sweep/hose off front stoops/porches)
- Put putty in cracks and holes in walls of hallways
- Touch up hallways with paint as necessary
- Repair and Replace deck furniture, rails, and boards as necessary
- Touch up/stain deck furniture as necessary