

**Meeting Minutes**  
**Village Center Condominium Association**  
**Home Owners Annual Meeting**  
**Saturday, September 28<sup>th</sup>, 2019 ~ 9:00am (MDT)**

**Call to Order**

J Quentzel called the meeting to order at 9:07am MDT.

**Proof of Notice**

Proof of notice was sent on August 29<sup>th</sup>, 2019 via USPS and email.

**Roll Call/Establish Quorum**

In attendance-

<b>Owner</b>	<b>% Ownership</b>	<b>In Attendance</b>	<b>Proxy</b>	<b>Call in</b>
Axtel 310 - The Buresh Family Gifting Tru	1.46273%		<b>to Sierra Bearth</b>	
Axtel 312 - Ken Ray	1.46273%		<b>to Lamar Jackson</b>	
Axtel 314 - Joshua Quentzel	1.46273%			<b>Y</b>
Axtel 315 - Golden Paradise LLC	1.46273%		<b>to Sierra Bearth</b>	
Axtel 316 - Stephan Quentzel	1.46273%			<b>Y</b>
Axtel 317 - Roger & Gena Hanagriff	1.46273%			<b>Y</b>
Axtel 318 - Julia DuBay	1.46273%			<b>Y</b>
Axtel 319 - W Ranch Texas LP	1.46273%		<b>to Sierra Bearth</b>	
Axtel 410 - Jose A. Rodriguez	1.46273%			<b>Y</b>
Axtel 411 - Axtell LLC	1.46273%	<b>Y</b>		
Axtel 412 - Axtell LLC	1.46273%	<b>Y</b>		
Axtel 415 - Colehour & Bond Sohr	1.46273%			<b>Y</b>
Axtel 416 - Larry G. Blackwell	1.46273%		<b>to Doug Colehour</b>	
Axtel 417 - Jive LLC	1.46273%			<b>Y</b>
Axtel 419 - J & S Perone LLC	1.46273%		<b>to Lamar Jackson</b>	
Axtel 421 - Stephan Quentzel	1.46273%			<b>Y</b>
Emmons 320 - Kristin E. Scovell	1.46273%		<b>to Sharon Purdom</b>	
Emmons 322 - Megan Menagh	1.46273%			<b>Y</b>
Emmons 324 - John and Maryellen Burke Far	1.46273%		<b>to Josh Quentzel</b>	
Emmons 325 - Peter Schimpf	1.46273%		<b>to Wanda Bearth</b>	
Emmons 326 - Candace Coen	1.46273%	<b>Y</b>		
Emmons 327 - Sharon Purdom	1.46273%			<b>Y</b>
Emmons 328 - Nicole M. Blaser	1.46273%	<b>Y</b>		
Emmons 422 - H.W. Houston Construction Co	1.46273%		<b>to Wanda Bearth</b>	
Emmons 423 - Michael Adkins	1.46273%			<b>Y</b>
Emmons 425 - Jackson Family Trust	1.46273%			<b>Y</b>
Emmons 426 - Gardner (Clark) Taylor	1.46273%	<b>Y</b>		

Emmons 427 - Rebecca C. Barker	1.46273%	to Josh Quentzel		
Emmons 428 - CB Emmons 428 LLC	1.46273%	to Josh Quentzel		
Emmons 429 - Carey Richardson	1.46273%			Y
Emmons 430 - Amy Sexton	1.46273%			Y
Emmons 432 - WOFTAM, LLC.	1.46273%	Y		
Emmons 433 - Peter Klauck	1.46273%			Y
Axtel 200 / Emmons 100 / 200 - Vail Resorts	26.7300%	Y		

A quorum was established with 75% of the membership was in attendance, on the phone, or represented via proxy.

Also in attendance, Wanda Bearth, Grant Benton and Sierra Bearth, Crested Butte Lodging and Property Management staff (CBL).

### Reading and Approval of Past Minutes

August 6<sup>th</sup>, 2018  
 January 22<sup>nd</sup>, 2019  
 June 28<sup>th</sup>, 2019  
 July 31<sup>st</sup>, 2019

J Quentzel made the following-

Motion: Approve the meeting minutes from August 6<sup>th</sup>, 2018, January 22<sup>nd</sup>, 2019, June 28<sup>th</sup>, 2019 and July 31<sup>st</sup>, 2019 as submitted  
 2<sup>nd</sup>: C Taylor  
 Vote: Unanimous approval

### Reports

#### Manager's Report

G Benton reviewed the following report-

Along with the standard repairs and upkeep such as snow control, hot tub repairs / chemical testing, and common cleaning, there were a number of other tasks completed around the complex this fiscal year.

1. Website-Crested Butte Lodging & Property Management (CBL) created and has maintained the Village Center website, your most convenient source for the HOA's governing documents, budgets, insurance information and meeting minutes. (VillageCenterCB.org)
2. Insurance – CBL started working with the HOA's insurance agent last September, before our management contract was even executed. As you're aware, Village Center's property coverage is via an excess market carrier, having been 'non-renewed' by Farmers following water damage claims in 2018. The liability and property premiums have risen from \$32,000 to \$105,000 to nearly \$140,000. Later in the meeting, the members will be asked to consider an amendment to the declaration which stands to reduce that premium by half.

3. Meetings-Lots of meetings! CBL has hosted 5 formal HOA meetings in the past year, and we've coaxed a quorum for each of those meetings. We've also held 3 formal Board meetings and at least 10 work sessions.
4. Fireplaces-Level 2 fireplace and flue inspection was completed. Cracks in the flues, damaged refractory walls, cracks in the boxes and non-operational dampers lead to the condemnation of the fireplaces and flues. We have more fireplace information in your meeting materials, to be discussed during old business.
5. Deep cleaning-We gave the building a deep cleaning including the HOA closets. We threw out 3 truckloads of trash, and removed stored items in electrical rooms that were code violations.
6. Safety- We found one main breaker that was over heating in Axtel, and had it replaced by a licensed and insured electrician. Also, CBL replaced runaway baseboard heaters and thermostats as needed (saving on the power bill). CBL has all unit fire extinguishers inspected every fall and, usually, flues/fireplaces are inspected every year. The fastest (cheapest) method is for fire extinguisher recertification is for owners/tenants to place them in the hall the day of the inspection.
7. Cable TV-CBL finished supplying TV cable to units that Spectrum did not complete, and also assisted Spectrum techs in troubleshooting multiple issues throughout Emmons and Axtel.
8. Roof repairs-CBL's sister company, Snow Team CB, dedicated to roof work, located and repaired multiple leaks from the roofs. The north Emmons roof was shoveled frequently at the recommendation of the engineers; OSHA approved anchors were installed, replacing the loose I-bolts that we previously used as anchors.
9. Water damage-CBL located and repaired multiple leaks originating from units. We recommend replacing shut off valves, faucets or at least the cartridges, supply lines to toilets, faucets and ice makers. Other HOA's require that the water heater be replaced at 12 years; and installing a unit shut off is certainly more convenient than turning off the neighbor's water when you're working on your own plumbing.
10. Record keeping-CBL is keeping records electronically, fewer paper files are stored. And following an exhausting (but fun and educational) search for 'certain' records a time or two, the electronic method indeed makes sense. We don't know why they didn't think of that 40 years ago 😊
11. Budget minding-CBL tracked down excessive water usage, saving the HOA \$5000 plus per year in water fees. We installed occupancy sensors as needed to assist in lowering the electrical usage.
12. Patrols-CBL performed deck patrols during walk regular throughs and parking lot patrols during peak demand periods.

13. Mapping-Grant, CBL Maintenance, and Housekeeping continue to make maps of both buildings that include, but not limited to: water shut offs, common breaker panels, HOA closets, fire suppression equipment, etc.
14. Legal-CBL has conversed with the HOA's attorney numerous times for various issues, at the request of the Board. Preparation of the declaration amendment required a fair amount of time. And of course, we've filed your annual report with the Secretary of State and renewed the HOA License through DORA.
15. Hot tubs- We repaired old issues with both Emmons and Axtel hot tubs.
16. Keys-Checked grand master key and codes to all doors in Emmons and Axtel. Made and updated key/code spreadsheet so that we can assist contractors (for remodeling, fireplace, fire extinguisher certifications). REMINDER: If you change your front door lock CBL needs a copy of the key. If you change the code to your front door CBL needs a copy of the code, or a code just for CBL.
17. Capital renovation assistance-We estimate that our intern spends up to 75% of her time (30 hours per week) working on Village Center needs, especially preparing for and wrapping up meetings and right after mass communication is sent to owners. Each of us has accepted numerous impromptu meetings and phone calls (and emails) with owners and their lenders. We've met with the HOA loan officer more than 10 times and have had dozens of calls and email exchanges. Our accountant has been averaging 5 – 7 hours every week paying bills, keeping track of capital funds, managing owner operating and loan accounts, and producing additional reports requested by the board. We've been asked to take a strong role in communication with the project administrator (Ben White) which we're happy to oblige and that has included weekly site visits. The admin staff has been available for you during business hours as well as on Saturday, Sunday and evenings. That's not typical of a flat fee reciprocation, but we're committed to do what we can to see your capital project through to completion!
18. Capital renovation maintenance assistance-CBL maintenance has responded to requests from the contractors – setting cones, staging, managing parking issues, we prepped an area for the GC's construction office, communication between owners and the contractors, moving hot tubs, tracking down issues with irrigation lines and access to units, etc.

Please check the Village Center website for updates on Capital work, Rules and Regulation updates, etc. Please remind your *unit* manager, tenants, and Realtor that they can retrieve Rules and Regulations, Declarations, and other documents on the Village Center website: [www.villagecentercb.org](http://www.villagecentercb.org)

#### Financial Report, Fiscal Year Ending September 2019

W Bearth reminded owners that the 2018 audit is posted to the association's website. W Bearth reviewed the balance sheet with the owners and informed them of the

association's accounts being moved to Community Banks of Colorado. She noted that the insurance is running over budget due to the non-renewal. She informed the membership CBL has added sensors to save on utilities. She reviewed the capital project budget on the P&L. She explained that the 'other' capital work was for the test flue at Emmons.

#### Excess Income Resolution, Fiscal Year Ending September 2019

W Bearth explained that the options for the excess income are to pay tax on the income, forward to future expenses or return it to home owners.

K Redden made the following-

Motion:	Forward excess operating revenue to future expenses.
2 <sup>nd</sup> :	C Coen
Vote:	Unanimous approval

### **Old Business**

#### Capital Improvement Update

Ben White explained to the owners that he is working through a paint punch list. He detailed that the window trim is being treated. The metal wainscot will be installed around the base starting in October. He directed the membership to view the field reports on the association's website. N Blaser commented that her unit door was not painted along the edge, there are drips of paint on concrete, and care was not taken to tape everything. Ben White will ensure this is addressed and informed the owners that some of the paint punch list will have to be addressed in the spring. K Redden asked about the north Emmon's awning. Ben White stated that the structural engineer created a repair plan, Pinnacle bid it, and the board approved the change order to repair it. Ben White will provide an updated construction schedule for the association.

#### Fireplace Update

G Benton informed the membership there was a test completed at Emmons. CBL just received a second bid from another contractor and the prices look similar to High Mountain Hearth, but the second contractor wanted to go through the stucco instead of down the chimney. The second contractor was not comfortable going down the chimney, nor were two other contractors CBL attempted to get a bid from. K Redden requested that the board communicate findings of cost about fireplaces before voting to commit to a repair plan.

### **New Business**

#### Declaration Amendment Consideration and Vote

W Bearth explained that the current declaration requires 100% of lenders to approve amendments; the proposed amendment removes the requirement of lender's vote for future amendments, saving the association time and money. The next section amended would change the association from 'all in' coverage to 'bare walls' coverage. Further clarification was offered that piping and sub-floor is still the responsibility of the HOA, and drywall, paint, carpet and cabinets etc are the responsibility of the individual owner's policy. C Coen asked if the association could use another carrier with the amendment. W

Bearth explained we will still be with the same carrier but the premium should be decreased. W Bearth explained that for the insurance amendment we had to clarify the definition of the unit. The responsibility of windows and doors is being placed on the HOA for maintenance and repair. M Mehan asked who would be responsible for the outlets and electrical wiring. T Baker offered once a wire passes through framing and drywall it is owner responsibility. C Coen asked when the new policy would go into effect if approved. W Bearth stated the new premium would be effective November 15<sup>th</sup>, 2019 and CBL will send email and mail to owners prompting the upgrade to interior owner's policies.

J Quentzel made the following-

Motion: Adopt the declaration amendment for Village Center  
Condominiums as submitted by legal counsel  
2<sup>nd</sup>: L Jackson  
Discussion: None  
Vote: Unanimous approval

#### Approved Operating Budget

W Bearth explained that the operating budget was approved by the Board of Directors and it carries a dues increase effective October 1<sup>st</sup>, 2019 to \$595/month for residential units and \$3,629.46/month for commercial units. C Coen asked if insurance would decrease after the capital project is completed. W Bearth will shop policies upon the completion of the project. The owners discussed the current dues structure. C Coen requested CBL draft a spread sheet of how dues would change based on square footage. CBL will produce this document and share with the board for consideration at a future meeting.

R Hangriff made the following-

Motion: Approve the 2019/2020 operating budget as presented  
2<sup>nd</sup>: D Colehour  
Vote: Motion carries

#### Capital Repair Plan

W Bearth informed the ownership that the 10 year capital will be written after the current capital project is completed.

#### **Members Open Forum / Unscheduled Business**

S Purdom asked CBL to ensure her door is closed. J Quentzel requested CBL check all doors today. CBL maintenance will ensure all units doors are closed and locked today after painting efforts.

#### **Election of Board of Directors**

##### Two 3-year Terms Expiring

R Foldetta and L Jackson terms are expiring.

R Foldetta volunteered for the term.  
L Jackson volunteered for the term.  
R Hangriff volunteered for the term.

After a vote by secret ballot R Foldetta and L Jackson were re-elected to the board.

T Baker nominated T Baker, M Feier, and C Dobertson to be on the commercial board.

T Baker will serve a one year term, C Dobertson will serve a two year term, and M Feier will serve a 3 year term.

**Date of Next Annual Meeting**

The next annual meeting will be held on September 26<sup>th</sup>, 2020 at 9am MDT.

**Adjournment**

J Quentzel adjourned the meeting at 12:00pm MDT.