

**PROSPECT HOMESTEAD OWNERS' ASSOCIATION
ANNUAL MEETING MINUTES
THURSDAY, JANUARY 21, 2021 – 5:30 PM
VIA ZOOM**

Participating: Andrew Arell
Dawn Passant
Daniella Runge
Lance Windel
Erica Mueller
Amy Honan
Rob Harper, Toad Property Management

Rob called the meeting to order at 5:35 pm. Rob confirmed notice of the meeting was mailed on December 15, 2020 and said there was a quorum.

Erica Mueller made a motion to approve the minutes of the January 16, 2020 meeting. Lance Windel seconded the motion and it was unanimously approved.

Rob said construction on the 22 new units would continue once the snow melted. Major repairs had been completed on 128 Deer Creek and roof repairs on 106 Perry Creek had been completed after high winds in the Fall. Rob said the irrigation sprinklers had required some maintenance and no exterior painting was completed in 2020 due to lack of funds.

Rob explained some corrections made to the financials which had been distributed with the annual meeting notice. Expenses were running close to Budget except for the unexpected building repairs. Insurance continued to increase throughout the valley and landscaping was consistently 100 hours per summer. There was currently \$16,000 in the bank although just over \$10,000 was owed to Blue Dog Home Improvements for the repair work performed at 128 Deer Creek. Rob explained the Board had discussed a special assessment to cover the unforeseen repair expenses.

Rob said the dues proposed in the 2021 Budget were in line with decisions made at the 2017 annual meeting. However, the dues structure was not sufficient and a special assessment of \$650 per unit had been discussed with the Board. Rob said a lien had been filed against a unit which was seriously delinquent on dues payments and two other owners were in arrears. Concern was expressed about an owner not removing snow off a deck, a limited common element, and potentially contributing to the need for the significant repairs. Andrew Arell suggested amending the Covenants and reducing the amount of Association responsibility and making more maintenance an owner responsibility. The responsibility for repair and maintenance work was discussed at length. Amy Honan requested the replacement of one window which was warped and did not close correctly and moisture was getting in and causing damage. It was agreed to obtain an estimate for replacement of that window at 126 Deer Creek and the Board would discuss although the work could only proceed if funds were available.

Rob explained the process to amend the Covenants and it was generally agreed obtaining the 67% approval might be difficult if owners did not respond. Rob said insurance continued to increase throughout the valley and the Association required funds in reserve to respond to maintenance, exterior painting and increases in utility costs. Dawn Passant said owners with solar panels were responsible for

annual inspection of the solar panels and Lance Windel said the Town had requested solar panels on the new 22 units. After a long discussion about potential changes to the Association's governing documents it was agreed to reach out to two local attorneys to obtain rough estimates of how much it would cost to amend or rewrite the Covenants and also to dissolve the current Association and have smaller associations for each building or each phase of construction.

Rob said the level of dues and any special assessment needed to be discussed and a 2021 Budget approved. Andrew Arell made a motion to approve the 2021 Budget as presented without an increase in annual dues. Dawn Passant seconded the motion and it was approved by a majority.

Rob explained a \$650 per unit special assessment had been suggested to cover the cost of recent maintenance and help to restore the reserve funds. If there was not a special assessment it would not be possible to perform any exterior painting during 2021. Daniella Runge made a motion to assess a \$650 per unit special assessment to cover the cost of maintenance already performed. The special assessment would be \$100 per month, commencing February 1, 2021, with the final invoice on July 1, 2021 at \$150 per unit. Lance Windel seconded the motion and it was approved by a majority.

Rob explained Andrew Arell was willing to continue on the Board for a three year term and no additional names had been put forward. Dawn Passant made a motion to appoint Andrew Arell to the Board. Amy Honan seconded the motion and it was unanimously approved.

At 6:45 pm pm Andrew Arell made a motion to adjourn. Lance Windel seconded the motion and it was unanimously approved.

Prepared by Rob Harper, Toad Property Management