

Majestic Plaza Condominium Association  
HOA Meeting Minutes from  
Wednesday, November 16, 2016 @ 10 A.M.

**MEETING MINUTES**

**Call to Order/Proof of Notice /Roll Call**

The annual Majestic Plaza Homeowner's Association meeting was called to order at 10:05 A.M. on Wednesday, November 16, 2016 at Peak Property Management and Sale's office. The annual meeting notice was emailed and mailed out October 10, 2016 and the meeting packed was emailed out October 31, 2016. The meeting was represented by the following owners and a quorum was established for an official meeting.

HOA Owners

Attendees:

Unit 101: Murray Wais

Unit 105: Bushfence, LLC (Tony Borland)

Units 110,120,121,220,221,222,223,241,242,243,244,245,246, A, B, E, F: Roscoe Development (Doug D'Apuzzo) (Call In)

Units 130, 140: Acme Liquor (Leonard Ossorio) (Call In)

Peak Property Management and Sales

Tom Hein-Associations Manager

Brenda Alagna-Associations Accountant

**Approval of HOA April 2016 Meeting Minutes**

Tom Hein asked the owners if they had reviewed the meeting minutes from the April 28, 2016 and did anyone have any changes or comments they wanted reflected to the meeting minutes before voting to approve. Tony Borland made a motion to approve the April 28, 2016 meeting minutes, the motion was seconded by Leonard Ossorio, all were in favor, and the motion was approved.

**Confirm Owner's Contact Info**

Tom Hein asked the owners to review the owner contact list and let him know of any updates or changes that were needed. None reported.

**Managers Report**

Tom Hein welcomed everyone to the annual meeting and reminded everyone that annual meeting is now being held in the fall ahead of the next year. Units 106 and 107 were sold to Kingpen, LLC which is owned by Eric Naughton with Electrical Logic and Eric was happy to be a part of the HOA.

Tom Hein reported that the 2017 proposed budget was conservative and based on the 2016 budget numbers with slight increases for a few budget line items. A dues increase is not being proposed, but should be considered as the regular maintenance and cost to maintain the property continues to increase yearly.

Over the past year, the association completed maintenance and repairs that included parking lot repairs at Bubble Wrap, replaced the tile floor at the back entrances of the residential units 241-246, stained the top

of the stair treads at Rocking Horse, roof drain plumbing repairs and roof drain overflow modifications, building repairs (rotten framing), repaired broken roof drains x 2, steam cleaned carpets in the residential hallway and installed an electrical outlet at Rocking Horse roof for heat tape and Christmas lights.

### **Old Business (April 2016 Agenda's 'New Business')**

The following items were discussed as New Business at the April 28, 2016 HOA meeting and they were briefly read:

1. Snow Plowing/Snow Storage issues.
  - An update is given in the new business section.
2. Bubble Wrap parking lot issues-The parking lot is being used as an overflow to Clarks and overnight parking/camping at night in summer by pop-up campers/rv's. Purchase and install new "No overnight Parking" Signage?
  - Signs were purchased and were very successful preventing people from parking in the Bubble Wrap parking lot that should not be.
3. Request for additional signage behind Acme Liquor/Postal Boxes-A Loading/Unloading Zone-sign.
  - Completed.
4. Trash service reduced to every other week starting mid April until June 1, 2016.
  - Scheduled for spring 2017 and will consider a fall time reduction.
5. Additional General Maintenance Expected:
  - a. Bubble Wrap Parking Lot-continue to install 1.75" rock as needed?
    - Completed.
  - b. Clarks/Majestic Parking Lot starting to alligator.
    - i. Pot hole repairs
    - ii. Asphalt crack fill and seal coat
    - iii. Stripping
      - After further investigation, the only agreement that Majestic and Clark's have with the parking lot areas is a shared (cross) easement to park in either sides parking spots and the 50/50 shared agreement on the alley way between Clark's and Majestic Plaza.
  - c. Tile floor at back entrances of Residential units 241-246 broken and cracked.
    - Completed.
  - d. Stain top of stair treads and deck boards at Rocking Horse and Acme Liquor.
    - Completed
  - e. Roof Drain plumbing repairs; building repairs (rotten framing) broken drains x 2.
    - Completed.
  - f. Steam clean carpets in residential area.
    - Completed.
  - g. Install conduit for new electrical outlet at Rocking Horse roof for heat tape and Christmas lights.
    - Completed.

### **New Business**

#### **1. Clark's Market**

-Tom Clark of Clark's Market called into the meeting to speak with the owners about their upcoming remodel. Clark's Market is working towards submitting plans to the Town of CB for a large remodel and upgrade of there grocery market. They plan to extend the back of the store to their property line and push the front out to the existing concrete edge. This would add approximately 6000 sq. ft. for a total store size of 17,000 sq ft. The main issue Clark's and the Town have is parking. Town has said that Clark's will need 10-11 additional parking spots as part of the

remodel approval. Tom Clark mentioned possibly Rocking Horse parking lot could be improved and designed to accommodate. Doug D'Apuzzo mentioned that the Rocking Horse building's parking area is strategic to Majestic's snow storage operations and that Majestic and Clark's have a cross easement sharing the parking lot. The Majestic HOA cannot give up any parking spots because they are important to the Majestic operations. Tom Clark said parking lot security was mentioned as a possible alternate solution to parking. The Majestic HOA looks forward to working with Clark's and their remodel.

## 2. Snow Plowing/Snow Storage update

-The CB Town Snow Plan's final draft will be voted on by the town council Dec. 5, 2016. It contains rules and regulations regarding snow storage and removal. It does specifically mention line of sight can't be blocked by snow at intersections, or stop signs, and snow can't be stored in the right away of the street. The Town is being more aggressive with snowplowing (plows 3" +) and enforcing stricter rules regarding snow storage. Tom Hein to consider moving the dumpsters around in the Bubble Wrap parking lot to make more room for snow storage.

## 3. Review Reserve Study

- Tom Hein reviewed the Majestic's reserve study plan with the owners. The purpose of the reserve plan is to identify future repairs and improvements, their cost, and timing for repairs to start saving for them. Since reserve funds are not currently set aside at this time and the HOA has approved a budget that does not dedicate funds to a reserve fund, if capital had to be raised for a project or emergency an assessment would be required. Tom Hein will continue to discuss the reserve study every year.

## 4. Tom Hein reported that the following additional general maintenance is expected next spring:

- a. Bubble Wrap Parking Lot- Need to evaluate in Spring '17 if additional rock needed. Approx. cost \$1700.00
- b. Asphalt crack fill, seal coat, and stripe parking areas. Asphalt repairs. See attached bids.  
-The owners asked for some revised bid cost and requested to re-evaluate the parking lots in the spring '17.
- c. Pothole patching. Approx. cost \$2600.00. 50% cost shared with Clark's.  
-To be evaluated and discussed with Clark's in the spring '17.
- d. Stain Rocking Horse decks. Approx. cost \$1400.00.
- e. Stain Acme Liquor deck and stair treads. Approx. cost \$600.00.

5. A review of the association's documents to CCIOA's required 2009 and 2012 state statutes for HOA's revealed that the association needs to adopt the required resolutions. They are policies and procedures for HOA governance regarding the Association and its owners/tenants. Tom Hein reported he has a template that is boiler plate of the resolutions and could provide the association with a set to review and adopt instead of hiring an attorney to do them. Below are the required resolutions and a brief explanation of them. Doug D'Apuzzo asked if they were required and Tom Hein said yes, but would check with the Association's attorney to confirm. The attorney did confirm they are required. Tom Hein will follow up with the BOD's regarding adopting them.

1. **Enforcement of Covenants and Rules**-Adoption of this policy creates a covenant complaint form which be completed by an owner and set to the Managers to complain of a violation. The complaint form must be completed, signed, and the owners must be prepared to attend any follow up meetings or court. The owner (even if the violation was committed by a tenant or guest) accused of the violation has the opportunity to respond on another form and may request a hearing. It includes a form called the Notice of Determination Regarding Violation. The determination form, which will

be issued by the Board, may levy a fine for the violation, or state the level of damages or expenses now due.

2. **Adoption of Policies, Procedures, Rules, Regulations, Guidelines**-Policy states that if any documents are amended in the future you will receive a copy electronically or by mail and you have 30 days to provide comment/feedback.
3. **Inspection and Copying of Association Records**-Policy states that an owner can request copies of documents or request the opportunity to review documents at a central location. This is not new, but designated to protect an owner's privacy and prevent owner records being used to solicit money or used for commercial purposes.
4. **Reserve Study and Funding**-Policy allows Association's assessment money to be put into a Reserve Account for capital improvement projects.
5. **Alternative Dispute Resolution**- This policy encourages the resolution of disputes through alternatives to litigation except when the Association is attempting to recover unpaid dues or assessments
6. **Investment of Reserve Funds**-Policy states that the reserve funds be invested in a manner that assures maximum safety and appropriate liquidity.
7. **Conduct of Meetings**-Sets out how meetings should be run and be conducted.
8. **Conflicts of Interest**-Any person with a conflict of interest must excuse themselves for any decision regarding conflict.
9. **Collection Policy**-we can expand this to include dues too. Under this new policy, the Association can still collect unpaid dues or assessments from owner by filing a lien, using Small Claim Court, or foreclosure. The major change is that the Association must give an owner 30 days to enter a payment plan. If delinquent owner does not contact the Association within those 30 days or defaults on the payment plan, then all steps above can be taken.

### **Financial Reports**

Tom Hein reported that the Majestic Plaza checking account as of October 28, 2016, had \$3,445.21 and the savings account had \$115.82. Together with accounts receivable of \$4,030.94 provides an asset total of \$7,591.97. The Association's 2016 budget as of October 28, 2016, was net positive \$291.30. The 2017 proposed budget has a net positive income of \$417.34. Tom Hein reviewed the 2017 proposed budget and budget line items. Some budget line item costs have risen and the 2017 proposed budget reflects those cost changes. Tom Hein mentioned that a new roof drain fix will hopefully save the HOA considerable money by less time having to be spent chipping and removing ice on the sidewalks. Tom Hein advised the one budget variable is the snow plowing and if/how many times the HOA will have to move snow piles. The six-year average for snow plowing (includes snow pile removal) is \$6,791. \$5,000 is budgeted for 2017. Leonard Ossorio made a motion to approve the proposed 2017 budget, Tony Borland seconded the motion, all were in favor, and the motion was approved.

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

President- Doug D'Apuzzo 2015-2017

Vice President-OPEN 2015-2017

Treasurer-Leonard Ossorio 2015-2017

**Establish Date for next meeting-November 15, 2017, Peak Property 10 A.M.**

**Adjournment**

Tony Borland made a motion to adjourn the meeting, Leonard Ossorio seconded the motion, all were in favor, and the motion was approved. The meeting was adjourned at 11:33 A.M. on November 16, 2016.