

# Majestic Plaza Condo Association Annual Meeting

## Meeting Notes April 10, 2012

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

Candy Shepard # 141 & # 142  
Tony Borland # 105

#### Call In Owners:

Norm Aufderheid #102, #103 & #104  
Doug DaPuzzo #110, #120, # 121, #220, #221, #222, #223, # 241, #242, # 243, #244, #245, #246, A, B, E

#### Proxies:

Read Hunker # 101 to Shepard  
Leonard Ossario #130 & # 140 to Maggie Doris  
Skye Houseman # 106 & #107 to Maggie Doris

David Dlugasch, Tracy Hastings, Joan West representing Peak Property Management & Sales.

Meeting called to order at 10:03am  
Doug D'Apuzzo called in to 10:18am

The meeting began without a quorum. The owners agreed to continue with a meeting, knowing that they could not vote. Upon Doug D'Apuzzo calling in...a quorum was established and the meeting became official.

### Approval of 2011 Minutes

David asked if any of the owners had any questions or concerns regarding the 2011 HOA meeting minutes. There were no questions. Tony Borland made a motion to approve the 2011 meeting minutes; it was seconded by Maggie Dorris. The Minutes from April 12, 2011 were approved unanimously.

### Managers Report

David went over the punch list for 2011. The following are the punch list items and the manner in which Peak responded to them.....

Vic Shepard requested that we send out the minutes from the 2011 minutes as soon as they are available. David said we would get them out as soon as possible. **We did this within 2 weeks**

David discussed installing heat tape to prevent future leaks in the roof. Peak has obtained two bids and is waiting on a third. The cost estimate is \$500 to \$800. **Done December 2011**

Lacy damaged the back of the building at Acme, and they have been asked to repair it as soon as possible.

**Peak had the damage fixed. Lacy has a disclaimer for plow damage.**

Holiday lighting: \$1,400/year on energy use using C-7 lighting.  $\$1.22/\text{piece} \times 500 = \$610$  to replace the lamps. Bulbs are estimated to last 11 years. According to Read, they would pay for itself in 5 months. Flood lights: There are 38 lamps around the building. Read suggested waiting until the fall, because they will likely be less expensive then.  $\$52.25 \times 38 =$

\$2200. Read stated a savings of \$1,100/year. Turn around on investment would be 2 years. These bulbs last 13 years. It was agreed that Read Hunker and Peak will coordinate changing the lights out in September. The board will make a final decision to approve spending on this project. **Read & David met to discuss the lighting questions...new bulbs were ordered & installed**

Vic Shepard suggested that we turn the sprinkler system off because it does not work properly. The timer does not work, and water floods the parking lot. It was agreed that the sprinkler system will be turned off, and we will water by hand. There was a discussion about "dry-scaping" the areas where there are some grass spaces that might not get watered when we turn off the sprinkler system

**David did a cost analysis...sprinklers work now. It would cost too much to have someone drag hoses around and water the property. Management Company will continue to monitor the sprinklers system. David asked that owners & renters let Peak know ASAP if there are any running water issues in any units.**

David said the pot holes in the parking lot need to be repaired. Also, some of the parking space lines need to be repainted.

**Large potholes in the parking lot...being addressed. Peak is looking to have the parking lot lines painted this spring. David has contacted Clarks Market in regards to splitting the cost. David also contacted Armor ProSeal out of Montrose in regards to scheduling the lines to be painted this summer. They said the cost would be approximately \$50.00 more than in 2010.**

David Dlugasch will use concrete repair mix to fix some of the concrete damage in front of the theatre, Post Office and Le Bosquet. Peak will continue to monitor the deterioration of the concrete.

**Done in front of the post office. ..The concrete on the side of Le Bosquet needs to be addressed in 2012.**

Maggie Dorris raised the issue of the alarm monitoring expense for the theater. Acme Liquors has its own alarm, and they pay for the service. It was agreed that the theater would be billed for their alarm monitoring expense.

**Theatre is responsible for the payment as of 2011**

Joan West will create a new line-item to track the expenses for labor and materials related to the lighting project.

**Joan created a new line item so it will be easy to track the expense, etc**

Read Hunker questioned whether the 20 year warranty on the roof is being compromised by having Peak's maintenance guys shoveling on the roof. David Dlugasch said he did not think it was an issue. Every time we went on the roof, we were with the owner of Pinnacle. Peak will check the warranty, discuss with Pinnacle, and follow up.

**Pinnacle has come over to work on the roof for the last 5 years. They are honoring their commitment to the roof. However, the Rocking Horse building did not have drains put in the flat roof and needs to be shoveled each year. Pinnacle recommends any building with a flat roof be shoveled every 100 inches. We also installed heat tape in drains to insure no further freezing and backing up of drains.**

Peak will mark the grate in the back of Acme and do a walk-through with whomever plows, to make sure they do not hit it again this year. **Done in fall 2011**

Vic Shepard discussed the bike rack in back. It creates extra expenses to shovel and plow around the bike rack. It was agreed the bike rack will be relocated for the winter months. **Bike rack was moved in October 2011**

In reviewing the materials expenses, there is a question about 6 flood bulbs at \$107.72 each. David Dlugasch will find out about this expense and follow up. **This was for 6 lights, not one bulb.**

Read Hunker motion to approve the proposed 2011 budget with the following changes: Add line item for lighting, reduce maintenance and materials, and eliminate miscellaneous line. Maggie Dorris seconded, and unanimously approved. **Joan did this on the budget**

## Financial Reports

Joan West, Peak's bookkeeper, presented the proposed 2012 budget and discussed the 2011 Actual. The 2011 Actual are on a cash basis.

### **Income/dues:**

2011: the amount of \$98,958.66 represents the actual amount of dues paid.

2012: proposed budget of \$99,708.00 represents the HOA dues and the April 2011 payment that Peak did not receive.

### **Alarm Monitoring:**

2011: paid one invoice

2012: this expense has been transferred to the theatre and was not budgeted for in 2012

**Bank Service Charges:** there is a \$10.00 charge per month if the account falls under the minimum balance. 2012: There was \$50.00 budget for bank service charges

**Building Repair:** in 2011, money was spent to repair the concrete. For 2012...there was \$1600.00 budgeted in this line

**Cleaning:** this is for common area cleaning

**Insurance:** remained the same

### **Landscaping:**

2011: the sprinkler system was repaired in 2011 in the amount of \$2636.74.

2012: \$2000.00 was budgeted for 2012 in this line item

### **Licenses & Permits:**

2011: this line included putting a lien on a property and Secretary of State Registration.

2012...it was budgeted for the SOS license

### **Lighting:**

2011: the amount of \$1483.96 included all the bulbs purchased for the property.

2012: there was nothing budgeted for lighting

### **Lighting Labor:**

2011: \$290.00 was spent to install all the new bulbs

2012: we did not foresee any expenditure in this line

### **Maintenance:**

2011: \$8583.58 was spent, \$1583.58 over budget of \$7000.00 due to a leak in one of the units

2012: the budget stayed at \$7000.00

### **Management Fee:**

2011: under budget for 2011, due to a payment in April 2011 not being paid to Peak Property. The account did not have enough money to pay the fees and this payment was placed into the 2012 budget

2012: April 2011 payment was placed into the 2012 proposed budget

### **Materials:**

2011: under budget by \$1446.3

2012: \$2000.00 was budgeted

**Meeting Expense:**

2011& 2012: the annual HOA meeting

**Office Supplies**

2011: had to purchase checks & deposit slips

2012: \$100.00 was budgeted

**Postage & Delivery:**

2011: under budget by \$22.08

2012: budgeted \$100.00...more owners are having invoices & meeting packets emailed to them

**Professional Fees:**

2011 & 2012: tax returns prepared by CPA

**Roof Repair:**

2011: heat tape installed in the amount of \$415.00, over budget by \$115.00

2012: kept budget at \$300.00. More heat tape is needed

**Roof Snow Removal:**

2011: over budget by \$1262.50 due to removing snow when the roof drains had issues.

2012: budgeted at \$2000.00

Joan asked the owners to keep in mind that the budget is for a calendar year. So snow removal for 2011 was mainly from January to March/ April 2011. This is the case for all snow related lines.

Joan mentioned that from January to April 1, 2012, Majestic has only spent the following on:

Snow plowing @ \$3200.00

Snow shoveling @ \$3700.00

Joan said there is a potential for savings in the snow areas for 2012, due to the lack of snow at the beginning of the calendar year. Joan suggested that if there is a surplus in funds from the 2012 budget to move it to a capital plan for the HOA. This budget runs very lean and it would be nice to start getting some capital funds in place for future projects. She did not think it was advisable to decrease dues this year and then raise them again next year.

**Snow Plowing:**

2011: over budget by \$480.00

2012: remained at \$8500.00

**Snow Shoveling:**

2011: under budget by \$172.50

2012: kept at a proposed \$12,000.00

**Supplies:**

2011: under budget by \$47.98

2012: did not budget for this item

**Telephone/Audio Conferencing:**

2011: under budget by \$50.00

2012: budgeted for \$50.00 for HOA meeting

### **Electric / Trash Removal / Water & Sewer:**

2011: all line items were within a few hundred dollars of the budgeted amount.

2012: the budgeted amount was based on 2011 actual. They were kept fairly conservative, although the amount was bumped up little due to basic cost increases. The Town of Crested Butte seems to increase the Water bill every year. Electricity went up in 2011 and could do the same in 2012.

Joan mentioned that she broke down the utilities for the 2011 & 2012 budget

Joan asked the owners if there were any questions or concerns relating to the 2011 actual or the proposed budget for 2012. Doug D'Apuzzo asked if the Management fees with the deferred payment from April 2011, be broken down into two lines on the 2012 budget. Joan said she would take care of this request.

Candy Shepard brought up the concrete issue on the side of Le Bosquet. David said that Peak used a concrete repair mix to fix some of the concrete damage in front of Le Bosquet. Peak will fix the concrete on the side of Le Bosquet this summer. The repair from last fall did not work correctly.

Motion to approve 2012 budget with requested changes: made by Candy Shepard

2<sup>nd</sup>: Tony Borland

The motion passes unanimously.

## **Old Business**

Co2 detectors were discussed. By state law, they are required for all rental units with gas burning stoves. It was suggested that Le Bosquet have a unit installed in their kitchen

## **New Business**

Parking Lot:

There was discussion regarding painting the lines in the parking lot. The lines need to be painted every 2 years. The last time the parking lot lines were painted was in 2010. The cost was split between the Majestic Plaza & Clarks Market. The cost to Majestic in 2010 was approximately \$350.00. As noted above, Peak is working on getting the lines painted this spring.

Armour ProSeal stated that they use Sherwin Williams paint. Due to the fact that the parking lot has not been properly sealed in several years and the amount of scraping that is done to remove snow.....the paint wears off quickly. It is estimated that the Majestic portion of the cost is approximately \$400.00 to paint the parking lot this summer 2012.

Maggie brought up the paint at the bottom of Acme Liquors and Le Bosquet...due to the snow & general wear & tear, the paint is peeling and it looks bad. Peak Property will get an estimate and will contact the BOD for approval to paint this area of the building. **Peak had Lurch take care of the painting.**

Maggie also raised some concern over the dryer vents. The birds are starting to build nests in the vents and it causes them to get clogged and not work properly. The idea of installing some type of screen was discussed as was a type of caulk that doesn't dry. Peak will look into this issue. **Five vents needed wire mesh.**

Tony raised the question about getting the dryer vent ducting cleaned every 2-3 years. When the vents get clogged with lint there is a potential for fire danger. He asked if the HOA would consider having these vacuumed to prevent any issues. Peak will collect bids on vacuuming out the dryer vents. **Mt. Fireplace charges \$150 per unit.**

Tony also asked for Peak to monitor the south side of the building and requested an estimate on painting this area. The paint is starting to crack & chip and the window sills are not sealed properly. The doors are starting to crack due to the moisture and the paint is falling off the doors. David suggested caulking around the window sill & door jams. Peak will collect bids on this project and will report to the BOD. **To paint doors and trim on the west side and sand, caulk, and paint on the south side windows and trim total cost \$1,100.00.**

Candy Shepard gave kudos to Lurch from Peak Property. She said that he is very professional and responds in a timely manner.

## Election of Officers

There was not an election of officers held because the officers were elected at the 2011 meeting. The officers will serve a 3 year term and it will expire in 2014. It was suggested that when the terms expire that the length of terms be staggered.

## Schedule 2013 Meeting

April 3<sup>th</sup>, 2013 at 10:00am at the Peak office in Crested Butte.

## Adjourn

Tony Borland made the motion to adjourn the meeting at 10:40am; it was seconded by Doug DaPuzzo. The motion passed.