

**Altair Vail Inn Association
Annual Meeting Minutes
Wednesday, May 22, 2019, at 5:00PM MT
MPM Office and Via Conference Call**

MEMBERS PRESENT IN PERSON: Coughlin (Unit #101), Stenmark (Unit #102), Bedker (Unit #103), Rundle (Unit #108), Linnan (Unit #205) and Conlin (Unit #212)

MEMBERS PRESENT VIA CONFERENCE CALL: Reddig (Unit #107) and Wehrheim (Unit #209)

MEMBERS REPRESENTED BY PROXY: Town of Vail (Unit #104), Cross (Unit #204) and Barclay (Unit #211)

ALSO PRESENT IN PERSON: Bob Oppenheimer of McNeill Property Management, Dave Zippie, CPA and Sara Thurston McNeill, Secretary to the Meeting

- I. Roll Call. With 11 of 24 units either represented in person or by proxy, a quorum was established. According to the Bylaws, at least 25% of owners (or six units) must present in person or by telephone or represented by proxy in order to establish a quorum. Sara called the meeting to order shortly after 5:00PM, certified the proxies and welcomed all attendees. Those present in person and over the telephone took turns introducing themselves.

- II. Review and Approval of 2018 Annual Meeting Minutes. These minutes were previously distributed and posted to the website (hoa.mcneillproperties.com) for review. There being no proposed changes, there was a MOTION: TO APPROVE THE MINUTES OF THE 2018 ALTAIR VAIL INN ASSOCIATION ANNUAL MEETING. The motion was duly seconded and passed unanimously.

- III. Financial Review. Dave Zippie, CPA prepared and presented the 2017-2018 Fiscal Year Year-End (as of November 30, 2018) financial reports to the membership. According to the Balance Sheet, the association ended the 2017-2018 fiscal year with \$41,863 in total assets, liabilities and equity including \$39,638 cash in the bank and \$10,670 owed by three owners who chose to finance their facelift special assessment; they are making payments on a monthly basis. The total balance on the loan to Alpine Bank was \$80,139.

The Income Statement reveals that there was a fiscal year-end net surplus of \$11,856 in the Operating Account. This compares to a budgeted year-end surplus of \$11,301; therefore, the association was \$691 under budget on operating expenses. Cost overruns were experienced in Sidewalk Shoveling and Trash. Savings were achieved in Insurance, Snow End Loader and Snow Roof.

The fiscal year beginning balance in the Maintenance Reserve Capital Account was \$78,679. 2017-2018 fiscal year funding totaled \$11,952, and reserve participation was \$5763. Capital expenses totaled \$10,290 and included \$2155 for some new gutters and heat tapes, \$2605 for landscaping work, \$2075 for the replacement of a water main line and \$3455 for roof repairs. The ending balance in the Maintenance Reserve Capital Account was \$86,104.

Dave presented the 2018-19 Operating Budget to the membership. Total income is expected to be \$161,798, with \$103,028 allocated to operating assessments, \$11,900 allocated to reserves and loan payback special assessments of \$46,667. There is no dues increase for the current year; dues remain at \$325 per month for one-bedroom units and \$478 per month for two bedroom units.

Beginning on December 1, 2017, and every six months thereafter (June 1, 2018, December 1, 2018, June 1, 2019 and December 1, 2019) the one-bedroom units have been paying five equal payments of \$791 and the two bedroom units have been paying five equal payments of \$1153. At the end of this period, the loan to Alpine Bank will be paid off.

Dave then presented the current, year-to-date (as of April 30, 2019) financial reports to the membership. For the first four months of the fiscal year, the association has \$33,896 in total assets, liabilities and equity including \$22,331 cash in the bank, \$4005 in prepaid dues and \$4067 in prepaid insurance premiums. The total amount owed to Alpine Bank for the Facelift Project is \$56,531; \$11,502 is due from owners who borrowed money to pay their special assessment. This loan will be fully paid at the end December 2019.

The Income Statement reveals that four months through the fiscal year there is a net deficit of \$7003 in the Operating Account. This compares to a budgeted deficit of \$7374 at this point in the year; therefore, the association is currently \$371 under budget.

The fiscal year beginning balance in the Maintenance Capital Reserve Account was \$86,104. Current year funding stands at \$3967. Capital expenses total \$2658 for some water shut off valves. The ending balance in the Maintenance Capital Reserve Account is \$87,413.

Management prepared a Dues Comparison, comparing the regular assessments at Altair Vail, to other, similar associations in East Vail.

Management also prepared and distributed a Budget Explanation Sheet that details the components of each line item in the Operating Budget.

- IV. Manager's Report. Bob Oppenheimer reviewed the Capital Spending Plan with the membership. Capital projects under consideration for 2019 include the replacement of the door to the trash enclosure, signage work, asphalt work and exterior painting. The Board and management will look at the need to paint during the Spring Walk Through. The association may be able to get by with painting only the south-facing side of the structures this year. The flat roof components are currently slated to be replaced in 2020, along with painting of the interior hallways and carpet replacement.

There was a request to look into the replacement of thermostats in the interior hallways. Even when turned all the way down, the hallways are very hot. Bob will add this to the Projects List.

Several owners commented that they continue to suffer from smoke down-drafting through their chimneys from neighboring chimneys. Apparently, not all of the fireplaces are equipped with flues. Management will continue to seek a resolution to this issue which may involve the installation of new caps that prevent down-drafting.

Management distributed an Insurance Claims Procedure Sheet to all present. All insurance claims must go through management. The association's carrier is Alpine Insurance, and each owner should have their condo owner's insurance agent contact the association's carrier to ensure that there are no gaps in coverage. Every owner needs to insure their own contents, possessions and UPGRADES to developer-conveyed finishes (including, but not limited to wood floors, granite counters and faux painting). Sara recommended that every owner consider adding **loss assessment** coverage their policy to help pay the deductible on an association insurance claim (\$5000 per claim) if the owner is found negligent in contributing to the damages incurred. Owners that rent their unit on a long-term basis should require their tenants to carry renter's insurance.

Management prepares and distributes a Risk Management Checklist to all owners every fall. It is also posted on the website: hoa.mcneillproperties.com. Owners are asked to follow the guidelines in the checklist in order to avoid costly damage and insurance claims. It also includes suggestions for water and energy conservation, and information about the carbon monoxide detector laws in Colorado.

Management's full time code enforcement officer, Jennie Lewis makes weekly inspections of the complex. The time and day of inspections is subject to change. Residents can contact Jennie directly by calling her phone at 970-904-0519 or sending an email to jennie@mcneillinc.com. Photos are very useful when reporting code violations. Residents are also asked to contact the police whenever an after hours incident occurs. Written citations are delivered to the offender, the owner, and kept on file in the management office. Management keeps a detailed log of all violations so that a record of any repeat offences can be easily be accessed. **Several recent code violations involve clutter on decks**, parking violations and some noise issues. Tenants are NOT permitted to have dogs at Altair Vail.

There is one reserved parking spot for each unit at Altair Vail. Guest parking spots are available on a first come, first served basis. No more than two vehicles per unit are permitted. Firewood can be neatly stored on decks, away from the side of the building, under BROWN tarps (only).

V. Board Member Elections. The current Board consists of Kevin Rundle (term expires in 2021), Shawn Coughlin (term expiring), Ashely Bedker (term expires in 2020) and Emily Linnan (term expires in 2020). Shawn agreed to serve another 3-year term. Additional nominations were sought from the floor; Rich Wehrheim offered to serve. There was a MOTION: TO RE-ELECT SHAWN COUGHLIN TO A 3-YEAR TERM AND TO ELECT RICH WEHRHEIM TO A 3-YEAR TERM. The motion was duly seconded and approved unanimously.

VI. Old / New Business. One owner suggested that once the loan to Alpine Bank is fully paid (and the related special assessment payment plan is complete), the association look into some landscaping upgrades that may include turf, irrigation modifications and flower boxes. Other owners had concerns about water usage and would rather see xeriscaping elements in the plan. Management will get proposals from some local landscaping contractors for the Board's review and consideration.

Another owner reported that at least one her windows (replaced during the Facelift Project several years ago) has a broken seal and is foggy. Kevin offered to forward to her the contact information for the window contractor since these elements are still under warranty.

The Spring Walk Through (originally scheduled for earlier today) had to be postponed due to snow. The walk through was rescheduled for Thursday, May 30, 2019 beginning at 10AM. Management will send a reminder to the Board and all owners.

VII. Adjournment. There being no further business to come before the membership, the meeting adjourned at approximately 5:55PM.

Respectfully submitted,

Secretary to the Meeting