

Brooktree Townhouses Association
Annual Meeting
Date: 10/27/2021
Time: 6:00 pm
Location: Teleconference

MEETING MINUTES (UNAPPROVED)

1) Roll Call/Quorum/Call to Order

Owners Present:

Nate Knauer 102A-103A-106A
Karen Perez 104A
Lucas Hall 105A
Lisa Byther 202A
Brent & Mamie Black 204A
Todd Graden 111B
Leonard & Michele Loudis 112B
Chris Carpenter 209B
Carlos Molina & Alex Jakubiec 210B
Tara Closky 212B
May Lew 301C
Greg McGinnis & Natalie Ford 302C
Shelley Gill 303C
Claudia Carroll 116D
Tony Grandt 119D
Larry Ulrich 120D
Dina Castillo 216D
Joel Heath 219D
Krista Baumgartner 220D
Zach Peterson & Hannah French 304D

Others Present:

Sean Reynolds, Vail Management Company
Abel Vega, Vail Management Company
Josef Lehner, Onsite Caretaker
Kirstie Cantwell, Onsite Caretaker

A quorum was established with 22 properties in person, Carlos Molina listed delinquent units that are not permitted to vote, and Karen Perez called the meeting to order at 6:22pm.

2) Approval of the 2020 Annual Meeting Minutes

- a) Karen Perez moved to approve the 2020 Annual Meeting Minutes. Carlos Molina second. The motion passed unanimously, and minutes were approved.

3) Intros & Welcoming of New Owners

Lisa Byther introduced the Board and VMC to the owners on the call. Lisa Byther also welcomed new owners to the association. Todd Graden, new owner of 111B, introduced himself. Lisa Byther also introduced and informed owners on how to contact Josef Lehner and Kirstie Cantwell who will be the new onsite caretakers going forward.

4) Board Report

Sandstone Park

Karen Perez stated Tara Closky and the association's attorney worked on a summary letter to Sandstone Park. Tara Closky stated that communications from Sandstone Park was received stating that they believe the 1980 agreement with Brooktree should be reformed as Brooktree did not adhere to their side of the agreement. Brooktree and Sandstone Park are currently in mediation. Tara Closky read a legal document from the association's attorney to the owners. Karen Perez stated this concerns the four parking spaces on the bridge that Brooktree has an easement for and had paid \$20,000 to use. The case was dismissed, and mediation is scheduled for November or December to which the Board will inform the owners once this information is received. The association's insurance provider is assisting with providing legal counsel that Brooktree paid the deductible to utilize. Additional information is limited at this time.

Todd Proffitt

Tara Closky stated Todd Proffitt, the successor to Jace Management, has sued Brooktree for outstanding funds for work done by Jace Management.

Construction Projects Updates

Karen Perez stated the projects that have been completed include the siding, upper story windows, stucco, B & D-building roofs, railing reinforcement, asphalt sealing and restriping, stair well repairs, new washing machines and dryer, installation of safety lights, new Co2 detectors, new fire alarm panel that coincided with a change in the alarm monitoring company, and improvements to the caretaker unit.

New Projects

Brent Black stated that the A-building roof will be replaced in November. The existing roofs were reaching the end of their dated life expectancy and leaks were being found each year. The Board is trying their hardest to replace all roofs as quickly as possible.

5) Review of Financials

Budget vs Actual & Balance Sheet

Carlos Molina stated the Budget vs Actual show a total of \$211,501.67 in total expenses which is \$7,025.67 over the 2020-2021 budget of \$204,476.00. The Fire Alarm Monitoring was over by \$2,478.47 due to faulty detectors in units. All detectors were replaced to avoid a \$250 per call charge to reset each alarm. Insurance was slightly over due to work man's comp expenses for hiring an

additional caretaker. Legal was over by \$7,368.08 due to needing legal counsel for the Sandstone Park Easement. Over in office expenses for creating Annual Meeting mailer packets. There was a total savings of \$5,450.00 for snow removal due to a light snow year. Karen Perez stated the current snow plowing company will not be able to shovel for this upcoming winter. The onsite caretakers will be doing all the shoveling and snow blowing for this upcoming winter. Carlos Molina stated the over budget line items were partially offset by the under budgeted line items. The A-building roof was scheduled to be replaced this year as there were savings in other projects. A Repairs & Maintenance Line items will be added in the 2022 budget. ERWSD was found to have over charged for water usage by \$14,838.78 and the Board is working with ERWSD on a reimbursement. It was also found that ERWSD had not been able to read the water meters for the A, B, & C-buildings and was instead estimating the water usage since 2019. Karen Perez asked owners to check their toilets for leaks as one unit's toilet cost the association \$6,000 in water usage. Carlos Molina stated \$33,000 was budgeted to reserves for 2021 and due to projects and repairs, only \$16,938.99 will be left for the reserves. Carlos Molina moved to allocate the \$16,938.99 in excess operating funds to the reserve account. Karen Perez second. All were in favor. Brent Black asked if Brooktree receives a refund from ERWSD where will these funds be applied. Carlos Molina stated the funds will most likely be used for reroofing the lower window roofs.

2022 Proposed Budget

Carlos Molina stated the 2022 Budget shows an increase in dues of 5.69% which equates to a total of \$241,230 for the year, and an increase of \$57 per quarter per unit. This also increases the contribution to the reserves from \$33,000 to \$35,640. There is also a Sensor Assessment of \$21,600 for the fire alarm sensors. This would come to \$450 one-time assessment per unit that owners were previously notified of. Carlos Molina stated they are estimating less laundry income due to the back order of the coin dispensers and hope to have them installed in the next month or so. Carlos Molina moved to approve the 2022 budget as it was presented. Lisa Byther second. All were in favor.

6) Old Business

a) BluSky Settlement

Karen Perez stated a settlement was reached with BluSky in January who released all liens on the property. Carlos Molina detailed the expenses for each upgrade by sharing his screen for owners to view during the conference. Jon Cona cost the association \$63,450 for advising the association through each project. Karen Perez stated a total of \$105,000 was used for the mediation with BluSky. To cover the expenses for all projects, the Board and Owners agreed to a special assessment and the acquisition of a line of credit. The line of credit was increased to pay for the unforeseen expenses and projects. The total came to \$1,541,572.07 for all that was done. This comes to a special assessment of \$32,116 per unit which is \$3,000 more than what was originally expected. Loan dues are currently \$277 per quarter per unit. The new budget will allow owners

to pay the remaining balance of the line of credit monthly or quarterly. Paying in full will allow owners to save on interest. Moving up the A & B-building roof replacements caused the association to incur additional \$70,000 in expenses. A total of \$84,000 is remaining on the line of credit and the current interest rate is 5.25%. The Board and owners discussed the line of credit, the special assessment, and payment options for the projects that were completed. Kevin Rice stated he can possibly help with getting a lower interest rate with Alpine Bank. Karen Perez stated the Board will contact Kevin after the meeting to discuss. Carlos Molina believes it is best to not pay off the line of credit and keep the money in reserves to allow the association to be a viable HOA for refinances and unit sales. Karen Perez moved to keep the \$84,000 in reserves to keep the association healthy as to reserves and to collect funds from owners to continue to service the line of credit. Carlos Molina second. All were in favor.

Reminders

Karen Perez gave reminders for parking, snow removal and moving vehicles through the winter. Parking permits need to be displayed and replacements are \$50. Vehicles that do not display their parking permit, parking incorrectly, or do not move for snow removal services will be tagged and fined if needed. Karen Perez also reminded owners to complete the Resident Info Forms and return them to Vail Management. Karen Perez also informed owners of the Town of Vail Short-Term Rental Hotline where owners can report issues with rental guests, this information should also be shared with the Board and Vail Management with proof of the violation.

7) New Business

a) Election of New Board Members

Karen Perez stated Carlos Molina, Tara Closky, and Lisa Byther are all up for reelection. Carlos Molina stated he is stepping down. The terms are for 2 years. Todd Graden volunteered for the open Board position. Lisa Byther and Tara Closky stated they would like to volunteer for another term. Carlos Molina moved to approve slate of Board members. Brent Black second. All were in favor. Per the motion, the Brooktree Board of Directors will consist of:

Karen Perez
Todd Graden
Lisa Byther
Tara Closky
Brent Black

8) Adjournment

a) Karen Perez moved to adjourn the meeting. Carlos Molina second. All were in favor. The meeting adjourned at 8:41pm.