

**TOWN CENTER HOMEOWNERS ASSOCIATION**  
**MINUTES OF BOARD OF DIRECTORS MEETING**

**FEBRUARY 6<sup>TH</sup>, 2018**

The board of directors met in person at Town Center in Greenline's boardroom. The meeting was called to order at 3:12pm, MST. Board members present were Gary Moss, Steve Novy and Nate Simmons, also present was Courtney Nel from Silver Mountain Properties, Courtney assumed the role of Secretary to prepare a record of the proceedings.

**1. Reserve Study**

This item was moved on the agenda to take place after the financials.

**2. Financials**

a) Delinquencies: No delinquencies.

b) Financials / Budget:

SMP presented the board with the financials dating January 1<sup>st</sup>, 2017 through to December 31<sup>st</sup>, 2017. Each line item on the P&L was discussed and it was pointed out that no big surprises were noted. Most items came in under budget; however, there were some items that were not budgeted for in 2017 but were expensed in 2017. One of these items was the annual fire inspection, also it was stated that due to the previous management company some utilities were not paid for during November and December 2016 and had to be paid out of 2017's budget. These extra expenses caused the financials to reflect a deficit of \$4,566.64 for the financial year. Some extra repair costs also contributed to the deficit i.e. replacing the awning on the South side of the building and all the electronic locks that were installed. SMP requested a \$50.00 increase in the management fee to cover extra expenses regarding mail collection and cleaning supply drop off, the board decided to offer a \$25.00 increase for dropping off cleaning materials and have the mailbox closed. All owners will then be requested to send their dues directly to SMP's office. There will be a month notice period before the mail box is closed. SMP asked the board to move onto the Reserve Study before combining the two aspects and presenting the 2018 Budget, the board agreed to this.

c) Reserve Study

SMP presented the reserve study as completed by Reserve Associations (RA), a Denver based company that specializes in reserve studies. The RA's recommendation called for a 69.3K special assessment together with an increase to monthly contributions to equal \$2.31 per square foot in addition to CAM dues. Although, this scenario would be great in an ideal world, the board looked at various options to mitigate the risk factor to the owners as well as affordability. After much discussion the board felt that in order to reduce the risk of future special assessments it would call for a one-time special assessment of \$60,000.00 for the association together with an increase in reserve fund contributions. The reserve contributions will increase from \$0.75 to \$1.16 per square foot to fund future repair and

replacement costs. This was motioned by the president and seconded by the treasurer, all others approved.

With the approval of the Reserve Study funding plan the president motioned to approve the 2018 budget, the motion was seconded by the treasurer and all others agreed. The CAM dues will increase from \$3.78 to \$4.02 per square foot and the reserve will increase from \$0.75 to \$1.16 per square foot and a special assessment of \$60,000.00 payable before December 1<sup>st</sup>, 2018.

### **3. General**

#### **a) Board of Directors Election**

The president stated that he will not be running for another term, however, should the membership vote for him to remain, he will do so but would not want to be president any more. The treasurer stated that he had served his term and would be nominating his business partner to fulfil the role on the board. The secretary also mentioned that he will be stepping down and will be nominating his wife to fulfil the role on the board. The board of directors will be elected at the upcoming owner's annual meeting.

#### **b) Other Matters**

There were no other matters that were discussed.

The date for the Annual owners meeting is scheduled to take place March 14<sup>th</sup>, 2018.

With no further business to discuss the Chairman adjourned the meeting at 4:45pm MST.