

# Silver Mountain Properties

**To:** Town Center Lot 19 Building Condominium Association

**From:** Silver Mountain Properties

**Date:** February 26, 2019

**Re:** Notice for Annual Owners Meeting

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There will be a meeting of the homeowners of the Town Center Lot 19 Building Condominium Association on Tuesday, February 26<sup>th</sup>, 2019. The meeting will be held at Silver Mountain Properties situated at 326 Highway 133, Suite 120, Carbondale, CO, 81623 at **3:30pm MST**.

Attached is your meeting packet including the agenda and voting proxy. The minutes from the previous Annual meeting, 2018 financials, 2019 Budget as well as the Reserve Study showing up to 2025.

As property owners, your input is important to the success of the HOA Board, and the service provided by Silver Mountain Properties. We are hopeful that you will be able to attend this meeting as our goal is to continually increase communication between management and owners. If you cannot attend the meeting, please email any comments, suggestions or concerns and we will be happy to address them in the course of the meeting.

The 2019 budget has been approved by the Board together with the approvals of the recent reserve study that was conducted.

There will be no increase in CAM fees, however, the recommended 4% increase in Reserve dues only will come into effect.

Reserve dues will increase from \$1.16 to \$1.21 (\$0.04) which will equate to between a \$2 and \$6 increase per unit depending on square footage. In order to ensure the reserve receives the full funding for the year we will retro this small amount from January 1, 2019.

***If you are unable to attend please mail the Proxy form back to SMP*** to ensure we have quorum. If you have any questions, please do not hesitate to contact us.

Silver Mountain Properties - 970 963 4900

**TOWN CENTER LOT 19 BUILDING CONDOMINIUM ASSOCIATION**

**OWNERS ANNUAL MEETING**

**AGENDA 02/26/2019**

**3:30PM MST**

- 1) Meeting Sign In**
- 2) Proof on Notice of Annual Meeting and Proxy**
- 3) Collection of proxies and quorum verification**
- 4) Approval of the March 14, 2018 Annual Meeting Minutes**
- 5) President's Report**
- 6) Financials**
  - a) 2018 Financials
  - b) 2019 Budget and Reserve Study
- 7) Board of Directors Election for 2019**
- 8) Questions and Answers**
- 9) Adjournment**

## PROXY

The undersigned, a Member of Town Center Lot 19 Building Condominium Association , a Colorado non-profit corporation, does hereby constitute and appoint:

\_\_\_\_\_ \* (or) check one below:

( ) Steve Novy : President/Chairman

( ) Penn Newhart : Vice President

( ) Gary Moss : Member at Large

as my proxy to attend the Annual Owners meeting of the Association to be held on Wednesday, March 14<sup>th</sup>, 2018 at Silver Mountain Properties Boardroom at 3pm MST, or at any continuation or adjournment thereof, with full power to vote and act for me to the same extent that I might, were I personally present.

Further, execution of this proxy is acknowledgment of the receipt of the Notice and Call of said meeting called by the President of the Association.

IN WITNESS WHEREOF, I have signed this proxy on this \_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
Member Signature

\_\_\_\_\_  
Member Printed Name

\_\_\_\_\_  
Member Unit Number

\*If you have no one particular in mind to list as a Proxy it is recommended to list Steve Novy, Board President, or one of the other active Board Members as listed above.

**TOWN CENTER LOT 19 BUILDING CONDOMINIUM ASSOCIATION**  
**MINUTES OF ANNUAL OWNER MEETING**  
**MARCH 14, 2018**

The Town Center Condominium Association Annual Meeting, held at Silver Mountain Properties boardroom, beginning at 3pm. Board members present were Gary Moss, Nate Simmons and Steve Novy. Also present was Courtney and Nadia Nel from Silver Mountain Properties (SMP).

**1. Meeting Sign In**

**2. Call to Order/Roll Call and counting of proxies:**

The meeting was called to order at 3:10pm.

Proxies were counted, quorum was met and the meeting proceeded.

Owner/s present:

1. William & Martha Smith
2. Penn Newhard & Nate Simmons
3. Michael Clary
4. Gary Moss
5. Steve Novy
6. Greg Walker (call in)

Proxies were received from:

1. Lorraine Escue

**3. Approval of Previous Meeting Minutes**

No meeting minutes were received from the previous management company.

**4. Financials**

**a) 2017 Financials**

The 2017 financials ran at a deficit of \$4041.06, which is why the Board has implemented an increase in dues for 2018. CAM fees will increase from \$3.78 to \$4.02 /ft. Some repairs and maintenance items completed for 2017 were door locks changed, caulking repairs done, window replacements.

**b) 2018 Budget & Reserve Study**

Pursuant to the formal completed Reserve Study and in order to ensure proper funding for future repairs / replacement / maintenance, the monthly Reserve contribution will increase from \$.75 to \$1.16 /ft.

The special assessment is to mitigate the high risk factor the Reserve Study indicates. There will be a special assessment of \$4.48 /ft. to boost the Reserve Account due in full by December 1<sup>st</sup> 2018. The Reserve contribution will run at a 4% increase rate per annum.

2018 Budget ratified.

**5. Silver Mountain Properties Report**

SMP thanked the Board for all their hard work and efforts over the 2017 year. They explained the advantages of the completed Reserve Study and contributions towards this account. All 2017 repairs and maintenance were done out of Operating account to preserve the monies in the Reserve Account. SMP management fee will not increase for 2018. Owners were informed that the mailbox at the property has been closed and that all future correspondence needs to be sent to SMP. Association Bylaws will be drawn up by an attorney and sent to all owners for comment in the next few months. The 2018 main

maintenance jobs include the painting of the balcony rails and garage doors and a check of the buildings sump pumps as well as a asphaltting resealing of the parking area.

**6. Board of Directors Election for 2018**

Gary Moss, Steve Novy will remain on the Board of Directors for 2018. Nate Simmons will be replaced by Penn Newhard. All owners unanimously agreed to these nominations.

**7. Adjournment**

With no further business to discuss, the meeting adjourned at 4:50pm.

**Town Center HOA**  
**Profit & Loss**  
**January through December 2018**

	Jan - Dec 18
Ordinary Income/Expense	
Income	
Income	
Association Dues	53,082.50
Capital Reserve Dues	14,201.27
Interest Income	19.25
	<hr/>
Total Income	67,303.02
Special Assessment	60,000.00
	<hr/>
Total Income	127,303.02
	<hr/>
Gross Profit	127,303.02
Expense	
Administration	162.50
Alarm System	
Monitoring-Qtrly	462.00
Repairs	257.73
	<hr/>
Total Alarm System	719.73
Elevator	
Maintenance	2,641.55
Telephone	2,257.46
	<hr/>
Total Elevator	4,899.01
Fire System	
Annual Inspection	1,194.68
	<hr/>
Total Fire System	1,194.68
Insurance	
Business Insurance / D&O	6,404.82
	<hr/>
Total Insurance	6,404.82
Janitorial	
Services	9,180.00
Supplies	1,884.60
	<hr/>
Total Janitorial	11,064.60
Landscaping	312.50
Licenses and Permits	34.50
Postage and Delivery	38.81
Professional Fees	
Accounting	365.00
Legal Fees	560.00
Management Services	1,518.29
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Total Professional Fees	2,443.29
Property Management	6,825.00
Repairs	
Building	6,272.89
Supplies for R&M	763.14
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Total Repairs	7,036.03
Snow Removal	
Plow Snow	1,077.50
Shovel Snow	1,221.25
Supplies for Snow Removal	64.87
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Total Snow Removal	2,363.62
Special Projects	
Asphalt Repair	1,100.00
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Town Center HOA  
Profit & Loss  
January through December 2018

	Jan - Dec 18
Total Special Projects	1,100.00
Trash/Recycling	5,374.87
Utilities	
Electric	4,466.19
Gas	1,021.78
Water	1,922.24
Total Utilities	7,410.21
Total Expense	57,384.17
Net Ordinary Income	69,918.85
Net Income	69,918.85

**Town Center HOA**  
**Balance Sheet**  
**As of December 31, 2018**

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	<u>Dec 31, 18</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Alpine Bank - Operating Account	10,686.85
Capital Reserve - Alpine Bank	92,423.35
Total Checking/Savings	<u>103,110.20</u>
Accounts Receivable	
Accounts Receivable	-671.05
Total Accounts Receivable	<u>-671.05</u>
Total Current Assets	<u>102,439.15</u>
<b>TOTAL ASSETS</b>	<u><u>102,439.15</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Long Term Liabilities	
Reserve Liability	29,425.84
Total Long Term Liabilities	<u>29,425.84</u>
Total Liabilities	29,425.84
Equity	
Retained Earnings	2,565.04
Net Income	70,448.27
Total Equity	<u>73,013.31</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>102,439.15</u></u>



## TOWN CENTER LOT 19 BUILDING CONDOMINIUM ASSOCIATION

### OWNERS ANNUAL MEETING – 12.26.2019

#### *Budget Review and Assumptions*

##### Income:

1. Association Dues: No increase for 2019 although the budget does indicate a deficit of \$2,290.00, The board felt that the starting balance within the operating account of \$10,686.85 will be sufficient to carry this deficit.
2. Capital Reserve Dues: As the reserve study projected a 30 year period and to keep up with inflation and depreciation it is necessary to keep the 4% increase but only on the reserve contribution, this would equate to a \$2 to \$6 increase per unit depending on the square footage. The reserve contribution increases from \$1.16 to @1.21 per square foot.

##### Expenses:

1. Most predicted expenses are based on 2018 actual annual figures together with normal service provider increases.
2. Landscaping: The board will be looking to establish a landscape area at the mailbox and include some flower barrels at the entrances.
3. Building Repairs: The budgeted amount is much less than what was spent in 2018, this is due to the actual amount spent included the reserve items that were completed in 2018. These reserve costs will always appear on the P&L but get paid by the reserve account. Garage door painting, balcony rail painting, carpet cleaning etc. all done 2018.
4. Trash: Increased this line item as we had a number of occasions where the trash was overflowing and extra services were required to deal with the excess. The board will be looking at other methods to reduce over dumping.
5. Utilities: Based on 2018 with normal increases.

##### Special Assessment:

No special Assessment – Slightly ahead on Reserve Study (\$) and as predicted hopefully never to be called for again.

**Town Center HOA**  
**Profit & Loss Budget vs. Actual**  
January through December 2018

		Actuals		Actuals	
	Budget 2017	Jan - Dec 17	Budget 2018	Jan - Dec 18	Budget 2019
Ordinary Income/Expense					
Income					
Income					
Association Dues	50,716.56	52,038.58	53,875.00	53,082.50	53,875.00
Capital Reserve Dues	9,999.96	10,079.80	15,600.00	14,201.27	16,224.00
Interest Income	0.00	5.91		19.25	
Total Income	60,716.52	62,124.29	69,475.00	67,303.02	70,099.00
Special Assessment	0.00	0.00	60,000.00	60,000.00	-
Total Income	60,716.52	62,124.29	129,475.00	127,303.02	70,099.00
Gross Profit	60,716.52	62,124.29	129,475.00	127,303.02	70,099.00
Expense					
Administration	1,020.00	340.00		162.50	
Alarm System					
Monitoring-Qtrly	1,860.00	462.00	470.00	462.00	480.00
Repairs	1,200.00	379.70	300.00	257.73	300.00
Total Alarm System	3,060.00	841.70	770.00	719.73	780.00
Elevator					
Maintenance	2,160.00	2,192.29	2,100.00	2,641.55	2,100.00
Repairs	480.00	474.00	500.00	0.00	500.00
Telephone	2,064.00	2,028.85	2,050.00	2,257.46	2,200.00
Total Elevator	4,704.00	4,695.14	4,650.00	4,899.01	4,800.00
Fire System					
Annual Inspection	0.00	1,070.00	1,100.00	1,194.68	1,200.00
Repairs	0.00	0.00		0.00	
Total Fire System	0.00	1,070.00	1,100.00	1,194.68	1,200.00
Insurance					
Business Insurance / D&O	4,200.00	7,369.64	6,295.00	6,404.82	6,500.00
Total Insurance	4,200.00	7,369.64	6,295.00	6,404.82	6,500.00
Janitorial					
Services	11,280.00	9,953.50	10,260.00	9,180.00	9,180.00
Supplies	1,536.00	2,246.50	2,300.00	1,884.60	2,000.00
Total Janitorial	12,816.00	12,200.00	12,560.00	11,064.60	11,180.00
Landscaping	1,080.00	128.74	200.00	312.50	1,000.00
Licenses and Permits	275.00	166.75	180.00	34.50	50.00
Postage and Delivery	120.00	69.03	120.00	38.81	40.00
Professional Fees					
Accounting	300.00	646.64	300.00	365.00	365.00
Legal Fees	240.00	0.00	1,500.00	560.00	1,000.00
Management Services	0.00	1,973.75	1,500.00	1,518.29	1,500.00
Total Professional Fees	540.00	2,620.39	3,300.00	2,443.29	2,865.00
Property Management	6,000.00	6,735.00	6,900.00	6,825.00	6,900.00
Repairs					
Building	9,600.00	10,180.03	2,000.00	6,272.89	4,000.00
Supplies for R&M	0.00	1,606.89	1,000.00	763.14	1,000.00
Total Repairs	9,600.00	11,786.92	3,000.00	7,036.03	5,000.00
Reserve Study	0.00	2,000.00			
Snow Removal	3,380.00	4,285.00	3,000.00		-
Plow Snow	0.00	0.00		1,077.50	1,500.00
Shovel Snow	0.00	0.00		1,221.25	1,500.00
Snow Removal - Supplies	0.00	0.00		64.87	100.00
Total Snow Removal	3,380.00	4,285.00	3,000.00	2,363.62	3,100.00
Special Projects					
Asphalt Repair	0.00	0.00		1,100.00	
Total Special Projects	0.00	0.00	0.00	1,100.00	-
Trash/Recycling	3,204.00	3,697.95	4,300.00	5,374.87	5,000.00
Utilities					
Electric	4,800.00	5,229.69	4,800.00	4,466.19	4,800.00
Gas	720.00	1,047.51	900.00	1,021.78	1,050.00
Water	1,740.00	1,881.89	1,800.00	1,922.24	1,900.00
Total Utilities	7,260.00	8,159.09	7,500.00	7,410.21	7,750.00
Total Expense	57,259.00	66,165.35	53,875.00	57,384.17	56,165.00
Net Ordinary Income	3,457.52	(4,041.06)	75,600.00	69,918.85	13,934.00
Other Income/Expense					
Other Expense					
Reserve Transfer	-	-	75,600.00	70,661.27	16,224.00
Total Other Expense	-	-	75,600.00	70,661.27	16,224.00
Gross Profit	60,716.52	62,124.29	129,475.00	127,303.02	70,099.00
Gross Expenses	57,259.00	66,165.35	129,475.00	128,045.44	72,389.00
Nett Income	3,457.52	-4,041.06	0.00	-742.42	-2,290.00

Raw Data for Reserve Analysis goes below double line

#	Component Title	Description	Useful Life	Remaining Useful Life	Current Cost	Est. Best	Worst
2115	Concrete Walkways - Repair - 10%	~ 10% of 670 GSF	5	3	\$900		\$1,000
2131	Asphalt - Seal/Repair	~ 2700 GSF	3	0	\$1,000		\$1,200
2133	Asphalt - Resurface	~ 2700 GSF	25	12	\$6,600		\$8,000
2153	Metal Handrail - Replace	~ 25 LF	30	17	\$1,000		\$1,500
2179	Mailboxes - Replace	~ (1) CBU	30	17	\$1,300		\$1,500
2191	Outdoor/Site Furniture - Replace	~ (21) Pieces	20	7	\$5,400		\$6,400
2305	Awning - Replace	~ 40 GSF	10	10	\$1,200		\$1,400
2319	Concrete Patio Deck - Recoat	~ 1300 GSF	10	3	\$6,500		\$10,400
2321	Balcony Railing - Paint	~ 36 LF	5	0	\$720		\$1,100
2335	Courtyard Patio - Caulk/Seal	~ 170 LF	3	2	\$3,000		\$4,000
2335	Stone Caps - Caulk/Seal	~ 130 GSF	2	2	\$800		\$1,200
2339	Stucco/EIFS - Seal/Seal	~ 2800 GSF	15	3	\$7,000		\$11,200
2343	Building Trim - Repaint	~ 95 GSF	7	3	\$1,000		\$1,700
2361	Common Windows - Replace	~ (13) Windows	30	17	\$10,400		\$19,500
2373	Garage Doors - Repaint	~ (5) Doors, 864 GSF	10	0	\$1,700		\$2,600
2375	Roof: Single Ply - Replace - Phase 1	~ 820 GSF	20	7	\$11,000		\$14,865
2376	Roof: Single Ply - Replace - Phase 2	~ 1476 GSF	20	9	\$19,680		\$26,760
2377	Roof: Single Ply - Replace - Phase 3	~ 1808 GSF	20	11	\$21,440		\$29,150
2401	Interior Surface - Repaint	~ 7900 GSF	10	3	\$7,200		\$9,500
2405	Interior Lights - Replace	~ (17) Lights	25	12	\$2,100		\$2,600
2411	Carpet - Replace	~ 280 GSY	10	2	\$14,000		\$19,500
2419	Ceiling Panels - Replace	~ 740 GSF	30	17	\$4,300		\$5,300
2427	Bathrooms - Remodel	~ (4) Bathrooms	25	12	\$12,000		\$20,000
2513	Hydraulic Elevator - Modernize - Hydraulic Control Valve, Submersible pump & motor, Oil reserve, safety guarding, loop door operator, Hoistway Door Interlocks, Door restrictor, Lambda 3D door detector.	(1) 3-Stop Elevator	30	17	\$18,000		\$20,000
2513	Hydraulic Elevator - Modernization -Closed-loop door operator, Hoistway Door Interlocks, Door restrictor, Lambda 3D door detector.	(1) 3-Stop Elevator	30	18	\$17,000		\$19,000
2513	Hydraulic Elevator - Modernization - ADA stations, lanterns & position indicators	(1) 3-Stop Elevator	30	19	\$15,000		\$17,000
2513	Hydraulic Elevator - Micro-processor controller, Fireman's emergency operation, Improved leveling accuracy, Soft start motor control.	(1) 3-Stop Elevator	30	20	\$50,000		\$55,000
2517	Elevator Cab Remodel	(1) Cab	25	12	\$5,000		\$8,000
2535	Sump Pumps - Replace	~ (2) Pumps	10	0	\$4,000		\$6,000
2553	Fire Control Panel - Update/Replace	~ (1) Panel	20	7	\$7,000		\$8,000
2555	Exit/Emergency Lights - Replace	~ (13) Lights	25	12	\$1,600		\$2,300
2563	Water Heater/Tank - Replace	~ (1) 40 Gallon Tank	15	2	\$1,000		\$1,400

2018	2019	2020	2021	2022	2023	2024	2025
\$21,742	\$89,012	\$106,703	\$101,782	\$89,671	\$108,323	\$124,176	\$143,557
\$15,600	\$16,224	\$16,873	\$17,548	\$18,250	\$18,960	\$19,739	\$20,529
\$60,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
\$830	\$1,467	\$1,563	\$1,435	\$1,484	\$1,743	\$2,007	\$2,110
\$89,172	\$106,703	\$125,139	\$120,765	\$109,405	\$128,045	\$145,922	\$166,195
\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
\$1,100	\$0	\$0	\$1,008	\$0	\$0	\$0	\$0
\$7,300	\$0	\$0	\$1,167	\$0	\$0	\$1,239	\$0
\$1,250	\$0	\$0	\$0	\$0	\$0	\$0	\$0
\$1,450	\$0	\$0	\$0	\$0	\$0	\$0	\$0
\$4,200	\$0	\$0	\$0	\$0	\$0	\$0	\$0
\$1,300	\$0	\$0	\$0	\$0	\$0	\$0	\$0
\$8,450	\$0	\$0	\$0	\$0	\$0	\$0	\$0
\$910	\$0	\$0	\$9,967	\$0	\$0	\$0	\$0
\$3,500	\$0	\$0	\$0	\$0	\$1,005	\$0	\$0
\$1,000	\$0	\$0	\$3,641	\$0	\$3,864	\$0	\$0
\$9,100	\$0	\$0	\$1,040	\$0	\$1,062	\$1,126	\$0
\$1,350	\$0	\$0	\$9,657	\$0	\$0	\$0	\$0
\$14,950	\$0	\$0	\$1,433	\$0	\$0	\$0	\$0
\$2,150	\$0	\$0	\$0	\$0	\$0	\$0	\$0
\$23,220	\$0	\$0	\$0	\$0	\$0	\$0	\$0
\$25,295	\$0	\$0	\$0	\$0	\$0	\$0	\$14,855
\$8,350	\$0	\$0	\$0	\$0	\$0	\$0	\$0
\$16,750	\$0	\$0	\$8,861	\$0	\$0	\$0	\$0
\$4,800	\$0	\$0	\$0	\$0	\$0	\$0	\$0
\$16,000	\$0	\$0	\$17,427	\$0	\$0	\$0	\$0
\$19,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
\$18,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
\$16,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
\$52,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0
\$6,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0
\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
\$7,500	\$0	\$0	\$0	\$0	\$0	\$0	\$8,615
\$1,950	\$0	\$0	\$0	\$0	\$0	\$0	\$0
\$1,200	\$0	\$0	\$1,248	\$0	\$0	\$0	\$0
\$89,012	\$106,703	\$101,782	\$89,671	\$108,323	\$124,176	\$143,557	\$137,900
\$5,160	\$0	\$23,357	\$31,093	\$1,062	\$4,869	\$2,365	\$28,295