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

There will be a meeting of the homeowners of the Town Center Lot 19 Building Condominium Association on Tuesday, February 26th, 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-pront	corporation, does hereby	constitute	and appoint:	
			* (or) check or	ne below:
	() Steve Novy	:	President/Chairman	
	() Penn Newhart	:	Vice President	
	() Gary Moss	:	Member at Large	
14 th , 2018 athereof, with	at Silver Mountain Proper th full power to vote and a	rties Board act for me t oxy is ackr	s meeting of the Association to be held droom at 3pm MST, or at any continu to the same extent that I might, were nowledgment of the receipt of the N	ation or adjournment I personally present.
IN V	VITNESS WHEREOF, I hav	e signed th	nis proxy on this day of	, 2019.
Member Sig	gnature		Member Printed Name	
Member Ur	nit 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 1st 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 asphalting 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 Association Dues Capital Reserve Dues Interest Income	53,082,50 14,201.27 19.25
Total Income	67,303.02
Special Assessment	60,000.00
Total Income	127,303.02
Gross Profit	127,303.02
Expense Administration Alarm System Monitoring-Qtrly Repairs	162.50 462.00 257.73
Total Alarm System	719.73
Elevator Maintenance Telephone	2,641.55 2,257.46
Total Elevator	4,899.01
Fire System Annual Inspection	1,194.68
Total Fire System	1,194.68
Insurance Business Insurance / D&O	6,404.82
Total Insurance	6,404.82
Janitorial Services Supplies	9,180.00 1,884.60
Total Janitorial	11,064.60
Landscaping Licenses and Permits Postage and Delivery Professional Fees Accounting Legal Fees Management Services	312.50 34.50 38.81 365.00 560.00 1,518.29
Total Professional Fees	2,443.29
Property Management	6,825.00
Repairs Building Supplies for R&M	6,272.89 763.14
Total Repairs	7,036.03
Snow Removal Plow Snow Shovel Snow Supplies for Snow Removal	1,077.50 1,221.25 64.87
Total Snow Removal	2,363.62
Special Projects Asphalt Repair	1,100.00

Town Center HOA Profit & Loss

January through December 2018

	Jan - Dec 18
Total Special Projects	1,100.00
Trash/Recycling Utilities	5,374.87
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

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

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	1
Ordinary Income/Expense						1
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	4% Increase as per Reserve
Interest Income	0.00	5.91		19.25	**************************************	ı
Total Income	60,716.52	62,124.29	69,475.00	67,303.02	70,099.00	
Special Assessment Total Income	0.00	62,124,29	60,000.00	60,000.00		
Gross Profit	60,716.52		129,475.00	127,303.02	70,099.00	•
Expense	00,7 10.02	62,124.29	129,475,00	127,303.02	70,099.00	
Administration	1,020,00	340.00		162.50		
Alarm System	1,020,00	0.10,00		102.50		
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	EAC.	
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	0.050.50	40,000,00	0.400.00		
Supplies	1,536.00	9,953.50 2,246,50	10,260.00 2,300.00	9,180.00	9,180.00	
Total Janitorial	12,816.00	12,200,00	12,560.00	1,884.60	2,000.00	
Landscaping	1,080.00	12,200,00	200.00	11,064.60 312.50	11,180.00	
Licenses and Permits	275.00	166.75	180.00	34.50	1,000.00 50.00	
Postage and Delivery	120.00	69.03	120.00	38.81	40.00	
Professional Fees		55,55	720.00	00.01	40.00	
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 Shovel Snow	0.00 0.00	0.00 0.00		1,077.50	1,500.00	
Snow Removal - Supplies	0.00	0.00		1,221.25 64.87	1,500.00	
Total Snow Removal	3,380.00	4,285.00	3,000.00	2,363,62	3,100.00	
Special Projects	0,500.00	4,205,00	3,000.00	2,303,02	3,100,00	
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	,	-,	1,12	5,57 (101	3,000,00	
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 Nett Income	57,259.00 3,457.52	66,165,35	129,475.00	128,045.44	72,389.00	

			_	Remaining		!	
#	Component Title	Description	Userui	Userui	Current Cost Est Best Wors	cost Est— Worst	Cost
2115	2115 Concrete Walkways - Repair - 10%	~ 10% of 670 GSF	5	3	006\$	\$1,000	\$950
2131	2131 Asphalt - Seal/Repair	~ 2700 GSF	9	0	\$1.000	\$1,200	\$1,100
2133	2133 Asphalt - Resurface	~ 2700 GSF	25	12	\$6,600	\$8,000	\$7,300
2153	2153 Metal Handrail - Replace	~ 25 LF	30	17	\$1,000	\$1,500	\$1,250
2179	2179 Mailboxes - Replace	~ (1) CBU	30	17	\$1,300	\$1,600	\$1.450
2191	2191 Outdoor/Site Furniture - Replace	~ (21) Pieces	20	7	\$3,000	\$5,400	\$4.200
2305	2305 Awning - Replace	~ 40 GSF	10	9	\$1,200	\$1,400	\$1,300
2319	2319 Concrete Patio Deck - Recoat	~ 1300 GSF	10	က	\$6,500	\$10,400	\$8,450
2321	2321 Balcony Rails - Paint	~36 LF	5	0	\$720	\$1,100	\$910
2335	2335 Courtyard Patio - Caulk/Seal	~ 170 LF	6	2	67	\$4,000	3
2335	2335 Stone Caps - Caulk/Seal	~ 130 GSF	2	2		\$1,200	65
2339	2339 Stucco/EIFS - Seal/Paint	~ 2800 GSF	15	6	69	\$11,200	\$9,100
2343	2343 Building Trim - Repaint	~ 95 GSF	7	6		\$1,700	\$1,350
2361	2361 Common Windows - Replace	~ (13) Windows	30	17	69	\$19.500	\$14,950
2373	2373 Garage Doors - Repaint	~ (5) Doors, 864 GSF	10	0		\$2,600	\$2,150
2375	2375 Roof: Single Ply - Replace - Phase 1	~ 820 GSF	20	7	\$11,000	\$14 865	\$12 933
2376	2376 Roof: Single Ply - Replace - Phase 2	~ 1476 GSF	20	6	\$19,680	\$26.760	\$23
2377	2377 Roof: Single Ply - Replace - Phase 3	~ 1608 GSF	20	1	\$21.440	\$29 150	\$25
2401	2401 Interior Surface - Repaint	~ 7900 GSF	10	3	\$7.200	\$9.500	\$8.350
2405	2405 Interior Lights - Replace	~ (17) Liahts	25	12		\$2,600	\$2,350
2411	2411 Carpet - Replace	~ 280 GSY	10	2		\$19,500	\$16,750
2419	2419 Ceiling Panels - Replace	~ 740 GSF	30	17	\$4,300	\$5,300	\$4,800
2427	2427 Bathrooms - Remodel	~ (4) Bathrooms	25	12	\$12,000	\$20,000	\$16,000
2513	Hydraulic Elevator - Modernize - Hydrolic 2513 Control valve, Submersible pump & motor,	(1) 3-Stop Elevator	30	17	\$18,000	\$20,000	\$19.000
	Oil reserve, safety guarding.						
2513	Hydraulic Elevator - Modernization -Closed- loop door operator, Hoistway Door interlocks, Door restrictor, Lamba 3D door	(1) 3-Stop Elevator	30	18	\$17,000	\$19,000	\$18,000
2513	Hydraulic Elevator - Modernization - ADA complience, Car operating panel, Hall call	(1) 3-Stop Elevator	30	19	\$15,000	\$17,000	\$16,000
	Hydraulic Flevator - Micro-processor				+		
2513	controller, Fireman's emergency operation, improved leveling accuracy, Soft start motor control	(1) 3-Stop Elevator	30	20	\$50,000	\$55,000	\$52,500
2517	2517 Elevator Cab Remodel	(1) Cab	25	12	\$5,000	000 88	9
2535	2535 Sump Pumps - Replace	~ (2) Pumps	10	10	\$4,000	\$6,000	\$5,000
2553	2553 Fire Control Panel - Update/Replace	~ (1) Panel	20	7	\$7,000	\$8,000	\$7,500
2555	2555 Exit/Emergency Lights - Replace	~ (13) Lights	25	45	000	000	. ?
2		and the second	34	7	000	\$2.300	A

\$15,600 \$16,224 \$16,837 \$17,5 \$17,5 \$17,5 \$17,5 \$17,5 \$17,5 \$1,5 \$1,4 \$1,4 \$1,4 \$1,5 \$1,4 \$1,4 \$1,4 \$1,4 \$1,4 \$1,4 \$1,4 \$1,4	Cost	\$16,224 \$1,467 \$1,467 \$20 \$20 \$20 \$20 \$20 \$20 \$20 \$20 \$20 \$20	\$16.873 \$1.5673 \$1.75	\$17,548 \$120,785 \$1,100	\$18,250 \$1,484 \$1,484 \$2 \$2 \$2 \$3 \$3 \$3 \$3 \$4 \$4 \$5 \$5 \$6 \$6 \$6 \$6 \$6 \$6 \$6 \$6 \$6 \$6 \$6 \$6 \$6	\$18,980 \$1,743 \$1,743 \$1,005 \$	\$19,739 \$2,007 \$1,739 \$5 \$5 \$5 \$5 \$5 \$5 \$5 \$5 \$5 \$5 \$5 \$5 \$5	\$20,523 \$10,024 \$1,000 \$1,0
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\$3,500	\$3,500 \$1,000 \$9,100 \$1,350 \$2,160 \$2,250 \$2,322 \$2,350 \$1,500 \$16,750 \$16,000 \$19,000 \$19,000 \$19,000 \$19,000 \$19,000	8 8 8 8 8 8 8 8 8 8 8 8 8 8 8	23.641 24.040 28.08 39.08 39.08 39.08 39.08 39.08	\$0.000	\$4,082 \$8 \$8 \$8 \$8 \$8 \$8 \$8 \$8 \$8 \$8 \$8 \$8 \$8	\$3,864 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0	\$1,126 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0	64. 8. 9. 9. 9. 9. 9. 9. 9. 9. 9. 9. 9. 9. 9.
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