

Jan 2019 Chateau Park Annual Owners Meeting Minutes

1/31/2019 @6:00pm at Golden Spike Realty Office

Board Members In Attendance: Barbara Gray, Nancy James, Carol Cisney, Kaitlyn Linford (HOA Management)

Excused: Lina Hall & Doug Yoshimura

1. Meeting was called to order by Barbara Gray. All present confirmed that they had signed in. Kaitlyn confirmed that we had a quorum.
2. Kaitlyn passed around a sheet for everyone to update the Association directory.
3. Barbara had all those running for Board seats to stand and introduce themselves. Barbara Gray, Carol Cisney, and Tim Barnet. After introductions everyone voted on ballots and turned them into Nancy and Kaitlyn to count.
4. Barbara had everyone turn to the 2018 Annual Meeting Minutes in there packets and asked for someone to make a motion to either Read the meeting minutes before acceptance or waive reading the minutes and accept them as is. A question was asked if we read them do we do that silently or would she read them. It was stated that if a motion is made to read them we will read them together prior to voting on accepting or a motion could be made to waive reading them and move on to the next item. A motion was made to waive reading the minutes, the motion was seconded and Barbara called for all in favor. It was passed to waive and accept the minutes.
5. Kaitlyn went over the Association financials and reported that on 12/31/18 the checking account had \$505.99 and the savings account had \$28,132.41, giving a grand total of \$28,638.40. The 2018 profit and loss statement was reviewed and Kaitlyn stated that in most areas the Association was either under budget or right on. The one area where the Association was far over was in landscaping and that was to make some major sprinkler repairs and place sod in areas where trees had been removed. This was okay because of all the areas the Association was under budget. The other area that was over budget was for Management Fees, this was because the Association didn't have enough money to pay this bill for Nov & Dec of 2017 and they were paid out in 2018. Water was also over but not by much. Roy city has

not increased the price anymore and that the increase was from increased usage in some buildings. In the end the Association ended the year in a positive Net Income of \$739.52. Kaitlyn asked if anyone had any question on the 2018 profit and loss. A new owner asked was the increase of dues was. Kaitlyn reported that in the January 2017 meeting it was voted to increase dues to \$140.00. Kaitlyn moved on to the 2019 Budget that was approved by the Board at a previous meeting. Kaitlyn stated that not much had changed in the budget from the previous year and that a cushion was left of a positive Net Income of a little over \$1300 for any emergent situation. Kaitlyn pointed out that some months the Association ends in a negative but that is okay because the previous month is a positive. December is always a positive month to help with the negative January month. The negative months are typically caused from the months when the water bill is due. A negative month is okay, so long as the total Net Income is a positive for the year. An owner asked why some months there were expenses, while in others there was no expense in that category and why were some months the expenses different. Kaitlyn stated the months when the water bill is due it is a negative month and because of this other expenses are budgeted on months that are positive months. This does not mean that those funds have to be used that month or necessarily in that category. Money left over can be used in whatever category is most needed. The owner asked why landscaping/snow is so different each month. Kaitlyn stated that the months when it is increased is months when we need ice melt, extra pushes, sprinkler repairs, etc. The owner asked how the price was determined, Kaitlyn and the Board stated that the contract is actually a set price each month and that we only pay more for work that is not included in the contract such as the sprinkler repairs or ice melt application. Kaitlyn also stated that we have looked at contracts where the snow removal is per push and that it is kind of a guessing game, because the per push is cheaper on years when there is little snow but more expensive on years when there are a lot of snow. Because of this the Boards makes the best decision they can to try and be most cost effective. It was also stated that landscape/snow contracts are collected yearly to make sure we are getting the best cost. Another owner asked where the roof cost was in the financials and that it was a big cost to not see on the reports. Kaitlyn reported that the roof cost is only going to show on the month that it was paid because it came out of the Reserve Account and

that the Roof replacement was discussed at the 2017 meeting to be done and to use the Savings Reserve to pay for it. Kaitlyn also reported that the Board reviews this report and also that funds from the Savings account can't be transferred without Board approval and without a Board member present or meeting minutes to approve it. Kaitlyn also stated, that anyone who wanted to see that report is welcome to it and that she would send it to anyone who requested it.

6. Kaitlyn stepped out to count votes with Nancy and then returned into the meeting.
7. Barbara and Carol went on to discuss the Roof Special Assessment. Both read statements about why a Special Assessment was needed. It was reported that there are 2 unit buildings and 5 carport roofs that are estimated to need to be replaced within the next 5 years. This cost will be approximately \$79,000 and that if all the roofs needed to be replaced within 1 year it would cost roughly \$175,076.00. It was also noted that the Association as used as much of the Savings Reserve as possible but based on the current balances there is not enough to complete the roofs. While the increase helped with the day to day expenses and maintenance it will not help with the roof replacement. Because of this the Board is purposing a Special Assessment of \$500 per year for the next five years, with the total cost of the Assessment will be \$2500.00. The fee can be paid several different ways, monthly, annually, or the full balance all at once. Each year though the \$500's will be due by Dec 1st. An owner asked what would happen if it was voted no. Kaitlyn and the Board reported that the Association would continue to check roofs and make repairs as financially able. An owner asked what would happen if a roof went out and Kaitlyn reported that it would mean having to vote on a Special Assessment then and that it could mean it being due at a much faster rate. The Board reported that they didn't want that to happen and wanted to give everyone time to be able to pay the Assessment and that was why they voted to do it over the course of 5 years. An owner reported that there roof was having some leaks and asked if the schedule given was final. Kaitlyn reported no and that each year the Association would have the roofer inspect all roofs and determine the worst one. The owner asked if owners could be present to allow them in the unit to see the leaks, Kaitlyn stated yes and that when the inspection takes place she will notify owners to see if anyone is available to allow the roofer in the unit to inspect from the inside as well.

One owner reported that if it's a lower level unit that its not a leak from the roof but from pipes from the upper unit. He stated that it happened in his unit and that it was from the pipes and that the Association should make sure that the leak is not from that before replacing a roof. Another owner asked if the unit that had caught fire needed a roof replacement as well. Kaitlyn reported yes and that the roof has been inspected by two different people and at this point the fire did not damage the roof to include it in the Insurance Claim. Another owner asked how \$500 a year was determined. The Board answered that \$500 a year would cover the roof replacement and allow the Reserve Account to build up during that time. Kaitlyn also reported that the Board really discussed about this long and hard and that she actually recommended the Assessment be for \$1000 a year to not only pay for the Roofs but to give an even high balance in the Reserve Account for the next time roofs needed to be done but that the Board thought \$1000 would be too high for all the owners and that \$500 would cover the roof replacement and be more doable for all owners. An owner asked if the amount could be less, Kaitlyn reported yes it could be less. The Board reported that if less it wouldn't cover the roof cost and that another assessment might need to be done down the road. An owner made a motion to decrease the Special Assessment to \$250.00. Barbara called for a vote by hand to change the amount from \$500 to \$250 per year. 3 owners voted yes and the rest voted to keep at \$500.00. All owners voted on the ballots and turned them into Barbara and Carol to count.

8. Barbara and Carol stepped out of the meeting to count the ballots and returned when done.
9. Nancy and Kaitlyn reported the tasks that had been completed in 2018, with the big ones being placement of new sod and major sprinkler repairs and of course roof replacement on 2 carports and unit roof repairs on 1 building to preserve the life of that roof. The 2019 big projects will be to continue with sprinkler repairs, painting of common area interior hallways, and painting the carport beams and facing and to continue replacing carport privacy slats. An owner asked if they were going to be switched out to a new color and it was stated that yes they will be and that the color was going to be clear of a cream to match the carports as well, but that they will be replaced as they are needed. Another owner asked what the privacy slats were and it was reported that not all carports have them but they are the green paneling pieces you see on some of the carports. Another owner

asked which units had sump pumps and it was reported that two buildings due to the slope have sump pumps, owners in those units reported that the sump pumps have been working very well. It was also stated that it may be a good idea to add sensor to the pump and that some sensors even text or email a notification of pump usage. Another owner reported that they had a concern that the plows have hit some of the cement curbing and that they aren't broke yet but sometimes its hit pretty hard and they are concerned it will damage or break them. Kaitlyn stated she would call the vendor to discuss the issue. Another owner asked what was going on with the carport lights in stall 7-13. Kaitlyn reported that maintenance has inspected it and has found that the sensor is okay but that light bulbs don't work and so we are having an electrician looking into it. It was also stated that there is reason to believe that the owner who has that breaker may also have turned it off and that Rocky Mountain power was looking into the matter also to try and determine who had that switch. Kaitlyn also asked if everyone knows how the meters work at the Association. Some owners were not aware. It was explained that because of the age of the units, the developer actually placed all the electrical on each unit instead of supplying the HOA with their own meter. Each unit is responsible for a portion for the electrical and it has been well looked into by collecting bills and talking to Rocky Mountain Power that its pretty fairly divided by all units. Some units pay for lighting which is year around but then others pay for water during the summer, which at times can be higher but then is much smaller during the winter months. The Association pays for one light that was put on its own meter and that is all. It was also explained that it has been looked into changing this but that because it would have to be brought up to code it would be very expensive and that Association can't afford it.

10. Kaitlyn discussed insurance and reminded owners to ensure that they check each year to make sure that there insurance policy covers the HOAs deductible requirement. An owner requested a correction and clarified that the individuals policy does not pay for the deductible. Kaitlyn corrected the statement that the HOA's policy does not make a claim until its deductible is met by the individuals policy. An owner asked if the claim is per unit or building. Kaitlyn reported that it is per incident. It was asked how it worked with the building that had caught fire. Kaitlyn reported that it was one incident and so the deductible was divided by the four units and that it was one claim plus each owners individual claim on their policy. It was asked

how the fire was started. Kaitlyn reported that as per the State and the City fire marshals she was not at liberty to say or speculate and that she was not actually told the real reason the fire started. What was reported is that the fire was ruled an accident. Another owner asked what this meant for the HOA and would any of the roof special assessment pay for this. Kaitlyn reported that it would not affect the Association as it was all being paid for through insurance. What could affect the Association is what the claim does to the HOA's policy. We won't see if it increases the policy until next year and that the insurance agent has already suggested a few options. The Association may have to look at another insurance company or an increase to the deductible may be best. This also means that it increases each individuals policy to reach the deductible. Kaitlyn stated that no decision will be made until we see how it affects the HOA's policy. It was asked how much the claim is and Kaitlyn stated that right now the claim is a little over \$400K but that the adjuster is saying it will probably increase once as the job continues. It was asked how long it will take to rebuild and Kaitlyn stated that the owners have all agreed to use one company which will help it move along faster but that it is still a 9-12 month job.

11. Kaitlyn talked about the Association Rules and reminded everyone to make sure pets are on a leash and being cleaned up after. Parking is to be in the carport areas and that the end cap parking is for visitor and street parking is for short term parking. Carport and patios should be clutter and garbage free to keep them looking nice. When they are filled with clutter and garbage it lessens the Association curb appeal.
12. Fire Safety was discussed, stating that all owners and occupants should have a fire plan, check smoke detectors, and have ladders for top floor units. It was asked if the Association will be adding smoke detectors to the common hallways and it was stated yes but that owners should make sure they have them as well. It was also recommended by another owner to have carbon monoxide monitors as well.
13. Nancy reported that Barbara Gray and Carol Cisney were voted to serve on the Board from 2019-2021.
14. Carol reported that the Roof Special Assessment was approved. Kaitlyn reported that the Special Assessment would be on the next invoice and that owners not at the meeting would be notified of the voting results.
15. Barbara asked if anyone had any further business. No further business was discussed.

16. Barbara asked for a motion to adjourn the meeting, motion was made and seconded. Barbara called for all in favor. Motion carried.
17. Meeting adjourned at 7:49pm. The next owners meeting will be held Jan 31, 2020.