

**MILLER RANCH CONDOMINIUM ASSOCIATION  
ANNUAL HOMEOWNERS MEETING  
JANUARY 21, 2020**

**MINUTES**

**CALL TO ORDER**

The meeting was called to order by Steve Stafford, Community Association Manager for the Association, at 6:30 p.m. The meeting was held in the Event Room on the second floor of the Miller Ranch Community Center.

**ATTENDANCE**

The following Board Members were present:

- Erica Ryan, Unit H136

Other homeowners present were as follows:

- Susan Moran, Unit E221
- Cassie Scales, Unit A203
- Eric Butler, Unit A203
- Ellen Miller, Unit F230
- Cathy Heller, Unit A201
- Daniel Griffith II, Unit B108
- Joe Shankland, Unit H240
- Mark Ryan, Unit H136

Other homeowners present via proxy were as follows:

- Mark Hoblitzell, Unit E222, via proxy to Erica Ryan

Other persons present at the meeting were as follows:

- Steve Stafford, Slifer Management Company
- Heidi Hanson, Slifer Management Company
- Vincent Vigliotti, Slifer Management Company

**ROLL CALL**

Steve Stafford introduced himself and then had everyone present introduce themselves. He asked everyone to make sure that they sign the sign-in sheet before leaving the meeting.

**MINUTES FROM PREVIOUS ANNUAL MEETING**

There was a brief discussion about the Minutes from the previous Annual Homeowners Meeting, which had been held on March 5, 2019. The Minutes had been distributed to all owners prior to the Annual Meeting. Steve Stafford asked if there were any questions or comments on the Minutes. An owner asked if future Minutes could be prepared with more paragraphs and

headings, in order to make them easier to read. Steve said that he could do that. There were no other questions or comments. Those present then approved the Minutes.

## FINANCIAL STATEMENTS

Steve Stafford had previously emailed or hand delivered the December 31, 2019 balance sheet and income and expense statements to all members of the Association. Steve turned this part of the meeting over to Heidi Hanson, the accountant for the Association.

## INCOME STATEMENT / YEAR-END BUDGET COMPARISON

She reviewed the profit and loss versus budget report first. The Association ended the year with \$816 of net income. The Association collected \$63,000 of replacement reserve funds and spent \$41,369 replacement reserve funds in 2019. Those expenses were for balcony repairs (\$33,719), dryer vent cleaning (\$4,250) and an update of the replacement reserve study (\$3,400). The replacement reserve study is posted on the Association's website. An owner asked why repairs and maintenance expense was so far over budget. Steve said that he would need to review the general ledger at the office and report back to the owners. An owner asked if Heidi could put a percentage comparison column in future reports showing the percentage of actual to budget for each line item. Heidi said that she could do that.

## BALANCE SHEET

Heidi then reviewed the balance sheet. As of year-end 2019, the Association had \$328,121 in funds. That was comprised of \$30,292 in the operating account and \$297,830 in the replacement reserve account. The Association has prepaid their insurance premium, in the amount of \$14,365 through November 3, 2020. Accounts payable was \$1,098 and that fluctuates monthly. The reserve fund balance prior year was \$254,067. The Association will be adding the 2019 reserve income of \$63,000 and deducting the 2019 reserve expenses of \$41,369. Those year-end entries will bring the replacement reserve fund up to \$275,698. Steve explained that the working capital of \$69,555 is comprised of three months of dues that every owner pays at the time that they purchased their condominium. When an owner sells their home, they receive their working capital back and the new owner pays a new working capital amount. The working capital is a cushion for the Association. It's needed by most Associations because operating expenses vary substantially month to month, while dues income does not.

## 2020 PROPOSED BUDGET

Steve Stafford had previously emailed or hand delivered the proposed 2020 budget to all members of the Association. Heidi Hanson said that the Board of Directors was proposing a 4.77% increase in the 2020 budget. The Association is estimated to end 2019 with approximately \$816 of net income. Management expects the cost of water and sewer, alarm monitoring and electricity to go up in 2020. Property management fees have not increased since the beginning of the Association in 2004.

## TRASH SERVICE

Steve Stafford negotiated a new contract with Vail Honeywagon so trash removal cost will go down substantially. The amount in the budget in 2019 was \$19,511 but in the proposed 2020 budget, the amount is only \$7,000. Steve said that the new trash removal contract didn't take effect until September 1, 2019, so the savings did not start until that date. The trash contracts are

almost always 3 to 5 year contracts. The contracts are almost always written so that the trash companies can raise their prices for any reason and at any time during the term of the contracts. The contracts automatically renew for another 3 to 5 year term unless the trash company receives notice 90 to 120 days prior to the expiration date that the contract is being terminated. Steve enters that date on his calendar and gives notice of termination because that's when he has the power to negotiate with the three trash companies in the valley. He went out and got bids from all three companies. There are now three trash companies instead of two, which has created more competition on the rates.

#### REPLACEMENT RESERVE

Steve Stafford pointed out that the operating dues in the 2020 proposed budget are actually lower than the operating dues in the 2019 budget. What is creating the increase in the proposed 2020 budget is the fact that the Board is trying very hard to keep the replacement reserve fund in line with the recommendations in the replacement reserve study in order to hopefully avoid the need for special assessments in the future. The reserve dues are going from \$63,000 in 2019 to \$81,900 in the proposed 2020 budget. That's in line with the replacement reserve study.

#### COMPOST CONTAINER

An owner asked about the possibility of having a compost dumpster or container somewhere in the neighborhood. Heidi Hanson said that she had been in a meeting recently where a representative of the Edwards Metropolitan District had stated that they were working on a compost container for the Edwards area. This is in the very early stages however. The owner said that there's one in Avon and Eagle where owners can pay Vail Honeywagon to use it.

#### TRASH REMOVAL

An owner asked if the Board is still thinking about the possibility of better dumpster enclosures. Steve Stafford said that the Board had discussed this subject after last year's annual owners meeting and they had decided that because the Association was going to incur a large expense for balcony repairs in 2019, they didn't want to deplete the replacement reserve fund more in 2019 with improvements to the dumpster enclosures. It is something that they will look at again at some point in time. An owner thought that compactors might be a good idea if they created cost savings. There was a brief discussion about people who leave oversize items or other items that are not supposed to be discarded in the dumpsters. An owner said that she sometimes sees people who drive to the dumpster and then throw garbage into the dumpsters. Steve said that if an owner can give him a license number, he will report that to the Sheriff's Department and they will track down the driver via the license plate number. There is a law against unauthorized persons throwing their trash in dumpsters.

#### HANDICAP PARKING SPACES

An owner asked if handicap parking spaces and associated signs are an Association responsibility or an Eagle County responsibility. Vincent Vigliotti said that they are an Association responsibility. He said that the Association is thinking about moving the handicap space that is near Building A. The possible location would get more sun, which would help keep it clear of snow and ice and it would be possible to put a handicap sign on a post in the grass in that location, which would make it more visible in the winter months. This was suggested by an owner and the Board and management will decide whether it's feasible sometime after the

meeting. If the space can't be moved, management will mount a handicap sign on the wall of the building so it's more visible.

#### APPROVAL OF 2020 PROPOSED BUDGET

Those present approved the proposed 2020 budget.

#### ELECTION OF BOARD MEMBERS

Steve Stafford said that the Association currently has four Board Members. The Association previously had five Board Members but one of them, Camille Thurston, sold her condominium and moved out of the neighborhood, so she had to resign as a Board Member at that point in time. When that happens, the Board can either appoint a new Board Member to fill that position for the remainder of that term or they can leave that position vacant until the next annual owners meeting. The Bylaws also provide for one to three year terms for Board Members so that the term of at least one Board Member will expire each year. This Association has always operated with one year terms for all five Board Members. Steve said that everyone should have a ballot (one for each unit). Steve said that he had not heard from any owners other than current Board Members who were interested in being Board Members, so he put those four Board Members on the ballot and he put blanks for write-in candidates on the ballot. Steve said that the vast majority of Board of Directors business is done via email in most Associations, including this one. He said that it doesn't involve a huge amount of time. Cassie Scales and Joe Shankland both said that they would be interested in being Board Members. An owner asked what buildings each of the Board Member candidates own units in. Steve said that Cassie Scales is in Building A, Paul Amicucci is in Building C, Larry Benway is in Building C, Mark Hoblitzell is in Building E, Erica Ryan is in Building H and Joe Shankland is in Building H. The owner said that she thought that it might be a good idea to have the Board Members spread out over a wide range of the buildings. Steve asked everyone to vote for five Board Members, fold their ballot over (one per unit) and turn it in to him before leaving the meeting. (Note: After the meeting, the ballots were tabulated and the Board Members for 2020 were determined to be Cassie Scales, Paul Amicucci, Mark Hoblitzell, Erica Ryan and Joe Shankland.)

#### MAINTENANCE AND REPAIRS

Steve Stafford asked Vincent Vigliotti to present this part of the meeting.

#### REPAINTING OF CARPORT BUILDINGS

Vincent Vigliotti said that the carport buildings need to be repainted. Since the carports are only owned by some owners, the cost of repainting the carports is paid for on a pro rata basis by the owners of the carports. The Association pays for a small portion applicable to the part of the buildings that encloses the trash dumpsters. The carport owners pay for the remainder of the repainting cost via special assessment. The cost will be approximately \$200 to \$300 per carport owner, depending on how much siding needs to be replaced at the same time. Steve explained that although the replacement reserve fund is used for paying for exterior painting of the condominium buildings, it would be very difficult to segregate the fund into separate funds for those who do own carports and those who don't, so repainting of the carports is done via a special assessment.

## SALE OF CARPORTS

An owner asked if carports could be sold. Steve Stafford said that the Condominium Map would need to be amended because all of the carports are shown on the Condominium Map as appurtenant to individual condominium units. He said that changing the Condominium Map is pretty difficult. It's similar to changing the Condominium Declaration. To amend either of those documents, it required approval of at least 67% of the members of the Association and 100% of the lenders.

## GUTTERS AND DOWNSPOUTS

Vincent Vigliotti said that some of the gutters and downspouts would need to be repaired or replaced in 2020. He said that when the condominium buildings were constructed, they designed and built many of the downspouts to dump water right onto or next to the landings or walkways. He will look into the possibility of changing that so that water is directed further away from landings and walkways. Steve Stafford suggested extensions that can be lifted up during mowing operations so that they don't get smashed by the mowers. He said that they should have originally been routed underground to the storm drains, but unfortunately, they didn't do that. They were most likely done that way in order to save money, since the project was for affordable housing. An owner asked about the possibility of gutters and heat tape on the front of the carport buildings. Steve said that management had early on gotten a proposal for gutters and heat tape on the front of the A Building carport building, but the cost was considered prohibitive at that point in time. It would need to be paid for only by the owners who own carports. The cost would include the electricity to run the heat tape.

## BALCONIES

Vincent Vigliotti said that now that the balconies have all been inspected and repairs have been done, they will be restained approximately every other year and inspected approximately every five years. The painters will report any problems that they see when they do the restaining and if owners notice any problems at any time, they should report them to management.

## SIDEWALKS

Vincent Vigliotti said that he is also planning on identifying several of the worst areas where sidewalks are breaking apart or showing damage. Hopefully the Association will be able to repair or replace those areas in 2020.

## PARKING LOTS

The Association will probably sealcoat and stripe the parking lots this year. Management will look at the parking lots in the spring to assess the need. Steve Stafford said that the Association usually does pothole repair and crackfilling almost every year. Some properties can go 5 to 7 years between sealcoatings but others need it more often. Sealcoating of the condominium parking lots was done approximately four years ago.

## THEFT

An owner asked if theft was a common occurrence in the neighborhood. Steve Stafford said that there have been a few occasions over the years when there were multiple incidents of theft, however it has not been a frequent problem. He said that the problem seems to move around to different parts of the valley over periods of time.

#### ADDITIONAL PATHWAYS

An owner asked if there was an inexpensive way to create additional access pathways to give people more choices to access parts of the neighborhood. Steve Stafford asked that owner to contact management this spring to show management where she would suggest additional pathways. Management can then get some proposals for adding sections of sidewalks in those areas. Steve said that installing sidewalks is always fairly expensive, but the first step is identifying those areas, then getting proposals and then letting the Board make a decision.

#### CLUSTER MAILBOXES

An owner asked if more snow and ice removal could be done around the cluster mailboxes. Steve Stafford said yes, but it was just a matter of money. The Association has a pretty small budget for snow and ice removal but if the Association authorizes more money for that purpose, it's possible. Vincent Vigliotti said that the Association usually does authorize the snow removal company to clear out the snow around the cluster mailboxes this time of year, because it tends to build up quite a bit, and he is planning on doing that soon.

#### ADJOURNMENT

There being no additional business before the members, the meeting was adjourned.

Respectfully Submitted,

---

Steve Stafford, Community Association Manager