

**MILLER RANCH CONDOMINIUM ASSOCIATION  
BOARD OF DIRECTORS MEETING  
OCTOBER 13, 2017**

**MINUTES**

**CALL TO ORDER**

The meeting was called to order by Steve Stafford, Property Manager for the Association, at 6:00 p.m. The meeting was held in the Valley Home Store conference room on the second floor of the Miller Ranch Community Center.

**ATTENDANCE**

The following Board Members were present:

- Camille Thurston
- Tom Costa
- Paul Amicucci
- Euginnia Seyferth
- 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

**ESTABLISHMENT OF QUORUM**

The Bylaws require a simple majority for a quorum. Since five of the six Board Members were present, a quorum was established.

**FINANCIAL STATEMENTS**

Heidi Hanson reviewed the most current financial statements, which included the September 30, 2017 balance sheet and profit and loss budget performance report. As of September 30, most line items on the profit and loss report were under or near budget. Trash service was over budget by \$1,420. The reason for this is that \$1,065 is budgeted per month for trash service but the actual cost per month is \$1,258.50. Fire sprinkler costs were under budget. Electricity costs were under budget. Vincent is turning the heat tapes on and off manually as needed to save on electricity. As of September 30, the Association had net ordinary income of \$9,237.

**DELINQUENCY REPORT**

Kip Wolcott (Unit E122) and the Carrascos (Unit D218) continue to make payments per their payment plans. As of the date of the Board Meeting, the Carrascos owe \$3,164.85 and Wolcott owes \$3,271.41. Alan Brown (Unit J146) is behind on his dues again. Heidi Hanson previously informed him that the Board would not waive his late fees a second time. He did make a \$300 payment in the last 30 days to bring his balance down to \$435.87.

## ESTABLISHMENT OF OFFICERS

Those present voted to establish the following officers for the Board of Directors:

- President: Camille Thurston
- Vice President: Tom Costa
- Secretary: Erica Ryan
- Treasurer: Paul Amicucci

## MAINTENANCE AND REPAIRS

The Board directed Slifer Management Company (hereinafter "SMC") to place ice melt buckets in all the breezeways. The Board voted to accept the snowplowing proposal from SHC Landscaping. Camille Thurston suggested that the Association install a sign on the north end of the Building H garage that says "DO NOT CLIMB ON BUILDING" because she has seen kids climbing on it. The Board voted to accept the snow shoveling proposal from Simon Property Services. The Board decided to accept the proposal from Double M Asphalt to do pothole repairs, crackfilling, sealcoating and striping in the spring or early summer. There was a discussion about the difference between the usual sealcoat product, which has coal tar in it, and the safer alternative which does not have coal tar in it. The coal tar sealcoat product is less expensive and lasts longer. The Board asked SMC to get a price from Double M Asphalt for doing the job with the non-coal tar product so they can make a decision about which one to use. Either way, they asked SMC to let Double M Asphalt know that they are going to have the work done and they'd like it done as early as possible in the spring or early summer.

## MAINTENANCE OF PORCHES AND BALCONIES

Prior to the Board Meeting, Steve Stafford had emailed a letter dated September 19, 2017 from Mary Isom, the Association's attorney, to all of the Board Members. The letter related to Mary's review of the governing documents as they relate to responsibility for maintenance and repair of the limited common area porches and balconies attached to each of the condominium units. Those present discussed the letter and decided to continue to follow the policy that has been in place since the beginning of the Association. That policy is that maintenance and repair of limited common area porches and balconies will continue to be the responsibility of each individual condominium owner. The only exception to that policy is when exterior painting of the building is done, the railings of the balconies are painted at the same time in order to maintain a uniform look. Those present directed Steve Stafford to pose the following questions to Mary: (1) What should the Association do to protect the Association from liability? (2) Should some kind of inspections be done in the future, possibly every five years? (3) Does the Association take on any significant liability by inspecting? (4) What recourse does the Association have to make individual owners fix unsafe balconies?

## RENTAL UNITS

There was a brief discussion about properties whose owners no longer live in the homes, which basically turns them into rental or investment properties rather than locals housing. Steve Stafford said that this is something that falls under the enforcement powers of the Eagle County Housing Department. He said that he has directed several homeowners to the Eagle County Housing Department when they have contacted him with this kind of information.

## SIDEWALKS

There was a brief discussion about clearing the sidewalks back where plants are growing onto them. Vincent informed those present that more trip hazards would be ground down next year. Also, a few sections that are too bad to be ground down will need to be replaced.

## ADJOURNMENT

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

Respectfully Submitted,



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Steve Stafford, Property Manager