

Sundial Town Home Association  
Annual Meeting Minutes  
28 July 2012

1. Call to order: 10:05 a.m.
2. Owners of 11 homes, including the Board President, were represented in person at the meeting. There were 5 proxies received prior to the meeting.
3. **President's Report:** Jim Williamson  
Previous year's Minutes (2011) were reviewed by the attending homeowners and there were no questions &/or comments.

**Financial Report:** Doug Muhlbauer, Treasurer

Doug went through preliminary numbers for our current financial situation (January 2012 – June 2012). Income: \$29,540.48; Expenses: \$16,590.95; Checking: \$11,732.64; Operating Savings: \$19,064.34; and Replacement Fund: \$51,767.38. It should be noted that delinquent dues, fines, late fees, etc. are not reflected in our Income, in other words we have not received all that is owed (see Attachment 'A'). Currently several homeowners have outstanding balances on dues, fines, late fees, attorney fees, and interest in the amount of approximately \$4,200.00.

We are still behind in increasing the Replacement Fund to the recommended level. Currently we are saving 13% monthly as opposed to the recommended 28%. The Board will consider placing a lump sum in this account at the end of the year after major expenses are paid for. We will continue to fund this as aggressively as possible so we are prepared for future repairs as outlined in the "Replacement Reserve Report 2008"

The major expenses for 2011 were water, property maintenance, landscaping contract, insurance and trash pickup.

The board is planning to increase the dues 5% next year to keep up with expenses that continue to rise and to continue adding to the Replacement Fund. The new amount will be \$183.65. Please see 'Cost Increases 2009-2012' for information regarding the increases of expenses over the past several years. We realize that at some point we will have to cap the dues. An overall average for dues in other comparable communities is approximately \$200.00/mo.

**4. Significant Issues**

*Insurance:* The deductible for the HOA' insurance increased from \$2000.00 to \$2500.00. We also have a 2% Wind/Hail co-pay if such a loss occurs. Please see 'CB Insurance Homeowner's Packet' for information regarding the HOA's insurance with pertinent information regarding what you can expect from the HOA's Insurance and the clauses you are strongly encouraged to have in your personal insurance policy. The Board cannot express how **IMPORTANT** it is for you to do your due diligence regarding your personal insurance policy.

*Irrigation:* The master control box was replaced, a major leak was repaired, and numerous sprinkler heads were replaced.

*Fences/Steps:* Privacy fences, steps and the split rail fence were all stained. The homeowner's that were present complimented the nice job that was done.

*Xeriscaping:* Shoring up the fence along Bula and Palmer Park was completed to correct drainage issues, along with mulch replacement. Several front yards were replaced with Xeriscaping. The Board would appreciate homeowner comments regarding existing and future Xeriscaping projects.

*Tree Removal:* There were 4 very large trees that were removed on the north side of the property. Currently, there are several dead trees on the property; it was suggested that they be replaced with some sort of bush vice trees due to root systems causing problems in years to come. The board will take this under advisement.

*Drainage Issues:* Multiple drainage issues were addressed in the past year. Although the grounds maintenance company has been constantly reminded to return the black downspout hoses to their correct position, it is not always done. Please be vigilant of you and your neighbor's drainage pipes and position them correctly when they are directed towards the building or into a window well.

## **5. Current Work**

*Xeriscaping:* We are continuing to xeriscape and are open for comment regarding prior and future projects. We want it to look nice; however, the budget is always a restriction on what we can/can't do and timelines.

*Crack Sealing:* Crack sealing needs to be done. We do not have a schedule as of today. We will give notice in advance when we have a schedule in place.

## **6. Projected Work (2-5 years)**

1. Sealcoat both streets
2. Xeriscaping
3. Front doors (south facing) either replace or re-done.
4. Concrete Repairs
5. Security Lights

\*It was proposed that end unit owners receive a \$25.00 /yr reduction in dues as they pay for the security lights' electricity. The Board will take this proposal under consideration.

\*\*It was also noted that exterior bulbs (overhead garage and front door) with the exception of the security lights are the responsibility of the homeowner.

## **7. Board Comments**

Since the inception of Sundial Townhomes, HOA our community has been primarily homeowner's living on site. Recently, there has been an increase in rentals and tenant issues. The Board has decided to go to full management rather than being self-managed. We have not currently signed a contract; however, we have contacted Balanced Bookkeeping to be our management company. Once the contract is signed, we will send out a notice to homeowner's regarding the protocol of using full management vs. self-management. Going to full management will more than double what we currently pay for accounting and bookkeeping support. We are not increasing

dues more than 5%; therefore, we will be unable to save as much money for the Replacement Fund. This proposed change will occur in January of 2013.

The Board met with an attorney on 07/27/2012 regarding several issues that have come to the Board's attention. The Board has been tasked with writing/re-writing Policies & Procedures and Rules & Regulations for the HOA. We are hoping to have these documents out for comment/suggestion in September. Please note that the Board makes the ultimate decision as to whether the comments/suggestions will be included in either the Policies & Procedures and/or Rules & Regulations for the HOA.

**Attention: Homeowner's who have tenants.**

It was brought to the Board's attention that we should have copies of signed lease agreements along with owners' contact information. We will also need Property Manager contact information if you have employed one. A letter will be sent under separate cover to those this affects. Please note requirements of Section 7.2, Declaration of Covenants, Conditions and Restrictions of Sundial Townhomes. Future rentals will have the requirement to incorporate wording reflecting the intent of Section 7.2 which will be included in the revised Sundial HOA Rules and Regulations.

It was proposed to limit the number of rentals in our community. We would need a 67% quorum and would have to change our Covenants in order to achieve this. A survey will be sent out in the near future.

**8. Homeowner's Issues**

The gutters on the north building need to be cleaned.

There are 'sucker's growing where the large cottonwood trees were removed that need to be dealt with.

The newly xeriscaped area (southwest) needs to have some plantings or other landscape feature(s) to be more aesthetically pleasing.

**9. Election of Board Member**

Jim Williamson's term as President was up. Jeannie Hacker moved to nominate Jim to the board and Elise Musholf seconded the motion. By a vote of 15-0 he was unanimously re-elected.

**10. End of Meeting**

The meeting was adjourned at 11:45 a.m.