

# Graystone on the Green

## Annual Owners Meeting Minutes December 5, 2018

### Draft

The annual meeting of the Graystone on the Green Owner's Association was held on Wednesday, December 5, 2018 at 11:00 am in the Conference Room at the offices of Central Park Management, Inc. located at 800 Weiss Drive, Suite A in Steamboat Springs. The meeting was called to order at 11:17 am, Roll call was taken as follows:

<i>Lot</i>	<i>Owner</i>	<i>Representative</i>
2	Jennifer & Russ Peterson	Present via Conference Call
3	Donna Jean & Thad Minyard	Present via Conference Call
5	Lisa & Steve Branscum	Present via Conference Call
6	Kim Carlson & Jeanne Graham	Present via Conference Call
7	Andrew & Devon Evans	Present via Conference Call
9	Darla & John Bogler	Present via Conference Call
11	Christine & Larry Keane	Present
12	Besty & Robert Schwartz	Present
14	Gerald & Jean Spring	Present by Proxy to Kim Carlson
16	Cindy & Scott Macgray	Present

Michele Matthews noted that a quorum of at least 9 units were present in person or by proxy. Central Park Management was represented by Michele Matthews.

#### Approval of the 2017 Annual Meeting Minutes

The 2017 annual meeting minutes were reviewed by the owners prior to the meeting. With no changes noted the following motion was put forth:

**Motion:** That the 2017 annual meeting minutes be approved as written by Steamboat Association Management.  
**By:** Kim Carlson  
**Second:** Devon Evans  
**Vote:** All in favor – None Opposed  
**Motion is carried.**

#### Association Report:

Kim Carlson addressed the membership with the following Association Report: It has been a busy year for the Association.

**Construction & Sales:** Lot 4 sold & closed with the new Owners moving in today. Construction on Lot 15 is almost completed. This leaves the Association with 2 vacant lots.

**Management:** The Association has a smooth transition from Steamboat Association Management to Central Park Management (CPM). The Board of Directors is pleased with the change in management. CPM is efficient & competent in their work.

**Weed Mitigation:** The Board is addressing noxious weed mitigation throughout the complex, ditches and retaining walls per the City of Steamboat Springs. Funds have been allocated to the 2019 fiscal budget.

**Amendment 3:** Amendment 3 addresses concerns with nightly rentals and was effective on November 1<sup>st</sup>. Owners should remember to review the all the Association document periodically.

## Management Report:

Michele addressed the membership with an update from the management side:

**Association Manager:** Rachel Masters who had been your Association Manager has left CPM's employment to pursue other interests. Moving forward Michele Matthews is your Association Manager.

**Software Upgrade:** CPM has updated our property management software to a web based system. This portal allows Owners to view their account ledgers, to make payments on line, to place work orders and to view the Association documents. If you have not signed up please do so as soon as possible. If you need the portal invite again please e-mail Michele at [Michele@centralparkmgmt.com](mailto:Michele@centralparkmgmt.com).

**Snow Removal:** Remember Clubhouse Circle is a city street and is maintained by the City of Steamboat Springs for snow removal. Per City Ordinance there is no overnight parking permitted on the streets November 1<sup>st</sup> – April 30th. If you have issues with the plowing please call the city directly. The Association does have the mailboxes plowed so if there is an issue with access, please call Central Park Management.

**Issues, Concerns & Complaints:** If you have any issues, concerns or complaints please call the office Monday – Friday from 8 am – 5 pm at 970-879-3294. For emergencies outside of our regular office hours feel free to contact our Emergency Line through the office number and follow the prompts. Please be respectful of this line. Emergency constitute: no heat, water leaks, and frozen pipes. There is a \$75.00 call out charge for this service. This line is not to be called for personal maintenance.

## Budget Review

The Association's fiscal year runs January 1 – December 31<sup>st</sup>. The Association works within two budgets: an operating budget and a capital reserve budget.

**Operating Budget:** this budget includes general expenses of management & insurance and all operational expenses (snow removal, utilities, maintenance and repair & alarm monitoring). The 2018 fiscal budget is projecting a \$6,308.40 net income. The operating cash on hand is projecting a balance of \$15,739.73. The 2019 fiscal budget recommends no increase in dues. The operating expenses have been reallocated based on last year's actual costs, known increases, and contract negotiations.

**Capital Reserve Budget:** This account is to set funds aside for replacement and capital improvements including sidewalk replacement. The Capital contributions for 2018 were \$5,576.00. The balance in the capital reserves at the end of the 2018 fiscal year are estimated at \$30,436.88. The annual contribution for 2019 will remain at the current rate. Capital projects slated for 2019 include reseeding native grasses as an effort to choke out the noxious weeds. The board is still working on the finer points of this project. This allocation is a base fund to get started. If Owners have a plan to address the ditches on their individual lots the Board would like to remind everyone that these need to be approved through the ARC as a landscape improvement prior to any work being started. Discussion ensued and questions were addressed regarding snow removal. In the early development stages of the neighborhood and with lots of construction going on, as stated in the Documents, the inside sidewalks are the lot Owners responsibility to remove snow. It is on the Boards radar that once the neighborhood is fully developed the Association may elect to include snow shoveling in the annual budget. This undertaking is expensive and will need to be approved by the membership. Additionally the Association has been asked not to plow a trail down to the Ski Touring Center as it causes issues with their program.

With no further discussion regarding the budget the following motion was put forth:

**Motion:** To approve the 2019 fiscal budget as presented

**By:** Devon Evans

**2<sup>nd</sup>:** Lisa Branscum

**Vote:** All in Favor – None Opposed

**Motion is carried.**

**Election of Officers:**

The Board of Directors will be elected to 3 year terms moving forward in an effort to stagger the seats so the entire Board does not turn over at the same time. Once elected the board will approve the slate of officers and allocate terms of 1 year, 2 years, and 3 years seats to fulfill the staggering terms. Discussion ensues & the following nomination being put forth:

**Nomination:** To re-elect Kim Carlson and to elect Besty Schwartz & Lisa Branscum to the Board of Directors.

**By:** Cindy Macgray

**2<sup>nd</sup>:** Devon Evans

**Vote:** All in Favor – None Opposed

**Nomination is carried.**

**New Business:**

**Annual Party:** The neighborhood annual party needs to be planned in advance. The Association also needs someone to host the party. The membership would like to see the party held in late August early September. The Board should decide on the date. The association provides funds for the catering.

**Berm at Lot 16:** Cindy Macgray inquired about a landscaping invoice that she received for work on the berm at lot 16. The berm is not on HOA property and is the lot owner's responsibility. The berm is part of the originally approved landscaping and cannot be removed. All changes to landscaping are subject to review and approval of the Architectural Review Committee through a formal written submission.

**Adjournment**

With no additional new business before the members the meeting was adjourned at 11:54am.