

**FAIRWAY NINE I CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS MEETING
May 17, 2019**

MINUTES

PRESENT: Nyle Brown – President - Present
Chuck Lockhart – Vice President - Phone

Bert Hughes – Secretary/Treasurer – Present
Chris Black – Director – Present
Gary Burt – Director - Phone

STAFF: Sharon & Chuck Williamson - Managers

OTHERS:
Bard Glenn – 4358 – Board Liaison - Present
Mel Walter – 4312 – Owner - Phone

CALL TO ORDER

Nyle called the meeting to order at 4:00 p.m.

ESTABLISH A QUORUM

A quorum was established with all directors present in person or via conference call.

READ AND APPROVE 6-9-18 & 12-7-18 MEETING MINUTES

MOTION: Chuck Lockhart moved to waive the reading of the minutes and approve the June 9, 2018 and December 7, 2018 minutes as presented, Nyle Brown seconded, motion unanimously approved.

FINANCIAL REVIEW

Balance Sheet Review: Chuck W. presented the year to date balance sheet for Board review and comment. The cash balances were reported the following:

Capital Reserve Savings – US Bank	\$ 58,012.78
Operational Checking – US Bank	\$182,694.90
Operational Savings – DL Evans CD	\$110,965.08
Capital Reserve CD – DL Evans CD	\$ 1,217.88
Capital Checking – DL Evans	\$ 55,293.60
Accounts Receivable	\$18,736.94

Those present discussed the purchase of Treasuries bills on a competitive basis utilizing treasury bill software developed by Chuck and Sharon Williamson. Bert Hughes suggested that no action be taken at this time until he had an opportunity to learn more about Ally Association Network software and how it may compare to investing capital funds through an entity such as Vanguard.

Budget Approval: The Operational and Capital Reserve budgets with expense assumptions were prepared and distributed to Board members for review prior to the meeting. Chuck W. reported that no dues increase is proposed in the 2019/20 fiscal year. There were no significant changes proposed in Administrative Expenses. Total Building Expenses were increased by \$5,250 in 2019/20. The budget increase was a result of dryer vent cleaning in 2019/20 estimated at \$5,000; \$150 increase in chimney cleaning and a \$100 increase in taxes on earned interest income. Common Area Expenses were reduced overall by \$750 in 2019/20. The reduction in overall common area expenses was a result of decreasing tree removal from \$10,000 to \$8,000 annually. Total Recreation Complex expenses were reduced \$500 by eliminating winterizing/de-winterizing from the budget and including this expense in the Rec Maintenance line item.

Chuck W. requested that the Board approve a change to the current (2018/19) capital budget and allow for up to \$20,000 in exterior building repairs and painting touchup. The entire project is in the capital budget for complete exterior repainting in 2020/21. The touchup painting should help maintain the appearance of the buildings until the scheduled

exterior repaint. Chuck reported that many of the exterior light fixtures are in disrepair and replacement fixtures are no longer available. In addition, owners have expressed concern over the appearance of the address numbers requesting a more updated appearance. Chuck W. reported that the buildings are approaching 40 year in age and on close inspection the deck railings, wooden steps, entry decking, back decks, fascia and base trim, and the trash container areas are starting to show signs of aging, rot and deterioration. Chuck suggested that a committee be formed to review light fixture and unit number replacement when the buildings are next painted. Gary suggested that this committee also review the buildings for structural deficiencies for potential renovations. The 2019/20 capital budget includes seal coating at a cost of \$16,284. Chuck W. requested that walkway pavers be placed on the budget for annual inspection and repair at \$2,000 annually. Those present discussed the reallocation of \$70,000 previously budgeted in capital reserves for irrigation water main replacement and clock installation. Chuck W. recommended these funds be move to landscape improvements in 2019/20.

MOTION: Bert Hughes moved to approve the 2019/20 proposed Operational budget as proposed, Nyle Brown seconded, motion unanimously approved.

MOTION: Bert Hughes moved to approve the revised 2018/19 capital budget to include \$20,000 in stucco repairs and touchup painting, and, approve the 2019/20 proposed capital budget to include annual paver maintenance of \$2,000 and reallocate the irrigation water main replacement of \$70,000 to include modest sprinkler head changes, zoning modifications, update irrigation clocks and initiate landscape improvements in 2019/20, Nyle Brown seconded, motion unanimously approved.

OLD BUSINESS

Landscaping – Natural Grass Area – Status: Chuck W. asked those present how management should proceed with landscape renovations and natural area maintenance. The natural grass test area has been in place for two consecutive summer seasons. Issues in the first year with the grasses growing too tall was resolved in the second year by mowing the grasses to a 6-inch height in June and August. The natural grass area was watered every three days and did produce overall water consumption reductions in this area. After considerable discussion, a majority of those present expressed their general approval with maintaining the natural grass setting and continuing the landscape improvements utilizing natural grass on steeper hillside locations. Chuck W. expressed that at any time if future Boards want to eliminate the natural grass appearance, they could initiate mowing on a regular basis and increase watering schedule to produce a maintained lawn appearance.

Garage Repairs – Chuck W. reported that the garage repairs appear to have been successful. No leaks in garages were reported during or after the winter season. The drainage away from garage doors was moderately successful over the winter with one or two of the garage doors frozen in place due to reverse drainage, resulting from ice buildup, towards the door opening during the winter. Some adjustments will be made in an attempt to remedy this problem.

NEW BUSINESS

4306 Tree Removal Request: Chuck W. reported that the owner of 4306 is requesting that a large spruce directly in front of their condominium be removed to allow additional light and open views. Chuck reported the trees are overcrowded in this area and Board members suggested an assessment for additional tree removal in front of this building be considered. All owners within the building 4301-4308 were contacted and all owners responding were in favor of removing the tree as proposed. After discussion, *MOTION: Chuck Lockhart moved to approve removing the spruce tree as proposed in front of 4306, Gary Burt seconded, motion unanimously approved.*

4358 Bard & 4362 Leone – Tree Removal Request: Chuck W. reported that Bard Glenn and Rich Leone have submitted a request for the removal of two large spruce trees directly in front of their condominiums. Removal of these trees would allow for additional lighting and improved views. Chuck reported that management inspected the area with Alpine Tree and it was recommended that in addition to the two spruce trees the diseased aspen located next to the entry deck of 4364 be removed at the same time. Chuck stated that the overall condition of the area, resulting from the lack of sunlight, consists of moss and mud that won't support lawn and/or shrub growth. Management recommended that this area be considered for the introduction of natural grasses and master landscape renovations after the trees have been removed. Chuck stated that all owners of the building were contacted. There were five (5) responses received. Four (4) owners were in favor and one (1) owner was adamantly opposed. Chuck read the email from the

owner (4361) in opposition for Board consideration. Upon review of the tree locations, impact on the surrounding landscaping and upon due consideration of the owner in opposition comments, the Board concluded that removing the two trees as requested is in the best interest of the Association. In addition, Board members agreed that when the trees are removed the area be reviewed for natural grass planting and master landscape plan renovations. Landscape architect, Rob King, will be asked to develop a plan for the area which promotes privacy and address some of the expressed concerns. *MOTION: Gary moved to approve the removal of the two spruce trees as requested by the owners of 4358 and 4362, and the diseased aspen, Nyle seconded, and motion was unanimously approved.*

Short-term Rental Rules – Mel Walter – Owner 4312: Mel Walter requested that the Board consider adopting rules governing short-term rentals. Mr. Walter rents his condominium on a long-term basis and has received complaints from his tenant about the constant turnover and noise associated with the neighbor's short-term rental practices. Mr. Walter expressed concern that daily rental leads to excessive wear and tear on the common areas. While he understands the desire of owners to rent their property on a short-term basis, Mr. Walter would like the Board to consider rules that governs the practice of short-term rentals. Chuck W. reported that SVEA reviewed community-wide rules and the various Association Boards responded that they did not want SVEA to impose restriction. The individual Associations favored handling the matter internally. Chuck W. reported the Ranch Association has imposed short-term rental guidelines upon receiving their members approval. The Board members expressed that they would like to review long and short-term rental guidelines and obtain owner feedback for review at the annual meeting. Chuck W. was instructed to compile long and short-term rental guidelines for Board consideration.

Annual Meeting: The Board determined the Annual Membership Meeting will be held on August 10, 2019 at 9:00 a.m. at the Fairway Nine Pool facility. All Board members expressed they were willing to serve another year. Chuck W. will prepare the annual meeting information for mailing as soon as possible.

ADJOURN

With no further business, the meeting was adjourned by unanimous consent at 5:40 p.m.

Respectfully Submitted,

Chuck Williamson
Recording Secretary

**FAIRWAY NINE I CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS
September 28, 2019**

MINUTES

PRESENT: Board Members:
Chuck Lockhart – VP - Phone
Bert Hughes – Secretary/Treasurer
Gary Burt – Director - Phone
Chris Black - Director

NOT PRESENT:
Nyle Brown - President

Owners:
Bard Glenn

Management:
Sharon & Chuck Williamson

CALL TO ORDER

The meeting was called to order at 10:02 a.m.

ESTABLISH A QUORUM

A quorum was established with four (4) Directors present.

ELECTION OF OFFICERS

After discussion, **MOTION: Chris Black moved to approve the existing slate of officers for 2019, Gary seconded, and motion was unanimously approved.** The following officers were elected for 2019:

Nyle Brown – President
Chuck Lockhart – Vice President
Bert Hughes – Secretary/Treasurer

READ AND APPROVE 5/17/2019 MEETING MINUTES

Chuck reported that the May 17, 2019 meeting minutes were sent to all directors prior to the meeting for their review. After comment, **MOTION: Chris moved to approve the May 17, 2019 meeting minutes as presented, Gary seconded, and motion was unanimously approved.**

FINANCIAL STATEMENTS

Chuck W. reported the following account balances:

Capital Reserve Savings:	\$ 8,005.70
Checking US Bank:	\$162,930.78
Operational CD – DL Evans:	\$110,965.08
Cap. Reserve CD – DL Evans:	\$ 1,217.88
Cap. Checking:	\$ 55,356.50
Treasury Bills	\$ 49,999.99

Chuck W. reported that the funds were pending for investment in the Treasury Bill account. There was initially some concern that Bert Hughes was having some issues with full access to account. Chuck W. wanted to exercise caution before investing association funds since some concerns were expressed prior to final approval. Bert and Chuck W. will meet before the next auction and resolve issues before proceeding.

Chuck W. reviewed the year end profit and loss statement with those present. There were no unexpected occurrences. Chuck W. stated there may be some small adjustments made during the CPA yearend review; however, the Operational Budget bottom-line profit and loss, budget versus actual, anticipated to be \$3,115.00 in 2019 will actually be slightly less at \$2,067.49. Those present expressed overall satisfaction with yearend results given that snow removal was approximately \$9,000 over budget after excessive snow fall in February requiring snow removal from roofs in an effort to prevent leaks.

OLD BUSINESS

Landscaping Improvements:

Tree Removal and Rob King Planting Plan – Chuck W. reported that management had received a plan from the landscape architect, Rob King, and his recommendation for the removal of all the existing trees for the planned renovations near 4358 through 4362. The hillside area would have the remaining large spruce and aspen trees removed and the area refurbished and replanted for the long term. Rob expressed that after careful consideration and given the potential size and location of the existing spruce, and the limited lifespan of the remaining aspens, it would be his recommendation to remove the trees. Those present expressed concern about the owners in the area objecting to this proposal; however, after discussion management was authorized to acquire bids for the renovation project and then contact the owners in the immediate area and solicit opinion for Board consideration before making a final decision.

Flower Boxes – Management recommended that the window and deck flower boxes, watered by the association irrigation system, be permanently removed. The flower boxes when watered drip excess water at the base of the building and is a potential source for water in crawlspaces which has been a significant problem this past summer season. A photograph was taken indicating the water accumulation at the base of the buildings. Over the course of the summer the ground is saturated and standing water is present. In addition, the excess water is causing wood deterioration on eight-plex common area decking. Chuck Lockhart expressed concern that there is very little color throughout the Association and to remove the flower boxes would further exacerbate and limit what he believes is a very important landscape element for the owners. After discussion, those present requested that Rob King look at alternatives to bring additional color into the natural landscaping being introduced into the common areas. After discussion, ***MOTION: Chris moved to table this matter until additional information from the landscape architect becomes available, Bert seconded, and motion passed unanimously.***

Garage Owners – Chuck W. reported that the repairs on all garages are now complete and the area restored. No leaks occurred in garages over the winter months. Management concluded the matter resolved.

Pool Gate Replacement – Chuck W. informed those present that the pool gate is scheduled to be fully functional for Thanksgiving opening. Owners and guest will use their existing SVEA amenity cards to access the facilities.

NEW BUSINESS

Short Term Rentals – Those present discussed the owner survey results and comments received at the Annual Membership meeting in August. Board members expressed that the comments received and the comments during the meeting overwhelmingly supported the Board taking proactive action to implement short term rental rules. Chuck W. stated most owners supported a “no pets” policy for unit rentals less than 30 days. The exception would be legitimate service animals. After discussion, management was directed to revise the proposed rules and email to the Board for final approval. Upon final Board approval the rules will be distributed to all owners informing them that the new rules will take effect on January 1, 2020.

Snow Removal – Bard Glenne requested the Board reconsider efforts to assist in the efficient removal of snow at Fairway Nine. Bard explained the current process of plowing in the early morning hours and returning later to cleanup has proven to be inefficient when owners and guests fail to move their vehicles during the final cleanup efforts. The parked cars make it difficult for the plow drivers to efficiently remove snow costing the Association more money due to the length of time required to work around the cars. Bard was also concerned about the limited space at the driveway entrance when cars park parallel in front of building 4309-4317 and don't move. Board members agreed that owners and guests who do not move vehicles for snow removal do become a problem for all owners. Management suggested using text messaging to begin the process of educating Fairway Nine residents on the proper times to move vehicles during snow removal. Those present agreed.

ADJOURNMENT

With no further business, Bert Hughes adjourned the meeting at 11:08 a.m.

Respectfully Submitted,

Chuck Williamson
Recording Secretary