

**Highline Club Owners Association**  
**Board of Directors Regular Meeting Minutes**  
**August 21, 2019**

A regular meeting of the Board of Directors of the Highline Club Owners Association was convened on August 21, 2019 at 6:31 p.m. at the community clubhouse located at 9200 Cherry Creek S. Drive, Denver, CO 80231

**Roll Call, Call to Order** – Peter Meersman called the meeting to order.

Members Present: Peter Meersman, Stacy Lewis, Mary Repetto, Patricia Curry and Pat McCahill. Others present: Roberta Selig from Weststar Management.

**Owners Present:** Ray and Sharon Mohr-Unit 60, Phil Faulkner-Unit 29, Ken Sawyer-Unit 21, Suzy Ando-Unit 28, Tom Watson-Unit 10, Gail Sawko-Unit 35, Nancy McCahill-Unit 42, Rick Moss-Unit 25.

**Open Forum** – No items were brought forth for discussion.

**Approval of Previous Meeting Minutes** – A motion was made and seconded to approve the July 17, 2019 meeting minutes as presented. The motion passed unanimously.

**Review of Current Financials** – A motion was made and seconded to approve the financials for the period ending July 31, 2019. Discussion: Phil Faulkner noted that the invoice from Empire Works for repairs on Unit 18 were posted to the Reserve account and should have been posted to the Building Maintenance Operating account. Ms. Selig will request HOA accounting to adjust the entry. The motion passed unanimously.

**Committee Reports**

- A. **Neighborhood Watch** – Suzy Ando, Chairperson  
Thefts and homeless incidents have been reported to Denver PD and followed up with Officer Borquez. Requesting the City of Denver to add “No Parking” signs on the area on the north side of the Boston Street bridge. The Neighborhood Watch Captains all agree with installing locks on the gates on the SW side of the community. They also suggest that spotlights be left on, on the back of the units as a deterrent. The Committee would still like to consider adding cameras or asking unit owners to install cameras. Pete Meersman noted he is researching information on license plate camera systems for the entrance.
  
- B. **Communications Committee** – Stacy Lewis, Chairperson  
Welcome Kits were delivered to new owners and additional communications will be sent out regarding; a Community Forum Meeting regarding the Spa to be held in October; End of Summer Community Barbeque; and driving speeds in the community.
  
- C. **Landscape Committee** – Nancy McCahill, Chairperson  
Nancy McCahill reported that JBK replaced the vinca; the turf area by Units 18-21 had a dry spot and a valve was repaired; Ross Tree has not been responsive; the

Cottonwood tree by Unit 46 needs to be removed and she will be planning a Community work day on 9/7/19.

**D. Maintenance & Architectural Control Committee – Phil Faulkner, Chairperson**

Unit 1 – Update. In Que.

Unit 3 – Update. Security door painted.

Unit 25 – Application for fireplace vent. MACC recommendation not complete and owner would like MACC to choose vent cover.

Unit 30 – Window Replacement. Basement window will not be like-for-like. MACC will leave up to Board to approve.

Unit 35 – Pergola Repair. In Process.

Unit 40 – Security Door. Not done per application. Storm door installed.

Unit 40 – Patio Awning. Awning installed. Application submitted with electrical was not approved. The material used is not the same but is not noticeable. MACC has no recommendation.

Unit 40 – Front Awning. The hook on the front awning is broken off. MACC suggests owner repairs at their own expense.

Unit 18 – Empire Works completed the work. Invoice coded to the Reserve account, needs to be re-coded to general building maintenance.

Unit 18 – Sewer Repair. GoDirect bid includes colored concrete. Need confirmation of dollar amount and material going to be used for backfill. MACC recommends approval of the GoDirect quote.

Unit 30 – Siding Deterioration. Will be added to next year's scope of work.

Unit 35 – Water Intrusion and siding issue. Empire Works gave bid to do the NE siding at \$4,393.00. MACC recommends Empire Works for this work. J&P Roofing recommendation would have addressed issues with partial siding replacement.

Unit 42 – Touchup Painting. Suggests work could be done by a handyman to do the trim paint.

Water Intrusion – No bids from J&P Roofing as of this date for Units 4, 5 and 35's balcony membranes.

Skylights – Units 3 and 13. Replacement was re-scheduled.

Unit 39 – Leak item since May; no other information available.

Unit 42 – Balcony Membrane. Found 3<sup>rd</sup> slit in membrane. Owner will silicone as it is budgeted to be replaced next year.

Trash Enclosure Project. Needs short retaining wall to account for existing grading. No contractor recommendation or timing for this project at this time. Need to add concrete slab. Could be capital expenditure for next year.

Pool – Records are ok. One incident of cloudiness reported and second inspection was done.

Community Water Usage. July was less than half of last year. No data available for August.

Flatwork Shaving (concrete shaving). In process.

Lighting. Estimate from Piper Electric for installing new lights came in at \$20,000.00. Werner Schlichter from Piper would like to schedule a site visit himself.

## **New Business**

- A. Unit 35 Pergola Repair Ratification. A motion and second was made to ratify the Pergola repair at Unit 35. No Discussion. The motion passed unanimously.
- B. Unit 35 Water Intrusion. A motion and second was made to approve the Empire Works proposal as submitted for repairs. No Discussion. The motion passed unanimously.
- C. Unit 58 Windows. A motion and second was made to approve the Exterior Modification Application for window replacement at Unit 58. No Discussion. The motion passed unanimously.
- D. Insurance Guideline Update – This item is in process.
- E. Rules and Regulations Update. A motion and second was made to amend Rule 9.1 of the Association’s Rules and Regulations regarding Clubhouse Use by Residents and Guests to add the language; “The Clubhouse may not be used by any Owner, Resident, Tenant, or Guest for the sale, storage, creation, or display of goods, nor for the delivery, sale or exchange of services.”; and Rule 3.3 General Provisions for Maintenance of Outside Areas of Lot, sub-section h. Border maintenance to include language; “as long as new owner agrees to accept grounds/borders as is”. No Discussion. The motion passed unanimously.
- F. GoDirect Sewer and Plumbing Repair Quote for Unit 18. A motion and second was made to approve the GoDirect repair quote in the amount of \$4,900.00. No Discussion. The motion passed unanimously.
- G. Sewer Line Cleaning Responsibility. More research is needed. This it has been tabled pending additional information and research.

**Additional Items from the Board:**

- A. Constructions Bagsters – Owners need to ask permission first and provide timeline for removal.

**Unfinished Business**

**Additional Items from the Board:**

- A. Painting Touchups around the Community and Clubhouse. The Board needs to decide who will do this.

**Correspondence and Reports** - The Board reviewed correspondence provided.

**Adjournment** - The Board, upon a motion duly made and seconded, and upon unanimous consent adjourned the meeting at 9:17 p.m.