Franklin HOA Meeting

November 27th, 2006

Present: Diane Albert (President), Mike Fyler (Vice President) Sue Gillies (Secretary), Josh Patterick (Treasurer),
The meeting was called to order at 6.30pm.
The meeting was adjourned at Xp.m.

Date Raised	**Issue**	**Expected Outcome**	**Activities**	**Person responsible**	**Date Due**	**Progress**
9/17	Previous Meeting Minutes	Approval of Minutes	Minutes Approved	HOA Board	N/A	
11/27	CD/Reserve	Monthly transfer of money from Operating account to Reserve	Reserve – Josh to track monthly transfer of $500 from the Operating account to the Reserve account. Josh to ensure that Mike from Management Company understands this process. The total at the end of December should be $8450 NB CD expires 10/25/2011. $24000 placed in CD. No free withdrawals.	Josh Patterick	12/15	
5/23	Property Maintenance & Safety Committee	Provide maintenance update Establish volunteer group		Mike Fyler	Ongoing	10/22 See Status Sheet
5/23	Balcony Tiles	Replace tiles missing from facia of balconies	5/23 HOA board agreed to purchase a box of tiles. Suzanne will contact her tiler (Mr. O'Rourke) to provide an estimate to fix the tiles- Thank you Suzanne. 8/6 – Becky and Diane to seek quotations. Sue has provided Diane with a sample balcony tile. 9/17 Diane has contacted two tilers and is awaiting quotations. A special board meeting will be held to facilitate the completion of this project before the end of fall. 10/22 Robert from Broadway tiles visited Sue's house and has yet to provide a quotation. Sue to follow up on behalf of Sue and Reed and Jay. Issue as to who will pay for the repairs still to be resolved.	Diane Albert	11/27	11/27 Sue to continue to try and get a quotation. See LCE discussion below in response to who pays.
5/23	Other Maintenance	Cracked Concrete Front Stoops	5/23 The concrete in front of Zach's and Danielle's garages is cracked.	Mike Fyler	11/26	11/27 After seeking several opinions, the potential root cause has been

	Issues		The front stoops need to be sealed. HOA Board to follow up 8/6 – Diane presented one quotation which he board agreed was high. Becky to provide the board with a vendor list (Thank you Becky) to seek further quotations. The board also discussed the possibility of doing it ourselves. 8/18 Update- Becky organized for quotations on painting the garage and fixing the concrete 9/17 Quotation provided by Becky (thank you). Sue to contact companies to determine order of related steps (e.g. mud jacking, caulking etc) and time required in between each step **(**Reed Masten suggested that there may be a drain pipe that has cracked in that region. **NB this statement has been retracted from the minutes)** Diane to follow up with the architects and engineers to determine whether this is the case. Mike to follow up with Reed for further information. 10/22 Verne (Franklin Town Homes builder) viewed the cracked concrete site and declared there was no explainable reason for the settling. The Board agreed that it was imperative to determine the root cause (e.g. sewer line, not enough dirt underneath etc.) of the problem before we spent money implementing solutions. Zach and Danielle are both aware of the potential disruption and understand that repairs may not occur before next spring. Mike to contact 'Total Plumbing' in a quest to establish the underlying cause			identified as a lack of substantial fill below the concrete. A quotation to fix the issue has been provided by Rocky Mountain Pavement. Mike to seek another quotation for comparison. The project is planned for June next year once the potential for freeze is over.
10/22	Roof leaks	Identify who has roof leaks ad determine a course of action	10/22 Mike noted that he has roof leaks in his upstairs bathroom. Sue noted that she also has roof leaks in her bathroom when it rains heavily. Danielle also has a water leak in her bathroom. Diane to send out an email asking home owners whether they have any roof leaks.	Diane Albert	11/26	11/27 Diane sent out an email- no other responses were received. Mike to organize for the leaks to be inspected and quotations sort so we can determine the next steps.
5/23	Insurance Rates	Seek new insurance rate quotations	5/23 Reed volunteered to follow up- Thank you Reed 8/6 Mike Fyler to follow up with Reed	HOA Board	Complete	11/27 Contact information for American Family Insurance: Scott Cohen

			regarding insurance rates. 9/17 Reed has requested quotations from several companies and is awaiting responses. Diane followed up with our current insurer and determined that higher deductibles will significantly reduce the rates. A decision need to be made before the end of the month. Diane to coordinate a special Board meeting once the quotations have been received. 10/22 Refer to special meeting minutes on 9/27/06			American Family Insurance Highlands Ranch 303 471 4565 Fax: 720 344 8354
4/23	Key 'Chain'	Create a centralized listing of whom has access to whose keys in case of an emergency	The group agreed to the contact. Sue to send out a template with the contact list. Please complete and send back to Sue if you are interested. 8/6 Alternative contacts list sent out for completion on 8/27 9/17 Sue to send out updated list. 10/22 Sue to send out updated list with final opportunity to provide contact information if so desired	Sue Gillies	11/26	11/27 Updated ACL sent out by Sue for final opportunity to add information.
4/23	Limited common elements	Determine comprehensive definition of limited common elements	5/23 The issue of what constitutes a common element was debated. It was concluded that the Board would address each element separately and put each issue to an HOA members vote (e.g. awnings, tile replacement etc.). 8/6 The Board continued to discuss the common elements debate in depth. A number of suggestions were made including: abiding strictly to the HOA declarations, determining a ceiling $ amount below which the Board would be able to make determinations as to whether the HOA would pay or individuals would be assessed, all HOA members voting on each issue that arises (ie as to whether it should be paid by the association or individual assessment). If allowable, it was suggested that all members of the Association vote on which option to pursue. Diane will review the declarations to determine how to move forward. The aim of the Board is to put clear	HOA Board Diane Albert	11/26	11/27 Josh to ask Nicky to review The Resolution of the Franklin Town Homes Owners Association and provide an opinion regarding voting. Mike provided an email discussion suggesting that we address LCE's on a case by case basis. Nicky to also provide a preliminary review of the Declaration Section 10 'General Provisions' – particularly 10.5 and 10.9.

			guidelines into place around this issue. 9/17 The Board will send out the following suggestion for comment: Once a quotation has been received for any project related to a limited common element it will be shared with the entire HOA membership. The membership will then vote as to whether the project should be funded by the HOA or whether individual home owners should be assessed. A two third majority will determine the outcome. In the instance that the limited common element project only effects certain units (e.g. awnings), only those home owners without that limited common element will be eligible to vote (it is assumed that all of those with the limited common element will vote for the HOA to fund the project) 10/22 Diane to send out a letter with the aforementioned suggestion for comment. In the interim Mike provided further information which resulted in the letter no longer being appropriate			
8/6	Privacy Film	Response to privacy film request on north end of building	Given the construction of the new condos, Diane has requested that she be able to place privacy film on her north facing windows. The Board agreed with the request given that the windows are not seen from the street. Diane will provide samples so that the Board may establish a consistent look in the case that others may want to do the same. 9/17 Deferred to next meeting 10/22 Deferred to next meeting	Diane Albert	11/26	11/27 Deferred until new condos are occupied
8/6	North Fence	Determine measures of north boundary	The builder of the new condos has contested our northern property line. Diane to follow up and keep us informed of further issues. 9/17 Diane spoke with the Community Development Office and our concerns have been duly noted. A note has also been left in the City's file to review the property line when the new construction commences. Photographs of the fence damage have been taken.	Diane Albert	11/26	11/27 No updates at this time

			The issue will be addresses again when it arises. 10/22 No updates at this time			
8/6	North Fence Construction Damage	Fence fixed	The fence has been damaged by the condo construction. Josh to take photographs of damage. Diane to follow up 10/22 No updates at this time	Diane Albert	10/22	
8/6	Welcome Letter	Completed Welcome Letter	It was suggested that a welcome letter and package be created for new home owners. Some of the topics would include: trash guidelines, alternative contacts information, community gatherings etc. Becky and Sue to create draft. 9/17 Deferred until the next meeting 10/22 Deferred until next meeting	Becky Miller/Sue Gillies	11/26	11/27 Sue sent email to Becky to set up time to brainstorm content of letter (include issues like braking down boxes etc.)
8/6	Lawn and Snow removal	New bids on lawn and snow removal	Mike to seek new competitive bids on lawn and snow removal 9/17 Mike is in the process of requesting two more quotations to compare with JRM for next year	Mike Flyer Sue	11/26	10/22 No update 11/27 Century property service provided a comprehensive property maintenance contract for $2760 or $345 per month. Snow removal would also be included for a variable fee depending on the amount of snow to be removed. Mike and Sue to do a comparison and evaluate. We need to consider that we don't have the same man power that we had in the past with prior Franklin Town Home residents.
9/17	2007 Budget	Budget Preparation	Diane requested that the draft 2007 budget be presented by early November 10/22 In progress	HOA Board	12/15	11/27 Josh provided a preliminary operating budget draft. HOA Board members to review and provide feedback. Landscaping and maintenance activities to be added. (see above). Diane to try to obtain estimated replacement costs of common elements and an estimate of repair timetable for the Reserve Fund including amounts to be used for painting and driveway repair next year.
10/22	Management Company	Evaluate ongoing engagement of current management	10/22 The Board discussed options relating to the engagement of a management company. Alternative options included: contract book keeping through an independent book keeper,	Diane Albert Josh Patterick Sue Gillies	1/30/07	11/27 Option 1: Management Companies- Sue to follow up management company options. Option 2: In hindsight, and post Mike

		company	retaining a reputable general contractor to provide advice etc. Diane to contact general contractors and get a feel for pricing. Josh and Sue to conduct a cost benefits analysis once costs are understood.	Mike Fyler		interviewing some general contractors, it was felt that a general contractor is not needed. A book keeper and the HOA board members signing the checks would be sufficient. Diane and Mike to follow up regarding pricing for book keepers
10/22	Board Member Terms	Determine terms for all current roles	10/22 Sue to review the February 2006 minutes and the 2005 annual meetings to establish times lines, and hence terms for all roles	Sue Gillies	11/26	11/27 Treasurer and Vice Presidents terms end in 2008. President and Secretary are up for re-election in 2007.
10/22	Next Meeting		Next meeting date: Budget meeting on or around the 12/15. Next Board meeting on or around 1/22/07. Aim for Annual meeting in February 2007.	Sue Gillies	12/08	