

BRITTANY PLACE OF BRECKENRIDGE ASSOCIATION
ANNUAL HOMEOWNER MEETING
DECEMBER 1, 2012

I. Call to Order and Roll Call

The meeting was called to order by Jonathan Heroux at 1:00 p.m. on Saturday, December 1, 2012.

Board Members Present Were:

Jonathan Heroux, H1/H4G, President Jan Carrier, I1/I3G, Vice President

Owners Present Were:

Brad Blacketer, B/I2G (vial teleconference) Ernie Blake, C/C1/K3
Nicholas Lombardo, A/A1 Tom & Sarah Walsh
Sharon Kassanoff (via teleconference)

With six units represented in person and one proxy received a quorum was reached.

Representing Basic Property Management were Gary Nichols and Giovanna Voge. Kyle Dellamora of Summit Management Resources was recording secretary.

II. Proof of Notice

Notice of the meeting was sent in accordance with the Bylaws.

III. Approve Previous Meeting Minutes

A motion was made to approve the minutes of the November 19, 2011 Annual Meeting as presented. The motion was seconded and carried.

IV. Financial Report

A. *2013 Budget*

Giovanna Voge presented a summary of the 2013 Budget. The dues will remain the same in 2013. Snow Removal was reduced and Trash Removal was increased. An owner asked if the steps could be kept clear when removing snow and ice. In addition, the snow should be kept away from the siding in order to keep it from building up and causing damage.

A motion was made to approve the 2013 Budget as presented. The motion was seconded and carried.

V. Old Business

A. *Landscaping Update*

Gary Nicholds provided an update on the status of the landscaping.

B. *Owner Directory*

Gary Nicholds has all of the information will move forward with completing the Owner Director. There has been a request to include the contact information for local contractors and utility service providers in the directory.

VI. New Business

A. *Policies and Procedures*

Per new CCIOA legislation there are nine Policies and Procedures that all Associations are required to have. One of the original required Policies regarding inspection and copying of Association records has been redefined. As of January 1, 2013, the management company will retain copies of all email decisions made by the Board. These email decisions will have to be validated at the subsequent Board Meeting. A generic set of Policies and Procedures was presented for Board approval. Jonathon Heroux felt they were logical and straightforward and recommended adopting them after the owners have had a chance to review them.

B. *Asphalt Repairs*

Repairs have been made to the asphalt and the drainage issues have been addressed.

C. *Dumpster*

There have been complaints about illegal use of the dumpster facilities. Gary Nicholds will continue to monitor the dumpster in order to make sure it does not overflow and will contact Timberline for a second pick-up if necessary. There is an extremely heavy door in the dumpster area that needs to be removed.

D. *Parking Lot Striping*

Jonathon Heroux asked if the lines in the parking lot could be repainted. An owner asked if a "Reserved" sign could be painted on the spaces in order to keep people from parking in those spots. Ernie Blake suggested adding a gate or trellis to deter people and to provide privacy. He will contact the Breckenridge Planning Department for approval.

E. *Request for Bank Statements*

Jonathon Heroux asked management to provide copies of the bank statements.

F. *Reserve Fund*

The Reserve Fund balance was about \$11,000. Jonathon Heroux suggested establishment of a policy to set a cap for the Reserve Fund. Gary Nicholds was asked to provide an estimate of future expenses at the next Homeowner Meeting.

G. *Snowmelt*

Jan Carrier asked Basic Property Management to continue spreading ice melt on the sidewalks.

VII. Election of Officers

Jonathan Heroux agreed to continue to serve as President. Sharon Kassanoff accepted a nomination to serve as Vice President. A vote was taken and both were elected.

VIII. Set Next Meeting Date

The next Annual Meeting was scheduled for Saturday, December 7, 2013.

IX. Adjournment

A motion was made to adjourn at 2:00 p.m. The motion was seconded carried.

Approved By: _____

Board Member Signature

Date: _____