**M I N U T E S**

**WINFIELD ARMS CONDOMINIUM ASSOCIATION**

**ANNUAL MEETING MINUTES**

**January 27, 2022**

**4:00 p.m.**

**Join Zoom Meeting**

<https://us02web.zoom.us/j/83826822064?pwd=aDRiMUtuL3NpSjY2elhUaDNBZm1jQT09>

**Meeting ID:** 838 2682 2064

**Passcode:** 538301

**Board Members:**

 Hayward Kaiser | Riley Warwick | Melissa Jodis

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| **Directors Present:** | Hayward Kaiser | President (Unit 14) |
|  | Riley Warwick | Board Director (Unit 15) |
|  | Melissa Jodis | Board Director (former) |
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| **Directors Absent:** | None |  |
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| **Property Manager Present:** | Diane Spicer | ARA, President |
|  | Megan Rodman | ARA, Property Manager |
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| **Owners Present via Zoom:** | Jodi Smith/ Pitkin County | Unit 1 |
|  | Stephanie Lear | Unit 3 & Unit 7 |
|  | 119 E Cooper #5/ David Baer | Unit 5 |
|  | Mary Woulfe | Unit 6 |
|  | George Mgmt Trust/Jennifer Bobsy  | Unit 9 - Proxy to Mary Woulfe |
|  | Chad Molliconi | Unit 10 |
|  | Merry Keefe Revoc Trust | Unit 11 |
|  | Mindy Handler | Unit 12 |
|  | Philip Popkin & Lisa Zimet Popkin | Unit 20 |
|  | Scott Warwick | Unit 22 |
|  | Winfield Aspen 24LLC/Elizabeth Goldreich | Unit 24 |
|  | Ascend LLC/Katherine Coleman | Unit 25 |
|  | Joanna Stingray | Unit 27 |
|  | Steve Kaufman & Virginia Harlow | Unit 28 |
|  | Jaleh White | Unit 30 |
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| **Owners Not Present:** | Peter Cohn | Unit 2 |
|  | Victoria Flynn | Unit 4 |
|  | Clayton Saunders | Unit 16 |
|  | Ryan Freedman | Unit 17 |
|  | Taylor Rossi/ Halston Rossi | Unit 18 |
|  | Angus Whelchel | Unit 19 |
|  | Christian Messner | Unit 21 |
|  | Pat Callahan | Unit 26 |
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| **Mountain Maintenance:** | Tony Merkel | Owner |

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|  | **CALL TO ORDER/ROLL CALL**Hayward Kaiser, President, called the Annual Meeting to order at 4:04 p.m.Diane Spicer, Property Manager, determined that there was a quorum for the Annual Meeting at the start time of 4:04 p.m.  |
|  | **PROXY CERTIFICATION**The following proxies were certified:* George Mgmt Trust/Jennifer Bobsy – Unit 9, Proxy to Mary Woulfe
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|  | **PROOF OF NOTICE OF MEETING**A notice of the Annual Meeting was sent via email to all owners on Wednesday, January 12, 2022 at 1:16 p.m. |
|  | **approval of JANUARY 27, 2021 annual Meeting Minutes**Owner Philip Popkin moved, and owner Steve Kaufman seconded, a motion to approve the January 27, 2021 Annual Meeting Minutes. Motion passed by voice vote. |
|  | **president’s Report**The Board President, Hayward Kaiser, provided his report for the year. Director Hayward Kaiser thanked Melissa Jodis for her time serving on the Board. To all new Owners Welcome!FinancialsThe 2022 Budget contains no increase in dues for 2022. Current capital reserves are: $27,411.31.Capital contributions for 2022 are budgeted at $20,000.00Updated Rules and RegulationsThe Rules and Regulations were updated for Winfield Arms in 2021. Proposed changes were circulated to all owners in February 2021, and were adopted at the April 7, 2021, Board Meeting. The newly adopted Rules and Regulations can be found on the Winfield Arms website, www.winfieldarms.org, and should be provided to all Renters/Tenants. Suggestions for modifications should be sent to Diane Spicer.Updated Governance PoliciesThe Governance Policies for Winfield Arms were rewritten from scratch with the help of legal counsel. The policies rewritten included:* Collection Policy
* Enforcement Policy
* Policy Regarding Board Member Conflicts of Interest
* Policy Regarding Dispute Resolution
* Policy Regarding Inspection and Copying of Association Records
* Policy Regarding the Adoption and Amendment of Policies and Rules
* Policy Regarding Conduct of Meetings
* Reserve Fund Investment Policy

These policies were adopted at the August 26, 2021 Board Meeting. They are posted on the Winfield Arms website.Bed Bugs ProjectBed bugs were discovered in Units 17/18. Aspen Resort Accommodations hired Orkin to locate the source of and exterminate the bed bugs. Orkin’s performance was disappointing. Therefore, Sensational Hounds (a certified bed bug detection service) was hired, and they were able to locate the source and exterminate all bed bugs from the building.Storage Locker ProjectAll storage lockers were labeled with corresponding Unit numbers. Ally Parking ProjectThe back ally was paved and striped to help reduce parking issues.Larsen Wi-Fi/ Camera ProjectIn an effort to save the HOA money and improve service for the whole building, Larsen Limited was hired to install new Wi-Fi for the whole building and new security cameras. As such, the contract with Comcast Cable was cancelled, resulting in a savings of over $20,000 per year. Total project cost was $35,327.83. Each Unit now has their own Wi-Fi username/password and guest Wi-Fi.Painting ProjectIn the summer, Mountain Maintenance painted the exterior south side of the building, the fence, and conduit boxes. The project was budgeted to cost $12,000 and came under budget by $1,500.00.Day to Day MaintenanceIn 2021, Daniel Ortiz was hired by the Property Manager to do day to day maintenance. He cleans for an hour typically 2-3 times a week. This service has a budget line item for $7,000 for 2022.  |
|  | **MANAGER’S REPORT**IncomeThe total income collected during 2021 was $116,735.05.ExpensesTotal operating expenses for the year were $122,545.01, which is $5,809.96 over budget.In terms of individual line-item overages, they were as follows:* Daily Maintenance & Repair over budget: increased cleaning and daily walk throughs of building
* Laundry room Income: greater usage this year, $373.50 over budget.
* Legal & Audit: over budget $1,340 due to review and update of Governance & Enforcement policies
* Hot tub over budget: new hot tub cover
* Garage over budget: water leak and storage locker labeling

Capital ReservesWe budgeted $20,00 for Capital Reserves. All money was collected and transferred to the Capital Reserve account. Transferred $36,247.16 to cover capital reserve projects – Wi-Fi/Security Cameras, back-alley lighting/paving/striping. HOA Dues are budgeted to stay the same for 2022.Hayward Kaiser reported the limits of the insurance policies as follows: Property - $5,514,234; Liability - $2,000,000 per occurrence and $4,000,000 annual aggregate; Directors & Officers - $1,000,000 aggregate; Crime - $50,000. |
|  | **OLD BUSINESS**All these items were discussed in the President’s Report.* Storage Lockers in basement
* Alley parking spaces
* Common Area Etiquette and Rules
	+ This is just a reminder to everyone to be conscious and follow the rules of Winfield Arms and to be respectful of neighbors.
* Cable TV, Wi-Fi, Security Cameras
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|  | **New BUSINESS*** Service Animals vs. Emotional Support Animals
	+ No owner is required to give tenants the right to have a pet.
	+ If an Owner leases to a tenant with a pet, all animals need to be registered with the Association via Management and the Assistance Animal Rules must be followed.
	+ The Animal Rules and Registration Rules apply to subtenants.
	+ If anyone becomes aware of an unregistered animal, please notify the Property Manager.
	+ Dog owners should try to make sure their pets relieve themselves away from all entrances and the side walkway.
* Short-Term Rentals
	+ All Tenants must be registered with the Association via Management. A violation of this rule should be brought to Management’s attention immediately.
	+ Current Units with Tenants are: Unit 3, 4, 5, 7, 18, 27, 17, 16, 30, 28, 10, 11, 26
		- Unit 10 needs to provide Renter information to Management
	+ The Rules & Regulations apply to Subtenants. Owners discussed this issue, concerns of over-regulation were raised, but consensus was agreed upon that some type of regulation needs to be done so that Subtenants are properly registered, and subleasing cannot be used to circumvent the two rentals per year policy.
	+ Regulatory ideas included – 1) a sublease security deposit, 2) Board and/or Owner approval of subleases, 3) a move-in/move-out fee, 4) a sublease policy to be added to the Rules & Regulations.
	+ Following further conversation, Owners present agreed by consensus that there should be a formal policy on rules regarding subleasing. The Board will work on creating a subleasing policy for Winfield Arms.
* Washing Machines
	+ There have been complaints about keeping laundry rooms clean, and items being put in the washer machines that ruin cycles after. Daniel Ortiz should help solve this issue.
	+ Laundry room etiquette posters will be posted in each laundry room, Owners are expected to follow these rules.
	+ The Board has been researching making payment for laundry machines electronic. This would require replacement of all machines, and the Board decided for 2021 it was not an appropriate expenditure. For 2022, the Board will have Tony Merkle evaluate whether machines are reaching the end of their lifespan, and, if so, decide whether any should be replaced and upgraded with electronic payments.
* Communication Protocols
	+ The Board intends to create a communication protocol.
	+ Discussion was had about proper forms of communication regarding owner-to-owner communication, neighbor to tenant communication, communication with the Board, appropriate channels for filing complaints, and getting information on certain issues from the Board.
	+ Discussion was had about sending out communications to Owners in a newsletter, and if Owners would be open to that.
	+ Owners were asked if they would be opposed to listing their emails and phone numbers on the Owners List on a private page of the website. It was suggested by Management that it would be better to email out an Owners Contact list once a year, versus having it posted online. Owners present were more receptive to Management’s suggestion, and agreed to have an Owners Contact list created, and emailed out once a year.
* Email Communication.
	+ Owners were asked if they would object to emails satisfying all communications required by the Rules & Regulations and Governance Policies. No one objected, and Management will circulate consent forms.
* Tenant List
	+ Management keeps a Tenant list.
	+ Owners were not inclined to share Tenant contact information with all Owners.
	+ Any issues with Tenants should be directed towards Management to handle.
* Owners Liability Insurance. Owners were asked if they have individual liability insurance, and all present confirmed they do.
* Packages left in the common area
	+ There was a discussion about what to do about packages left in the lobby.
	+ The Board will develop a policy.
	+ Generally, Owners and Tenants should pick up their packages within 24 hours. If they do not, Daniel Ortiz will take them to be stored by Management. Management will notify the Owner/Tenant that it is holding a package. If the package is not claimed for some period of time, it may have to be given to charity, and a fine or storage fee may be imposed.
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|  | **Member approval of board actions during 2021**Owner Merry Keefe moved, and owner Joanna Stingray seconded a motion to approve all Board Actions taken in 2021. Motion passed by voice vote. |
|  | **election of board members (all Members)**There are three open seats on the Board. Every year there is a Board Director Election. Currently four owners have expressed interest in running for the three open Board seats. As such, the Election will be conducted via Secret Ballot. All candidates were present at the Annual Meeting and stated that they still wish to run for the Board.Each candidate’s statement is listed below.**Katherine Coleman**I am interested in running for the Board. I have served on many boards in the past and will make a positive and lasting impact on this one. I have lived in Unit #25 since August of 2020, first, as a tenant, and now (as of one month ago) as an owner. I am familiar with the building and its concerns and appreciate the opportunity to serve. Thank you.**Hayward Kaiser**I am reupping to serve on the board. We’ve been owners at WA for about 6 years. We’ve been coming to Aspen for 45 years. I am an attorney and still practicing.**Joanna Stingray**My name is Joanna Stingray, and I was born and live in Los Angeles, California. I have been visiting Aspen for the last 45 years, drawn by its small town, friendly atmosphere. I have worked in real estate in Beverly Hills with one of its top agents, Michael Libow, for over 20 years and have dealt with the ins and outs of leasing and purchasing homes and apartments as well as managing properties interest in running for the board at Winfield Arms is to protect and maintain the integrity and quality of the building and the people living in it.**Riley Warwick**As a full time, local resident of the Winfield Arms, I understand the benefits of the building as well as concerns. My ultimate goal is to maintain a high standard of living at the Winfield Arms that will translate to preserved and increased value for all owners.Secret Ballots to vote will be sent via email to all owners. Owners can expect an email requesting to vote on January 29, 2022, and will have until Friday, February 4th at 3:00 p.m. MST to return their ballot.On Friday, February 4th at 3:15 a Board Meeting will be held to announce the results, and to elect Board officers – President and Secretary/Treasurer. |
|  | **ADJOURNMENT**Owner Riley Warwick moved, and owner Liz Goldreich seconded, a motion to adjourn the Annual Meeting at 5:38 p.m. |