

# MINUTES

## WINFIELD ARMS HOMEOWNERS' ASSOCIATION BOARD OF DIRECTORS MEETING

December 27 , 2022  
4:00 p.m.  
ZOOM

### Board Members:

Hayward Kaiser | Riley Warwick | Katherine Coleman

#### Directors Present:

Hayward Kaiser  
Riley Warwick  
Katherine Coleman

Board President  
Board Treasurer  
Board Secretary

#### Directors Absent:

None

#### Property Manager Present:

Diane Spicer

Aspen Places, Prop Mgr.

#### Owners Present:

None

### 1. CALL TO ORDER

Director Hayward Kaiser called the meeting to order at 4:00 p.m., Riley Warwick seconded. Motion Passed.

### 2. APPROVAL OF PRIOR MEETING MINUTES

Hayward moved to approve the minutes from the July BOD Meeting. Katherine second. Motion passed.

### 3. OLD BUSINESS

- A. Subletting Short Term Restrictions – At the annual meeting last year there was a lengthy discussion regarding short term rentals and allowable rentals at Winfield. There are rental restrictions in the Declarations that owners are required to follow. The Board did not add any additional restrictions or lease requirements.
- B. Package Policy – there have been problems with people leaving packages in the lobby for multiple days. This is a fire hazard and owners have complained. Hayward wrote a Package Policy that will be added to Rules and Regulations and distributed to all owners. Diane will facilitate this.

- C. Communications Policy – Hayward wrote a Communications Policy at the request of the owners. Property Manager Contact Information needs to be added and the policy will be added to the R&R and circulated to all owners in annual meeting packet.
- D. Collection & Conduct Policy – to Hayward and Riley?
- E. Annual Meeting Date – AGM Jan 26 @ 3PM via Zoom; Board to set dates for 3 meeting per year, notify owners of dates and add to website for CCIOA compliance, generally these dates will be mid-December, Early March 2023 and late summer. Diane will select dates and circulate to Board for approval.
- F. Grill – The grill was not heating evenly. Tony/MM was able to fix it.
- G. Caulking Reminder – water leaks can happen due to problems with caulking in bathrooms, Diane will send a reminder to the Owners to check the caulking in their bathrooms to prevent leaks and other water issues throughout the building and between units
- H. Owner List – Management provides an opportunity for Owners to Opt-In to a contact list that includes, Names, Phone Number, Email and Mailing address. Management distributes the list with the annual meeting packet. Owners are asked if they would like to be included and what information they would like to share. CCIOA allows for Names and Mailing addresses only. This is to assist owners in contacting their neighbors with issues that may arise between units and also to promote a sense of neighborliness.
- I. Security System – The Board has discussed installing security doors on the front and side of the building. The cost would be upwards of \$15K to install the system not including monitoring. At this point in time the Board recognizes that the installation is cost prohibitive with current reserves.
- J. Website – The current website [www.WinfieldArms.ORG](http://www.WinfieldArms.ORG) is archaic. Management has hired someone to design a WIX website that is more user friendly, this should be mostly completed before the Annual Meeting.

#### 4. NEW BUSINESS

- A. Bear Proof Trash Area – Winfield Arms was fined 3 times for bear visits. \$250/\$500/\$1000 additionally, Diane was required to appear in court regarding the visits. The bears are common in the alley during summer and fall and they flip the dumpster on its side and break it open. The dumpster was repaired multiple times and replaced more than once this past bear season. Tony will install posts and chain the dumpster to the post to attempt to solve this problem. Owners and their guests should put all garbage in the garbage dumpster and lock the dumpster, otherwise, bears have easy access.
- B. Proof of Insurance from Owners – Per the Declarations, Owners are required to have their own insurance that covers their unit and things that are not covered by the HOA insurance. Diane will request that owners submit proof of insurance to her. If there are water leaks or problems between units where the HOA insurance does not cover, it may be necessary for owners to file claims with their own insurance companies.
- C. Draft Budget for Annual Meeting Discussion

1. Line Item 5100 – ask bookkeeper and let Board know
2. 6950 – Pest Control Orkin, Board feels unnecessary. Management will contact Orkin to discontinue service and monitor the situation.
3. Laundry Income – 4 new washers and 4 new dryers were purchased and installed. The cost was @\$14K. Currently the cost to wash \$1.00 and to dry \$1.25. The Board decided to increase the costs to \$2 and \$2.50 respectively. Diane will make the changes and inform the owners before then annual meeting.
4. Parking – Each Garage & alley space is charged \$100 per year, for maintenance issues related to those spaces. The Board agreed to increase this fee to \$200 per space per year to help cover costs of plowing the alley, cleaning the garage, improvements to both areas, etc.
5. Trash costs were up due to fines for bear visits. A Special Project line item was added for \$1,500 so that maintenance can build a secure site for the trash dumpster.
6. Daily Maintenance costs were over-due in part to clean up after bear visits and increased cleaning and maintenance of the building on a more daily basis so that the building is up to owner standards.
7. Snow removal costs will increase next year. The budget was adjusted accordingly.
8. Monthly blow outs to the sewer line were added to the budget in an effort to avoid backups. The Board would like to schedule the blowouts for every other month and monitor the situation. Diane will speak with Tony to discuss a possible long-term solution.

D. Owner Packet for Annual Meeting – The packet for the annual meeting contains:

- 1 – notice of meeting
- 2 – Agenda
- 3 – DRAFT Minutes from previous meeting
- 4 – Balance Sheet Year End
- 5- 2022 Budget v Actual & 2023 Board Approved Budget
- 6 – Dues Chart
- 7 – Copies of current Insurance policies
- 8 – Owner list
- 9 – Proxy

Diane will compile all of these items, send to the Board for review and send out to the Owners within 10 days of the meeting (Jan 26, 2023). Diane will send out a “save the date” today, which serves as 1 – Notice of Meeting.

E. Riley and Hayward need to sign the revised policies and Diane will post and circulate.

5.

6. **ADJOURNMENT**

Hayward moved to adjourn the meeting @5:15 PM. Katherine seconded. Motion carried.  
Next meeting will be called when necessary.