

# MINUTES

## WINFIELD ARMS CONDOMINIUM ASSOCIATION ANNUAL MEETING MINUTES

Thursday, January 26, 2023  
3:00 PM MT via ZOOM

### Board Members:

Hayward Kaiser | Riley Warwick | Katherine Coleman

<b>Directors Present:</b>	Hayward Kaiser Riley Warwick Katherine Coleman	President (Unit 14) Board Director (Unit 15) Board Director (Unit 25)
<b>Directors Absent:</b>	None	
<b>Property Manager Present:</b>	Diane Spicer	Aspen Places
<b>Owners Present via Zoom:</b>	Jodi Smith/ Pitkin County Peter Cohn Stephanie Lear Victoria Flynn 119 E Cooper #5/ David Baer Mary Woulfe George Trust / Jennifer Bobsy Merry Keefe Revoc Trust Mindy Handler & Sam Handler Philip Popkin & Lisa Zimet Scott Warwick Winfield Aspen 24LLC/Elizabeth Goldreich Ascend LLC/Katherine Coleman Joanna Stingray Steve Kaufman & Virginia Harlow	Unit 1 Unit 2 Proxy to Unit 6 Unit 3 & Unit 7 Unit 4 Unit 5 Unit 6 Unit 9 – P. Mary Woulfe Unit 11 Unit 12 Unit 20 Unit 22 – P. R. Warwick Unit 24 Unit 25 Unit 27 Unit 28 – P. David Baer
<b>Owners NOT Present:</b>	Clayton Saunders Ryan Freedman Taylor Rossi/ Halston Rossi Angus Whelchel Christian Messner Jaleh White	Unit 16 Unit 17 Unit 18 Unit 19 Unit 21 Unit 30
<b>Mountain Maintenance:</b>	Tony Merkel	

**1. CALL TO ORDER/ROLL CALL**

Hayward Kaiser, President, called the Annual Meeting to order at 3:04 p.m.

Diane Spicer, Property Manager, determined that there was a quorum for the Annual Meeting at the start time of 3:04 p.m.

**2. PROXY CERTIFICATION**

The following proxies were certified:

- George Mgmt Trust/Jennifer Bobsy, Unit 9 - Proxy to Mary Woulfe
- Scott Warwick, Unit 22 – Proxy to Riley Warwick
- Peter Cohn, Unit 2 – Proxy to Mary Woulfe
- Steve Kaufman & Virginia Harlow, Unit 28 – Proxy to David Baer
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**3. 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.

**4. APPROVAL OF JANUARY 27, 2022 ANNUAL MEETING MINUTES**

Owner Philip Popkin moved, and owner David Baer seconded, a motion to approve the January 27, 2021 Annual Meeting Minutes. Motion passed by voice vote.

**5. MANAGER’S REPORT**

Income

The total income collected during 2022 was \$112,816.27

Expenses

Total operating expenses for the year were \$142,642.96 which is \$29,826.69 over budget.

In terms of individual line-item overages, they were as follows:

- Insurance for the Building – Increase in costs due to across the board increase by insurance companies due in part to Airbnb rentals in general throughout the world, as well as wildfires in CO. Many insurance companies are not renewing policies and the others have raised rates significantly. Expect the rates to continue to increase.
- Legal and Audit – The Governor of Colorado signed 3 new House Bills that impact 3 of the 9 Governance Policies - Collections, Enforcement & Conduct

of Meetings. Molly Foley-Healy, HOA Attorney, provided Winfield with versions of the House Bills that keep WA in compliance with CCIOA.

- Daily Maintenance & Repair – An increase in bear visits where the trash dumpster was turned on its side and rummaged through resulted in a higher frequency of clean ups.
- Heating & Hot Water – multiple zone valves needed replacing.
- Trees – extreme pruning and cutting was not budgeted for at all in 2022
- Garage – new lights were installed (@\$1400) This money was able to be moved from Capital Reserves to the Operating Account as this would be considered a Capital Improvement.
- Alley / Snowplowing – cost of plowing has increased
- Laundry Room – 4 new washers and 4 new dryers were purchased. There is an app available for the machines so that people can use their cell phone in addition to quarters. These were @\$14K. This is a capital expenditure and the Board approved using money from Capital Reserves for this expense.
- Plumbing / Sewer – leaks into the garage and preventative maintenance services that were not budgeted for
- SP Units 9/10 & SP Units 4/5 – emergencies that the HOA was responsible for.
- Utilities – Costs have increased. Trash increase included a \$1K fine for bear visits.

#### Capital Reserves

We budgeted \$20,00 for Capital Reserves.

\$15,000 of CR was collected and transferred to the Capital Reserve account.

Money was transferred to cover capital reserve projects

HOA Dues are budgeted to increase next year due to general increase in costs of goods and services in the Valley.

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.

## **6. PRESIDENT'S REPORT**

All these items were discussed in the President's Report.

- Package Policy – The Board adopted a policy for packages left in the lobby or in front of doors. The Policy was included in the Annual Meeting Packet and is available on the website. Packages should be collected within 48 hours or the Policy goes into effect.
- Sublease Policy added to R&Rs was adopted by the Board it was included in the Annual Meeting Packet and is available on the website. In short subleases are prohibited to be allowed in tenant leases at Winfield.

- Communications Policy – The Board adopted a Communications Policy, it was circulated with the AMP and is on the website. In short, Owners, not tenants, should communicate with Management. For emergencies call 911.
- 3 new Governance Policies per Colorado Law are posted on the website. They are very owner friendly and are more applicable to HOAs of SFH in the Front Range vs. condos in Aspen.
- Key Pad / Security System costs were upwards of \$15K for installation, not including 24/7 monitoring. At this point in time the Board feels this project is cost prohibitive and not immediately necessary.
- Trash/Bears – Bears like trash and especially the dumpster behind WA. Bears are in the dumpster almost daily during the summer and fall. The bear turns the dumpster on its side, busting the restraint and causing the lid to open. Most of the issues were dumpster related and not human behavior. In the Spring, Maintenance will install concrete pillars to chain the dumpster down. WA and Aspen Wild were fined 3 times \$250/\$500/\$1000, in addition to the costs associated with cleaning up the mess. Diane was summoned to Bear Court and lectured.
- Leaks/Caulking – due to an increase in water issues between units that were the result of old, cracked, poorly caulked bathrooms, the Board asked Management to send out an email requesting all owners to have their bathroom caulking inspected. Where there is a leak between units, the owners are responsible for working it out. The HOA does not typically get involved.
- Website – A new modern website is being built. It's taken longer than expected due to lack of staff at the Management company, but should be finished soon.
- Garage lights were added and are considered a Capital Improvement.
- Outdoor lights on the back fence were adjusted to decrease light pollution.
- Maintenance fixed the grill that was not heating evenly
- 4 new washers and 4 new dryers were purchased. In addition to using quarters, you can now download an app to purchase services. They were @\$14K and the Board approved funding them from Capital Reserves.
- Annual Owners list – Management compiles an OPT IN list for owner contact information that is in addition to mailing addresses and distributes to owners in the annual meeting packet. This is an attempt to be more neighborly within the building.
- New Owners packet – a one page “Welcome to Winfield Arms” was created by Management and is available on the website and will be given to new owners upon the purchase of a unit.
- Alley parking stripes and unit numbers on fence. The alley was striped and although it's hard to see the strips in winter, they help in the non-snow months. The Board and maintenance will consider additional markings for winter months. Unit numbers were evenly spaced on the fence. Phil volunteered to research solutions to alley parking issues – not enough space and/or people parking poorly that impacts other spaces
- A/C – The Board asked Climate Control for a cost estimate on AC for the building as a whole and for individual units. The cost for the building was over \$40K. The location of the compressors is the main issue. Additionally, an

electrician was consulted. There is enough electrical however it should be updated for optimum performance.

## **7. OLD 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.
  - 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.
  - Language was added to the R&Rs regarding subletting.
- Washing Machines
  - The R&Rs have been amended to include language stating only occupants of Winfield Arms are allowed to use the laundry rooms.
- Communication Protocols
  - The Board created a communication protocol. It was distributed to all owners in the AMP and posted online.

## **8. NEW BUSINESS**

- The Board instructed Maintenance to stripe the garage parking spaces.
- The Board reminded owners that all communications will be done via email instead of USPS
- The Board spoke on the new laundry room rule that was added to the R&Rs.
- There was much discussion about adding lighting and landscaping (shrubs, flowers) to the front of the building. None of the first-floor units were in favor of this as it would severely impact their units. The Board will not move forward with this at this point in time.

## **9. MEMBER APPROVAL OF BOARD ACTIONS DURING 2022**

Riley moved to approve the action of the Board during the 2022 year. Phil second. Motion passed.

**10. ELECTION OF BOARD MEMBERS**

All 3 current Board members, Hayward, Riley & Katherine, would like to serve on the Board for another year. All 3 positions are one year terms and are elected each year at the annual meeting. No one else was interested in running at this time. David moved to reelect all 3 members to the Board. Mary Woulfe second. Motion passed. The Board will meet directly after the annual meeting to determine officer roles.

**11. ADJOURNEMENT**

The meeting adjourned at approximately 4:45 PM

DRAFT