

**HERITAGE CROSSING AT THE GONDOLA CONDOMINIUMS  
BOARD OF DIRECTORS MEETING**

Date and Time: Tuesday, October 1, 2019 at 10:00 a.m., MDT

Location: Full Circle HOA Conference Room  
560 Mountain Village Blvd., 102B  
Mountain Village, CO 81435  
and via Conference Call

Directors Present: Sherri Reeder, Cody Crowe, Jim Smith

Others Present: Dan Witkowski, Hilary Swenson, Elyssa Krasic

Meeting called to order at 10:00 am MDT

Roll call. Determination that a quorum is present; 3 of 3 directors are present.

Proof of Notice was sent via email on August 22, 2019 and posted to the website.

Motion by Sherri Reeder, second by Jim Smith to approve the May 15, 2019 Board Meeting Minutes. *All in favor, motion passes unanimously.*

Hilary Swenson provides update on 15th amendment. All notification has been sent. Once the lender waiting has expired the President can sign the Amendment for adoption.

Manager Report presented by Dan Witkowski

Building is in good condition and well maintained.

Window weather stripping project is in progress.

Drain maintenance scheduled.

Discussion of windows and unit boundaries.

Full Circle Contract Renewal

Discussion of proposed management and service fee increases.

Cody Crowe agrees to the facilities increase but not the administration and accounting increase. It is noted that financials are requested monthly.

Full Circle notes this is the first increase in 2 years and will prepare financials on a monthly basis.

Motion by Jim Smith, second by Sherri Reeder to renew the Full Circle HOA management contract with the fee increase for both the facilities and administration. *All in favor, motion passes.*

Call for Nominees

Jim Smith will continue to serve but would like a call for nominations.

2020 Budget

- Overall it is estimated that at year-end 2019 Net Income will be approximately \$18,000. Contributing factors to the surplus include a) Starting RE + Carry Over Income = \$5,866 b) TMVOA refund \$7,270 d) Exterior Maintenance and Repair items \$9,713.

- In 2019 the Interior Maintenance items are over budget \$5,312 mostly due to mechanical maintenance and repairs. We expect to see continued costs in this line due to replacement of unit zone valves.

-The 2019 surplus is a result mostly of items that are not re-occurring items such as the TMVOA refund and 2019 starting balance net change.

- The trash and utility lines are reconciled individually and do not affect all units the same as operating expenses.

### Utility Subgroups

- Tracks Trash: in 2019 the Tracks trash group is expected to be over budget about \$1,500. The shortage will be carried over into 2020 based on actual. The 2020 budget is increased to \$14,500 from \$12,000. In addition, this group will not have the carry over credit of \$1,280 that was received in 2019 resulting in increased assessment in 2020 of \$4,900 (from \$10,924 to 15,863).
  - Trash for the remainder of the building: in 2019 this trash group is expected to be over budget \$2,500. The shortage will be carried over into 2020 based on actual. The 2020 budget is increased to \$20,300 from \$16,700. This group is carrying over a similar shortage amount into 2020 as it did in 2019. The assessment for this group increases about \$3,000 in 2020 (from \$19,723 to \$22,725)
  - Utilities: in 2019 this group is very close to budget overall. There will be a surplus of \$1,752 carried over into 2020. However, in 2019 there was \$13,841 carried over so this will increase the assessment in 2020. In 2020 the budget for electricity is increased, the budget for natural gas is decreased, and the water/sewer rate is increased 10% over actual per the TMV proposed increased.
- Discussion of electrical usage and demand. Last year was a 30 year event that increased use.

### 2020

- Overall the trash and utility assessments are \$21,680 more in 2020 than in 2019. \$5,000 of which is billed directly to C-1, Tracks restaurant. The Operating assessments are reduced by \$9,500.
- The general operating expenses in 2020 are \$3,300.
- To help absorb some of the increase to trash and utility assessment, this budget proposes to carry over \$10,000 of the 2019 operating income to 2020 and contribute the remaining 2019 income to the capital reserve account based on actual at year end, estimated to be about \$12,000.
- The apportionment of the general operating and utility and trash assessments differ, so the effect of the operating carry over differs per unit. The overall increase to assessments is 3% in 2020.
- 2020 Capital Reserve and Exterior Rehab Funding remains the same. 2019 ending balances are \$815,400 and \$40,030 respectively.

Motion by Sherri Reeder, second by Jim Smith to approve 2020 budget with the following changes:

- The new art budget will be spent in 2019.
- Carry over all 2019 excess into 2020 operating therefore reducing 2020 assessments.
- Direction to keep 2020 Capital Reserve and Exterior Rehab funding the same.

*All in favor, motion passes unanimously.*

### Board Education

Record retention policy. Discussion of CCIOA recommendations and Heritage Crossing Governing documents.

### New Business

Discussion of current signers for Association bank accounts.  
Direction to add the HOA board president to all bank accounts.  
Discussion of FDIC insurance and Alpine Bank Insured Cash Sweep (ICS) account.

Motion by Cody Crowe second by Jim Smith to adjourn meeting. *All in favor, motion passes unanimously.*

Meeting adjourned at 11:05 am MDT.

The foregoing minutes were approved at the Board of Directors meeting on May 27, 2020.