

TERRACES AT MEADOWS RUN
NOTICE OF MEETING OF MEMBERS

TO THE MEMBERS OF THE TERRACES AT MEADOWS RUN:

This shall serve as formal notice of the Meeting of the Members of the TERRACES AT MEADOWS RUN.

To be held at 3:00 PM MT on Friday, the 20th of January 2017 at the Large Conference Room at ASAP, 220 E. Colorado Ave., Suite 219, Telluride, CO. 81435 and via Tele-Conference.

Please note that members who are unable to attend in person will be able to attend via an operator-assisted conference call, as follows:

Topic: Terraces HOA Annual Meeting

Time: Jan 20, 2017 3:00 PM (GMT-7:00) Mountain Time (US and Canada)

Join from PC, Mac, Linux, iOS or Android: <https://zoom.us/j/335182917>

Or iPhone one-tap (US Toll): +16465588656,335182917# or +14086380968,335182917#

Or Telephone:

Dial: +1 646 558 8656 (US Toll) or +1 408 638 0968 (US Toll)

Meeting ID: 335 182 917

International numbers available: https://zoom.us/join?m=2wsy5APWwrsFE2hh-UT9_S-0DdZJcMKS Please attend in person, call-in, or send in your Proxy form so that the members of the association can properly conduct their business.

Thank you!

Attached is a Directed Proxy form with space for comments if you are unable to attend either in person or via teleconference.

If you have any questions, please feel free to contact us at:

ASAP Accounting and Payroll Services, Inc.

P.O. Box 2710

Telluride, CO 81435

970-728-6777

Fax# 970-728-6848 Attn: Barrett Miller

hoa@businessasap.com or bmiller@businessasap.com

DIRECTED PROXY

KNOW ALL MEN BY THESE PRESENTS, that the undersigned does hereby constitute and appoint _____ (the" Proxy") to act on behalf of _____ at the Annual Meeting of 3:00 PM MT on Friday, the 20th of January 2017 at the Large Conference Room at ASAP, 220 E. Colorado Ave., Suite 219, Telluride, CO. 81435 and via Tele-Conference.

The Proxy shall have full authority to vote upon any and all matters that may be presented at the Meeting, as fully and with the same effect as if the undersigned had been present at the Meeting, except _____ and the undersigned hereby ratifies and confirms all that the Proxy may cause to be done by virtue of this instrument.

This Directed Proxy is irrevocable except by actual revocation notice by the undersigned to the Secretary of the Association or to the officer presiding over the Meeting. Unless sooner terminated, this Directed Proxy shall terminate automatically upon the final adjournment of the Meeting.

Comments: _____

The undersigned has executed this Directed Proxy effective as of this ____ day of _____ 201__.

Signature

Unit # _____

Please Return This Form By:
5:00 P.M. MT January 19th 2017
ASAP Accounting & Payroll Services
P.O. Box 2710, 220 E. Colorado Ave. Suite 219
Telluride, CO 81435
Ph (970) 728-6777 Fax (970) 728-6848
E-mail: hoa@businessasap.com or bmiller@businessasap.com

TERRACES AT MEADOWS RUN
A COLORADO NONPROFIT CORPORATION
AGENDA FOR MEETING OF MEMBERS

January 20th 2017
3:00 PM MT

Meeting Location: At the Large Conference Room at ASAP, 220 E. Colorado Ave., Suite 219,
Telluride, CO. 81435.

Order of Business:

- (a) Roll call;
- (b) Proof of notice of meeting; 10 days' notice but no more than 50 days;
- (c) Approval of minutes of prior annual meeting 5-31-16;
- (d) Report from/on Property Management;
- (e) Election of Directors;
- (f) Unfinished Business;
- (g) New Business
 Review and Approve the Proposed 2017 Budget
- (h) Adjournment of Meeting

**Terraces at Meadows Run HOA
A Colorado Non-Profit Corporation
Annual Meeting of Members
Tuesday May 31, 2016 4:30 pm**

Order of Business

Barrett Miller called the meeting to order officially at 4:47 pm

a. Roll call (check-in procedure)

Owners in Attendance:

Bob Casillas 1102
Dean Melton 702
Kelly Messenger 601
Ron Tigner 701
Doug Young 501,
Kelly Messenger 1107

Owners Represented via Proxy:

Rick Makley 201 to Doug Young
Stapen/Malton 901 to Doug Young
Peter Gassaro 202 to Doug Young
Curtis Laub 302 to Acting President
Zulu, LLC 1302 to acting President
Scott Andersen 801 and 802 to acting President
Forman 1001 to Bob Casillas

Required Quorum is Established, 50% of owners or 13 units represented at the meeting.

Non Owners in Attendance:

Barrett Miller - ASAP
Richard Betts - ASAP
Marcy Pickering – Peak Property Management
Noah Sheedy – Potential Purchaser of unit

b. Proof of Notice of Meeting

Not less than 10 days and not more than 50 days in advance of date of annual meeting. Notice was sent out on 5-19-16 via e-mail, and posted to the HOA website.

c. Update Regarding the Retaining Wall

Bob Casillas recalled when the retaining wall began deteriorating in 2013, and the Town of Mountain Village requested to shore it up. High Consulting Engineering conducted a complete evaluation and monitoring of the wall. There was no perceived danger, however to avoid litigation or protracted involvement with other parties, as advised by the HOA's attorney, subsequent monitoring of the wall continued. All concerned parties were satisfied after being presented with evidence that the structural integrity of the wall remains intact, and there are no further issues.

d. Approval of minutes of prior annual meeting.

Minutes of the preceding meeting (March 20th, 2014) were reviewed. Ron Tigner made a motion to approve the minutes as presented. Bob Casillas seconded, and the minutes were approved.

e. Report from Property Management

Marcy with Peak Property Management reported that in 2015 the gutters and heat tape were replaced on 1001 and 1202, several failed windows were replaced throughout the complex, and leaking roofs were repaired. Roof repairs have been ongoing since the beginning of 2016, the gutter on unit 1402 needs to be replaced, as well as the remainder of failed windows. Issues were reported last winter regarding the boiler systems and hot water tanks, and estimates will be obtained to assess the cost of replacing those. Faux finish repair was completed under budget in a few units with water damage. Exterior windows were completed a week prior to the annual meeting. Estimates to repair cracks in the driveway have been received. Resealing of the driveway needs to be completed, weather permitting, during a time when the complex is minimally occupied due to the mandatory 48 hour driving restriction. This project will be scheduled with a time frame that is the least intrusive for residents. Annual landscaping is now underway.

e. Election of Directors of the Board

Ron Tigner motioned to keep the board as a slate, and replace Curt Laub's position with Dean Melton. All in attendance were in favor and the motion passed.

f. Approval of 2016 Proposed Budget

Discussion was raised regarding lowering dues and adding a reserve assessment line item, which will net to zero after expenses. First and second quarter dues will remain the same as previous years, which may cause some owners to have a large credit for the third quarter, depending on percentage of ownership, while other owners will not owe any dues for the third quarter. A minimum of 10% of the HOA's total annual income will be allocated to the reserve account to meet lender requirements, and for projects such as boilers, and exterior staining. Barrett Miller of ASAP suggested conducting a reserve study to help avoid potential special assessments. Ron Tigner motioned to approve the 2016 budget as presented. This was seconded by Dean Melton. All in attendance were in favor and the 2016 budget was approved.

i. Adjournment of Meeting

Bob Casillas motioned to adjourn the meeting. All in favor and meeting was officially adjourned at 5:36 pm.

Terraces at Meadows Run HOA Proposed 2017 Budget

	2015 Actuals	Jan - Dec 28, 16 Actuals	2016 Approved Budget	2017 Proposed Budget
Ordinary Income/Expense				
Income				
HOA Assessments				
Operating Dues	186,490.78	130,000.14	115,000.00	115,000.00
Garage Operating Dues	2,000.00	2,000.00	2,000.00	2,000.00
Late Charge	1,418.79	2,659.88	1,200.00	0.00
Total HOA Assessments	<u>189,909.57</u>	<u>134,660.02</u>	<u>118,200.00</u>	<u>117,000.00</u>
Total Income	189,909.57	134,660.02	118,200.00	117,000.00
Expense				
Administrative Expenses				
Taxes	85.00	85.00	85.00	85.00
Secretarial Services	0.00	863.75	200.00	700.00
Accounting				
Accounting Services	11,551.00	11,737.11	11,250.00	12,000.00
Less Owner Fee Reimbursement	-785.00	-930.00	-280.00	0.00
Tax Preparation	272.00	272.00	272.00	300.00
Total Accounting	<u>11,038.00</u>	<u>11,079.11</u>	<u>11,242.00</u>	<u>12,300.00</u>
Insurance- Liability/D&O	22,163.00	18,892.00	22,827.89	20,000.00
Legal Fees	5,032.50	3,291.11	5,000.00	5,000.00
Postage/Copies/Misc.	297.27	372.85	350.00	415.00
Property Management Fees	6,218.00	5,596.00	5,580.00	6,500.00
Total Administrative Expenses	<u>44,833.77</u>	<u>40,179.82</u>	<u>45,284.89</u>	<u>45,000.00</u>
Building Maintenance				
Garage Repairs & Maintenance	651.73	132.00	720.00	500.00
Exterior Maintenance				
Roof	6,450.48	6,527.71	3,790.00	5,000.00
Window Washing	2,117.50	2,227.50	2,120.00	2,500.00
Misc.	2,864.65	3,279.87	3,000.00	3,500.00
Total Exterior Maintenance	<u>11,432.63</u>	<u>12,035.08</u>	<u>8,910.00</u>	<u>11,000.00</u>
Interior Maintenance				
Repairs & Maintenance	7,400.72	2,950.15	8,000.00	5,000.00
Carpet Cleaning	0.00	0.00	341.00	400.00
Mechanical Systems	1,725.55	1,285.14	5,000.00	2,000.00
Janitorial Expense	6,126.80	5,157.00	5,500.00	5,500.00
Miscellaneous	120.21	0.00	400.00	400.00
Total Interior Maintenance	<u>15,373.28</u>	<u>9,392.29</u>	<u>19,241.00</u>	<u>13,300.00</u>
Total Building Maintenance	27,457.64	21,559.37	28,871.00	24,800.00
Grounds Maintenance				

Terraces at Meadows Run HOA Proposed 2017 Budget

	2015 Actuals	Jan - Dec 28, 16 Actuals	2016 Approved Budget	2017 Proposed Budget
Driveway Sealing	0.00	0.00	1,500.00	1,500.00
Landscaping				
Landscaping-Property Manager	5,598.34	11,470.56	7,500.00	12,000.00
Landscaping - Sub Contractor	2,074.81	0.00	2,250.00	0.00
Total Landscaping	7,673.15	11,470.56	9,750.00	12,000.00
Snow Removal				
Snow Removal-Property Manager	5,066.54	6,594.13	7,000.00	7,000.00
Snow Removal - Sub Contractor	4,173.40	7,245.80	8,500.00	8,500.00
Total Snow Removal	9,239.94	13,839.93	15,500.00	15,500.00
Total Grounds Maintenance	16,913.09	25,310.49	26,750.00	29,000.00
Utilities				
Electric	9,564.89	9,040.15	9,260.00	9,600.00
Gas				
Gas	5,203.39	4,667.67	5,112.00	5,200.00
Gas Billing Reimbursment	-2,592.96	-2,249.59	-2,592.96	-2,600.00
Total Gas	2,610.43	2,418.08	2,519.04	2,600.00
Trash	2,706.79	2,975.18	2,715.07	3,200.00
Water & Sewer	2,488.00	2,609.90	3,300.00	3,300.00
Total Utilities	17,370.11	17,043.31	17,794.11	18,700.00
Total Expense	106,574.61	104,092.99	118,700.00	117,500.00
Net Ordinary Income	83,334.96	30,567.03	-500.00	-500.00
Other Income/Expense				
Other Income				
Reserve Assessment	0.00	15,000.00	30,000.00	30,000.00
Interest Income - Reserve	497.22	458.31	500.00	500.00
Total Other Income	497.22	15,458.31	30,500.00	30,500.00
Other Expense				
Capital Rerserve Transfer	0.00	15,000.00	30,000.00	30,000.00
Capital Projects				
Retaining Wall Repair	3,019.35	0.00	0.00	0.00
Painting & Staining	0.00	1,970.87	0.00	0.00
Total Capital Projects	3,019.35	1,970.87	0.00	0.00
Total Other Expense	3,019.35	16,970.87	30,000.00	30,000.00
Net Other Income	-2,522.13	-1,512.56	500.00	500.00

**Terraces at Meadows Run HOA
Proposed 2017 Budget**

	<u>2015 Actuals</u>	<u>Jan - Dec 28, 16 Actuals</u>	<u>2016 Approved Budget</u>	<u>2017 Proposed Budget</u>
Net Income	<u>80,812.83</u>	<u>29,054.47</u>	<u>0.00</u>	<u>0.00</u>