

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 Wednesday, the 6th of February 2019 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: Feb 6, 2019 3:00 PM Mountain Time (US and Canada)

Join Zoom Meeting <https://zoom.us/j/879038846>

One tap mobile+16699006833, 879038846# US (San Jose) +16465588656, 879038846# US (New York)

Dial by your location +1 669 900 6833 US (San Jose) +1 646 558 8656 US (New York)

Meeting ID: 879 038 846

Find your local number: <https://zoom.us/u/acky2rKGKH>

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. **Again, this year, all owners that are active in person at the meeting location, on the call or video during the meeting, or via proxy (at least a week in advance) are eligible to get a \$50.00 gift card to the New Sheridan.**

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 Wednesday, the 6th of February 2019 at the Large Conference Room at ASAP, 220 E. Colorado Ave., Suite 219, Telluride, CO. 81435 and via Tele-Conference. If you are unsure of who to designate your proxy, please direct them to the secretary/treasurer of the HOA, Peter Gassaro- Unit 202.

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 February 5th, 2019
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

February 6th, 2019

Terraces HOA Board of Directors: Rick Makely- President
Kelly Messenger- Vice-President, Peter Gassaro- Secretary & Treasurer,
Dean Melton- Member at Large

Order of Business

- (A) Roll call; Proof of Quorum
- (B) Proof of Notice
- (C) Approve Agenda for 2019 Annual Meeting 2-6-2019
- (D) Approval of minutes of prior annual meeting 1-24-2018
- (E) Report from/on Property Management
- (F) Introduction of Nicole Pieterse (Terraces HOA Attorney)
- (G) Review of Financials 2018
- (H) Report on/From Property Management
- (I) Old Business
 - 1) Rental Documentation compliance
 - 2) Emergency Access
 - 3) Reserve Study update
 - 4) Landscaping
 - 5) Sealcoat paving
 - 6) Snow Hero
 - 7) HOA Community updates (webpage)
- (J) New Business
 - 1) HOA Insurance
 - 2) Review of Limited Common Elements
 - 3) 2019 Budget review (vote to members)
 - 4) Staining and maintenance schedule review
- (K) Election of Directors
- (L) Open discussion for Non-Agenda Items
- (M) Adjournment of meeting

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

January 24th, 2018

Terraces HOA Board of Directors: Rick Makely- President, Bob Casillas-Vice President, Kelly Messenger - Secretary & Treasurer, Tom Forman -Member at Large, and Dean Melton -Member at Large.

Order of Business:

(A) Roll call; Proof of Quorum achieved:

Owners in Attendance: Bob Casillas 1101, Dean & Brandi Melton 702, Kelly Messenger 601, Rick Makely 201, Curt Laub 302, Frank Sinton 1302 (Zulu, LLC), Tim Cass 1402, Katie Reardon 401, Joerg Rehder 402, Stapen 901,

Owners Represented via Proxy: Peter Gassar 202, Scott Andersen 801 &802, Terry Dahl 701, Wright 602, Piotr Smolarczyk 301, Tom & Doris Foreman 1001, (PNJ Properties proxy given to Tom Foreman not counted due to Foreman's absence)

Non-Owners in Attendance: Barrett Miller (ASAP) & Marcy Pickering – Peak Property

(B) Proof of notice of meeting: 10 days' notice but no more than 50 days;

(C) Approve Agenda for 2018 Annual Meeting 1-24-18:

Rick Makely, President asked for any changes to the agenda, hearing none he asked for a motion. Bob Casillas, Vice President motioned to approve the Agenda for 2018 Annual Meeting, Marge Stapen seconded the motion, all were in favor, motion passed unanimously.

(C) Approval of minutes of prior annual meeting 1-20-17: Kelly Messenger, Secretary & Treasurer motioned to approve the 1-20-17 minutes, Bob Casillas, Vice President seconded the motion, all were in favor motion passed unanimously.

(D) Report from/on Property Management:

Marcy Pickering of Peak Property Management stated that in 2017 windows were replaced in units 1202 and 1402. Annual window washing and carpet cleaning was done in July, Driveway will be resealed in 2018, possibly around the first week in June. Irrigation leak was located and fixed on the slope side, irrigation backflow in 300/400 Building was fixed and relocated, annual roof inspection and repair. Windows in 901 and one in 1402 will be replaced in 2018, Carbon monoxide issues in 100/200 building were resolved due to a malfunctioning boiler (having keys available made for a quick resolution), Bids are being sought for painting.

1. Emergency Key Requirement Discussion:

Rick Makely, President stressed the importance of making sure keys can be accessed by property management companies and/or Fire Department in the event of an emergency. Marcy Pickering of Peak Property Management asked that a list for contact purposes be provided for units with caretakers or rental companies.

2. Rental documentation compliance:

Rick Makely, President stated that the rental documents are critical information that needs to be supplied to Marcy Pickering at Peak Property Management. Rental Documentation is a requirement to be filled out prior to a rental and needs to be signed by the owner unless rental company is designated to sign on behalf of the owner and renter, supplying the owner's information and that the renters have read and received the rules and regulations for the unit with a copy supplied to Marcy Pickering.

(E) Review of 2017 Financials:

Barrett Miller of ASAP Accounting & Payroll stated that the balance in the Money Market Reserve Account as of December 31, 2017 was \$392,805.62, the operating account balance is \$133,022.36. Categories with abnormalities was due to a sale of a unit with a large past due amount, liens were in place unfortunately Colorado law only allows collection of 6 months of past due amounts, this resulted in an amount of \$11,320.75 to be written off. Barrett Miller continued to state that \$30,000 was put into reserves and \$12,715.33 was carried over that was budgeted in 2017 but not spent.

(F) Election of Directors:

Kelly Messenger, Secretary & Treasurer opened the floor for nominations to the Board, hearing no nominations Kelly Messenger, Secretary & Treasurer stated the current board is Rick Makely, Bob Casillas, Dean Melton, Tom Foreman and Kelly Messenger. Kelly Messenger, Secretary & Treasurer made a motion to retain the existing board for the 2018-year, Bob Casillas, Vice President seconded the motion, all were in favor motion passed unanimously. Rick Makely, President commented that the positions of the officers are handled internally.

(G) Unfinished Business:

1. Retaining wall-

Rick Makely, President stated that the expenses for the retaining wall over the past few years have been around \$165,000. Future expenses need to be shared with the building below as it is a benefit for them as well.

2. Overall compliance / accountability by home owners-renters-rental companies –

Rick Makely commented that each owner needs to be accountable and compliant to keep the community in top working order. Any damage needs to be reported quickly to the property manager. Proper communication needs to be made with renters as to how the trash and recycling is handled, be sure to check the garages for trash bins.

Rick Makely, President asked for any comments. Marge Stapen Unit 901 stated that there is no common space for skis on the porch. Rick Makely, President suggested that a request be emailed to Marcy Pickering at Peak Property Management to submit to the board for a variance to keep ski's outside during the ski season.

(H) New Business:

1. Review of 2017 Board actions –

Snow removal company Snow Hero would like feedback on the performance.

2. Web page- HOA /Peak Property Management Communication:

Marcy Pickering of Peak Property Management is providing the Board a monthly report of the standard maintenance or emergency issues that come up to keep everyone up to date. Barrett Miller with ASAP accounting & Payroll mentioned that the report from Marcy Pickering of Peak Property Management can be found on the website www.terraceshoa.com under terraces community updates.

3. Reserve Study 2018 -

Rick Makely, President asked Barrett Miller of ASAP Accounting & Payroll when the last reserve study was done, Marcy Pickering of Peak Property Management provided the previous board with a lot of insight where they elected not to do a reserve study. Barrett stated that the last study was done July 2003. Rick Makely, President stated that the reserve study is scheduled for 2018 and would be a benefit to have.

4. Landscape 2018 –

Marcy Pickering of Peak Property Management and Rick Makely President will obtain bids to landscaping. Two benches will be placed, one near 1001/1101 and another near the bottom both for winter and summer enjoyment. Rules and regulations were updated. 'No parking' signs were put up to clear up any confusion, any cars outside of garages need a parking pass.

5. Review and Approve the Proposed 2018 Budget –

Barrett Miller of ASAP Accounting & Payroll detailed the budget for 2018. The expense for meetings was questioned and explained as an incentive for participation in the meeting everyone will receive a \$50 gift card for the Sheridan. Rick Makely, President asked for comments on the 2018 budget, hearing none he asked for a motion. Bob Casillas, Vice President made a motion to approve the 2018 budget, Kelly Messenger Secretary & Treasurer seconded the motion, all were in favor, motion passed unanimously.

(I) Open discussion for non-agenda items:

Katie Reardon questioned the bird houses outside of unit 401 on the common area with animal traps around. Rick Makely commented that approval is needed for such things and asked Marcy Pickering of Peak Property Management to look into it.

(j) Adjournment of Meeting-

Marge Stapen unit 901 motioned to adjourn the meeting, Bob Casillas seconded the motion all were in favor, meeting adjourned at 4:10pm

Dean Melton

Unit 702

Terraces Board Member for 3 years, owners since 2013

Spouse-Brandi Melton

Live in The Woodlands, TX

We are both real estate Brokers with RE/MAX in The Woodlands, AKA "Spouses Selling Houses"

Member of several boards and actively involved with Rotary Club of The Woodlands

3 girls- Brittney (Marshall), Brooke and Breanne

Grandson is Wiley Dean

Kelly Messenger

Unit 601

Terraces Vice President

spouse: Paul Messenger

Residents of Montgomery, Texas

Terraces owners since 2013

2005-2014 small business owner

2000-current board member for various local non-profits, booster clubs, etc

3 children, Justin (Emily), Austin and Emma Grace

1 grandchild, Adeline

Rick Makely

Unit 201

Terraces HOA Board President

Northern Virginia resident 55 years

2014 Retired Manager 40 years service Giant Food Inc.

2004-2014 HOA Board President at Carlton House Condominium (297units) Reston, Va

6 years McLean, Va Chamber of Commerce Board Member (Executive Committee)

Daughter- Jessica , Grandson Taj Telluride residents

Daughter- Chelsea Squamish, BC Canada resident

Peter Gassaro and his wife Leanne are full time residents at the Terraces since 2014. He currently serves as secretary of the board. He owns both Perle' Night Club & Glo Ultra Lounge, located in New Brunswick NJ. Peter launched his business enterprise 18 years ago at the age of 26 and continues to run them with the dependable staff that he has created throughout the years. He is a strong believer in the power of positive thinking, Peter credits his success to hard work, sacrifice & most of all passion. His mantra "spend each day doing the things that matter to you". He now pursues his passion by back country skiing, mountain biking, trail running & traveling.

Peter Gassaro
333 Adams Ranch Road
#202
Mountain Village, CO

Terraces at Meadows Run HOA Proposed 2019 Budget

	<u>2017 Actual</u>	<u>2018 Actual</u>	<u>2018 Budget</u>	<u>2019 Proposed Budget</u>
Ordinary Income/Expense				
Income				
HOA Assessments				
Operating Dues	115,000.28	115,000.28	115,000.00	115,000.00
Garage Operating Dues	2,000.00	2,000.00	2,000.00	2,000.00
Late Charge	775.41	251.85		
Total HOA Assessments	<u>117,775.69</u>	<u>117,252.13</u>	<u>117,000.00</u>	<u>117,000.00</u>
Total Income	117,775.69	117,252.13	117,000.00	117,000.00
Expense				
Administrative Expenses				
Annual Meeting Expense		900.00	1,300.00	1,300.00
Taxes	140.00	157.00	150.00	160.00
Secretarial Services	816.25	300.00	800.00	800.00
Accounting				
Accounting Services	11,300.86	11,435.86	12,000.00	12,000.00
Tax Preparation	272.00	300.00	300.00	300.00
Total Accounting	<u>11,572.86</u>	<u>11,735.86</u>	<u>12,300.00</u>	<u>12,300.00</u>
Insurance- Liability/D&O	18,480.00	24,474.00	20,000.00	25,738.44
Legal Fees	505.00	2,500.00	2,500.00	3,000.00
Postage/Copies/Misc.	934.72	529.55	650.00	650.00
Property Management Fees	6,130.00	5,115.00	6,500.00	6,500.00
Total Administrative Expenses	<u>38,578.83</u>	<u>45,711.41</u>	<u>44,200.00</u>	<u>50,448.44</u>
Building Maintenance				
Garage Repairs & Maintenance	154.00	33.00	500.00	500.00
Exterior Maintenance				
Roof	1,036.75	2,774.75	5,000.00	5,000.00
Window Washing	2,035.00	2,035.00	2,500.00	2,500.00
Misc.	3,307.05	0.00	2,500.00	2,500.00
Total Exterior Maintenance	<u>6,378.80</u>	<u>4,809.75</u>	<u>10,000.00</u>	<u>10,000.00</u>
Interior Maintenance				
Repairs & Maintenance	4,683.06	22,881.96	5,000.00	5,000.00
Carpet Cleaning	682.00	0.00	700.00	700.00
Mechanical Systems	4,322.73	9,043.35	2,000.00	2,000.00
Janitorial Expense	4,449.23	5,055.00	5,500.00	5,500.00
Miscellaneous	2,354.00	223.00	500.00	500.00
Total Interior Maintenance	<u>16,491.02</u>	<u>37,203.31</u>	<u>13,700.00</u>	<u>13,700.00</u> Will need input from Marcy
Total Building Maintenance	<u>23,023.82</u>	<u>42,046.06</u>	<u>24,200.00</u>	<u>24,200.00</u>
Grounds Maintenance				
Driveway Maint.	0.00	0.00	1,500.00	1,500.00
Landscaping				
Landscaping-Property Manager	11,055.11	9,465.50	12,000.00	12,000.00
Total Landscaping	<u>11,055.11</u>	<u>9,465.50</u>	<u>12,000.00</u>	<u>12,000.00</u>
Snow Removal				

Terraces at Meadows Run HOA Proposed 2019 Budget

	2017 Actual	2018 Actual	2018 Budget	2019 Proposed Budget
Snow Removal-Property Manager	6,125.25	1,154.50	2,500.00	2,500.00
Snow Removal - Sub Contractor	9,764.16	7,980.00	10,000.00	10,000.00
Total Snow Removal	<u>15,889.41</u>	<u>9,134.50</u>	<u>12,500.00</u>	<u>12,500.00</u>
Total Grounds Maintenance	26,944.52	18,600.00	26,000.00	26,000.00
Utilities				
Electric	7,201.00	8,122.00	10,000.00	8,365.66
Gas				
Gas	5,201.10	6,004.09	5,500.00	6,184.21
Gas Billing Reimbursement	-1,726.97	-2,352.38	-2,200.00	-2,550.00
Total Gas	<u>3,474.13</u>	<u>3,651.71</u>	<u>3,300.00</u>	<u>3,634.21</u>
Trash	3,680.81	3,209.56	4,000.00	3,672.00
Water & Sewer	2,157.25	1,670.67	3,000.00	2,500.00
Total Utilities	<u>16,513.19</u>	<u>16,653.94</u>	<u>20,300.00</u>	<u>18,171.87</u>
Total Expense	<u>105,060.36</u>	<u>123,011.41</u>	<u>114,700.00</u>	<u>118,820.31</u>
Net Ordinary Income	12,715.33	-5,759.28	2,300.00	-1,820.31
Other Income/Expense				
Other Income				
Reserve Assessment	30,000.00	30,000.00	30,000.00	30,000.00
Interest Income - Reserve	553.80	590.76	500.00	600.00
Total Other Income	<u>30,553.80</u>	<u>30,590.76</u>	<u>30,500.00</u>	<u>30,600.00</u>
Other Expense				
Write off uncollectible dues	11,320.75			
Reserve Study	0.00	2,750.00	4,000.00	0.00
Capital Rerserve Transfer	30,000.00	8,450.00	8,450.00	21,279.69
Capital Projects				
Driveway Sealing	0.00	15,928.00	12,850.00	0.00
Painting & Staining	161.50			
Window Replacement	5,076.34	3,526.10	7,500.00	7,500.00
Total Capital Projects	<u>5,237.84</u>	<u>19,454.10</u>	<u>20,350.00</u>	<u>7,500.00</u>
Total Other Expense	<u>46,558.59</u>	<u>30,654.10</u>	<u>32,800.00</u>	<u>28,779.69</u>
Net Other Income	-16,004.79	-63.34	-2,300.00	1,820.31
Net Income	<u><u>-3,289.46</u></u>	<u><u>-5,822.62</u></u>	<u><u>0.00</u></u>	<u><u>-0.00</u></u>

The 2019 amt is to make budget zero, if adjust other expenses items, this amount will be adjusted up or down

Please note, the 2018 actuals are not complete as presented here and will change prior to the annual meeting.

Terraces at Meadows Run HOA

Balance Sheet

As of December 31, 2018

	<u>Dec 31, 18</u>
ASSETS	
Current Assets	
Checking/Savings	
Alpine Money Market 3109	401,846.38
Alpin 1260108654 Checking Acct.	150,128.28
	<u>551,974.66</u>
Total Checking/Savings	551,974.66
Accounts Receivable	
Accounts Receivable	1,610.22
	<u>1,610.22</u>
Total Accounts Receivable	1,610.22
Other Current Assets	
SMPA Security Deposit	400.00
	<u>400.00</u>
Total Other Current Assets	400.00
Total Current Assets	<u>553,984.88</u>
TOTAL ASSETS	<u>553,984.88</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	27,196.33
	<u>27,196.33</u>
Total Accounts Payable	27,196.33
Total Current Liabilities	<u>27,196.33</u>
Total Liabilities	27,196.33
Equity	
Capital Reserve Accounts	68,450.00
Retained Earnings	390,291.00
Prior Year Reserves	73,870.17
Net Income	-5,822.62
	<u>526,788.55</u>
Total Equity	526,788.55
TOTAL LIABILITIES & EQUITY	<u>553,984.88</u>