

**SOUTH MILLWARD HOMEOWNERS ASSOCIATION
GRAND TETON PROPERTY MANAGEMENT
P.O. BOX 2282, Jackson, WY 83001
(307) 733-0205**

2016 ANNUAL MEETING
June 19, 2017 @ 11:30 am
*Offices of Grand Teton Property Management
The Centennial Building, 610 West Broadway, Suite 203*

MINUTES

1. Attendance

Elizabeth Kelleher

Sami Robinson

Rebecca Rothbard

Lee Sarno and Mandee Sarno

Bob Norton

John Bellamy (via phone conferencing)

By proxy: John Stark - Kelsey at Mountain Property Management

Others present:

Tina Korpi and Nina Ruberti, GTPM

2. Determination of Quorum

With seven members present either in person or by proxy, it was determined there was a quorum.

3. Reading and Approval of 2016 Annual Meeting Minutes

Sami Robinson motioned to approve the 2016 annual meeting minutes, Elizabeth Kelleher seconded, and all were in favor.

4. Financial Review

a. 2016 Year-End review of Actual Income and Expenses

Nina reviewed the 2016 year end actuals pointing out that the total operating revenue was \$22,401, the total operating expenses were \$25,513; amounting to a net deficit of \$3,112. There were additional unforeseen costs that lead to the net income loss, including the asphalt sealing of the parking lot and irrigation system repairs. The

operating account balance is \$1,810.39 and the maintenance reserve account balance is \$14,855.03 as of 6/12/17.

b. Review of 2017 Proposed Budget

The members reviewed the 2017 proposed budget. With the upcoming staining of the buildings, Elizabeth Kelleher motioned to increase the HOA dues from \$700 to \$750 per quarter and approve the proposed budget, John Bellamy seconded, moved to approve the 2017 budget as presented with a \$50 HOA due increase starting October 1, 2017. Vote: All in favor.

5. Old Business

a. 2016 Completed Projects

- i. Tree Trimming completed by Arborworks
- ii. Dryer Vent Cleaning performed by Peak Chimney Sweeps
- ii. Sweeping and Sealing of Parking Lots completed by Hunt Construction and Hofland Street Sweeping

6. New Business

a. Staining of buildings

Members discussed the staining bids. Lee Sarno recommended replacing a few rotten wooden boards before staining. GTPM met Lee to identify boards to replace to get bids. The HOA board needs to decide the extent of replacement before staining buildings. Lee Sarno is getting his license for a contractor and will submit a bid for the work. Tina Korpi recommended contractors be licensed and insured due to liability for the HOA. Elizabeth Kelleher motioned to special assess ½ of the staining cost and ½ from the Maintenance Reserve Account, John Bellamy seconded, and all were in favor.

b. Parking Lot Hole from Removal of Tree

GTPM recommended planting a new tree or sealing the area with asphalt. All members agreed to plant a tree. Lee Sarno will plant the tree and invoice the HOA.

7. Other Business

a. Lee Sarno requested GTPM contact Moutainscapes to change the day of mowing. It is mowed on Monday and by Friday the lawn needs to be mowed again. GTPM contacted Mountainscapes to move mowing day. Mande and Lee requested Mountainscapes scrape the ice from the parking lot in the winter.

b. Members discussed all pets should be on a lead and the possibility of tenants should not be allowed to have pets. Concern was expressed of tenant's children playing in the parking lot unsupervised. GTPM contacted homeowner and the tenants are removing the dog from the unit.

c. Snake River Tree will prune a few trees overhanging the parking lot.

d. Lee asked that the gutter be fixed on Unit 637 D. GTPM will contact Gus the Gutterman to finish the repairs.

- e. Dryer Vents – HOA decided it is the responsibility of the homeowner to clean the unit’s dryer vent. The HOA will have it professional cleaned by Chimney Sweeps every other year (2018).
- f. Guest Parking space is for visitors only – not an additional space for a unit.
- g. Remodeling Unit – Homeowner needs to submit the board plans for approval.

7. Election of Directors

Lee and John’s positions are up for re-election. Elizabeth moved to re-elect John, Rebecca Rothbard seconded; John moved to re-elect Lee, Elizabeth Kelleher seconded. Vote: All in favor.

Elizabeth – 1 year remaining of a 3 year term (2018)

Lee – 3 years of a 3 year term (2020)

John- 3 year of a 3 year term (2020)

8. Adjournment

With no further discussion, the meeting was adjourned.

Respectfully submitted,
Nina Ruberti
GTPM