

**Minutes of the
Fairway Four Townhomes Association, Inc.
Special Board & Owner Meeting
Tuesday, August 16th, 2022
5:00PM (MDT) via Zoom Video & Conference Call**

1. Call to Order:

The meeting was called to order at 5:06pm (MDT) by Scott Benge of Telluride Consulting, LLC.

Roll Call/Members Present:

William (Carson) Taylor (Unit 17) – Board Member, President

Laurance (Larry) Forsythe Jr. (Unit 21) – Board Member

Kaitlyn Glennon (Unit 8) – Owner

Kelly Watters (Unit 20) – Owner

Sharon Reader (Unit 18) – Owners Representative

Conrad Rocque (Unit 9) - Owner

Others Present:

Scott Benge, CFO, Telluride Consulting, LLC.

2.) Determination of a Quorum:

A quorum was met with 3 of the 5 board members present.

3.) Proof of Notice of Meeting:

Proof of meeting notice requirements was provided by Scott Benge, Telluride Consulting, on August 9th, 2022, via email, sent to the board and all owners. This meeting was intended for information gathering purposes only.

4.) New Business:

Consideration RE: Special Assessment for Gutter Downspouts & Winter Heat Tape:

Quotes for the snowmelt work were received by Telluride Consulting and forwarded to the board and its members, prior to this meeting, for review and discussion.

Carson Taylor, President, stated that he felt the snowmelt/heat tape project was needed to alleviate several of the ice build-up that occur on the property during winter months. Carson also felt this was needed based on the number of complaints he receives from the ownership. Kaitlyn Glennon agreed with Carson, in that there is a need to accomplish this project to better protect the HOA during the winter months. However, she acknowledged that presenting a special assessment to the ownership in the amount of \$57,0000 to install the snow melt system and the required electrical work, could be a difficult task, based on the number of owners who are often delinquent on dues payments.

Telluride Consulting did a review of the governing documents regarding the ability of the board to impose a special assessment; a quorum of the board, unless otherwise vetoed by 51% of the membership, along with a 10-day notice period would be required in order to levy any assessment. Telluride Consulting also offered that they could impose legal action on behalf of the ownership, if the board felt that was needed.

A list of priority areas has been outlined by the board for the snowmelt line; however, they realize that additional phases to the snowmelt project may be needed in the future.

Telluride Consulting has recommended increasing the amount held in the capital reserves and to continue to plan for future costs. Telluride Consulting further reviewed with legal counsel and recommends against implementing a RETA type transfer tax, since these units are deed restricted and therefore it would not be legal. Scott Bengel recommended moving forward with sending the snow melt project information out to the ownership and scheduling a meeting with the ownership to hold a vote.

Kaitlyn Glennon mentioned that the HOA may be eligible for grant funds from San Miguel County and will look into it on behalf of the association. Some discussion was held regarding installation of roof and solar elements, as well as needed tree removal. However, the HOA does not currently have the funds in their 2022 budget to accomplish all of these items at one time.

A **Motion** was made by Larry Forsythe Jr. to move forward with the solar panel installation on Units 9-12. The motion was **seconded** by Kaitlyn Glennon. **Motion was Passed Unanimously.**

5.) **Old Business:**

Painting/Staining Project:

Painting and sealing of the exterior of the buildings has been completed by Bill at Southwest Finishes. Many members felt the work was not satisfactory, and the project was not fully completed as expected for \$20,000 the association spent. Several areas of raw wood are exposed and were not fully painted over after scraping away the old paint. **Action Item: Scott Bengel will reach out to the contractor and set an on-site meeting with the members.**

6.) **Meeting Adjournment & Next Meeting:**

The next meeting will be held Tuesday the August 31st, 2022 at 5:30pm, where a vote will be held regarding the special assessment for installation of the snowmelt/heat tape project.

Meeting was adjourned at 6:10pm, MST.