

Fairway Four HOA

NOTICE OF MEETING OF MEMBERS

07-24-2013 6:30pm MST

TO THE MEMBERS OF THE FAIRWAY FOUR CONDO ASSOCIATION:

This shall serve as formal notice of the Meeting of the Members of the FAIRWAY FOUR CONDO ASSOCIATION.

To be held at 6:30 PM MST on Wednesday, the 24th of July 2013 at the Mountain Lodge Board Room, 457 Mountain Village Blvd, Mountain Village, CO. 81435. Please note, there is an option to call into the meeting and participate via teleconference:

712-451-6125

Conference code 334952#

Attached is a Directed Proxy form with space for comments if you are unable to attend in person. Please be sure to this proxy either to ASAP, another owner, or a Board Member so we can be assured a quorum in order to perform Fairway Four business. Thank You.

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

hoa@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 Fairway Four CONDO ASSOCIATION, (the "Association") to be held at 6:30 PM MST on Wednesday, the 24th of July 2013 at the Mountain Lodge Board Room, 457 Mountain Village Blvd, Mountain Village, CO. 81435.

The Proxy shall have full authority to vote upon any and all matters that may be presented at the Mountain Lodge Board Room, 457 Mountain Village Blvd, Mountain Village, CO. 81435. 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 _____ 20__.

Signature

Unit/Lot # _____

Please Return This Form By:

5:00 P.M. MST July 23rd 2012

ASAP Accounting & Payroll Services

P.O. Box 2710, 220 E. Colorado Ave. Suite 219 Telluride, CO 81435

Ph (970) 728-6777 Fax (970) 728-0129 Attn: Barrett Miller

E-mail: hoa@businessasap.com

Fairway Four Townhomes

H.O.A. Annual Meeting

Meeting Date: Wednesday, July 24th, 2013
Mountain Lodge Board Room
6:30pm-9:30pm

AGENDA

- 6:30pm** **1. CALL TO ORDER & ROLL CALL**
- 6:31pm** **2. PROOF OF NOTICE OF MEETING**
- 6:33pm** **3. APPROVAL OF LAST MEETING'S MINUTES**
- 6:35pm** **4. OPENING OF MEETING**
- 4.1 Thank you Neil for securing The Mountain Lodge Board Room!!!
 - 4.2 Brief Statements by members of the Board of Directors.
 - 4.3 All email contacts with the Board of Directors **must** be sent to every board member.
 - 4.4 Updates from the board.
 - 4.5 Vote to increase or decrease dues, impose special assessments, change the Bylaws, and change the Rules & Regulations.**
- NOTE: Any of the actions in 4.5 may be taken at any point in the meeting. Therefore, please plan to attend the entire meeting if you may possibly have any objections or concerns with respect to any part of item 4.5!*
- 6:55pm** **5. HOA ISSUES & IDEAS**
- 5.1 Rules & Regulations Issues.
 - 5.2 Issues with Rental Units.
 - 5.3 Parking Issues.
 - 5.4 Trash & Recycling Issues.
 - 5.5 Other Issues or Ideas?
- 7:35pm** **6. DISCUSSION OF MAINTENANCE ISSUES**
- 6.1 Discussion of letter from the HOA's insurance carrier.
 - 6.2 Fire Alarm & Suppression Systems.
 - 6.3 Decks.
 - 6.4 Siding Paint.
 - 6.5 Asphalt.
 - 6.6 Landscaping.
 - 6.7 Trash/Recycling Enclosure.
 - 6.8 Lighting.
 - 6.9 Other?
- 8:10pm** **7. NEW BOARD PRESIDENT?**
- 7.1 David Schillaci intends to resign from this position, but not from the board.
 - 7.2 In order to reduce the time and energy spent by future presidents, should the board again look into hiring some sort of HOA/ property management company?
 - 7.3 Being that there seems to be no interest from any of the board members to serve as board president, should future board presidents be compensated/paid?

- 7.4 Being that there seems to be little interest from qualified homeowners to serve on the HOA board, should board members be compensated/paid?
- 7.5 Other ideas to incentivize participation on the board and willingness of experienced board members to serve as president.

- 8:40pm** **8. PROPOSED BUDGET**
- 8.1 Explanation of Budget and Budgeting Process
 - 8.2 Money saving ideas.
 - 8.3 Line-by-Line Review & Adjustment of Proposed Budget
 - 8.4 Vote on Proposed Budget
- 9:15pm** **9. POSSIBLE ELECTION OF PERSONS TO THE BOARD OF DIRECTORS**
- 9.1 Nomination of Candidates
 - 9.2 Election of New Directors
- 9:25pm** **10. ANOTHER MEETING NEEDED?**
- 9:30pm** **11. MEETING ADJOURNMENT**

Agenda times are estimates only

Agenda is only an outline of suggested topics. Other topics may also be discussed and acted upon

Aaron Wall
Fireman's Fund Insurance Companies
Risk Services & Solutions – Commercial
5 Peters Canyon, Suite 100
Irvine, CA 92606
www.firemansfund.com

May 20, 2013

Dave Schillaci
Fairway Four Townhomes Association
308 Adams Ranch Road
(sent via email: schillacidude@telliridecolorado.net)
Telluride, CO 81435

Re: **Recommendations**
Location: 308 Adams Ranch Road
Policy Number: MZX80946061
Response Due: **August 20, 2013**

Dear Mr. Schillaci:

I appreciate the courtesy which was extended to me during my visit to your property on May 8, 2013. The purpose of the visit was to perform a loss control survey of your company, review your operations, and discuss various loss prevention activities. The interview and survey were reflective of the coverage we provide for your company through Neil-Garing Agency, Inc. As a result of our meeting, the following recommendations are submitted for your careful review and implementation.

PRIORITY RECOMMENDATIONS

2013-05-01 Exterior Stairway Railings

Provide handrails on all exterior stairs which have more than 3 steps in order to minimize the slip and fall hazard. Failure to provide proper handrails could result in a slip and fall injury to owners or their guests on the property.

2013-05-02 BBQ Grills and Other Open Flame Devices

Due to wood frame building construction, prohibit outdoor BBQ grills , firepits, chimineas or other open flame appliances from all balconies or decks and within 25 feet of buildings or other structures (or further as required by local statute). Prohibit all open flame producing appliances on windy days. Flame producing appliances, including decorative items, can create radiant heat or sparks that will potentially ignite nearby combustible materials. Some of these sparks may travel a considerable distance, particularly during wind conditions. Careful control of these appliances will reduce this exposure to life safety and property damage.

We have reviewed your operations to assist you in your loss control endeavors. Continuously identifying and guarding against hazards is essential to the safety of your customers, employees and property and will lead to improved business operations. Our recommendations do not identify all possible hazards and we cannot be responsible on your behalf for your obligations under any law, rule or regulation. This document is advisory in nature. It is offered as a resource to be used together with your professional insurance advisors in maintaining a loss prevention and claims management program.

Dave Schillaci
Fairway Four Townhomes Association
May 20, 2013

The implementation of these priority recommendations will support your loss prevention efforts toward enhancing the safety and reducing the loss potential of your operations going forward. As such, they deserve your prompt attention.

I look forward to receiving your documented response by August 20, 2013, indicating the actions which you've taken to address the recommendations. I may be contacting you in the near future to see how you are progressing on the recommendations and to answer any questions. You may fax me your response at 888.690.8053, or you may send it to me via email at aaron.wall@ffic.com.

ADVISORY RECOMMENDATION

Additionally, the suggestion noted below is being presented to further support of your loss prevention efforts. While we do not require written response to this suggestion, your attention to it should enhance your overall safety and risk management program.

Water Leak Detection Systems

Consideration should be given to installing a water leak detection system for the property. Benefits include 24/7 monitoring and detection of water leaks; detects water flow as little as one cup per hour; automatically shuts off the water if a leak is detected; can reduce the possibility of unknown mold development inside of a building due to a small, hidden plumbing leak. FFIC policyholders are eligible for a 10% discount on the Leak Defense System and accessories. *See attached web search address below for the article on preventing water damage.*

Leak Detection - <http://www.sentinelhydrosolutions.com/>

Thank you for coordinating the day's activities and sharing information about your business. If you have any questions or need further assistance, call me at 720.400.6579.

Sincerely,

Aaron Wall

Risk Services Specialist
Risk Services & Solutions
National Surety Corporation

cc: Stepan Hodgen, Neil Garing Agency, Inc. (shodgen@neil-garing.com)

We have reviewed your operations to assist you in your loss control endeavors. Continuously identifying and guarding against hazards is essential to the safety of your customers, employees and property and will lead to improved business operations. Our recommendations do not identify all possible hazards and we cannot be responsible on your behalf for your obligations under any law, rule or regulation. This document is advisory in nature. It is offered as a resource to be used together with your professional insurance advisors in maintaining a loss prevention and claims management program.

Fairway Four Townhomes
H.O.A. Annual Meeting
Meeting Date: Tuesday, March 13th, 2012
Mountain Lodge Board Room
6:00 P.M. MST

CALL TO ORDER by President David Schillaci at 6:15 P.M.

ROLL CALL

Present:

Hastings, J. Neil -unit 7
Sherry, Michelle -unit 15
Schillaci, David -unit 22
Hardy, Linda M.-unit 23
Johnson, Erik –units 20 &21
Rocque, Caroline –unit 9 - joined at 6:22 p.m.

By Telephone:

Jesse Dumas -units 3 & 6

By Proxy:

Ross, Carrie & Jerry –unit 18, proxy held by Linda Hardy

Non-Owner Present:

Harley Brooke-Hitching, Secretariat

PROOF OF NOTICE OF MEETING

David Schillaci acknowledged notice of the meeting

APPROVAL OF MINUTES OF LAST MEETING

Tabled until next meeting

OPENING OF MEETING

David Schillaci invited comments from Board Members. He noted that there were no intentions at this meeting to increase dues, impose special assessments or change the Bylaws or Rules and Regulations.

HOA ISSUES & IDEAS

David Schillaci asked owners for maintenance issues to address this summer.

Decks & Gutters: David Schillaci noted deck rot particularly in 3 units: Hardy, Savath and his own. Linda Hardy raised the question of gutters that would divert the water and that deck shoveling was required. Discussion followed about the use of gutters and electrical heat tape. David Schillaci requested a price estimate and asked Ms. Hardy for estimates she had received. Michelle Sherry responded that a memo had been sent to owners asking that decks be shoveled.

Heat Tape: Jesse Dumas commented on the increased cost of electricity for heat tape use that is reimbursed by the association. He suggested a policy that the owner must get Board approval and should not be reimbursed for the installation and use of snow melt equipment.

Stucco: Neil Hastings asked for stucco inspection and repair.

Front Walks: Caroline Rocque noted constant pooling on the front walks of 9, 11, 13 & 15, which were north facing. Michelle Sherry suggested that it was both a design and maintenance issue.

Out Door Lighting: Eric Johnson reported that most of the outdoor lighting was not working. President Schillaci would speak to the maintenance team and have this corrected.

Faux Wood Siding: Peeling of paint of the Hardy Board siding was discussed. It was noted that the siding was under warrantee and should be replaced at no cost to the HOA. David Schillaci agreed but stated that the company would not respond; he asked for a volunteer to head project. Michelle Sherry offered to call Telluride Roofing who had installed product.

Trees: David Schillaci spoke of the soil settling around trees leaving the root balls exposed. He suggested that soil be added this summer to protect the roots, and preserve the trees.

Fence: David Schillaci noted that the fence along golf course is deteriorating. Although built by the HOA, it is partially on Telski property. Jesse Dumas questioned property lines. It was agreed that if the fence were removed, it probably could not be reinstalled in the same location and therefore should be repaired.

Driveway:

President Schillaci brought attention to the condition of the drive way and that it would be necessary to reseal it or replace the road base at a cost of \$60,000. He suggested that it be resealed and that the lines be repainted.

Parking: Neil Hastings asked if renters and owners were using tags. Linda Hardy suggested that parking was less of an issue this year than the past.

Trash & Recycling: David Schillaci conveyed comments by Joan May that the trash/recycling room was not being maintained. The owners agreed that it was unusable during Christmas. Neil Hastings noted that the new company was doing a good job. Linda Hardy suggested that there was more recycling than garbage and that one garbage container could be exchanged for a recycling container. It was agreed that the containers should be monitored before a decision be made.

PROPOSED BUDGET

Line-by-Line Review & Adjustment of Proposed Budget

Jesse Dumas reviewed the budget line by line. The following allocations were discussed:

General Maintenance: Michelle Sherry proposed an increase from \$9,000 to \$10,000.

Roof Snow Removal: Neil Hastings proposed increasing the budget from \$5,000 to \$6,200 because 2011/2012 had been a light snow year.

Interior Alarm Sprinkler: Ms. Hardy noted that the units aren't compliant with fire code because there had been a recall of equipment but that the company had gone out of business instead of replacing the equipment under warrantee. Jesse Dumas expressed that the actual cost will be 4 times the \$8,500 in the budget which would only cover cost to correct 2 buildings. Eric Johnson noted that the sprinkler shut off valve is in one unit for each pod. David Schillaci called for an annual inspection and that the upgrade start this year.

Electric Heat Tape: Because of the reimbursement to owners using heat tape, President Schillaci requested that use of the tape be monitored. Caroline Rocque noted that she had

not plugged in the tape this year. Michelle Sherry will call John Livermore of Telluride Roofing to see if a sensor is available. The units with heat tape are 9, 3, 6, & 7.

Reserve Fund: David Schillaci commented that after the proposed changes to the budget only \$1000 would be added to the reserve fund. He expressed concern that this is small dollar amount and that the HOA should plan to increase the Reserve fund in the future to avoid large special assessments. President Schillaci and Michelle Sherry would research (CCIOA) Colorado Common Interest Ownership Act regulations to see if there were a required percentage of operating expenses to go to reserves.

Future Dues Increase: Jesse Dumas and David Schillaci commented that a dues increase should be contemplated next year to build the reserve fund.

Vote on Proposed Budget

MOTION by Caroline Rocque to approve the budget as amended.

2nd by Neil Hastings

A voice vote was taken and passed without objection.

ELECTION OF TWO (2) PERSONS TO THE BOARD OF DIRECTORS

Nomination of Candidates

David Schillaci and Jesse Dumas were asked if they would serve another term. Upon both gentlemen saying they would, the following motion was made.

MOTION by Neil Hastings to re-elect David Schillaci and Jesse Dumas.

2nd by Caroline Rocque

A voice vote was taken and passed with two abstentions.

NEXT MEETING

It was agreed that another meeting would not be necessary unless the inspection of the interior sprinkler system revealed the need for a large expense.

President Schillaci asked that Jesse Dumas adjust the budget to reflect a \$700 increase to the roof snow removal and \$1000 increase to the external maintenance line items as discussed during the meeting, and that he resend the adjusted budget to the Board.

MEETING ADJOURNED

MOTION by Jesse Dumas

2nd by Caroline Rocque

A voice vote was taken and passed without objection

The meeting was adjourned at 7:47 P.M.

Draft minutes respectfully submitted

by Harley Brooke-Hitching, Secretariat