

Jackson Court Condominium Association Minutes of 2016 Annual Members Meeting held on Monday December 12, 2016 at 170 S Jackson St #104, Denver, CO 80209.

Meeting Called to Order at 7:10 pm

12 members being present (in person and by proxy), the required quorum is met.

President: Adrienne Chew, #203 and #102, proxy for #105, #202, 204 & 205

Vice President: Dana Fox, #206, proxy for #106 and #113

Treasurer: Lance Freedman, #201

Members: Ardyce Lebewitz #101, Loretta Ukulele, #104

#### 1) Approval of Members Minutes of Meetings

The resolutions to approve of minutes of members' meetings (attached) as follows:

- 1 2015 Nov 3 Annual Members Meeting
- 2 2015 Dec 14 Special Members Meeting
- 3 2016 June 3- Special Members Meeting

were proposed by Lance Freedman #201, seconded by Dana Fox #206, and unanimously passed (12 votes)

#### 2) Amendment of Bylaws

The following resolution to amend the bylaws was proposed by Lance Freedman #201, seconded by Dana Fox, and unanimously passed (12 votes).

(amendments are **in blue**)

### Article VII MEETINGS OF DIRECTORS

1. Article VII Section 1. shall be revised as follows:

To delete the first sentence and replace with:

Section 1. Regular Meetings. Regular meetings of the Board of Directors shall be held **quarterly** without notice, at such place and hour as may be fixed from time to time by resolution of the Board.

ARTICLE III  
MEETINGS OF MEMBERS

2. Article III Section 4 of the Bylaws shall be revised as follows:

Section 4. Notice of Meetings. Written notice of each meeting of the Members shall be given by, or at the direction of the secretary of the Association or by the person authorized to give such notice, by mailing a copy of the notice, postage prepaid, at least 15 days before such meeting to each Member entitled to vote thereat, addressed to the Member's address last appearing in the books of the Association or supplied by such Member to the Association for the purposes of such notice. Such notice shall specify the date, place and hour of the meeting, and in the case of a special meeting, the purpose of that meeting. With a Member's consent, any notice to that Member may be given by email, to the email address supplied by such Member to the Association for the purposes of such notice. **Unless a member specifies otherwise, a Member who gives his/her email address to the Association is deemed to consent to receive notice of meetings by email.** Notice by email shall be deemed to have been received by a Member on the day it was sent unless sent after 5 pm on a weekday, or anytime on a Saturday, Sunday or public holiday, in which event, the notice is deemed to be given on the next business day after that weekday, Saturday, Sunday or public holiday. Upon request, each First Mortgagee shall be entitled to receive notice of all meetings of the Members and shall be permitted to designate a representative to attend all such meetings.

3) Pedestrian Safety (Snow Removal)

The concrete and drainage project has been completed and seems to be working well as there have not been any reports or complaints about water leaking into the garage. Homeowners were asked if they saw any issues.

Problem: Ardyce Lebewitz #101 reported that ice forms in the alley next to #116 due to water discharge from the new large drainpipe.

Action: Lance will follow up with One Man & A Dog to use de-icer on this spot, as well as ask One Man & Dog to monitor if ice also forms from water discharge at S Jackson St sidewalk from the new drain pipe there.

**The concrete and drainage project exceeded the original anticipated costs as it was discovered that the original building construction was inadequate in particular in relation to waterproofing the central area around #103, #104, #105, and #106. As a result, some of the landscaping and lighting costs needed to be integrated into the Retaining Wall Project.**

#### 4) Retaining Wall Project

**The wall will now be reduced to 3 bricks high (12") and will be built on top of the S Jackson St slope next to the concrete sidewalk to keep the soil under the new sidewalk from eroding.** Work on this short wall is scheduled to start on December 13 and should be completed within a week.

Electricity cables for outdoor lighting has been laid.

The light fixtures selected are path lights, which are 33" high (x12). They will be installed with concrete bases (with a 12" post in the ground). These lights have been ordered and should be delivered around December 20 and will be installed by year-end 2016. (The final lighting plan has no lamppost lights).

Additional plantings were planned for Spring 2017 but this work will be delayed so that electrical work and lighting is prioritized with our limited budget funds. **Reducing the size of the wall and extending time-phasing of the planting enables combining these elements within the previously approved 2017 special assessment.**

#### 5) Rotted Wood

2016 rotted wood repairs (soffits/siding) on roof have been completed

#### 6) Maintenance Issues

Report: The President reported that there are concrete cracks in the staircase between #113 & #114, and a crack in the landing of these steps; ice hazard at #202 entrance landing, and one section of cracked concrete at JCII walkway. The Board has received a 1st bid of \$5900.

Action: We will have a Special Members meeting in 1st quarter of 2017 to decide how to pay for this.

#### 7) 2015 Hail Damage Insurance Claim

Insurance paid total of \$42,005.40. All 6 skylights were replaced on the condo building; chimney chase caps, and roof vents were replaced. A supplemental claim has been filed for siding, gutters & downspouts. It is in the early stages of processing.

#### 8) Gutter Cleaning

The HOA completed 2 cleanings at \$400 per time in 2016 by new contractor for better pricing (resulting in \$400 HOA savings)

#### 9) Budget-

The Treasurer provided 2016 YTD financial actuals. The HOA is projected to end calendar year 2016 approximately \$1,000 under budget after applying \$5,000 of the 2017 Special Assessment to begin the work.

The Treasurer also submitted a draft 2017 Budget with allocations to achieve a year-end net zero balance (balanced budget) while maintaining contributions to HOA reserves.

10) Window Replacements

As the condominium is 30 years and has wood windows, some homeowners have requested to modernize when they replace. Because of this, Board has researched windows and identified Marvin products to be purchased directly from the manufacturer. This will help to maintain a uniform exterior look as individual homeowners choose to modernize.

11) Smoke alarm – The Board will look into the cost of changing the smoke alarm system to another system that will not be set off so easily.

11) 2017 Special Assessment

12 Monthly payments will be due by homeowners, with 1st payment due January 1. Homeowners have the option of paying off in advance the whole amount or to pay more than the just the monthly installment in advance. The Treasurer will instruct our property manager Realty One to send invoices to each homeowner.

11) 2017 Election of Board of Directors.

The President tabled that the current board of Adrienne Chew, Dana Fox, Lance Freedman and Gaylene Garbizo have expressed their willingness to serve on the Board for 2017.

President: Dana Fox nominated Adrienne Chew for President, Lance Freedman seconded the motion, and Adrienne Chew is elected as President unanimously (12 votes).

Vice President: Adrienne Chew nominated Dana Fox for Vice President, Lance Freedman seconds the motion, and Dana Fox is elected as Vice President unanimously (12 votes)

Secretary: Adrienne nominated Gaylene Garbizo for Secretary, Lance Freedman seconds the motion, and Gaylene Garbizo is elected as Secretary unanimously (12 votes).

Treasurer: Dana Fox nominated Lance Freedman for Treasurer, Ardyce Lebowitz seconds the motion, and Lance Freedman is elected Treasurer unanimously (12 votes).

Meeting adjourned at 8:45 pm with thanks to Loretta Ukulele for hosting.

## JACKSON COURT CONDOMINIUM ASSOCIATION

Minutes of Special Members meeting held on June 2, 2016 at 170 S Jackson St #104.

Present:

Ardyce Lebowitz #101

Adrienne Chew #102, #203 and proxy for #105, #202, #204 and #205

Rosemary Caho #103

Loretta Ukelele #104

Debra Schwartz #106

Lance Freedman #201

Dana Fox #206

Inna Frey #113

Donna Fryer #115

14 members being present in person or by proxy established a quorum, so the President Adrienne Chew called the meeting to order at 7:40pm.

The Vice President Dan Fox presented an overview of the concrete and drainage project. All sidewalks in the courtyard and at Jackson St will be taken out. Drainage pipe will be laid underground between the townhomes and the common garage and flow to the back alley under the patch where the rear walk wood retaining wall now is. That rotting wood retaining wall will be replaced by a new retaining wall, which is also part of the funding that the meeting is voting on. Originally we had not intended to dig out that patch with the wood retaining wall. But seeing that the condition of that wood wall was rotting, the contractors who bid on our project suggested we replace it. A second drainage system will have a pan to collect ground water from the townhouses, curve around #106 and exit to Jackson St. This will be collecting ground water from the front of the townhomes and water from the townhome roofs down into the courtyard.

The concrete sidewalk between JCC1 and JCC2 will be raised,

All sinking back patios concrete facing townhouses will be replaced. Concrete at the corner at #103 and #203 will be replaced with a no seam slab.

Downspout at side of #113 will go underground and connect to the drainage system.

Dana mentioned that a lot of work has been put in to get this project workable. We looked at 6 bids from different contractors and we gained a lot of knowledge and suggestions from experienced general contractors who had good ideas. There were bids that were over \$100k. One of the highly ranked and experienced general contractors told Dana he would not do the drainage project if there was no retaining wall put in on the Jackson St slope. This made us understand that it was important to have the retaining wall included as part of the project. Loretta added that her son-in-law who is an architect had commented that in his view, the retaining wall should have been installed originally when Jackson Court was first built.

Besides staving off soil erosion, the retaining wall on the Jackson St slope would also help to solve the problem of water loss from sprinklers and rain.

The retaining wall contractor suggested 2 tiered retaining wall from the Jackson St staircase to #104 – one will be about 3 feet away from our sidewalk, and other will be midway between that first upper retaining wall and the public sidewalk.

To have the retaining wall installed now at \$15k is more cost effective than waiting till next year to do the retaining wall as there are cost savings from the concrete contractor doing the excavation work for the retaining wall while he is doing the drainage project.

The Treasurer Lance Freedman presented the scheme for payment of this \$15k. The proposal is to "borrow" from our reserves in 2016, and have repayment into the reserves by special assessment on homeowners in 2017 to be paid monthly over 12 months. The Treasurer also presented to homeowners the 2017 retaining wall special assessment total payment, and the monthly payment schedule. Monthly installments will start in Jan 2017 and will be added to our monthly HOA dues. This is the minimum due and the total balance can be paid off by lump sum anytime during 2017.

The Treasurer proposed a vote for the retaining wall project and funding, and the members unanimously approved the retaining wall project at \$15k and the payment scheme proposed by the Treasurer as aforesaid.

The meeting ended at 10:20pm with thanks to Loretta for hosting.

-----



# **JACKSON COURT CONDOMINIUM ASSOCIATION**

## **Annual Members Meeting**

**Minutes November 3, 2015**

### **I. CALL TO ORDER**

The meeting was held at the Ross-Cherry Creek Library, 305 Milwaukee Street, Denver, CO 80209.

The meeting was called to order at 6:10 PM

### **II. INTRODUCTIONS**

There were six (6) homeowners present and Mark Brooks was present from A&M Properties. Mark Brooks introduced himself as Community Manager and asked those present to introduce themselves.

### **III. VERIFICATION OF QUORUM**

There were six (6) homeowners present and five (5) proxies submitted for a total of eleven (11) members in attendance. The required quorum of 25% or four (4) members was met, therefore the meeting continued.

### **IV. PROOF OF NOTICE**

Management presented the Annual Meeting Notice to the Members and confirmed the Notice was mailed to the Members on October 12, 2015 by The United States Postal Service in compliance with the Associations legal documents.

### **V. PURPOSE OF THE MEETING**

Management explained the purpose of the meeting was to approve the 2014 Annual Meeting Minutes, approved the September 2015 Special Members Meeting Minutes, elect four (4) Members to the Board of Directors, and to discuss any additional issues the Members have regarding the community.

### **VI. APPROVAL OF PREVIOUS MEMBERS MEETING MINUTES**

The 2014 Annual Meeting Minutes were presented to the members. After all questions were addressed the members approved the minutes as presented. The 2015 September Special Meeting Minutes were presented to the Board. Under New Business, Approval of Expenses Vote, the members changed the vote total to 8 votes against and 4 votes for. With these changes made to the minutes the members approved the Special Meeting Minutes.

### **VII. PRESIDENTS REPORT**

Donna Fryer, President of the Board, gave the members a recap of the projects that had been addressed in 2015, and the projects that were currently being addressed moving forward into 2016.

### **VIII. ELECTION OF THE BOARD**

There were four (4) Board Position open for election. The floor was opened for nominations from the owner's present. There were four nominations, Adrienne Chew, Dana Fox, Gaylene Garbizo and Lance Freedman. With no other nominations all four were voted to the Board by acclamation.

**IX. ADJOURNMENT**

With no further business to discuss the meeting was adjourned at 8:40pm.

**X. MEMBERS DISCUSSION**

The members discussed the issues of concrete and drainage as it relates to different area of the community. The members review and discussed several proposals as they related to this issue. The new Board Members requested all documents related to the concrete and drainage issue be forwarded to them. In addition the Board will need to review any open work orders, the 2016 Budget which has not been approved and the 2016 A&M Properties Management Agreement.