

**PACIFIC STREET TOWNHOMES OWNERS ASSOCIATION  
MINUTES OF BOARD MEETING**

Association: Pacific Street Townhomes Owner's Association, Inc.  
Date: Tuesday, October 5, 2021, at 10:00 a.m., MDT  
Location: Teleconference  
Directors Present Trent Hein, Jerry Petrow,  
Others Present Dan Witkowski, Hilary Swenson, Elyssa Krasic

Meeting called to order at 10:00 a.m., MST.

Roll call. Determination that a quorum is present, 2 of 3 directors are present.

Proof of Notice

*Motion by Jerry Petrow, second by Trent Hein, to approve board meeting minutes from November 10, 2020. All in favor, motion passes unanimously.*

Manager Report

Facilities update provided by Dan Witkowski:

- Annual boiler and furnace maintenance reviewed.
- The snow melt system managed by the Telluride Medical Center was repaired in winter of 2021.
- Trash enclosure design update.
- Touch up paint and stain will be performed.
- One of the gates will be repaired.

Full Circle Contract Renewal

Full Circle HOA Management proposes a 1-year contract extension with 5% management fee increase.

*Motion by Trent Hein, second by Jerry Petrow to renew the Full Circle HOA Management agreement with 5% increase. All in favor, motion passes unanimously.*

2022 Budget Notes

2021 Operating

Overall, the 2021 budget is estimated to have a surplus of \$5,000, which is \$6,500 less than need to cover the starting loss of \$11,644.

- Most lines are expected to be on-budget. Lines that are expected to have an overage are Mechanical Repair (line 20) by \$4,000 and Utilities (line 33) by \$2,000.

2022 Operating

Overall, the 2022 budget calls for an increase of \$5,000 split amongst the following lines.

- Line 19: annual maintenance for the mechanical systems - \$750 increase to \$3,000 annually. There is a separate line for repairs.
- Line 33: Utilities - \$1,610 increase annually, includes an increase to Natural Gas of \$1,460 to account for an increased rate of 2.5%.
- Line 36: Insurance - \$1,957 increase to account for rate increases in 2022. The proposed budget is 10% over 2021 premiums.
- Lines 38 and 39: include a 5% rate increase for HOA management fees, that total \$724 annually.

The 2022 Operating Assessment increase is 2%, \$1,553 to cover increased budget lines. The increase was partially covered by having a better starting balance than in 2021.

#### Capital Reserve Fund

Funding in 2022 is proposed to be increased to \$10,000 annually. The 2021 ending balance is estimated to be \$49,852. The most notable items that this fund will be needed for is roofs, mechanical systems and furnace replacements. There is a placeholder of \$20,000 to replace mechanical if needed.

#### Exterior Renovation Fund

Funding in 2022 is proposed to be increased to \$10,000 annually. The 2021 ending balance is estimated to be \$55,357. These funds are being saved for an exterior renovation project to exterior elements such as siding, painting, and skirting.

The total reserve funding in 2022 is increased to \$20,000 annually, which is \$2,500 per unit annually. It is recommended that the Association continue to fund these savings accounts in greater amounts in anticipation of upcoming projects.

The overall assessment per quarter per unit in 2022 is \$3,275; \$275 more than in 2021.

Motion by Trent Hein, second by Jerry Petrow to approve the proposed 2022 budget. *All in favor, motion passes unanimously.*

#### Director Nominee

There is one board seat expiring in December currently held by Christina Smedley. It is a 3-year term and we hope Christina will continue to serve. A call for nominees will be sent out prior to the Annual Owner Meeting. The Director will be elected by Ownership at the Annual Owner Meeting and there will be a short board meeting immediately following to determine officers.

#### New Business

Annual Owner Meeting is scheduled for Tuesday, November 9, 2021 at 10:00 a.m., MST. with a short Board Meeting immediately following to elect officers.

Motion by Jerry Petrow, second by Trent Hein, to adjourn. *All in favor, motion passes unanimously.*

Meeting adjourned at 10:17 a.m., MST.

THE FOREGOING MINUTES WERE APPROVED BY THE BOARD OF DIRECTORS AT THEIR MEETING HELD ON November 9, 2021.