**ADRIEL HILLS CONDOMINIUM ASSOCIATION**

**OPERATIONS COMMITTEE MEETING MINUTES**

**THURSDAY, FEBRUARY 2, 2017**

**Call to order:** The Operations Committee Meeting was called to order by Co-Chair Ruth Boothe at 10:02 am.

**Committee Members Present:** Ruth Boothe, Larry Cecil, Isabel Garity, Reg Hayworth, Kevin Jones, Bob Keiss and Dave Peel

**Absent:** Bill Lauer

**Also Present:**

**Board of Directors:** Craig Culver, Deborah Kohler, Curt Olson and Jon Siman

**Homeowners:** Ursula Ehmann and Don Homan

**Property Manager:** Ralph Pankey

**Recording Secretary:** Sharon Siman

**Homeowners’ Comments, Correspondence:** Received letter from Scott Sutherland, Remax Advanced realtor, complimenting Ralph’s and Bonita’s professionalism and courtesy. Reg commented he had mistakenly received an email regarding the water committee and requested that more care be taken in sending information. Ruth indicated she may have sent an email meant for a different group.

**Approval of January Minutes:** There were 3 corrections to the January minutes: 1) under Old Business; Maintenance of LCEs; change 2nd sentence to read “Because the Bylaws and Declarations seem or may be somewhat unclear, more research needs to be done and direction received from the Board.; 2) under New/Other Business; Year End Ops Budget Projection; change last 3 sentences of first paragraph to read “Ruth offered that Operations and the Management Committee could each make a recommendation to the Board. Ralph stated that Bonita is working on a memo that he will send to Operations, Management, and the BOD. To keep the seasonal worker on through the rest of the fiscal year would require Board approval; they could only be paid through February with the current available funds.” Kevin made a motion to approve the minutes as corrected. Motion passed.

**Manager’s Review:** (See February Newsletter or AH website for the monthly Manager’s review) Ralph commented that water purchase opportunities are extremely rare and he appreciates the progress being made. There will probably be more scrutiny regarding irrigation and conservation measures in the future, which was his purpose in making a budget provision for increased aeration.

- Some owners had not been included in the AH Directory as a result of either not getting the Annual Resident Record Form in by the Dec. 5, 2016 deadline, or not checking the box giving permission to be included in the Directory.

-The current landscape project around Dumpster 4 and Building 1 will have updated buff rock and will make a noticeable improvement.

-Having learned much from the Phase I Road Overlay Project, Connell has estimated that the more complicated Phase II will approximate $200,000 for improvements, drainage, and widening in areas, including $20,000 in concrete. The dumpster on Heber is not included in Connell’s estimate; progress is being made on the electrical issue there. Don noted there is $137,000 designated in the Reserve Fund for Phase ll.

**Old Business:**

* **Organization – Committee Purpose/Goals:** Ruth identified Committee goals: 1) Integrate Landscape Committee and develop long range landscape plan; 2) Prioritize goals for budget requests/purposes; and added one more, 3) Research/discuss other issues as requested by the BOD. Kevin requested a definition of the “physical plant” under Committee Purpose/Overview. Ralph stated it was all inclusive of the physical property – structures, roofs, boilers, etc.
* **Maintenance of Limited Common Elements:** A memo correspondence to the Adriel Hills BOD from the Operations Committee, dated 1-10-2017, in regard to limited common elements responsibility was reviewed. As stated “AH Operations Committee recommends further research of the original drawings to determine original LCE courtyards and gates and BOD action on interpretive writings.” AH attorney, Peter Dauster, “suggested that the BOD develop interpretive writings on the use of the gates, carports, garages, etc. to further define the scope of responsibility within the LCEs.”After discussion, the Ops committee decided a methodical, step-by-step approach is needed. To start, Dave volunteered to go to Larimer County to research existing documents/drawings for Adriel Hills. Ralph said there is information in management offices that could be reviewed.
* **Landscape Committee Update:** Now under Operations, the Landscape Subcommittee will develop an overall, long-range plan for Adriel Hills reviewing: the minimum standard of bushes, rocks, and plants for beds, including hardscape and irrigation improvements; homeowner responsibility based on their requested landscape modifications; the revised 2017 Landscape Project/Request Tracking Log; and the overall recommendations for tree lifting/pruning from Davey Tree. The following are recommendations for remaining 2016-17 budget priorities of smaller shrubs and beds.

- Priority #1 - Restorative Pruning by Bldg 17 to rejuvenate existing shrubs - $300.

- Priority #2 – Install plantings in re-landscape area between Bldgs 23 & 27.

- Priority #3 -Pruning and removal of overgrowth near Bldgs 8 & 9 and drainage improvement at Bldg 8. - Priority #4 - Morning Glory plantings to finish renovation between Bldgs 22 & 23 - $450.

Committee approved recommending to the BOD Priorities #1 & #4. Ralph also submitted a list of staff pending projects which included a number of landscaping issues. There was discussion about the cost of hiring a different pruner instead of using the current grounds maintenance contractor which provides bulk pruning. There were questions why the Davey Tree’s estimate was so high which were answered by distributing the per-tree estimate that Gery Whitman had completed.

* **Operating Budget Priorities 2017-2018:** Ralph had distributed the proposed draft budget for the upcoming fiscal year. He noted that it is based on the current rate of dues and dues structure, and that the bottom line of this proposal represented a $20,000 overage. Following are some highlights of his review:

-Line item #1 Payroll - A decision needs to be made by the BOD at the February meeting whether to continue the seasonal worker for the rest of this fiscal year. There was further discussion about staffing needs for the next fiscal year – how much does having increased in-house staff add to the value with the addition of the skid-steer as opposed to contracting work out? Kevin noted that the percentage increase of payroll over the years seems reasonable, but added that other line items (ex # 43 landscape maintenance service) need to be taken into consideration. There was general consensus from the Committee that Operations would support both staffing requests. Isabel abstained stating she didn’t understand the full implications. Curt stated that the Management Committee will also be making a recommendation.

Reg expressed concern that input will be entering from everywhere, all committees will have recommendations, and he is fundamentally upset by the autocracy of the system. In the interest of keeping the meeting to a time schedule, Ruth, as chair, asked that he discontinue his discussion. Reg stated he may need to resign, and Ruth requested that they talk later and hoped he would reconsider. Ralph stated to Reg that he appreciated his support and input.

Following are some highlights of Ralph’s review of the proposed budget line items that generally have input from Operations. He recommended a walk around the property for new Ops members to familiarize themselves with needs like deck staining, building painting, tennis court repair, and deck upkeep.

- Line item #16 Signs – original carved wooden golf course sign may not be able to be refurbished because it’s too far gone. The other golf course sign was removed due to high wind and needs to be better secured.

- #19 Wood repair – Dumpster 7 included here or may be put into Reserves –addressing the concern over obtaining competitive bids, Ralph stated that Brown Dog has been well-trained in AH expectations and are more than fair in cost.

- #26 Roof repair – budget estimate reduced but difficult to know what to expect; just last month had an unexpected $1000 repair.

- #29 Tree treatment reduced per Davey Tree recommendation – Emerald Ash Borer to be reconsidered in 2018.

- #36 Grounds Hardscape – increased to include proposed green scape aeration which needs to be defined, but will be separate from golf course greens aeration; looking at renting or buying equipment.

- #35 & #36. Isabel questioned the working definition of these items. Craig interjected that he is working on this.

- #39 Equipment purchase - converting to all gas carts, buying all used; considering selling one mower to buy a used aerator which would be a stand-on type machine.

- #40 Equipment maintenance costs have improved because of in-house maintenance and contracted landscaping.

- #43 Landscape maintenance contracted service – on the 2nd year of a 2 year contract; some issues noted which Ralph expects to iron out at a meeting with the contractor tomorrow.

- #45 Snow removal – cost reduced considerably due to skid steer purchase.

As stated earlier, this budget draft is $20,000 over the current dues rate. The budget needs to be finalized for the March BOD meeting. It will then go the homeowners for review and input, then have final approval by BOD at the April BOD meeting to be implemented May 1st, 2017. Ralph said this is the Ops Committee’s opportunity to provide input on the proposed 2017-2018 budget to recommend either reducing specific expenses or increase dues. Don noted that a $5 increase per homeowner in dues results in $10,620 annually.

* **Assignments – Emergency Procedures Development (Homeowner involvement):** It was suggested to request homeowners to participate in defining emergency actions for their home. Tabled until the next meeting.
* **Project List Priority:** Brought up under Landscape Committee update, further discussion tabled until the next meeting.

**New/Other Business:**

* **Future Familiarizing Tour:** Kevin and Dave requested a tour of the property especially to look at the particulars Ralph described in the budget discussion. The suggestion was made to devote most of the March meeting to a tour or to schedule it at a different time.

**Homeowner Comments:** Don stated he supports additional personnel. He suggested that next year, before making a new contract with a landscape contractor, that those costs be compared to in-house cost.

**Adjourn:** Meeting adjourned at 1:00 pm.

Respectfully Submitted,

Sharon Siman, Recording Secretary