

University Terrace Homeowners Association

Annual Meeting Minutes

September 26, 2011

Fowler Property Management Offices, 2400 28th Street, Boulder, Colorado

1. Roll Call: a quorum was represented either present or by proxy.
2. Proof of notice of meeting: was done by written notification.
3. Reading of the annual meeting minutes from August 23, 2010. Motion to approve minutes by Karen James, seconded by Lyn Allen, motion passed.
4. Financials were reviewed through July 31, 2011.
5. 2012 budget was reviewed in detail. There will be no increase in dues for 2012. Items to be reviewed include:
 - Price out concrete landing
 - Life expectancy of roof.
 - Review recommended amount of reserve balance, what capital reserves are needed.
 - Ask snow removal contractor not to use salt.
 - Dumpster needs repair.
 - Have concrete contractor look at planters for sealing for leaks.
 - Rules and regulations to be mailed to all owners and delivered to each unit
6. Election: Nominations for board, Steve Allen nominated for board position. All present agreed, Steve will be the Vice President.
7. New Business
 - Colorado Security discussed services
 - Drop off rules and regulations with tenants
 - Satellite Dishes: contact Paul Blake, preferred provider, to install a common dish
 - Inspect satellite dishes already installed without approval for damage to building
 - Change the code on the key pad every 6 months.
 - Mail notices to owners and taken to doors of tenants.
 - The Board of Directors requested a form be sent to owners to obtain information to set up a data base of tenants. This information would include name, phone number and term of lease.
 - Send a request to unit owners to provide email addresses
 - State in violation notices that it will be reinspected within seven days and notice taken to door.
 - Yearly improvement report was provided.
 - Schedule annual meeting one month ahead and send draft to board.
8. Adjournment of meeting. Motion to adjourn meeting by Derek Knell, seconded by Steve Allen, motion passed.