

Upper Pines Condominiums

PO Box 160099, Big Sky, Montana 59716

2021 Annual Owners Meeting | Thursday, September 2nd, 2021 | 12:00 PM
Big Sky Water & Sewer District Conference Room
561 Little Coyote Road

Meeting Minutes

Call to Order

Judy Bohnenblust called the meeting to order at 12:03 PM, MST.

Owners in attendance in person were Peg & Walter Kobin (I-2), Judy & Jack Bohnenblust (L-3), Sarah & Doug Crowther (J-1), Susie McCarty (L-4), Pam Bertram & David Laing (L-1), Max Yzaguirre (M-3&4), and Mary Ann Park (J-4). Others in attendance included: Rich Lindell, Morgan Doud, and Justin McKillop of Lindell & Associates; Mike Palmer, Scott Hammond, Annalise Locker and Katie Coleman of Hammond Property Management.

Owners in attendance by phone were Laurie Sheldon (K-4), Sara Pierson (J-2), and Daene McKinney (L-2).

Determination of Quorum

Quorum was met with 83.33% of the membership present in person and by proxy.

Judy introduced Annalise Locker, the new field representative for Upper Pines, as Mike Palmer had been promoted to General Manager of Hammond Property Management. Palmer will still be heavily involved with the larger projects, but Locker will be the boots on the ground moving forward. She also introduced Morgan Doud, the new Owners Association Specialist with Lindell and Associates. Judy introduced the newest BOD member, David Laing, who was appointed by the BOD to fulfill Stewart Parks term. Lastly, Max Yzaguirre was introduced as the newest owner in the membership.

Approval of 2020 Annual Meeting Minutes

A motion was made to approve the 2020 annual meeting minutes as presented. The motion was seconded, all were in favor, none opposed. The motion carried.

Financial Review and 2022 Proposed Budget

Rich Lindell presented the 2021 financial report. Main points included:

- Cash total is \$112,151 (\$48,026 in operating; \$64,125 reserves)
- Accounts receivable was at zero at meeting time
- The total operating budget was at \$84,300 (82% for 10 months)
- The association was under budget by \$35,720 (at 66%) as of July 31st

Lindell presented the proposed 2022 budget which had been circulated prior to meeting time. Due to an increase in labor and material costs, adding a staining line item, and increasing reserve contributions, the operating budget reflected an increase of approximately \$100 per unit per quarter.

Judy stated that no motion was needed as the budget increase was within the allotted 20% increase.

Management Report

Mike Palmer presented the manager's report. Main points throughout the year included:

- Annual fire suppression testing conducted every fall (federally mandated)
- Worked with 46 Degrees North on landscape responsibilities

- HPM conducts driveway snow plowing while BSOA contracts road snow plowing- Palmer encouraged owners with roadway snow plowing concerns to reach out to BSOA directly
- Facilitated roof shoveling which was increased to prevent leaks
- Installed landscape swale adjacent to J4 to allow proper drainage from gutter through retaining wall
- Coordinated chimney inspections/cleans
- Coordinated dryer vent cleans and established 3 year schedule

Old Business- There was no old business

New Business

Roofing Project- Palmer presented his standard roof replacement presentation in order to educate owners on the options moving forward on replacement. Palmer shared current cost comparison, function and benefits between traditional shingle replacement verses a cold roof installation. He also shared current financing options provided by a local bank. The purpose of this presentation was to inform the membership of the roof replacement project that was approaching, and that the BOD would be meeting in order to determine the product that would be installed and timing of the project. Construction could begin as early as spring 2022. Judy encouraged the members to do their own research and reach out to the BOD with questions and comments.

Staining Plan- The BOD was working with HPM to establish a 5-7 year building staining rotation and noted that the budget had been increased in order to prepare for this work moving forward. It should be noted that staining will include doors, deck posts and rails but deck flooring is an owner responsibility. The group plans to begin work in summer of 2022 but have not gotten on a contractor's schedule to date.

Paperless Billing- Judy stated that she is working with Lindell's office to move the membership towards paperless billing. Morgan Doud stated she would send a link to the members in order to set up an owner portal prior to the October 1st assessment. This quarter is the first quarter of the HOA's fiscal year and will be the dry run with both the online option to pay and a paper statement for this quarter only.

Board Election- Judy Bohnenblust and Daene McKinney were up for reelection. No nominations came from the floor.

A motion was made to reelect Judy and Daene. The motion was seconded and carried.

Reelected for a 3-year term (2021-2024) – Daene McKinney

Reelected for a 3-year term (2021-2024) – Judy Bohnenblust

2 years remaining of a 3-year term (2020-2023) – Sara Pierson

1 year remaining of a 2-year term (2020-2022) – Carrie Albro

1 year remaining of a 2-year term (2020-2022) – David Laing- appointed by the BOD in 2022 to finish out Stewart Park's term.

Judy stated that the BOD felt that due to the nature of the virtual meeting last year, Walter Kobin was not appropriately thanked for his many years of service to the membership on the BOD. Walter had served as President of the Upper Pines Board of Directors from 2006 to 2021. Walter was presented with a gift certificate to Olive B's and applauded by all.

2022 Annual Meeting Date

September 1st, 2022 at .

Adjournment

A motion was made to adjourn the meeting at 1:37 PM. The motion was seconded and the meeting was adjourned.

Mike- Posch to clean up property boundary of downed trees after investigating property boundary line.

KC to circulate the fire department power point to membership

BOD to work on tree safety issue

KC to create dryer vent document

Kc added dryer vent to the calender

KC to circulate FAQ's re: roofs, loans, etc.