Copperbottom Inn Owners Association

2020 Annual Dwners Meeting

March 7th 2020 4:00 p.m. Park City Library 1255 Park Avenue Room 201

Agenda

- 1. Quorum Verification, Call to Order, Meeting Procedures (Jeff Chaffee)
- 2. Welcome & Introductions (Jeff Chaffee)
- 3. President's Address (Jeff Chaffee)
- 4. Approval of 2019 Annual Meeting Minutes (Jeff Chaffee)
- 5. Bylaw Amendment Discussion and Vote (Model HOA)
- 6. Financial Review (Model HOA)
- 7. Manager's Report (Model HOA)
- 8. Owner Comments and Discussion
- 9. Adjournment (Jeff Chaffee)

Quorum Verification & Introductions

Quorum Verification

- Determine if greater than 50% of ownership interest are present in-person or via proxy as required for quorum
- If quorum is not attained, meeting will adjourn

Introductions



Board of Trustees

President, Jeff Chaffee
Vice President, Nancy Ciorrocco
Secretary, Arlyne Lewiston
Treasurer, Brian Gilbert
Mombors at Large Paul Askins Ames Mad

Members at Large, Paul Askins, Amos Madanes, Pete Negro



Model HOA

Allyson Dickey - General Manager Aly Dudek - Community Association Manager

Approval of 2019 Annual Meeting Minutes

- The 2019 Annual meeting was on March 2, 2019
- A copy of the minutes are in the packet provided for this meeting
- Vote to approve the 2019 meeting minutes

Amendment to the Bylaws Discussion & Vote

Context

- The number of Board members has fluctuated over the years since the inception of the HOA.
- Original Bylaws called for not less than 3 Board members (with adjustments allowed if majority of owners vote to change).
- First amendment to the Bylaws in 1980 set the Board size to not less than 3 and not more than 7.
- Second amendment to the Bylaws in 2001 set the Board size to 5.
- Despite the Bylaws, the HOA has been operating with a 7 member Board.

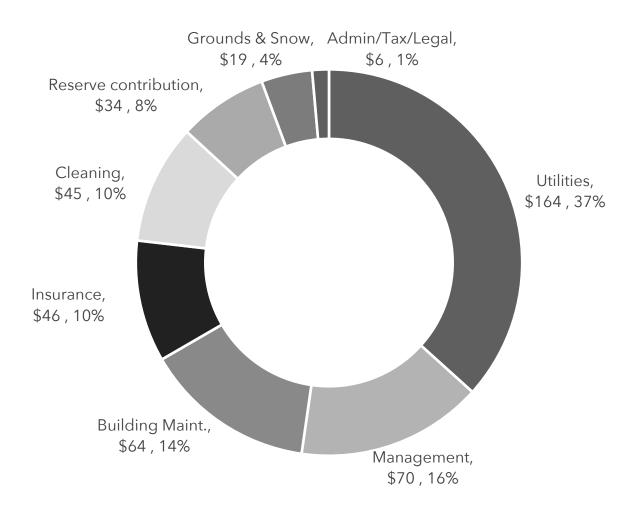
Today's Vote:

- The HOA would like to correct the Bylaws to 1) align them with the current operating procedure of 7 member Board and 2) correct the staggering of Board member terms.
- The current Board consists of four members with terms expiring in 2021 and three members with terms expiring in 2022. At the guidance of the HOA's attorney, all Board members will complete their terms.
- To correct the staggering: Next year in 2021, the owners will vote to elect four Board members the two candidates with the highest number of votes will serve a three-year term (expiring in 2024) and the two candidates with the fewest number of votes will serve a two-year term (expiring in 2023).

Financial Review - 2019 Balance Sheet

ASSETS	
Operating	46,370.51
Reserve	61,341.38
Accounts Receivable	1,946.84
Undeposited Funds	2,039.14
TOTAL ASSETS	111,697.87
LIABILITIES & EQUITY	
Liabilities - Accounts Payable	4,221.78
Equity - Retained Earnings	91,138.85
Equity - Net Income	16,337.24
TOTAL LIABILITIES & EQUITY	111,697.87

Where did my monthly dues go in 2019?



Financial Report - 2019 Budget vs. Actual

Actual

Budget

Homeowner Dues	174,421	174,421
Operating Special Assessment	73,029	
Underground Parking	1,950	1,200
Reimbursement from Owners	1,664	_
Laundry Machine	261	691
Late Fees	150	
Violation Fines	125	
OTAL OPERATING INCOME	251,600	176,312
PERATING EXPENSES		
Utilities Utilities	73,416	85,725
Management Fees	31,200	30,000
Building Maintenance & Repair	23,400	14,000
Insurance	20,390	8,983
Cleaning (building, chimney, carpets)	20,035	12,839
Grounds & Snow Removal	8,532	9,745
Elevator Service	3,370	6,150
Fire inspection and repairs	1,990	1,200
Costs Reimbursed by Owners	1,354	-
Legal/Professional	1,351	2,000
Administrative	934	895
Taxes	430	438
Loan Interest	87	1,050
Holiday Lights	-	1,500
OTAL OPERATING EXPENSES	186,488	174,525

OPERATING INCOME

	Actual	Budget
RESERVE INCOME		
Reserve Dues	15,006	15,006
Reserve Interest	78	16
TOTAL RESERVE INCOME	15,084	15,022
RESERVE EXPENSES		
Hot Tub Project	62,499	-
Reserve Study	1,360	1,360
TOTAL RESERVE EXPENSES	63,859	1,360
RESERVE /SURPLUS (DEFICIT)	(48,775)	13,662
TOTAL SURPLUS	16,337	15,448

Notes:

- ~10K in water savings from 2018-2019 due to water audits
- Operating surplus driven by the 2019 special assessment to increase the operating account. If you adjust for the assessment, the operating deficit is \$7,917.
- Reserve deficit driven by the hot tub project expenses hitting in 2019 and income from the hot tub special assessment hitting in 2018
- 2019 reserve study shows reserves are 14% funded

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Financial Report - 2020 Budget

	2019	2020
PERATING INCOME		
Homeowner Dues	174,421	191,124
Underground Parking	1,200	1,800
Laundry Machine	691	450
Late Fees	-	-
Violation Fines	-	-
OTAL OPERATING INCOME	176,312	193,374
PERATING EXPENSES		
Utilities	85,725	79,605
Building Maintenance & Repair	14,000	30,000
Cleaning (building, chimney,	12,839	19,150
carpets)		
Fire inspection and repairs	1,200	1,200
Elevator Service	6,150	3,345
Management Fees	30,000	33,600
Legal/Professional	2,000	2,000
Administrative	895	1,015
Grounds & Snow Removal	9,745	8,000
Insurance	8,983	12,950
Taxes	438	430
Holiday Lights	1,500	-
Loan Interest	1,050	-
OTAL OPERATING EXPENSES	174,526	191,295
ET OPERATING SURPLUS	1,786	2,079

	2019	2020
RESERVE INCOME		
Reserve Dues	15,006	20,748
Reserve Interest	16	70
TOTAL RESERVE INCOME	15,022	20,818
RESERVE EXPENSES		
Reserve Study	1,360	-
Roof	-	3,000
New Building Sign	-	5,500
Asphalt	-	3,000
TOTAL RESERVE EXPENSES	1,360	11,500
RESERVE SURPLUS	13,662	9,318
TOTAL SURPLUS	15,448	11,397

Notes:

- Dues increased by ~12% to increase contribution to the reserves
- All discretionary projects placed on hold to stabilize financials. Examples include: new sign, front entry exterior rehab, new entry flooring, interior painting, interior sign refresh, lock system modernization, new front door, etc.

Managers Report

Manager's Report

- Thanks to all the owners for your help and support during the water audits (saved the HOA ~\$10K in one year).
- Be a good neighbor do not put anything other than liquid down your drains, this will cause drains to clog.
- Please ensure that we have a physical key (not just codes as those sometimes change) to your unit so that we may access in case of an emergency (e.g., flood).
- Please remember the CBI dumpster is the one adjacent to the Jans parking lot (not the one in the Blooming parking lot).
- The hot tub is open for business!
- Don't forget to have your CBI parking pass displayed when you park overnight in the parking lot.
- Dues payments are due by the last day of each month if the check is not in the PO Box on the last day of the month, a late fee will be applied.
- Submit all issues or requests to help.modelhoa.com.

Dwner Comments & Adjournment

Owner Comments & Discussion:

Owners are invited to make suggestions, provide comments or ask questions

Adjournment:

Until next year!