

**Windrift Annual Meeting Minutes**  
**December 8, 2022**  
**6 pm**  
**Virtual Meeting**

1. **Roll Call – Establish a quorum.** The meeting was called to order with the following Board members in attendance by Zoom: Lori Clark, Eileen Kintner, and Marcia Griffiths. A quorum was not met with those in attendance and the proxies provided so a motion was made to adjourn the meeting. It was seconded and approved unanimously. The meeting was then reconvened at 6:15 pm as allowed by the Bylaws.
2. **Call the Meeting to Order.** There were four proxies, and 8 properties were represented by owners attending the meeting by Zoom - Pitkin, Butler, Clark, Griffiths Kintner, Abramson, Ross, and Tenant.
3. **Review 2021 Annual Meeting Minutes.** Lori reviewed the 2021 minutes. There were no questions. A motion was made and seconded to approve the minutes. They were approved unanimously.
4. **Completed Projects for 2022.** Lori reviewed the following projects that were completed in 2022.
  - a. Replaced the roofs on Building 1 and 2
  - b. New mailboxes were installed for every unit. Owners need to go to post office to get keys if they haven't gotten them yet
  - c. Power washed and seal-coated decks.
  - d. Landscaping – sprayed trees
  - e. Trimmed and removed a number of trees
  - f. Added new heat tape and additional gutters on buildings 4 and 5
  - g. Installed new sump pumps under units 17 and 12
5. **Projects for 2023: Funded Through Annual Operating Budget**
  - a. Unexpected (expected) Fire Sprinkler Repairs
  - b. General Windrift property maintenance including landscaping and snow removal
  - c. Insurance
  - d. Utilities
  - e. On call and property management
6. **Projects for 2022: Funded Through Reserve Fund**
  - a. Roof replacement, painting, deck sealing
  - b. 2023 will be the third year of the 5-year Re-roof reserve Fund assessment

## 7. Future Years: Funded Through Reserve Fund

- a. Continue to replace cedar siding and painting throughout complex
- b. Building 5 re-roof next year.
- c. Road maintenance

## 8. New Business

## 9. Old Business- Items for discussion

- a. Water use/bill - \$42,000 this year. Park City Municipal water costs keep going up. Please conserve water! HOA will continue to water landscaping every third day. Because there is only one meter per building, it is hard to pinpoint in which unit water overuse is happening.
- b. Air conditioning units must be reviewed and approved by the Board. Currently, Mini-split units that operate under 52 dB(A) may be submitted to the board for review. The Board is in the process of reviewing other options for air conditioning.
- c. Safety concerns: dryer vent inspections and furnace inspections. Owners should get a carbon monoxide detector for their units!
- d. Windows & Doors – Aluminum or Vinyl Windsor Pinnacle Red River Rouge or JeldWen Redwood Red are allowed. This information is on the website [windrifthoa.com](http://windrifthoa.com). Be aware of warranties.
- e. Trying to install a recycling bin if the funding is available.
- f. Entrances are swept once a month.
- g. Please use what is provided at the entrances when there is ice. Maybe a special message to owners.
- h. Call Guillermo who is supposed answer the phone 24 hours a day.

## 10. Review Financials. Brenda Lake gave the report.

- a. The Current Cash Assets report was presented (attached).
- b. Operating Budget – 2022 Profit and Loss, 2022 Anticipated Profit and Loss, and approved 2023 Budget, were presented. There will be no monthly dues increase this year. A planned Reserve Study was not completed in 2022 so is now planned for 2023 to update the study done in 2017. The major unknown cost every year is the fire sprinkler system.
- c. Reserve Budget - The 2023 Reserve Budget including the Reserve Fund income and expenses was presented. The Reserve Fund contribution currently collected monthly as part of the dues will remain the same. Building 5 will be re-roofed in 2023. Other work to be completed in 2023 include: replacing the pool drain cover, siding replacement, and painting.
- d. These budgets were approved unanimously.

## 11. Reminders

- a. Windrift Website – windrifthoa.com
- b. On call service available 24 hours a day – Amigo Property Services, Guillermo, 435-513-2190. This information is on the website and an email reminder will be sent to owners with this information.
- c. Vehicles must be moved every 72 hours to allow snow removal during the winter
- d. Put garbage inside dumpster
- e. Parking – Owners need to provide renters' car information
- f. Homeowners required to have 10K personal insurance to cover Master Insurance Policy deductible according to Utah law. Put on website.
- g. Shut off water in your unit when leaving for more than a few days/weeks to prevent little leaks from becoming big problems, disconnect hoses from faucets
- h. All units should install pans and drains for washers and hot water heaters.
- i. Renters cannot have dogs, but owners can.

**12. New Business.**

- a. Curb and gutter repairs/replacements are reserve components. It was noted that the new homes and Saddle Condos higher on Saddle View Way should share the costs for the Saddle View way road maintenance.
- b. Bo Pitkin is concerned about the viability of the culverts going under Saddle View Way from Windrift Lane. The Board looked into this issue but was advised that no action was needed at that time. The board will review this concern again with the City. Maybe it should be cleaned.
- c. Bo Pitkin wanted to know if the unsightly telephone/cable pedestals in Windrift were in use? These pedestals are probably owned by Century Link or Comcast. Brenda will call to see if they can be repaired.


**13. Elect Board Members.** Bo Pitkin nominated existing board members Lori Clark, Marcia Griffith, and Eileen Kintner to be re-elected to the board. The motion was seconded, and Lori Clark, Marcia Griffith, and Eileen Kintner were elected to the board unanimously for one-year terms.

**14. Adjournment.** The meeting was adjourned at 7 pm.

MINUTES WERE TAKEN BY BRENDA LAKE, HOA Manager.

EILEEN B KINTNER  
PRINTED NAME

2/26/23  
DATE

  
SIGNED NAME