

Windrift Annual Meeting Minutes

November 28, 2023

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, Lance Anderson, and Marcia Griffiths. Eileen Kinter, former board member, sold her unit so per the HOA's Bylaws, the remaining board members elected Lance Anderson to fill the vacancy until the annual meeting where board members will be elected. A quorum (17 needed) 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 6:10 pm as allowed by the Bylaws.
2. **Call the Meeting to Order.** There were two proxies, and 13 properties represented by owners attending the meeting by Zoom – Abramson, Alldridge, Anderson, Butler, Casten, Clark (Cheryl), Clark (Lori), Griffiths Jones, Reeves/Mangano, Pitkin, Ross, Schnyder, and Tenant.
3. **Review 2022 Annual Meeting Minutes.** Lori asked if there were any questions about the 2022 annual meeting minutes which are available on the HOA's website. A motion was made and seconded to approve the minutes. They were approved unanimously.
4. **Completed Projects for 2023 from the Reserve Budget.** Lori reviewed the following projects that were completed in 2023.
 - a. Replaced the Building 5 roof, the last roof that needed to be replaced
 - b. Replaced and painted some new siding on the back of Building 4
 - c. Painting throughout the complex
 - d. Pool drain review
5. **Completed Projects for 2023 from the Operating Budget.**
 - a. Sprayed evergreen trees for tip weevil
 - b. Trimmed and removed several trees overhanging buildings
 - c. Added new heat tape on the backs of buildings 4 and 5
 - d. Installed new sump pumps under units 9-12, 17 and 21
 - e. Purchased new pool furniture
 - f. Fire Sprinkler system failing pipe repairs at a cost of over \$18,000
6. **Expenses 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

7. Projects for 2024: Funded Through Reserve Fund

- a. Replace the horizontal decking of the upper decks that are most in need of maintenance with composite decking -\$35,000 in the budget for 2024
- b. Painting throughout the complex
- c. Install electrical power to the entrance monument to replace current solar light
- d. 2024 will be the final year of the 5-year Re-roof reserve Fund assessment

8. Future Years: Funded Through Reserve Fund

- a. Road maintenance
- b. Maintenance and painting of siding
- c. Continued upper decking replacement

9. **CC&R Update, Reinvestment Fee CC&R amendment.** The Windrift CC&Rs were adopted in 1979 and should be updated to meet current Utah state requirements and other changes that have occurred in the past 40 years. Amending the CC&Rs is a time-consuming and challenging process to undertake so after careful consideration, the board is recommending that the Association amend the CC&Rs now to allow a reinvestment fee as written in the Notice of the Proposed Amendment that was sent to owners November 13, 2023, asking for a vote by December 31, 2023. 67% of Windrift owners (22 of 32) must approve this amendment for it to be adopted. The Reserve Study completed this year indicates the need for significantly more funds in the Reserve Fund for future maintenance and replacement of the Windrift reserve components. The reinvestment fee will help the Association build up the Reserve Fund to better align with the recommendations of the reserve study. An owner asked if the re-investment fee would affect property values. Lance noted from his experience that the implementation of the re-investment fee would keep monthly dues from increasing since more funds could be collected for the Reserve Fund through the re-investment fee. This might improve, rather than diminish, property values.

10. Old Business- Items for discussion

- a. No exterior changes can be made to building without written approval
- 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.
- 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 currently allowed. This information is on the website - windrifthoa.com.
- e. The board would like to install a recycling bin when the funding is available. Owners are encouraged to recycle at the PC recycle center.
- f. Building entrances are swept once a month.

- g. Please use the ice melt that is provided at the entrances when there are icy conditions. Amigo Properties does what is practically possible to remove the snow and ice, but owners are encouraged to use the snow melt provided at their entrances to help melt ice at the entrance and on the driveways. Be aware that we live in a snowy environment and icy conditions are common.

11. Review Financials. Brenda Lake gave the report.

- a. The Current Cash Assets report was presented (attached). On November 9, there was approximately \$91,000 and \$17,000 in the Checking Account.
- b. Operating Budget –2022 actual Profit and Loss, 2023 Budget, 2023 Anticipated Profit and Loss, and approved 2024 Budget, were presented. There will be monthly dues increases in 2024. The Reserve Study was completed in 2023 and identified a need for more funds to be added to the Reserve Fund. The Reserve Study was provided to owners with the annual meeting notice email. The board reviewed the report and plans to put \$47,232 in the Reserve Fund next year. The major unknown cost every year for the operating budget is the fire sprinkler system.
- c. Reserve Budget - The 2024 Reserve Budget including the Reserve Fund income and expenses was presented.

12. Reminders

- a. Windrift Website – windrifthoa.com
- b. Vehicles must be moved every 72 hours to allow snow removal during the winter
- c. Put garbage inside dumpster
- d. Please recycle.
- e. Parking – Owners need to provide renters' car information
- f. Homeowners should have 10K personal insurance to cover Master Insurance Policy deductible according to Utah law. This insurance information was provided again recently to owners by email.
- 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.

13. Owners Forum/ New Business.

- a. Christmas decorations are allowed during the holiday season. Please be aware of how any lighting may affect your neighbors.
- b. Please use the ice melt available at the entrances to help remediate any icy conditions.
- c. The Board would like to be able to paint a complete building or two each year when the Reserve Fund balance allows this. Touch up painting is not optimal since it is hard to blend in new paint with the old paint that has been changed by environmental conditions.

d. The Board reminded owners that the monthly dues will increase in January 2024 (about 15%) as noted in the 2024 budget and in the annual meeting email notice sent to owners November 12, 2023.

14. **Elect Board Members.** Lori Clark, Marcia Griffith, and Lance Anderson were nominated for re-election to the board. The motion was seconded, and Lori Clark, Marcia Griffith, and Lance Anderson were elected to the board unanimously for one-year terms.

15. **Adjournment.** The meeting was adjourned at 7:30 pm.

MINUTES WERE TAKEN BY BRENDA LAKE, HOA Manager.

Lance Anderson
PRINTED NAME

2/2/2024
DATE

[Signature]
SIGNED NAME

Windrift Board Meeting Minutes
January 16, 2024
Marcia's Unit and by Zoom
4 pm

Attending: Board - Lance Anderson, Marcia Griffiths, Lori Clark, HOA Manager: Brenda Lake, Kandace Brewster (American Family Insurance agent), new property managers – Heidi and Doug Ogilvy

1. Insurance Renewal. Kandace Brewster joined the meeting by Zoom to discuss the upcoming insurance renewal on February 19. She noted that the insurance business is in a “hard” market at this time meaning insurance coverage is getting harder to obtain at higher prices. Windrift is in an advantageous position because there have not been any insurance claims. There was a discussion about whether to increase the HOA’s deductible to \$25,000 versus the current \$10,000 deductible. The reason to do this is to prevent owners from making small insurance claims since they are responsible for any interior damage up to the HOA’s deductible by Utah State Law. Some insurance companies won’t even insure the HOA unless it agrees to a \$25,000 deductible. The Board decided to keep the \$10,000 deductible for now and bring this insurance issue up with owners at the next annual meeting to reevaluate. The Board needs to keep money on hand in case of an emergency to pay for any damage that could have resulted in an insurance claim. The HOA can then use in-house funds rather than making an insurance claim which could cause an increase in the premium or being dropped by the insurance company.
2. Annual Meeting Minutes. Lori asked that information about how Lance was elected to the board between the 2022 and 2023 annual meetings be added to the minutes. Lance was elected to the board by the remaining board members when Eileen Kinter sold her unit. This is the process allowed by the Bylaws. Brenda will make this change and send the minutes to the board for review and approval.
3. Elect Officers. Officers were elected as follows: President – Lance Anderson, Vice-President – Lori Clark, Secretary/Treasurer – Marcia Griffith.
4. Reinvestment Fee CC&R Amendment. After some discussion, Brenda will contact the HOA attorney, Matt Hutchison, asking how the board can proceed since only 14 total votes out of the 32 owners were received – 11 “yes” votes and 3 “no” votes. This was disappointing but perhaps the timing near Christmas hindered the voting.
5. HOA Management Turn Over, February 1. Doug and Heidi Ogilvy will take over the management of the HOA on February 1. The work needed to turn over Windrift’s current banking, accounting, website, and email is underway. An email will go out to owners at the end of January about this change.

6. Heat tape. The Board agreed to have Brenda try to get the ice dam removed from the entrance to units 17-20. The electrician has been contacted that the breaker is tripping on that heat tape in that location, so it is not working.

MINUTES WERE TAKEN BY BRENDA LAKE.



PRINTED NAME



DATE



SIGNATURE