

# North Star Board **DRAFT** Minutes

Thursday, September 8, 2022 – 6pm

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Meeting to be held via ZOOM

Zoom meeting access:

<https://us02web.zoom.us/j/87223629747>

Meeting ID: 872 2362 9747

## 1. Call to Order

- The meeting was called to order at 6:05pm by Scott Strand, President.
- Members present: Scott Strand, President; Deb Gesmundo, Secretary; Jeff Cieslik, and Ryan Massey.
- Proxies presented: Scott Clements > Scott Strand.
- Also present: David Averill, Klare and Bly Colbert, Dwight Janzen, Paula Schler, Celia Maneri, Tami Huntsman, Jason Zendah, Chris Nielsen, John Vise, John Howe, and iPhone 36 (never identified their self).

## 2. Proof of Notice of Meeting

- An email was sent out to all members of the HOA on August 30, 2022 at 9pm, including a zoom link invite.

## 3. Review of 1-12 and 2-16 HOA Board Meeting Minutes

- Jeff Cieslik made a motion to approve the minutes of 1-12-22 as presented. Ryan Massey seconded the motion. Vote: 5-0.
- Ryan Massey made a motion to approve the minutes of 2-16-22 as presented. Secretary Gesmundo seconded the motion. Vote: 5-0.

## 4. Review email votes for 4-5, 5-19, and 5-24

- A brief discussion was held regarding online voting by the board. Suggestions were provided that included either a special “signature required” form (example: docusign) or a portal or app accessible via the HOA website.
- The three votes were related to the following topics: (4-5 Unit #17 trailer; 5-19 Unit #4 door; 5-24 insurance renewal).
- Secretary Gesmundo made a motion to approve the online email votes for April 5, May 19, and May 24<sup>th</sup> as presented. Ryan Massey seconded the motion. Vote: 5-0 (with Jeff Cieslik abstaining for the May 19<sup>th</sup> approval due to his conflict of interest as it was his architectural review request).

5. Resignation of board members: Tami Huntsman & Scott Strand
  - Tami Huntsman had resigned from the board via email in July.
  - President Strand explained that he was stepping down immediately from the board. He agreed to preside over the rest of this meeting.
6. Consider appointment of new board members
  - Joshua Bazavilvazo (via email), Klare Colbert, John Vise, and John Howe expressed their interest in joining the board. A review of the Bylaws states that the Northstar HOA board can have up to 7 members.
  - Ryan Massey made a motion to add Klare Colbert, John Vise, and John Howe to the board. Jeff Cieslik seconded the motion. Vote: 4-0.
7. Vote on new officers
  - Ryan Massey made a motion to nominate the board officers as John Howe as President, John Vise as Treasurer, and Deb Gesmundo as Secretary. Jeff Cieslik seconded the motion. Vote: 6-0 (Scott Clements – absent).
8. Review of Budget vs Actual and other current finances
  - Scott Strand reviewed the Balance Sheet and the Budget vs Actuals. He also responded to questions. He mentioned that both Scott Clements and he have paid their dues through to the end of the year to make the operating account flush.
  - There was then a brief discussion regarding either a dues increase or a special assessment as well as items that still need to be completed with regards to the ongoing roof project, including the gutters and heat tape.
    - a. Discuss asking for our legal retainer of \$1500 to be returned until we are ready to move on the CC&R update
      - Scott Strand explained that attorney Nicole Pieterse still has a retainer fee from us for legal help with updating Northstar's CC&Rs. The consensus was that this would be looked into immediately and be dealt with if applicable.
      - A question was brought about as to whether it might be with a different attorney, Ryan McGurk. Turns out that we used to have a retainer fee with him for a different issue – Unit #1 deck, and it has already been applied to that matter.
    - b. Unit #9 – Waive late fee
      - Deb Gesmundo requested to have a March late fee (for dues) of \$25 waived. President Howe commented with regards to it being a bad precedent. No further action was taken.
    - c. Zoom fees

- Secretary Gesmundo requested to be reimbursed for the monthly recurring fee (\$16.28) for the Zoom app that is used for hosting board meetings for the last 7 months' time. She also requested that the HOA establish their own account for Zoom meetings and pay for it out of the operating account directly.
- President Howe made a motion to approve the request for the full amount to be reimbursed. Ryan Massey seconded the motion. Vote: 6-0.

9. ARB - review application for changes to their Unit #18

- Scott Strand began with a brief explanation of what the Architectural Review Board (for the Northstar HOA) is and what they do and how they do it right now. He also mentioned that it is flexible and could be changed to better accommodate the current membership.
- Scott Strand then provided a history of the changes to the exterior of unit #18, with regards to the privacy fence, hot tub, etc., and also an update on the current request. It was noted that they are also doing work that is outside of the scope of their ask (ie building permit for renovations) that needs to also be addressed by the HOA and/or the Mountain Village. President Howe mentioned that he had made a call to the Building Official and to date no action has been taken.
- Consensus was to inform the new owners of unit #18 of the issues that need to be addressed. It was also decided to hold off on making a decision on a request for something to take place in 2023 at this time.

10. Discuss roof, heat tape and gutters as well as a resident manager to oversee completion of these items.

a. Soffit Repair – Unit #17

- Upon review, it has been determined that the whole building is need of repair. A new quote will need to be requested.

b. Gutter Bid - Unit #7

- Also determined that it is more than just one unit that needs gutter repair. A new quote will be requested.

c. Replace failed heat tape in underground drain by Units #17 & 18

- President Howe and Bly Colbert agreed to take a look at this and perhaps repair this in-house.

d. Downspout dry wells – Units #9-18

- Scott Strand provided a brief overview of the existing downspout dry wells. A discussion was had with regards to digging downspout dry wells for Units #9-18. In

the past, it was taken care of in-house, but if labor is scarce it might have to be outsourced.

e. Venting – Units #1-18

- Scott Strand explained that in the process of installing the new roof, the venting was done incorrectly on Units #1-18. The materials to fix this have already been purchased and are on the premises. A quote will need to be procured to lift the roof caps and install proper venting for the cold roof design.

11. Discuss trash room signage or policy

- A brief discussion was held regarding the use of the HOA's dumpsters for construction remodels. It was also determined that it wasn't just our new Northstar neighbors doing this but also nearby neighborhood construction remodels were using our dumpsters as well.
- No further action was taken with regards to getting a sign made for the trash building. It will be monitored more closely in-house for now to see if it is still a concern. A security camera for the entrance was also discussed as either a way to deter or catch improper use of our trash facility.

12. Other Business

- A Welcome Packet for new owners was discussed. Included in the packet would be materials regarding trash, parking, ARB, and short term rentals, just to name a few.
- Jeff Cieslik provided a brief update on the Northstar HOA Website ([www.northstarhoa.com/](http://www.northstarhoa.com/)). To really make it work well for the HOA – for preserving our records (management) and to make it easier for the buying and selling process as well as provide a consistent place to find the link for meetings, etc., ... website hosting, Adobe Acrobat, and Zoom were discussed in further detail.
- Ryan Massey made a motion to approve \$20 per month for autopay website hosting and \$17 per month (autopay) for the Zoom app for meetings. Klare Colbert seconded the motion. Secretary Gesmundo amended the motion to add \$24 per month (autopay) for Adobe Acrobat for making clean documents for the website. Both Massey and Colbert accepted the amendment. Vote: 6-0.
- A discussion was had in order to prioritize all of the other projects outside of the roof items and other matters already discussed: downspout dry wells, drains, gutters, heat tape, and soffits – most of which will need new bids/quotes.
  - Clean out the drain for lake Telluride - the puddle in the drive outside Units #15-18 (estimate \$300)

- Lamp Posts on the island (estimate \$400) – President Howe and Treasurer Vice agreed to take on this project.
- President Howe made a motion to approve of the expense for cleaning the lake Telluride drain for \$300 and repairing the lamp posts for \$400. Ryan Massey seconded the motion. Celia Maneri requested that her gutter and downspout also be included, so the motion was amended by President Howe to include her request for an estimate of \$300. The amendment was accepted by Ryan Massey. Vote: 6-0.

### 13. Adjournment

- Scott Strand officially resigned and then adjourned the meeting at 8:47pm.
- Approved \_\_\_\_\_