



Eagle Springs West

Board of Directors Meeting
December 13th, 2023
4:30pm – 6pm MST
Via Zoom

Agenda

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| Meeting call to order – Elizabeth | 1 min |
| Low E Glass - Frank | 30 min |
| Managers Update – Adam | 15 min |
| Financial Report - Arjun | 15 min |
| Reserve Budget - Arjun | 10 min |
| Process to Welcome New Owners - Elizabeth | 10 min |
| Email List - Mike | 5 min |

ESW HOA Meeting Minutes – December 13, 2023

Present: Elizabeth, Jennifer, Frank, Arjun, Mike, Jeff

Elizabeth called the meeting to order at 5:32 Mountain Time

Low E Glass – Frank

- See Board presentation prepared by Frank
- Unit 404 has an awning window that can only be partially opened due to the porch railing obstructing, also doesn't close properly.
 - Determined action item is to have City Glass look at window in May to see if it can be repaired or if it needs to be replaced, if necessary Twin Peaks can remove railing
- Window project to end fall of 2025, 4 more periods to install. Need to understand costs for each package. Proposed a special assessment in 2024 for the '24 projects. Board agreed to installation schedules as proposed by Frank

Managers Update – Adam

- Q1 not done quite yet
- All of projects are completed, extra heat tape, added extra insulation in the attic hoping for reduced energy costs
- Elizabeth asked about panels in garage, these are extra panels that were purchased in case we need them

Financials – Arjun

- Waiting on reports from Adam, looking at beginning of next week
- Elizabeth suggested we have another meeting mid January, need to discuss what amount we need to have in reserves
- Adam mentioned that we had a reserve study done with a third party. Arjun will send this out
- John Risner had a policy of keeping reserves for funding smaller items and using special assessments for bigger items
- Jeff will get us ideas from other HOA's as to recommended reserve amounts

Process to Welcome New Home Owners – Elizabeth

- Concerned we don't have a great process to get them on board with HOA website, google
- Adam is the first point of contact with welcome letter to include some basic policy info and then point to our website, he will send an updated excel sheet to Mike Quarterly
- Frank mentioned that excel sheet needs to have all owners email addresses when there are multiple owners
- Mike suggested that Adam add a line to the monthly statement to show link to website