

**MINUTES OF A SPECIAL MEETING
of the
PINNACLE HOMEOWNERS ASSOCIATION**

**November 10, 2020, 6:00 pm (MST)
Meeting via Zoom**

A Special Meeting of the Pinnacle Homeowners Association (PHOA) was held, pursuant to notice duly given, on November 10, 2020, at 6:00 pm (MST), originating from the offices of Burnside Property Maintenance, 1375 Deer Valley Drive, Park City, UT 84060. Because of the Covid-19 Global Pandemic, the meeting was held via Zoom video conferencing.

Call to Order, Establishment of Quorum.

The meeting was called to order by President Jeffrey Scheiman, at 6:00 pm. A quorum was established by approximately 80 homeowners participating via Zoom and by proxy, representing approximately 72 of the 86 Pinnacle condominiums.

Welcome and Introductions.

President Scheiman opened the meeting. The board members participating were: Paul Neuhoff, Jeff Rousso, Steve Krumholz and Bill Newman. Also participating were Bob, Shanna and Patrick Burnside, representing Burnside Property Maintenance.

Purpose of Meeting.

As explained by President Scheiman, the purpose of the special meeting is to give the board approval to move forward with the exterior renovation (re-cladding) project. Each board member will deliver comments which will be followed by a motion to adopt the project. That will be followed by 30 to 40 minutes of open discussion. There will then be a poll of members who are at the meeting but have not submitted a definitive proxy or ballot.

Background.

A 2017 Reserve Study, which is on the PHOA website (pinnaclehoa.info), indicated a couple of major issues. One was the irrigation system which was many years past its useful life, and the other issue was the wood siding which was within five years of its useful life in 2017.

A Master Plan and Survey were done in 2017. The survey indicated that there was a strong desire on the part of the homeowners to address both the landscape/irrigation issue and the siding issue. The landscape/irrigation project was completed in December of 2019.

In 2019, the PHOA launched a survey to all the homeowners about the re-cladding project which is now being called the Exterior Renovation Project, and it showed a very clear consensus from the homeowners for a cladding design that incorporated a hardy board-type material which is a maintenance-free wood-looking material and stone.

After the 2020 Annual Homeowners Meeting, the PHOA engaged a local architect to develop a series of designs. With those designs in hand and a working budget, in October of 2020, sent a comprehensive design package and survey to all the homeowners. That survey was definitive and overwhelming in support which is why we set up this special meeting to move the project ahead.

Board Comments.

Board member, Paul Neuhoff, had experience with R. D. Nelson, Architecture, and recommended the firm to the Board for consideration. A myriad of designs and materials were considered by the Board before arriving at the final designs.

Board member, Steve Krumholz, has been most concerned with the oversight and transparency of the project. There are issues particular to specific units and owners that will need to be addressed. Because of this, owner feedback is important. Board members' contact information is listed on the PHOA website, pinnaclehoa.info.

Board member, Bill Newman, noted that the processes for the Exterior Renovation Project have been guided by the HOA's Declaration and by-laws, also referred to as the CCR's, and also by the Utah Condominium Ownership Act and the Utah Non-Profit Act.

Board member, Jeff Rousso, will be using his background as a lawyer and a general contractor to lead the construction and project management portion of the renovation project. He has been working with Rob Nelson (R. D. Nelson Architecture), and has confidence that Rob has the skills necessary to translate the concepts that have been presented to the homeowners into the renovated buildings. The Board, along with the architect, worked together to come up with a budget that will cover the expense of the project along with a cushion, which is necessary during these busy times in the construction industry.

The next steps will be to develop a set of construction plans and to interview prospective, qualified contractors and obtain bids from those contractors. The February 15 due date for homeowners who are making their payment either as one payment in full or as the first of four installments will allow the PHOA to be in a position to sign a contract with a contractor. The contractors who have been interviewed say that this is a project that will take more than one construction season. The determination of which units will be first to be worked on will be made as the starting date gets closer and will be determined by a number of factors.

Motion Made and Seconded.

Bill Newman made a formal motion that the Board be empowered to move forward with the design, permitting and construction of the Exterior Renovation Project. The motion was seconded by Paul Neuhoff.

Questions and Comments from Meeting Participants.

The participants were given time to ask questions and make comments. Board members provided answers to the questions. Discussion ensued. Some of the topics for discussion were:

The cost of the project and the timing of when payments are due. Three payment options have been offered; a single payment, four equal payments, and a down payment with three remaining equal payments.

Some owners felt that they were not given an opportunity to approve the project, but just the choice of color. Board members said that earlier reserve studies, surveys and master plans had been presented to the homeowners and showed a clear consensus that the re-cladding should be addressed.

Several owners wanted to have the ability to replace their windows and coordinate the replacement with the renovation project. The board is looking into possible options for owners to enter into a separate contract with the contractor to replace the windows. Cost savings may be possible if a number of owners use the same window vendor. There were questions about which units would be done first. This will be determined by the contractor. Comments were made regarding the design and the color choice.

Jeff Rousso explained that the contractors who are awarded the contract will work with the city in obtaining building permits.

It was noted that while every unit will not have exactly the same amount of stone or other treatments, there will be a consistency of design. This applies whether the unit is an uphill or a downhill unit.

A concern was raised regarding excessive lighting. The Board assured the homeowners that the architect is aware of this concern and the project will comply with any City ordinances regarding lighting.

One owner commented that the renovation project will add value to the properties. Another owner expressed concern that this added value will increase property taxes. Several homeowners expressed appreciation to the Board for the work that has been done to bring the project to this point.

Poll.

A poll was launched. The questions were:

1. Do you approve of the exterior renovation project? The result was 12 “yes” votes, 3 “no” votes
2. Mark “here” to record attendance to this meeting. The result was 31 “here” votes

The 15 “yes” and “no” votes should be added to the 31 “here” votes for attendance.

There were a number of participants who did not indicate their attendance.

The results of the poll were presented by Jeff Scheiman. Prior to the meeting, 72 Ballots or Proxies were received. There were 53 “yes” votes, three “no” votes and 16 proxies that were for quorum purposes only. The number of votes needed to give approval for the Board to move forward with the Exterior Renovation Project is 44 votes. Mr. Scheiman asked that all meeting participants who had not sent in their Proxies or Ballots send it in before November 17, 2020 so that every homeowner’s vote could be counted.

The results of the poll are contained in a spreadsheet that is attached to these Minutes.

Adjournment.

Upon motion duly made, seconded and unanimously carried, the meeting was adjourned at approximately 7:05 pm.

Shanna A. Burnside, Secretary