



## HTCA BOARD MEETING – 3/24/25

5:30 p.m. at HT Sports Center

### Minutes

**HOA President Linda Scheve called the meeting to order at 5:35 p.m.**

**Roll Call** All Board Members were present: Linda Scheve, President; Dahna Rough, Director; Amy Spode, Vice President via Zoom

**Proof of Meeting Notice** – Posted and emailed 3/14/25

**Zoom Attendee at the start of the meeting (not recorded):** Amy & Travis Spode #810 and Aliva Weiszbrod #412. One Zoom participant would not identify themselves, required in the Zoom policy, and was removed.

Handouts included:

- 2024 Horizon Towers Combined Income Statement as of 1/29/2025
- A written Review of our reserve Study Draft #2 as of 3/24/25
- Reserve Study Draft 2 – Analysis of percentages funded
- Reserve Study Draft 2 – Cash Flow Analysis

Each handout was explained in detail by Amy. Amy prepared the 2024 consolidated Income Statement since part of the financials were in PayHOA and rest in HOAS software-Buildium while eliminating the duplicate entries on both the income and expense side. We met with the CPA, and taxes have been filed and paid. Additionally, the 2025 financials are being put into PayHOA by Katie and once complete will be available to the Owners.

Some expenses were under budget for 2024, some due to timing when invoices were received and paid (example gas/electric and insurance) while others because the work was not done such as carpets not cleaned, generator contract not renewed and not having a maintenance person early in the year.

Another purpose of this meeting (cited by Linda) was to report on the transition back to self-management from HOA Services to control our own business.

Dahna gave a thorough report on the status of our Structural project for which our special assessment balance is \$229,481.32 remaining in that account at year end. \$50,000.00 was recently paid to Summit Sealants reducing the balance. Summit provided a schedule of their target dates for completion, but due to their underestimation of shoring equipment needed, their schedule appears somewhat ambitious. Dahna is supervising their process regularly & after much discussion it was agreed to revisit where they are at in our next meeting. Andy Hatfield suggested legal recourse, but we agreed to save that for more serious setbacks. Per Dahna, there's urgency on all sides to complete this phase before we lose another summer. They expect to make better progress on their work affecting our front entry. Dahna has also researched other potential PMs for our next phases, which should be more "benign."

Knott Lab is maintaining their end of this process.

The Reserve Study covers broad estimates of lifespans & costs to replace major equipment. Andy & others questioned its usefulness but it's just a framework for planning ahead. Jim DuBois and Jack Weir are new

members with other questions which were answered by Linda & Bruce Woehl. Jack is specifically interested in new flooring for his second floor balcony for his & other units & the library patios. Bruce will work directly with him.

Linda also referenced a signup sheet for painting balcony rails.

Linda thanked Andy, Bruce & myself for our assistance.

Connie Jouflas & Her daughter commented on elevator #2 that affected Connie personally and what is being done to escalate to the next level. Linda commented that a letter was sent to a manager (Kristian) above Parker Hart the previous week and are waiting to hear back.

**Linda adjourned the meeting at 6:40 p.m.**

Signed,

Nancy Wilson, (temporary) Secretary



## Review of Reserve Study Draft #2

3-24-2025

The Reserve Study provides a detailed analysis of the building's major systems and components—determines their remaining life expectancy and calculates future repair or replacement costs. Its primary goal is to ensure that our association maintains sufficient funds to cover these expenses without resorting to sudden, large assessments or borrowing.

### Explanation of Percentage Funded: For example, consider the **Main Roof**:

- **Expected life:** 20 years, with 5 years remaining.
- **Replacement cost:** \$206K in 2025 dollars.
- **Adjusted for 5 years of inflation at 3%:** \$243K.
- **Used-up life:** 15 out of 20 years, or 75% of the roof's life.
- **Fully funded:** 75% of \$243K = \$182K.
- **Adequately funded (30-70% of funded):** Between \$73K and \$170K.

### Adjustments To Reserve Study Model

The reserve study was conducted by Robbie Pepper, Facilities Advisors, including walking the property with Board members, and taking pictures last year. The initial draft recommended funding components closer to being fully funded. We made the following adjustments on some assumptions focusing on significant items still maintaining adequate funding. These adjustments include:

- **Increased investment income:** The rate was raised from 2% to 3.5%, with inflation remaining at 3%. Currently, we are earning 4.25% on our CD.
- **Added the second generator:** Only one was initially included in the model +\$50k.
- **Extended elevator replacements:** The remaining life was pushed out and not done the same year.
- **Added a major component- caulking and painting entire building:** This wasn't initially included in the model +\$200k, \$4 a sq ft with an estimate of 50,000 sq ft.
- **Extended years of service on a few items**

### Future Financial Projections-Draft #2 Reserve Study

A well-funded operating budget and reserve fund allow the association to maintain property values, handle unforeseen repairs, plan for future major expenditures while limiting assessments, keeping monthly dues at a reasonable level and preventing financial strain on homeowners. The Board has determined the funding will be adequate, with the assumptions below, while also ensuring cash flow stays in a manageable range. However, it's important to note that a moderate risk of additional assessments remains. We are still working on tying out items between the short and long reports as we have found discrepancies and are also looking for other adjustments.

- **Increase the annual reserve contribution:** Increase Reserve contribution by \$50,000 for a total of \$100,000 next year with 3% inflation added each year thereafter. This equates to an additional ~\$600 for 2 bedroom and ~\$450 for 1 bedroom in 2026 in your Monthly Homeowners Fees- or your Dues.
- **Capital Assessment for upcoming repairs 2026:** The remaining items identified in the Knott report will be funded through a 100% Capital Assessment, though no bids or estimates are available yet.
- **Repainting and caulking of the building:** 100% Capital Assessment in a few years.
- **Elevator replacement:** \$100,000 Capital Assessment the year before the first elevator is replaced about 2033.



# Horizon Towers Condominium Association

Analysis Date - January 1, 2025

Inflation:3.00% Investment:3.50% Contribution Factor:0.00% Calc:Future

## Cash Flow - Annual

Period	Beginning Balan	Contribution	Special Assess.	Interest Earned	Expenditures	Ending Balance
01/25 - 12/25	\$ 122,939.00	\$ 99,996.00	\$ 0.00	\$ 5,800.03	\$ 20,085.23	\$ 208,649.80
01/26 - 12/26	208,649.80	102,995.88	750,000.00	19,350.99	816,274.30	264,722.37
01/27 - 12/27	264,722.37	106,085.76	0.00	10,616.60	41,764.09	339,660.64
01/28 - 12/28	339,660.64	109,268.28	0.00	9,502.27	279,307.13	179,124.06
01/29 - 12/29	179,124.06	112,546.32	200,000.00	14,132.68	27,178.17	478,624.89
01/30 - 12/30	478,624.89	115,922.76	0.00	9,702.64	593,721.05	10,529.24
01/31 - 12/31	10,529.24	119,400.48	0.00	2,197.68	16,629.40	115,498.00
01/32 - 12/32	115,498.00	122,982.48	0.00	5,498.90	48,513.89	195,465.49
01/33 - 12/33	195,465.49	126,672.00	100,000.00	11,880.49	25,801.02	408,216.96
01/34 - 12/34	408,216.96	130,472.04	0.00	16,101.38	44,863.52	509,926.86
	122,939.00	1,146,342.00	1,050,000.00	104,783.66	1,914,137.80	509,926.86

Period	Beginning Balan	Contribution	Special Assess.	Interest Earned	Expenditures	Ending Balance
01/35 - 12/35	\$ 509,926.86	\$ 134,386.32	\$ 0.00	\$ 16,155.17	\$ 269,834.99	\$ 390,633.36
01/36 - 12/36	390,633.36	138,417.84	0.00	15,839.55	31,050.40	513,840.35
01/37 - 12/37	513,840.35	142,570.44	0.00	20,681.98	7,089.76	670,003.01
01/38 - 12/38	670,003.01	146,847.48	0.00	25,666.46	47,054.31	795,462.64
01/39 - 12/39	795,462.64	151,252.92	0.00	30,299.40	41,305.34	935,709.62
01/40 - 12/40	935,709.62	155,790.48	0.00	31,217.99	296,717.04	826,001.05
01/41 - 12/41	826,001.05	160,464.24	0.00	31,421.22	49,184.55	968,701.96
01/42 - 12/42	968,701.96	165,278.16	0.00	35,114.46	140,047.25	1,029,047.33
01/43 - 12/43	1,029,047.33	170,236.44	0.00	33,734.97	363,813.59	869,205.15
01/44 - 12/44	869,205.15	175,343.64	0.00	27,524.09	401,963.92	670,108.96
	509,926.86	1,540,587.96	0.00	267,655.29	1,648,061.15	670,108.96

Period	Beginning Balan	Contribution	Special Assess.	Interest Earned	Expenditures	Ending Balance
01/45 - 12/45	\$ 670,108.96	\$ 180,603.84	\$ 0.00	\$ 21,408.39	\$ 347,930.74	\$ 524,190.45
01/46 - 12/46	524,190.45	186,021.96	0.00	19,831.65	128,239.36	601,804.70
01/47 - 12/47	601,804.70	191,602.68	0.00	23,904.72	54,946.62	762,365.48
01/48 - 12/48	762,365.48	197,350.80	0.00	29,534.90	66,222.69	923,028.49
01/49 - 12/49	923,028.49	203,271.24	0.00	35,906.81	31,982.80	1,130,223.74
01/50 - 12/50	1,130,223.74	209,369.40	0.00	29,208.58	909,801.81	458,999.91
01/51 - 12/51	458,999.91	215,650.56	0.00	19,244.96	55,306.13	638,589.30
01/52 - 12/52	638,589.30	222,120.00	0.00	25,871.47	47,585.24	838,995.53
01/53 - 12/53	838,995.53	228,783.60	0.00	33,259.70	38,756.30	1,062,282.53
01/54 - 12/54	1,062,282.53	235,647.12	0.00	40,789.71	71,762.18	1,266,957.18
	670,108.96	2,070,421.20	0.00	278,960.89	1,752,533.87	1,266,957.18

# Horizon Towers Condominium Association

Analysis Date - January 1, 2025

Inflation:3.00% Investment:3.50% Contribution Factor:0.00% Calc:Future

## Percent Funded - Annual - Ending Balance

Period	Beginning Balance	Contribution	Percent Change	Interest	Expenditure Future Cost	Ending Balance	Percent Funded	100 % Funded Time Value
1/25 - 12/25	\$ 122,939	\$ 99,996	0.00 %	\$ 5,800	\$ 20,085	\$ 208,650	12.87 %	\$ 1,621,207
1/26 - 12/26	208,650	852,996	753.03	19,351	816,274	264,722	27.23	972,095
1/27 - 12/27	264,722	106,086	-87.56	10,617	41,764	339,661	31.06	1,093,400
1/28 - 12/28	339,661	109,268	3.00	9,502	279,307	179,124	18.25	981,346
1/29 - 12/29	179,124	312,546	186.04	14,133	27,178	478,625	42.50	1,126,022
1/30 - 12/30	478,625	115,923	-62.91	9,703	593,721	10,529	1.49	704,335
1/31 - 12/31	10,529	119,400	3.00	2,198	16,629	115,498	13.42	860,072
1/32 - 12/32	115,498	122,982	3.00	5,499	48,514	195,465	19.68	992,796
1/33 - 12/33	195,465	226,672	84.31	11,880	25,801	408,217	35.27	1,157,352
1/34 - 12/34	408,217	130,472	-42.44	16,101	44,864	509,927	38.85	1,312,445
1/35 - 12/35	509,927	134,386	3.00	16,155	269,835	390,633	31.27	1,248,921
1/36 - 12/36	390,633	138,418	3.00	15,840	31,050	513,840	35.90	1,431,038
1/37 - 12/37	513,840	142,570	3.00	20,682	7,090	670,003	40.64	1,648,359
1/38 - 12/38	670,003	146,847	3.00	25,666	47,054	795,463	43.29	1,837,228
1/39 - 12/39	795,463	151,253	3.00	30,299	41,305	935,710	45.79	2,043,349
1/40 - 12/40	935,710	155,790	3.00	31,218	296,717	826,001	41.25	2,002,296
1/41 - 12/41	826,001	160,464	3.00	31,421	49,185	968,702	43.68	2,217,308
1/42 - 12/42	968,702	165,278	3.00	35,114	140,047	1,029,047	43.73	2,352,832
1/43 - 12/43	1,029,047	170,236	3.00	33,735	363,814	869,205	38.26	2,271,728
1/44 - 12/44	869,205	175,344	3.00	27,524	401,964	670,109	31.08	2,156,020
1/45 - 12/45	670,109	180,604	3.00	21,408	347,931	524,190	24.97	2,098,767
1/46 - 12/46	524,190	186,022	3.00	19,832	128,239	601,805	26.51	2,270,105
1/47 - 12/47	601,805	191,603	3.00	23,905	54,947	762,365	30.15	2,528,310
1/48 - 12/48	762,365	197,351	3.00	29,535	66,223	923,028	33.07	2,790,371
1/49 - 12/49	923,028	203,271	3.00	35,907	31,983	1,130,224	36.42	3,102,837
1/50 - 12/50	1,130,224	209,369	3.00	29,209	909,802	459,000	18.05	2,541,648
1/51 - 12/51	459,000	215,651	3.00	19,245	55,306	638,589	22.49	2,838,933
1/52 - 12/52	638,589	222,120	3.00	25,871	47,585	838,996	26.53	3,161,497
1/53 - 12/53	838,996	228,784	3.00	33,260	38,756	1,062,283	30.25	3,511,488
1/54 - 12/54	1,062,283	235,647	3.00	40,790	71,762	1,266,957	32.61	3,812,831

# 2024 Horizon Towers Combined Income Statement

as of 1/29/2025

	TOTALS Including Adjustments	Approved 2024 Budget	2024
<b>Income</b>			
HOA Dues	\$ 659,328.86 a	\$ 426,996.00	\$ 232,332.86
32Waves	\$ 33,918.14	\$ 34,572.00	\$ (653.86)
Rent/111	\$ 18,000.00	\$ 18,000.00	\$ -
Storage	\$ 790.00	\$ 1,440.00	\$ (650.00)
Parking Garage	\$ 385.00	\$ 540.00	\$ (155.00)
Elect vehicle charging	\$ -	\$ -	\$ -
Move In/Out Fees	\$ 2,400.00	\$ 3,000.00	\$ (600.00)
Transfer Fee	\$ 200.00	\$ 1,200.00	\$ (1,000.00)
Laundry Income	\$ 566.90	\$ 600.00	\$ (33.10)
Miscellaneous Income	\$ 226.74	\$ 600.00	\$ (373.26)
Late Fees	\$ -	\$ -	\$ -
Interest Income	\$ 3,912.52	\$ 2,400.00	\$ 1,512.52
Refund	\$ -	\$ -	\$ -
Assessments	\$ -	\$ -	\$ -
<b>Income Totals</b>	<b>\$ 719,728.16</b>	<b>\$ 489,348.00</b>	<b>\$ 230,380.16</b>

30% Tax \$1,100-

## Expense

	\$ -		
Repair and Maintenance	\$ 2,353.44	\$ 16,104.00	\$ (13,750.56)
Maintenance Person	\$ 13,091.25	\$ 62,400.00	\$ (49,308.75)
General Repair & Maintenance	\$ 29,338.96	\$ -	\$ 29,338.96
Knott Labs Assoc Repairs	\$ -	\$ -	\$ -
Repairs Related to Special Assessment	\$ -	\$ -	\$ -
Electrical	\$ 3,872.61	\$ 3,600.00	\$ 272.61
Plumbing	\$ 1,324.00	\$ 1,200.00	\$ 124.00
HVAC Contract Quarterly and EXP	\$ 3,343.56	\$ 1,200.00	\$ 2,143.56
RM Aqua Tech Contract	\$ 2,694.94	\$ 3,264.00	\$ (569.06)
Alarm Monitoring	\$ -	\$ -	\$ -
Generator Maintenance Contract	\$ 2,057.35	\$ 1,900.00	\$ 157.35
Elevator-Contract	\$ 18,907.59	\$ 19,116.00	\$ (208.41)
Elevator Maintenance	\$ 8,955.00	\$ -	\$ 8,955.00
Pest Control	\$ 2,082.00	\$ 1,190.00	\$ 892.00
<b>Total for Repairs &amp; Maintenance</b>	<b>\$ 88,020.70</b>	<b>\$ 109,974.00</b>	<b>\$ (21,953.30)</b>
Transaction Fee	\$ -	\$ -	\$ -
Irrigation Repair	\$ 4,339.02	\$ 2,500.00	\$ 1,839.02
Trees/Shrubs	\$ 5,100.00	\$ 13,368.00	\$ (8,268.00)
Snow Removal	\$ 970.00	\$ 3,750.00	\$ (2,780.00)
Landscaping contract	\$ 19,546.45	\$ 12,900.00	\$ 6,646.45
Irrigation Dues	\$ 459.94	\$ -	\$ 459.94
<b>Total for Landscape</b>	<b>\$ 30,415.41</b>	<b>\$ 32,518.00</b>	<b>\$ (2,102.59)</b>
Pool Repair	\$ 518.50	\$ 1,200.00	\$ (681.50)
Fitness Equipment	\$ -	\$ 1,500.00	\$ (1,500.00)
Pool Supplies/Chemicals	\$ 380.00	\$ 1,200.00	\$ (820.00)
Pool Maintenance Contract	\$ 5,550.00	\$ 5,160.00	\$ 390.00
<b>Total Gym and Pool</b>	<b>\$ 6,448.50</b>	<b>\$ 9,060.00</b>	<b>\$ (2,611.50)</b>
Janitorial Contract	\$ 24,700.00	\$ 24,000.00	\$ 700.00
Janitorial Supplies	\$ 663.55	\$ 600.00	\$ 63.55
Window Washing	\$ -	\$ 1,000.00	\$ (1,000.00)
Carpet Cleaning	\$ 750.00	\$ 4,500.00	\$ (3,750.00)
<b>Total Janitorial</b>	<b>\$ 26,113.55</b>	<b>\$ 30,100.00</b>	<b>\$ (3,986.45)</b>
Management	\$ 24,060.00	\$ -	\$ 24,060.00
Front Office Staff	\$ 32,690.50	\$ 36,000.00	\$ (3,309.50)
HOAS - non monthly contract	\$ 1,644.76	\$ -	\$ 1,644.76
Security Service	\$ 18,675.00	\$ 19,356.00	\$ (681.00)
Legal	\$ 10,444.00	\$ 6,000.00	\$ 4,444.00
Accounting	\$ 290.00	\$ 300.00	\$ (10.00)



<b>Total Professional Service</b>	<b>\$ 87,804.26</b>	<b>\$ 61,656.00</b>	<b>\$ 26,148.26</b>
Office Expense	\$ 2,122.22	\$ 600.00	\$ 1,522.22
Meeting Exp	\$ 128.99		\$ 128.99
Software	\$ 1,422.85	\$ 1,200.00	\$ 222.85
Holiday/Party Supplies	\$ 624.80	\$ 1,600.00	\$ (975.20)
<b>Total for Office and Supplies</b>	<b>\$ 4,298.86</b>	<b>\$ 3,400.00</b>	<b>\$ 898.86</b>
32 Wave Internet	\$ 34,140.00	\$ 34,140.00	\$ -
Gas/Electric	\$ 44,932.17	\$ 53,023.00	\$ (8,090.83)
Phone	\$ 5,405.12	\$ 4,800.00	\$ 605.12
Trash	\$ 10,289.00	\$ 9,600.00	\$ 689.00
Irrigation Water	\$ -	\$ 425.00	\$ (425.00)
Water/Sewer	\$ 47,769.98	\$ 45,600.00	\$ 2,169.98
<b>Total for Utilities/Services</b>	<b>\$ 142,536.27</b>	<b>\$ 147,588.00</b>	<b>\$ (5,051.73)</b>
Insurance	\$ 47,216.92	\$ 53,677.00	\$ (6,460.08)
Inspections	\$ 7,241.00	\$ 4,200.00	\$ 3,041.00
Licenses/Taxes	\$ 457.00	\$ 95.00	\$ 362.00
Bank Fees	\$ 64.89		\$ 64.89
Misc.	\$ 539.00	\$ 1,080.00	\$ (541.00)
Funding Assessment	\$ -	\$ 36,000.00	\$ (36,000.00)
Master Key Project	\$ 4,919.16		\$ 4,919.16
<b>Total Other</b>	<b>\$ 60,437.97</b>	<b>\$ 95,052.00</b>	<b>\$ (34,614.03)</b>
	\$ -		
<b>TOTAL Expenses</b>	<b>\$ 446,075.52</b>	<b>\$ 489,348.00</b>	<b>\$ (43,272.48)</b>
	\$ -		
<b>Net Income</b>	<b>\$ 273,652.64</b>	<b>\$ -</b>	<b>\$ 273,652.64</b>

\$ 229,481.32 a)Special Assessment balance 12-31-2024

Alpine Operating		\$ 58,293.66
Alpine Reserve		\$ 122,938.82
Alpine Special Assessment	\$ 54,181.32	
Wells Fargo - CD- Special Assessment	\$ 175,000.00	
Wells Fargo - Savings - Special Assessment	\$ 300.00	
Total Special Assessment		\$ 229,481.32
<b>TOTAL December 31, 2024</b>		<b>\$ 410,713.80</b>

Special Assessment Collected	\$ 325,000.00
Remaining fund for 2023 Special Assess.	\$ 6,019.16
Funds spent on the Structural Project	\$ (102,497.99)
Interest Earned	\$ 960.15
<b>TOTAL Funds Remaining on Project</b>	<b>\$ 229,481.32</b>