

# Bay Club

## Board of Directors Meeting

Date: 02.23.2015  
Place: Alpine Bank Conference Room  
Time: 4:00 PM  
Minutes Recorded By: Pat Miller

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### Call to Order

4:03 PM

### Attendees

Board members present: Janis Taylor, Randy Beeson and Craig Kinney. Laurie Helmick was present via teleconference. Pat Miller, Community Association Manager; Mark Wyman, Executive Director; and Bob Towne, Property Manager represented Wildercrest Property Management. Owner in attendance was GR Sparling (Unit 216) and Bob Faust (Unit 106). Owners in attendance via telephone were Nancy Lange (Unit 205) and Tom/Mimsi Milton (Unit 116).

### Owners Forum

- An owner wanted to give input concerning removal of a tree. He was asked to address the issue when it came up on the agenda.
- An owner was concerned about the buildup of ice in the north parking lot. The Property Manager will arrange to have more ice melt put down.
- An owner wanted to discuss replacing hoses with metal braided hoses. He was asked to address the issue when the inspection reports were discussed.
- An owner requested to put pavers down from his patio down to the grass. This will be addressed when the snow melts.

### Minutes

The 09.15.2014 and the 01.02.2015 Board Meeting Minutes were presented for review.

**RESOLUTION: Upon motion made, duly seconded and passed unanimously, the minutes of the 09.15.2014 and the 01.02.2015 Board Meetings were approved as presented.**

### Selection of New Board Member

**RESOLUTION: Upon motion made, duly seconded, and passed unanimously, the Board appointed Nancy Lange to the Board to replace John Fleming who resigned. Her term will expire at the 2016 Annual Meeting in June.**

## **Property Management Report**

We had a good winter with minimal issues.

There are 2 sections of heat tape that I have had to reset a couple times this winter during the cold spells. I have not had to reset them for a few months.

So far we have removed snow and ice from the roofs 1 time this season.

The plowing and shoveling has gone well but the north side is iced up again. There are ice melt buckets at each stairwell on the north building.

The hot tub has run well with no issues.

The recycle bins were removed from the property at the first of the year.

The drainage and paving at the south east corner of the driveway is working well.

The no sledding sign was installed and have not had anyone try to sled into the basin this year.

The plumbing inspections have been completed. We will send out the findings soon.

There was a concern about the steps at unit 106 being slippery. The painters added sand to the paint last summer to try to resolve this. We are looking into other ways to resolve this issue.

## **Inspection Report**

All inspections are complete. The HOA has received inspection reports on each unit in the form of a contract. WPM added the mailing address of the owners to the contracts so it would be a contract between the owners and Mac Services. Mac Services would like to do all repairs at one time. These reports will be sent out via mail and email with a cover letter explaining the options for repairs and the time line for returning the contracts if they want to use Mac Services as their licensed plumber for the recommended repairs or replacements. WPM will reach out to Mac Service to determine when they want to do the repairs and how long the prices they quoted are good for. WPM will also get a quote from Mac Services for boiler and furnace inspections.

## **Financials**

As of January 31,2015:

Balance Sheet

- Total Assets - \$170,550
- Total Liabilities - \$21,540
- Total Members Equity - \$149,010

Income Statement

- Year-to-Date Total Operating Income was \$103,056. Year-to-Date Total Operating Expenses were \$98,844. The Year-to-Date Total Operating Net Profit was \$4,212. Year-to-Date the budget had projected a \$3,061 Operating Net Profit.

- The Year-to-Date Total Reserve Income was \$25,931 and Year-to-Date Total Reserve Expenses were \$54,187. Year-to-Date Reserve Net Income Loss was \$28,255. The Reserve Net Income is expected to be greater than budget by year end.
- Only one unit is on the Accounts Receivable Report.

**RESOLUTION: Upon motion made, duly seconded and passed unanimously, the Board approved the January financials as presented.**

## **Old Business**

### Pet Policy

The Board discussed needed clarifying changes to the pet policy that was written by the HOA attorney. These requested changes will be given to the attorney. Once the changes are made and reviewed again by the Board, the pet policy will be mailed out to all owners.

**RESOLUTION: Upon motion made, duly seconded, and passed unanimously, the Board approved filling the blanks in the pet policy with the same fine structure as the other violations of Bay Club rules and regulations.**

**RESOLUTION: Upon motion made, duly seconded and passed unanimously, the Board approved to allow immediate family members to bring two dogs to the owner's unit for a time not to exceed 72 hours. Guests will not be allowed to bring pets to an owner's unit.**

**RESOLUTION: Upon motion made, duly seconded and passed 4 in favor and one abstention, the Board approved the following changes to the pet policy drafted by the HOA attorney:**

- **4B would be split into two different elements – (1) balconies of three bedroom units and (2) porches and patios.**
- **Pets are allowed on the balconies of the three bedroom units as long as the owner is home and someone is in direct verbal control of the pet.**
- **Pets are allowed on the porches and patios as long as the owner is home, in direct verbal control and the pet is tethered so as not to depart the limited common element (patio and porch) and enter a common element (stairway or courtyard). Temporary gates are not allowed.**

### Unit 208 Update

From October 1, 2014 to January 31, 2015 the long term rental income has reduced the Kneestern balance \$5,645.13. The balance at the end of January was \$13,585.63. The balance is being reduced approximately \$1411 per month. If this continues the balance should be paid off in under a year. The property is scheduled for sale at an auction. The HOA will seek advice about whether it would be prudent to file another lien.

### Insurance Claim Update

The owner has paid the deductible. WPM is in final negotiation with Blue Sky on promised adjustments to the invoice. The claim should be closed by week's end.

### Marijuana Update

There was not enough support for banning use of marijuana in individual units or the common area. Owners should call the Frisco police if they encounter marijuana use in common areas.

### Asphalt Repairs

- Added Work Accomplished/Additional Cost – The additional cost for the add on work was approximately \$14,000.
- How Reserves Affected – Although additional reserve funds were used this should be recouped when future overlay is needed and this area will not need to be included in the project.
- Inspections/Guarantees on Repair/Spring – There is a one year warranty so the property manager and A Peak will meet to do an inspection as soon as the snow is gone. At that time any needed repairs will be noted and scheduled. The property manager will talk with A Peak about areas that have a problem with black ice.

### **New Business**

#### New Contract with WPM

**RESOLUTION: Upon motion made, duly seconded and passed unanimously, the Board approved the new contract with Wildercrest Property Management. The contract will be signed by the President.**

#### Approvals of Legal Billing

**RESOLUTION: Upon motion made, duly seconded and passed unanimously, the Board approved paying the revised legal bill.**

#### Review of Owner Request on Landscaping

The Board reviewed the request from the owner to cut down a tree adjacent to their unit. The owner making the request was allowed to present their case. The owner in the unit above the unit making the request also was allowed to present his view since it would affect his unit also.

**RESOLUTION: Upon motion made, duly seconded and passed unanimously, the Board approved tabling the request until the owner of the unit making the request submits documentary evidence on the effect of the tree on property values, growth of the tree and the tree's roots, potential fire danger the tree might cause and potential damage to the existing building.**

#### Discussion of Furnishings/Storage

**RESOLUTION: Upon motion made, duly seconded and passed unanimously, the Board approved tabling this agenda item, furnishings/storage, until the June Board Meeting.**

### 2015 – 2016 Budget

- Budget - WPM, the President and the Treasurer will work to put together a proposed budget for 2015 – 2016. Other Board Members will receive the proposed budget for review by March 31, 2015.
- Next Year Reserve Items – At this time the Board and Property Management do not anticipate any capital projects for this summer.
- Stair Replacement/Stripping – The Property Manager will research and price the best solution for the stairs that have been reported to be slippery. He will consider such

solutions as metal stairs, adding more sand to the paint, and stripping the stairs/roughing them up.

Preparation for Annual Meeting

- The Community Association Manager will reserve the Chamber in the Town Hall for the Annual Meeting.
- Around April 30, 2015 the Community Association Manager will send out an email asking if anyone is interested in running for the Board.

**Date of Next Meeting**

The next meeting will be held Friday, June 19, 2015 at 4:00 PM.

**Adjournment**

**RESOLUTION: Upon motion made, duly seconded and passed unanimously, the Board adjourned the meeting at 6:40 PM.**