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**VILLAS AT PROSPECT POINT CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS MEETING
JUNE 23, 2006**

Board members present were Joe Woodrow and Scott McLean. Rob Bullard and Kevin McClain participated via teleconference.

Representing Summit Resort Group was Kevin Lovett. Erika Krainz was recording secretary.

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I. CALL TO ORDER

The meeting was called to order at 5:33 p.m.

II. APPROVE PREVIOUS MEETING MINUTES

Joe Woodrow made a motion to accept the minutes of the April 21, 2006 Board Meeting as presented. With no objection, the motion carried.

III. FINANCIAL REVIEW

A. Year-to-Date Financials

Rob Bullard asked Kevin Lovett to make sure the insurance premium automatic transfer was occurring.

The bill for the extra roof from last year has not yet been received. It should be about \$3,000. Rob said it should be reflected as a liability in A/P.

Postage and Copying were significantly higher than budget due to the Annual Meeting.

Kevin Lovett asked if the Board wanted to have an audit done for the short fiscal year. The last full audit was in 2003/2004, so the Board agreed a review was necessary but not a full blown audit. The auditor will provide a proposal.

Scott McLean made a motion to accept the Financial Report as presented. Joe Woodrow seconded and the motion carried.

IV. MANAGING AGENTS REPORT

A. Completed Items

1. Pine beetle spraying has been done.
2. Weed spraying has been done.
3. Mulch was spread.

B. Report Items

1. Electricity Overage – Kevin Lovett researched this issue and found the overage was due to increased usage. Joe Woodrow questioned why there would be increased exterior usage. Kevin responded that the average temperature was lower and the unit cost was higher. The total overage was only about \$500 so the Board agreed this issue did not warrant further investigation.
2. Unit 1519/202 Violation – The owner was assessed a \$25 fine for allowing his dogs to go to the bathroom on the deck. According to the owner of the unit underneath, the situation has improved.
3. 1509/102 Water in Crawl Space – As Tony Peterson predicted, the water has drained away. The area is still damp. The accumulation was probably due to run off and the high water table.
4. Dryer Vent Ducting – The dryer vent for 1509/201 terminates in the attic of 1509/208 and is dumping lint into that space. The vent was never connected to the exterior of the building. Kevin Lovett obtained a bid of \$205 to properly connect the vent to the exterior of the building. He was authorized to have this work done. Rob Bullard said checking all vents should be on the list as a low priority.
5. Roof Leaks – An inventory of roof leaks was included in the meeting packet. All affected owners are satisfied with the repairs except Rachel Flood, who keeps calling back with additional items such as warped doors. The total expenses to date are \$2,575. Rob Bullard asked Summit Resort Group to try to get her issues to closure without contention.
6. Hot Tub Repairs – There were additional problems with the hot tub heater. A new electronic ignition control, new Hayward impellor, new diffuser and new temperature control assembly were installed for a total cost of \$1,468. Rob Bullard asked Summit Resort Group to determine if the hot tub is reaching the end of its life and needs total replacement. There is \$2,000 in the Reserve Budget this year for new jets and circulation pumps.
7. Landscaping – The beds have been mulched and the weeds sprayed. Sally Willis, Sean and Mary Cavins and Brenda Lloyd all volunteered their time and put in significant work. Scott McLean proposed awarding them dinner gift certificates for their work. Kevin Lovett said the Master Association was covering the cost of the materials. The gift certificates should be paid out of the Master Association budget and should be issued at the end of the summer. Rob Bullard thought there should be a formal program for owners to adopt flower beds, with an agreement to reimburse them for supplies up to a certain amount. New growth has started in the wild areas. The Board agreed to watch the wild areas until the next Board Meeting. If the new growth is not adequate, the contractor will be asked to do another hydroseeding application.
8. Bylaw Amendments – The proposed Amendments, revised per the attorney's recommendations, were included in the meeting packet. Scott McLean made a motion to amend the Bylaws in accordance with the Amendments presented in the meeting packet. Joe Woodrow seconded and the motion carried. They

will be added to the Association notebook and posted on the website. Rob Bullard asked Kevin Lovett to determine if the original Bylaws were recorded with the County Clerk. If so, the Amendments should also be recorded.

9. Security Checks – The cost estimate from Summit Resort Group (SRG) to perform monthly security checks was \$500 (weekly in winter, twice per month in summer). Kevin McClain was not sure it was necessary to do the inspections so frequently. Joe Woodrow pointed out that full time residents probably would not want this service. Kevin McClain also thought ten minutes per unit was more than would be required. Rob Bullard thought it might be possible to check the major elements in five minutes, i.e. windows, doors, hot water heater and thermostats. Another option would be to have individual owners contract for the service directly with SRG. Kevin Lovett said he would prefer this arrangement. Kevin Lovett was asked to write up a description of the program and a process for owners to enroll. Rob will include this information in the President's letter.
10. Swallow Nests – Kevin Lovett reported that nests can be knocked down in the early stages of building, as long as there are no eggs or baby birds, but he was not able to obtain a permit from the Department of Wildlife. The spikes as installed are not an effective deterrent. All baby birds should be flying within a month and the painters agreed to come back to touch up the areas around the nests if necessary. Kevin McClain suggested putting up longer lengths of spikes in the eaves. Kevin Lovett said there was also a sticky caulk that can be applied to the building to deter the birds; it lasts about five years, but is messy and collects dust and dirt. Kevin will get bids for the caulk and will talk to the painters about installing the spikes. He will also continue to knock down the nests before they are well established.

C. Capital Projects for Summer 2006

1. Siding Repairs - \$11,400 budgeted, \$3,700 spent to date. At most the contractor expects 60 more hours of work. Nine buildings have been completed with only Buildings 1503 and 1505 remaining. The total cost should be less than \$5,000.
2. Painting - \$46,000 budgeted in accordance with the remainder of the contract. An updated painting schedule was included in the meeting packet. Kevin Lovett met with the painting foreman last night and walked all buildings they have been working on. The painters have been concentrating on caulking, touch up and trim work. The spray rig will be on site Monday and spraying will start on Building 1507. They will do the remaining work, including Building 1521, on Thursday. The contractor has not requested any progress payments yet. Craftsman has a new foreman and he has been very responsive and easy to work with. Kevin Lovett will post the information for the brand and color of the paint for each building on the website so owners can purchase paint for touching up.

3. Flat Roof Replacement – \$14,000 was budgeted based on a cost estimate of \$6,474 each. The Board prioritized Buildings 1505 south, 1517 north and the valley above 1509/101 (\$3,000 cost estimate). Actual bids received from Turner Morris were \$7,121 for each flat roof and \$3,026 for one valley (\$3,737 for both valleys and the electrical hookup fees). Kevin Lovett thought Turner Morris was proposing a Byelin heated panel for the valleys. Turner Morris said they did not do the metal panels on the other buildings but Kevin McClain and Rob Bullard thought they did. The Board was not in favor of the Byelin panels and would like unheated metal panels instead. Scott McLean noted the flat roof bid was higher than the budgeted amount. The consensus was that the flat roof replacement project should continue despite the higher cost. Joe Woodrow made a motion to replace the two flat roofs on 1505 south and 1507 north per the Turner Morris bid at a cost not to exceed \$15,000 for both. Scott McLean seconded and the motion carried. Kevin Lovett will talk to Turner Morris about using regular metal panels for the 1509 valley project.
4. Roof Repairs in 2006
 - 1501 north and south ends. Turner Morris repaired the roof by replacing the shingles and vent caps and closing the open seams. This work was completed under warranty at no charge.
 - 1509 north end leak. Turner Morris repaired the axe holes at no cost, although they did not do the ice removal on this roof and were not responsible for the damage.
 - 1513 north and south ends. There were no leaks in this roof. Turner Morris inspected the roof and patched a few loose seams.
 - 1521 north end leak. Turner Morris patched a hole caused by a screw holding down heat tape.

The manufacturer's warranty on the roofs is ten years and Turner Morris' workmanship warranty is one year (written), although they have traditionally provided a two to three year "goodwill" non-binding warranty on their work.
5. Roof Extensions – After reviewing the meeting minutes, Kevin Lovett could not identify another roof extension needed. He also did not identify another roof needing one over this past winter. He proposed continued monitoring.
6. Annual Meeting Follow-Up
 - 1505/206 requested adding gates to front of dumpster sheds. Rob Bullard said Waste Management does not encourage gates and gates also tend to get damaged with high frequency.
 - 1505/206 requested the spalling concrete surface outside his unit be repaired. Kevin Lovett received a bid of \$350 from Colorado Cutting and Coring to patch (but not remove the old

concrete). It is a second floor atrium. The fix would probably last a couple of years. Kevin McClain suggested looking at the epoxy coating in the atrium of 1511 because it has held up well. Kevin Lovett was authorized to work with the contractor to select the best repair application for \$350 or less. Kevin should also get an estimate for removal and replacement of the bad concrete for future Reserve planning.

- 1505/206 requested the heat tape in gutter be cleaned up. Completed.
- 1505/206 requested the gutter be caulked because it leaks from behind. This has been added to the "to do" list.
- 1501/203 requested a "be cognizant of noise and neighbors" section in next President's letter. Rob Bullard will try work something, carefully worded, into the letter.
- 1507/202 requested installation of gutter over his deck. Rob Bullard thought the Board had reviewed this issue and found the gutter would have to drain right onto the gas meters, which the Board did not think this was a good idea. Rob said if this was not the case, the gutter should be installed. Kevin Lovett will inspect and get a bid if necessary. Joe Woodrow noted the gutter ends would most likely pop off in the winter and drain from both ends.
- 1511/204 interior repairs from roof leak. Completed.
- 1511/206 inside corner of the gutter needs to be sealed.
- 1517 north side over stairs, both gutters need to be caulked.

V. NEW BUSINESS

A. *Senate Bill 89*

The attorney provided a bid of \$275 to revise the existing Senate Bill 100 policies to comply with the new Senate Bill 89. The Board authorized this work.

B. *Concrete Pans*

Rob Bullard thought the Board should get a proposal for improving the drainage from the drain pans. Kevin Lovett said he obtained bids. Tony Peterson had provided suggestions for improving the drainage in the existing pans. Rob and Kevin were supposed to meet with him on site but have not yet done so. This project should be addressed this summer.

C. *Ice Mounds*

Rob Bullard thought the Board should work on a solution for the huge ice mounds at the entrances to the tunnels into the atriums. Joe Woodrow noted that the new snow removal equipment would be able to knock them down and take care of them early on. Scott McLean suggested it would be less expensive to have someone check them more frequently than trying to create an overall solution. Joe said the large equipment that came in this year was able to knock down the ice. The Board agreed

to watch the situation again this coming winter and take action in the future if necessary.

D. Snow Removal Contract

Kevin Lovett will develop an RFP for snow removal for next winter. Rob Bullard will contact Scott Morlan about having the entire snow removal contract administered by the Master Association; the Master should bill the Townhomes and Villas in order to reduce administrative overhead from the contractor. Kevin McClain said it would still be important to have a detailed breakout of the costs for the three Associations. Rob thought this information existed somewhere in the files. After further discussion, Rob withdrew his proposal and directed Kevin Lovett to start the RFP process immediately. Rob asked Joe Woodrow to be the principal liaison for the Board on this issue.

E. For Sale Signs

Joe Woodrow said there was a Townhome with a For Sale sign on a tree. The owner also has For Sale and Open House signs out on the road. The Open House sign is removed every night but the For Sale sign is not. The For Sale sign can be addressed through the Master Association as this is not permitted. Kevin Lovett added that the Townhome Board would be meeting in July to address this particular issue.

VI. SET NEXT MEETING DATE

The next Board Meeting will be held Friday, July 28, 2006 at 5:30 p.m. at the Summit Resort Group office. Kevin Lovett will update this information on the website.

VII. ADJOURNMENT

With no further business Scott McLean made a motion to adjourn the meeting at 7:15 p.m. With no opposition, the motion carried.

Approved By: 
Board Member Signature

Date: 8-25-06