

**Dillon Pines Apartment Association
Board of Directors Meeting Minutes
11-4-06**

Agenda

I. Call to Order / Quorum

II. Owners Forum

III. Review and approve minutes from 7-30-06 and 9-16-06 Board meetings. 2006 Annual meeting minute review.

IV. Presidents Report

V. Financials

 A. Status and to do's for transfer of accounts

 B. Proposed operating budget 2007

VI. Managers Report

 A. Completed Projects

 B. Pending Projects

 C. Report Items

 S-5 roof leak status

 N-1 broken window

VII. Old Business

 A. N-1, N-2 back step repairs

 B. N-2, N-3 Remodels

 C. Electrical issues

 N- Bldg. Heat tape

 S- Bldg. Heat tape

 S – Bldg. lights

 D. Landscaping

VIII. New Business

 A. House Rules

 B. Governing Document Revisions

 C. Kayak / canoe storage

IX. Next meeting date

X. Adjournment

Minutes

I. Call to Order- The meeting was called to order at 2:00 PM MTN. Present from the Board of Directors were, George Harrison, David Thomspen and Doug Ostergaard. Mary Kay Stewart was present via conference call. Kevin Lovett represented SRG in person and Peter Schutz of SRG attended by conference call. A quorum was present. SRG was directed to post notice of meetings on the website and also to advertise via email.

II. Owners Forum – this agenda item is slated for owners to attend and speak to the board.

III. Review and approval of minutes- George Harrison moved to approve the 7-30-06 and 9-16-06 Board meeting minutes; David Thompson seconded and the minutes were approved.

IV. Presidents report – all items will be discussed in meeting.

V. Financials- Kevin Lovett reported the following account status:

Current account status:

- SRG accounting has opened an operating and reserve account at Alpine Bank.
- Signature card forms have been sent to President George and Treasurer Doug to fill out. Once filled out, SRG accounting will submit to Alpine Bank.
- The Dillon Pines representative active on the existing bank accounts will need to close the accounts and obtain certified checks from the closing of these accounts. Kevin Lovett instructed to contact Bruce Harrison to close accounts and submit certified checks to SRG accounting for deposit into new accounts.
- SRG accounting will then deposit these certified funds into the new Alpine Bank accounts.

Proposed Operating budget 2007

-Kevin Lovett presented the proposed operating budget for 2007. Dues slated for the 2007 operating budget are the same as the dues rate passed at the 2006 annual meeting. Discussion of the proposed operating budget ensued. Discussion highlights were as follows:

- Kevin Lovett was asked to prepare a Capital Projects budget by the next Board meeting.
- Kevin Lovett was asked to further investigate the Repairs and Maintenance line item.
- Kevin Lovett was asked to look further into the predicted water / sewer expenses for 2007.
- Kevin Lovett was asked to get bid on adding water meters to the irrigation lines; call Town of Dillon.
- Kevin Lovett was asked to set up owner survey on Cable TV; show what current costs are to unit owners, show what costs would be to owners if they purchased comparable cable services on their own, and include an option to increase dues to cover cable costs at the discounted association bulk rate.
- Kevin Lovett was asked to give insurance coverage summary to George Harrison.

George Harrison moved to approve the proposed operating budget for 2007 and Doug Ostergaard seconded; the motion passed.

VI. Site Manager Bryan Vaille stopped by the meeting to introduce himself to the Board.

VII. Managers report – Kevin Lovett presented the following report:

Completed Projects

- SRG intro letter sent
- Site manager in place

- Snow plow contractor in place
- Lights working on both N and S bldgs.

Pending projects / Report items

-S-5 roof leak – the owners report that the leak is currently not active. He will call me if a leak appears. If a leak appears, Turner Morris will be the first contact. Kevin Lovett was instructed to send a memo to owners reminding them that chimneys and associated chimney leaks are the responsibility of the owners; however, owners can contact Summit Resort Group Property Management for assistance.

N-2 dog – the renter in N-2 with the dog is reported to have moved out.

N-1 broken window – I have contacted the owners of N-1 and informed them of the broken window. They state that they will repair it ASAP. The Board instructed Kevin Lovett to follow up with a letter to the owners of N-1 that the window must be fixed by a specified date or the Association will fix the window and send the bill to the owner of N-1.

Water usage – analysis of water usage is attached. Kevin Lovett instructed to contact Town of Dillon Water Dept. on projected water/ sewer fees and cost of installing proper water meters for landscaping.

Inspection of unit hot water heaters / boilers – SRG completed and inspection of hot water heaters/ boilers identifying units with New, Old and Very old hot water heaters. Kevin Lovett instructed to get bid from Tom Hill on how much it would cost to inspect unit hot water heaters / boilers and present bid to Board. If the bid to inspect is approved, Tom Hill will be asked to report on condition of boiler, recommended / required repairs and list repair items to fix. The repair list will be sent to the owners with a copy to the Board. A letter will accompany the repair list to the owner stating that if the owner does not fix, then that owner is responsible for any damages resulting from their unit hot water heater / boiler. The Board wishes to initiate a program giving owners a chance to repair on their own by a specified date and if the repairs are not complete by the specified date, the Association will complete repairs and bill the owner. Not all boilers will be inspected; “new” boilers will not be inspected in efforts of efficiency and saving money

Letter to owners reminding them to move vehicles from parking spots on snow days. Kevin Lovett instructed to send out letter to owners informing them to move their cars on snow days from 9:00 am until the lot is cleared (approximately noon) and to park vehicle in parking lot by the Lake. Kevin Lovett instructed to also place the letter in the units.

VIII. Old Business

N-2 and N-3 remodels – Eagle Eye Home Inspection has completed the unit inspections of N-2 and N-3. The report has been sent to both owners and the board for review. The Board has provided feedback and replied with the attached letters to the owners asking them to address specific issues. The owners are working to fulfill the board’s requests and upon completion of the items, the owners are requesting a letter of satisfaction from the board closing the issues.

The following are the Boards response to each owner; Kevin Lovett instructed to send letters to the owners informing them of the board’s response:

N-2 – Kevin Lovett instructed to write letter to owner of N-2 informing them that the board is satisfied with all items with the exception of the window installation; this is unauthorized and the Association assumes no liability for the window or damage resulting from the window install. Kevin Lovett instructed to record the letter.

N-3 – Kevin Lovett instructed to write letter to owner asking the owner to install the water heater pressure relief valve and to install the junction box cover; once these items are complete, Kevin Lovett will re-inspect and issue the owner of N-3 a letter of satisfaction.

N-1, N-2 stair repair bids – We have received the following bids for the stair repairs at N-1, N-2.

Legend Home Improvement –

Complete rebuild of both sets = \$1150

Reinstall new railings only = \$340

Summit Resort Group

Complete rebuild = \$1300

Kevin Lovett instructed to have the stairs repair per the \$340 bid from Legend Home

Improvement in efforts to install the railings and bring the stairs into a safe condition. Kevin

Lovett instructed to inform owners prior to beginning work.

-Heat tape North Bldg. – Currently, the heat tape circuit is overloaded; there is too much heat tape for one circuit. We have received the attached bid to run new circuits to properly power the existing heat tape runs. The Board approve the bid of \$650 to run 2 new circuits to power this heat tape.

-Heat tape South Bldg. – Currently, the heat tape circuit is overloaded; there is too much heat tape for one circuit. We have received the attached bid to run new circuits to properly power the existing heat tape runs. The Board approve the bid of \$650 to run 2 new circuits to power this heat tape.

Landscaping – John Remenar from the Lookout Mtn. Nature Center is working on the landscape design ideas and will get ideas to the board as they are completed

IX. New Business

House Rules – Kevin Lovett presented a draft of the House Rules to the Board. A review of the House rules ensued. Kevin Lovett instructed to make the discussed corrections to the house rules including the addition of a remodel request for and resend to the Board for final approval. Board moves to approve the House Rules as presented with discussed revisions. Upon final approval of Board, Kevin Lovett instructed to send out to owners. Kevin Lovett also instructed to create a survey of items that owners believe should be permitted on decks. Once this survey is presented, collected and results tallied, the results may dictate revisions to the House Rules as what is actually permitted to be stored on decks.

SB-100 / 89 – The created draft of the required SB -100 and SB -89 policies was reviewed. Kevin Lovett instructed to make requested changes and email out to Board for final review. The Board moved to approve the policies as written with discussed changes. Kevin Lovett instructed to place a “due date” of December 1st 2006 for all Board members to have their comments / approval in.

Miscellaneous New Business items -

-Send letter to owners re please clean up your deck

-Screen / storm doors – this item was tabled for now: Kevin Lovett instructed to walk complex and study the consistency and the general uniformity of screen doors and general items.

Unit access – Kevin Lovett reported that there are some units for which we do not have a key or the key does not work. Kevin Lovett instructed to follow up on key issues.

X. Next meeting date- Kevin Lovett instructed to poll Board members on next meeting date; tentatively scheduled for late January 2007.

XI. Adjournment – the meeting adjourned at approximately 5:21 pm.

