

**MARINA PARK  
BOARD MEETING  
SEPTEMBER 14, 2007**

**MINUTES**

1. **Call to Order.** The meeting was called to order at 1:07 p.m.
2. **Affirmation of Attendance and Quorum.**
  - A. Board members in attendance were Rich Rutledge, Zeke Gazett, and Ron Melgren (via conference call). Also in attendance were owner Melissa Whelan and Michael Bosma.
  - B. Representing Mountain Managers were Eric Gill and Judy Freese (via conference call).
3. **Repair and Maintenance Report.** Eric Gill reviewed the report with 6 items completed. Eric explained how the report works and that all items over \$250.00 were listed. The money paid for professional services rendered through 7/31/07 in reference to Hertz Resort Services (West, Brown, Huntley & Thompson, P.C.) was discussed. Eric explained that this stemmed from a pending lawsuit that was settled out of court. This was before control of the Association was turned over to the owners by the declarant. Eric explained that Michael wrote a check for approximately \$6,000. It was asked if the \$1,171 in legal fees was included in this amount – Mountain Managers will check.
4. **Financial Report** was presented by Eric Gill.

August financials were reviewed and Eric explained that these reflect not only the month but also year-to-date. He noted that income numbers are somewhat skewed since the budget was originally formatted based on 22 dues paying units. On the expense side, utilities have not yet been switched over to the Association – Michael's company is still paying for these. The management fee goes up each time a unit sells. Currently there are 4 left and one is under contract. Over the next few months inaccuracies will begin to straighten out and a better picture of the Association's finances will become more evident.

It was noted that trash pickups have been increased but trash is still overflowing. There appears to be substantial unauthorized use. Eric noted that this is illegal and asked that anyone seeing illegal dumping should try to get the license numbers of the offending vehicles.

The checking account balance was \$2,932.09 and the money market account was at \$17,525.09.

Delinquencies are not an issue at this time. Two of the three owners noted as delinquent paid in September.

The Board would like to see a statement from the delcarant giving the back history and accounting for the \$17,000 balance in reserves. When units are bought, 3 months dues are collected for the reserve account. The Board wants to ensure that all money is accounted for. It was noted that 8 units were on the lower dues structure when they paid their 3 months dues into reserves. Owners that are closing now are on the new dues structure and their 3 months reserves will be paid to Mountain Managers. Eric will prepare a quick overview (statement) by unit noting what has been paid into reserves.

5. **Old Business.**

- A. Painting: Bids have been received from Sunshine Painting, Allman Painting, and Peak Paint Corporation. Zeke has not yet been able to obtain a bid from Great Divide Painting. Zeke noted that all the bids are pretty close and seem to be right in line. A question was raised as to whether the buildings would be brushed or sprayed – Eric explained that most contractors use a combination of brush/roller and spraying. There is some risk of paint over-spray, but this is considered acceptable.

It will not be possible to do painting this year so there will be time to decide on whether to do all 4 buildings at once and get painting on an even schedule or to do only 2 buildings and have the painting schedule staggered. C and D buildings are nearly 3 years old and uniformity might become an issue if painting is alternated. Zeke noted that he could rent a lift and do some touch up on C & D and hopefully extend the painting life until all 4 buildings are painted. This would get all buildings on the same painting schedule. Pros and cons were discussed – spend approximately \$8,000 on touch up next year and then paint all 4 buildings the year after or go ahead with painting C & D next year, etc. The Board agreed that they need to do what makes the most financial sense and will discuss this further at the next Board meeting.

The developer had agreed to fund ½ of the painting cost for C & D buildings. It was also noted that Dr. Bernier will agree to paying a set amount to include other projects provided once he has paid he can walk away and the Association will not come back to him for other repairs, etc. He will be a homeowner at Marina Park and wants to have a friendly, neighborly relationship with other owners. The Board will need to come up with a list of things that need to be covered under the “walk away” number and try to come to a mutually agreed upon sum. The Board can ask for whatever they want, but there is no guarantee that the developer will pay for everything the Board requests.

- B. The possible removal of the pool fold up stairs was discussed. The only problem comes when the cover is in place and the stairs stick out enough to cause a hazard. Total elimination of the stairs is not advisable, but it was decided to remove the stairs when the pool is covered and re-install them when the pool is open.
- C. The complex address sign has been installed but it lists only the address sign and does not say “Marina Park”. The Board would like a nicer sign that identifies the building by name as well as address. Zeke will contact sign companies and get some ideas and find out what the Town’s restrictions are on size, etc. Signage will be discussed further at the next Board meeting.
- D. Window tinting – The owner of unit 5 wants to tint the windows. The Board doesn’t see a problem with this provided the tinting blends in and doesn’t present a “mirror” effect. Owners who want to tint their windows will need to submit plans to the Board and receive approval before proceeding. Notice will be sent to unit 5 asking them to submit plans to Rich.
- E. Garage door numbers. One owner had requested that numbers be put on the garage so all owners would know which garage was theirs. It was decided to go ahead with this and use the same kind of numbers that are being used elsewhere in the complex.

F. Rules and Regulations were discussed at length:

Hallway storage. This is common area and due to fire regulations, trip hazards, safety, etc., the Board position is that no personal property may be stored in hallways.

Pool hours. There is little use of the pool and when it is up and running full time the cost is substantial to the Association. Costs have gone down since a cover was purchased (the temperature can be turned down when the pool is covered). Eric suggested opening the pool only during specific times of the year. Chemicals will still be checked on a regular basis. It was decided to open the pool in late June through Labor Day and then cover it and lower the temperature until the week before Christmas. The pool would then be opened 1 week before Christmas through New Years. It would then remain closed/covered until March when it will be open for 2-3 weeks (spring break), closed again, and re-opened in June. Eric noted that exceptions could be made for special events. Owners would need to contact Mountain Managers 4 days in advance and the pool will be opened.

In order to save more money, it was asked if the pool could be drained when not open. Eric explained that this is not advantageous since draining the pool requires that all the water lines be drained completely – not an easy task.

The pool is small and some owners don't care if the pool is available or not. The hot tub seems to be a more popular amenity and will probably need replacement/maintenance far more often than the pool. When the pool is due for replacement, would it be smarter to spend more money on the hot tub and not the pool? Since the pool is concrete it is expected to last a long time, but this is something to think about for the future.

Parking: The west side lot is being used by others as a street. Signage is needed saying "Marina Park -Private Property – No Through Street".

All units have garage parking for owner's use. All exterior spaces are for visitors and guests. If owners need additional parking, they can park on 7<sup>th</sup> Ave.

Pets: Only owners are allowed to have pets at Marina Park. Renters are not permitted to have pets. Guests may bring pets to the unit only if the owner is present.

Pets must be kept on a leash when outside the unit.

Owners are required to pick up after their pets and properly dispose of the waste.

Satellite dishes are allowed at the complex but owners must have Board approval as to the location. Cable is paid for as part of owner's dues. Owners who install satellite dishes cannot opt out of paying for cable.

Charcoal grills are prohibited.

Window coverings. Windows must be covered by regulation window coverings (no sheets, etc.) and must present a uniform appearance from the outside. Any variation from standard window coverings, including tinting of windows, must have Board approval.

Design Review Committee – all exterior modifications to the units must be approved by the Design Review Committee (the Board of Directors).

The penalty schedule for violations to the Rules and Regulations will be:

1 <sup>st</sup> Offense	A written warning
2 <sup>nd</sup> Offense	\$100 fine against the unit
3 <sup>rd</sup> Offense	\$200 fine against the unit
4 <sup>th</sup> Offense	\$300 fine against the unit
5 <sup>th</sup> and each following Offense	\$400 fine against the unit

A short list of the more important Rules and Regulations will be prepared for owners to post in their units. If an owner resides in the unit on a full time basis, posting of these Rules and Regulations will be optional. All rental units must have the list posted in the unit.

After all revisions are made to the Rules and Regulations they will be forwarded to the Board for final review and comments prior to sending out to homeowners.

- G. Garage door installation for owners of B11 and B12. Melissa stated she is working on this but has encountered some difficulty with the Town. Since this is considered common area and contains furnaces and the elevator room, the Town is reluctant to grant approval. They have the issue under review and a decision should be rendered within 3 weeks. Melissa has stated that the garage door would either be manually operated or would have a common key pad so access would be available to anyone that needed it. Melissa also noted that her unit is deed restricted and a limited amount of money can be spent on improvements. She feels that this is something that should have been done during the building process. The builder didn't want to keep fighting the Town and did not install the garage door. Melissa asked if the Association would be willing to help defray the expense. The Board told Melissa she could feel free to tell the Town that they support the project but they do not want to set a precedent by paying any portion of the installation cost. No further action will be taken until the Town decides if it will grant approval. If approval is granted, the garage door must be uniform with other garage doors in the complex.
- H. Front door security for the hallway where the elevator is was discussed. It was agreed that some kind of security is needed and Mountain Managers will work with the Town on this issue. Since this is limited common area, the Town may say that the door cannot be locked. If the door remains unlocked, anyone looking for a warm place to sleep can gain entry. Eric will explore options with the Town.

- I. Management Agreement: Mountain Managers currently provides business/financial management for the Association under the terms of the contract. Any property management duties are billed separately. It was pointed out that Mountain Managers is now doing more property management than in the beginning due to the completion of the buildings. Eric showed the Board the Daily/Weekly duty sheets that employees use at the complex. These duties can be added to the management agreement for a flat monthly fee or the Association can continue to pay for these tasks on an hourly basis.

The Board will review the Daily/Weekly sheets and let Eric know if there are any other tasks they feel should be added. Eric will work up the numbers prior to the next Board meeting.

- J. Recycling would cost \$15 per tote for each pick up. It was felt that many owners/guests would not recycle even if bins were provided. The recycling center is close to the complex and it was decided to leave recycling up to each individual owner.
- K. Purchase of a snow blower for removing snow on the east side sidewalk and in front of the retail area was discussed. It was pointed out that there are only 2 unit entrances on the sidewalk and these are unsold units. All other units have access through their garage so shoveling of the sidewalk will not be necessary. Purchase of a snow blower for removing snow in front of the retail area was held off for now.
- L. A vacuum cleaner has been purchased for the hallways and recreation room.
- M. A spigot and hoses to water bushes that are not covered by the irrigation system have been installed.
- N. Installation of artwork in the elevator room hallway was briefly discussed. The owner of B10 does not want this area to become the dumping ground for storage, etc. Due to the way it's construction, only 3 owners actually benefit from the elevator – no other units/owners will even see this area. The Association is fine with installing artwork but they will not pay for it. The 3 owners can put up whatever they choose.
- O. Officer terms and positions: Rich was elected President previously. Terms and positions are as follows:
- |               |                |             |                   |
|---------------|----------------|-------------|-------------------|
| Rich Rutledge | President      | 2 year term | Term expires 2009 |
| Ron Melgren   | Vice President | 1 year term | Term expires 2008 |
| Zeke Gazett   | Sect'y/Treas   | 2 year term | Term expires 2009 |
- P. The Board decided that Board meeting minutes will be sent to all homeowners.

6. **New Business.**

- A. The owner of C-13 had requested permission to be off the master key system. She lives in the unit full time and wanted the extra security of knowing that no one else had access to her unit. The Board approved the request but the owner will be notified that she is responsible for any damage caused by not being able to access her unit. This would include the cost of a locksmith if she was not available to provide a key. Mountain Mangers will notify the owner via e-mail.
- B. Whether to use mulch or rocks in the triangular area next to the boiler room was discussed. The area gets little or no sun. It was noted that mulch needs to be replaced every year, but rocks get dirty. Since using rocks is cheaper, it was decided to use rocks with bushes to soften up the appearance. This will be looked at again in the spring.
- C. Michael Bosma is working on the retaining wall next to the clubhouse/pool.

7. **The Next Board Meeting** was scheduled for Friday, October 12, 2007, 1:00 p.m. at Mountain Managers.

8. **Adornment**. There being no further business, the meeting was adjourned at 6:40 p.m.

Signed:

Approved at 10/12/07 Board Meeting

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Rich Rutledge, President

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Date

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Judy Freese, Recording Secretary

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Date