

**VILLAS AT PROSPECT POINT CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS MEETING
JUNE 20, 2008**

I. CALL TO ORDER

The meeting was called to order at 5:45 p.m.

Board members present were:

Rob Bullard, President
Joe Woodrow, Treasurer

Tony Peterson, Vice President
Scott McLean, Secretary

Representing Summit Resort Group were Peter Schutz and Kevin Lovett. Erika Krainz of Summit Management Resources was recording secretary.

II. OWNER FORUM

No owners were present.

III. APPROVAL OF PREVIOUS MEETING MINUTES

Joe Woodrow made a motion to approve the April 11, 2008 Board Meeting minutes as presented. With no opposition, the motion carried.

IV. FINANCIAL REVIEW

A. Year-End Financials

As of April 30, 2008 the Operating balance was \$33,635 and the Reserve balance was \$187,607.

B. Profit & Loss as of April 2008

As of April 30, 2008 the Association was operating \$9,360 under budget. There is \$11,609 outstanding for repairs to unit interiors for damage caused by roof leaks. Since it is a previous fiscal year expense, it should be debited to an expense account for last year and held in Accounts Payable.

C. Year-to-Date Financials

As of May 31, 2008 the Operating balance was \$23,424 and the Reserve balance was \$193,782.

D. Tax Return

The 2007/2008 tax return has been prepared and the Association owes \$1,711 for Federal and \$277 for State taxes. Rob Bullard asked Peter Schutz to check if the funds invested in T-Bills are taxable. He felt the amount of taxes owed was high.

V. MANAGING AGENT'S REPORT

A. Completed Projects

1. Tax return.
2. Repairs to buildings from winter.
3. Touch-up painting around common area stairs.
4. Spring clean up, fertilizing and irrigation system start up. There is a broken sprinkler head to be repaired. Joe Woodrow said there was some burned grass near his unit. Kevin Lovett will follow up and replace with sod if needed.
5. Pine beetle tree spraying.

B. Snow Removal Expense Summary

1. Supplies – \$636 over due to ice melt purchase.
2. Plow – \$3,400 under budget.
3. Skidster – \$8 over budget.
4. Ice Labor – \$50 under budget.
5. Roof Snow Removal - \$6,002 over budget.
6. Total - \$3,384 over budget.

C. Roof Snow Removal Expense Summary and Interior Repair Estimates 2007/2008

1. Total Projected Roof Snow Removal - \$8,002.
2. Total Interior Repairs Projected - \$9,339.
3. Total Spent on Leaks - \$17,341.

A grand total of \$33,518 has been spent on roof snow removal and interior repairs over the past three years, plus one insurance claim in 2008 with a deductible of \$1,000.

The Unit 1505/206 insurance claim was \$4,360. The Association paid the \$1,000 deductible and the insurance company paid \$3,360. There was \$2,100 spent on repairs to the drywall, painting, doors, etc. leaving \$2,260 for carpet. The owner is working with the carpet dealer on the carpet installation.

D. Unit Deck Railings

There is \$5,300 budgeted to scrape and paint the tops of the deck railings. SRG can do it for \$2,040 plus supplies. There are 102 decks in need of scraping and painting at \$20/unit. Notice of the painting schedule will be posted on each building as appropriate.

E. Policy Re: Water in Crawl Spaces

A copy of the policy was included in the packet as previously discussed by the Board via email. Kevin Lovett said clearing the snow from the atriums made the owners happy. Rob Bullard said he wanted to direct the policy toward mold in general, not just water in the crawl space. Rob suggested several wording revisions. He will provide an updated copy to Kevin.

F. Policy Re: Managing Insurance Claims and Deductible Assessment

The Board discussed claims and deductibles at a previous Board Meeting. The attorney can prepare a written policy for the allocation of the deductible and submission of claims for \$500. The attorney has a boilerplate document that the Board can review and revise as needed. Kevin Lovett thought it should be reviewed by the insurance company before being adopted. The Board authorized Kevin to have the attorney provide a draft.

VI. OLD BUSINESS

A. Roof Plan for 2008

The roof valleys are the main problem area to be addressed this year. There are a total of fifty-two roof valleys, ten of which have leaked at least once and have been identified as problems. Kevin Lovett obtained bids to replace the valleys with the idea that whatever is used (i.e. metal) would be reusable in future reroofing.

1. Turner Morris bid \$12,889 for ten valleys and \$1,450 for one test valley to make sure the appearance is acceptable (1501/203 would be the test since it has caused the most problems). The valley would have 3' of exposed metal.
2. United Roofing bid \$10,511 for ten valleys with a double layer of underlayment.
3. G&G Roofing bid \$35,809 for all fifty-two valleys with woven shingles instead of metal.

Rob Bullard suggested having United and Turner Morris each do one valley for comparison purposes. Tony Peterson asked Kevin Lovett to get more information about the United Roofing warranty. Turner Morris warrants all workmanship for one year, but excludes leaks due to ice dams.

Flat roofs that leaked this past winter included 1501 south end, 1503 south end, 1505 north end and 1517 south end. Turner Morris will be inspecting their flat roofs. If any repairs are necessary due to installation issues they will repair them free of charge. Repairs needed as a result of the heavy winter will incur an expense.

Joe Woodrow said he would lean toward using Turner Morris based on past experience. Scott McLean thought Kevin McClain should be asked to meet with the contractor. Tony Peterson asked Kevin Lovett to have United modify their bid to include the same width of metal to match the Turner Morris bid. Scott said he would be hesitant to use a new company. Rob Bullard asked Kevin Lovett to forward the bids to Kevin McClain for review, but if Kevin McClain is not available, Turner Morris should be asked to do one test valley. Tony did not think it was necessary to do a test valley since a solution is required. The Board asked Kevin to find out what color the metal will be.

Scott McLean made a motion to accept the Turner Morris bid for replacement of ten roof valleys as listed in the roof project packet. Tony Peterson seconded and the motion carried. This should be a new expense account in the Reserve Fund. Rob said Kevin McClain had indicated the 50% up front payment requested by Turner Morris should be struck from the contract as this is not normally required.

B. 1507 Flat Roof

Building 1507 was the only original flat roof that leaked in 2007/2008. Turner Morris bid \$7,790 for complete replacement. United Roofing did not provide a written bid but estimated they could do it at a cost not to exceed \$7,000. Tony Peterson made a motion to accept the Turner Morris bid of \$7,790 to replace the flat roofs on the north and south ends of Building 1507. Joe Woodrow seconded and the motion carried. This should also be a separate project account.

Kevin Lovett will have Turner Morris inspect all the roofs as he noticed some issues when he was up on the roofs.

C. Landscaping – Review of 2008 Summer Projects, Bed Cleaning and Other

Bed cleaning and initial cleanup bids (excluding mulch) were received:

1. Sunrise - \$2,745
2. Greenscapes - \$5,100
3. Summit Landscaping - \$6,100

The budget plan includes:

1. Bed Cleaning – \$3,500
2. Routine Expenses – \$700
3. Adopt a Flower Bed – \$700
4. Pine Beetle Spraying – \$450
5. Irrigation – \$1,000
6. 1503 Slash Removal - \$500
7. Contingency - \$500
8. Total - \$7,400

Bids were received for bed maintenance every two weeks:

1. Sally Willis - \$735/month
2. Sunrise - \$720/month
3. Let It Grow - \$400/month
4. Greenscapes - \$360/month

The Board agreed to contract with Sunrise for the initial bed cleanout and with Greenscapes for the ongoing maintenance. Rob Bullard thought some of the beds may need to be lined with weed barrier and mulched to reduce weeds. The Board will inspect the beds after they have been cleaned out. Kevin Lovett will check on the slash situation by 1503. Rob noted he would object to clearing out naturally occurring deadfall.

D. Water in Garage Issues

Units experiencing water in their garages included 1505 (south end), 1519 (north), 1509 (north), 1515 (south), 1513 (north and south) and 1511 (south). Tony Peterson provided a drawing illustrating his proposed solution. His solution would be effective on Units 1515/203 and 1513/203. The Board directed Kevin Lovett to get a bid from Rob's Excavating to do the work. Kevin will provide a list of unit numbers of the affected units for the minutes. The solution is unknown for Units 1511/205 and 1505/205 (second category due to similarities) and 1509/208 and 1519/208 (third category due to similarities). Tony and Kevin Lovett will tour them next week. This project will be paid of the Reserve Fund.

VII. NEW BUSINESS

A. Dumpster Enclosure Ideas

A follow up item from the Annual Meeting was to enclose the dumpster with doors or to rebuild the shed to improve the appearance. If front swinging doors are added, a man door on the side would also need to be constructed. The main problem is the recycling bins in the dumpster shed. Rob Bullard suggested creating an alcove on the side for the recycling. Scott McLean commented that he would want to put this project lower on the priority list if there any other higher priority item. A bid should be obtained and the Townhome Board will need to sign off on the modifications to the shared enclosure.

B. Review of Annual Meeting Follow-Up Items

1. Window Washing – Some owners have inquired about a bulk price for window washing. Kevin Lovett is getting bids for window washing individual units at owner expense. Rob Bullard said this could be added to the Operating budget next year. Kevin noted that not many Associations include it. Rob said the contractor should be asked to bill each individual owner, not the Association. Kevin said he would give the owners the number of a contractor so they can call and make arrangement directly. Rob will include the information in the President's letter.
2. Cable – An owner had a cable question. Kevin called the owner and provided the requested information.
3. Gutter – Kevin asked the owner to meet with him and walk the property.
4. Utility Box Coverage - Tony Peterson and Kevin will see if there is something that can be done to improve the appearance. A suggestion was made to reconsider the flower box idea.

C. Electric Bill

Joe Woodrow said the Building 1511 and 1507 electric bills were out of line with the other comparable sized buildings. Kevin Lovett will research the history. Rob Bullard told him to call Xcel and to request an "FMI" from a commercial representative.

VIII. ELECTION OF OFFICERS

Tony Peterson made a motion to elect the same slate of Officers. Joe Woodrow seconded and the motion carried.

IX. SET NEXT MEETING DATE

The next Board Meeting was set for Friday, August 8, 2008 at 5:30 in Unit 1515/203.

X. ADJOURNMENT

Joe Woodrow made a motion to adjourn at 8:00 p.m.

Approved By: _____ Date: _____
Board Member Signature