

**MARINA PARK  
BOARD MEETING  
SEPTEMBER 5, 2008**

**MINUTES**

1. **Call to Order.** The meeting was called to order at 12:30 p.m. p.m. by President Rich Rutledge.
2. **Affirmation of Attendance and Quorum.**
  - A. Board members in attendance were Rich Rutledge, Ron Melgren (via conference call), and Zeke Gazett.  
  
A quorum was established.
  - B. Representing Mountain Managers were Eric Gill and Judy Freese (via conference call).
3. **Approval of Minutes from the 6/13/08 Board Meeting.** A motion was made, seconded, and passed to approve the minutes as written.
4. **Repair and Maintenance Report** was reviewed by Eric Gill.
  - A. Revised letter for Bernier/Bosma sent out – payment received 6/23/08.
  - B. “Procedures for Delinquent Accounts” added to Rules and Regulations and sent to owners with the minutes.
  - C. The pool was open from the 4<sup>th</sup> of July through Labor Day and is in the process of being closed down. Eric noted that there had been problems with the thermostat causing fluctuations in temperature. Kaupas Water and a plumber were called in and because a circuit kept tripping, an electrician was also called. Nothing definitive was found. The problem may be the rebuilt pump that is being used – no answers yet. The pool won’t be open again until just before Christmas. It was pointed out that the pool is being used more now than in past years but the numbers still aren’t huge. It is hoped that Mountain Managers will have the cost to run the pool for the annual meeting. Cost of operation will be an important factor in deciding what to do. It was resolved to defer dealing with the temperature problems until a later date.
  - D. \$400 paid to West, Brown, Huntley & Thompson, P.C. for review of the Bosma settlement letter.
  - E. \$1,000 was paid to Studio Summit for landscaping in June. Another \$1,000 was paid in August bringing the total to the \$2,000 that was authorized.
  - F. The boiler system was refilled with glycol due to leaks.

5. **Financial Report.** Eric reviewed the July financials and noted the major areas where the Association was over budget. Utilities were over budget by \$10,887 (year-to-date). Repair and Maintenance was also over budget and Eric noted that some of this was for work billed out before the HOA changed to the all inclusive management agreement. This item will be looked at closely when the next budget is prepared. Roof Snow Removal was over – we need to be proactive on ice dam removal and budget accordingly next year. It was pointed out that there is still some roof work to be done on A & B (under warranty). Legal/Tax was over budget due to the filing of tax returns for the past 3 years. The previous company did not do taxes and Mountain Managers missed last year. No penalties were incurred. Ron stated that 2007 should have been the first year that the HOA was responsible for filing taxes and any previous taxes should be Michael Bernier's responsibility. It was decided to write a letter to Dr. Bernier requesting reimbursement for tax filing for 2 years. (Subsequently it was discovered that taxes were filed for 2006 and 2007 – 2 years. The cost was high due to an additional fee of \$300 to pay for "accounting for beginning transactions of HOA". The actual cost for tax preparation was \$550 for each year. If Dr. Bernier is responsible for filing taxes for 2006, he would also be responsible for the additional accounting fee associated with beginning transactions for the HOA. That would make his portion of the \$1,400 bill \$850. Mountain Managers assumed management in 2006 and if they had filed taxes for 2006 Dr. Bernier would have been responsible for the preparation fee plus the additional charge. In an effort to be fair and since Mountain Managers did not file the taxes for 2006, Mountain Managers will assume part of the responsibility and pay the extra \$300 charge and ask Dr. Bernier to pay the actual tax preparation fee of \$550.)

The checking account balance was \$7,418.75 and the balance in the money market was \$13,781.71.

Delinquencies: Bernier and Bosma were current in June but have not paid July and August. Late fees and interest are being charged. Overall, the Association is looking good in this department – only one other owner is delinquent (30 days).

6. **Old Business.**

A. Utility Billing Study.

Eric explained to the Board that some discrepancies had been discovered in the billing addresses for Xcel bills. Specifically the Xcel bill stated the Rec Room was in building D instead of C. Additionally the pool in building D was also incorrect. Xcel requested notification from a plumber that this was correct. Local's Choice provided the documentation. An electrician also met with Eric and Xcel to look at additional discrepancies. Xcel called in the changes while still on site and it seemed that all was OK. On the August statement Xcel sent Mountain Managers a brand new bill under Marina Park (versus STL Properties). A credit was sent for STL's deposit 4 years ago and Xcel requested a \$9,500 deposit due to a new tax I.D. Dr. Bernier called Xcel and sent a letter disputing the deposit requirement since this wasn't really a new account. Mountain Managers has been paying the utility bills for about 2 years. Xcel has agreed to

waive the deposit if the HOA will agree to auto pay for the next 2 years. This can be done but the Association will have to ensure that funds are available. The biggest utility months are between \$2,000 and \$4,000 so that much must be available. All agreed that this is the best solution.

Eric reviewed the Utility Bill Study. Page 2 of the study shows the totals to date. Eric will continue to update. He noted that the maximum in the cold months has been \$4,500 while warmer months are under \$2,000. Ron asked if Xcel had a monthly payment plan available. Eric stated he would like to wait at least 6 months before changing the method of payment so he gets actual amounts spent for each month.

- B. The area where the benches are located is Marina Park's responsibility. Eric, Terry, and a Town representative met and while there are no property taxes (Marina Park does not own this area), the HOA is responsible for maintaining the areas including landscaping.
- C. Painting. Zeke stated the more he looks, the more he sees that needs attention. The newer buildings are already wearing and will need paint in late 2009 or early 2010. He is no longer sure that spending \$10,000 - \$15,000 for a "band-aid" fix will be adequate. C & D buildings are fading and look bad but they are still solid and should last another year. Zeke also noted that the red may look nice but fades rapidly and may not be a good color choice. The Board may want to consider changing colors. In addition, using a solid stain instead of semi-transparent will last longer. It was pointed out that the red color is rich and classy and could be left around windows. Zeke will look into other possible color combinations – all are in agreement that the buildings need to retain their classy look. Zeke stated that he always uses 2 coats but some contractors only use 1. 2 coats will last up to 7 years while 1 coat will only last 4-5 years. The contractor needs to be carefully selected and touch up painting should be done as necessary to extend paint life. There are also other money savings techniques that can be used such as using a "California" cut – this will save a considerable amount when cutting in trim.

It was resolved to look at this further at the budget meeting. There will not be enough money in the reserves (currently at \$13,000) to cover the painting and a dues increase and assessment will have to be looked at carefully. Painting is estimated at \$25,000 per building. Zeke feels September is the best month to paint – it is the driest month. Painting at other times can result in paint being applied to wet buildings that have not completely dried from the previous night's rain. The optimal time to begin would be one year from right now. Owners can be forewarned about an upcoming special assessment at the annual meeting.

- D. Exterior window washing needs to be done. All agreed that it will be better to hold off until painting is completed.

- E. Complex sign. Zeke still feels that this is necessary. He mentioned the "Mount Royal Plaza" sign by Abby's Coffee. This is made of individual wood letters available at Wal-Mart for about \$25 per letter. 10 letters would be needed to read "Marina Park"; Zeke would like the sign to read "Marina Park Condominiums". He is willing to put the sign together and put it up. The Board agreed to have this done. Zeke will look at various types of letters and get something that looks good.
- F. Hot tub. As discussed at previous Board meetings, Eric has been working with Maximum Comfort Pool and Spa (Shannon) on options for possibly relocating the hot tub to a better location where the pool equipment could be used to run it. 1 skimmer would be needed along with 1 jet pump. The same cover can be used. The study from Maximum Comfort has not yet been received.

All felt this was worth pursuing. If a better location is used plus a larger hot tub, more people would use the facility. The addition of benches, chairs and maybe a fireplace would make the area more attractive. Eric will continue to work on this. It was also noted that if this is done right, owners with private hot tubs may not bother to replace them but will use the complex facilities instead.

7. **New Business**

The estimate from Mountain Maintenance was reviewed. For \$1,727.63, they will do power sweeping/cleaning, crack filling, seal coating, striping, and line removal (blocking out handicap). All agreed this was a great deal and voted to proceed with the project. Eric noted that crack filling should be done annually to prolong life.

8. **Schedule Next Board Meeting.** The next Board meeting will need to be in late October in order for Mountain Managers to prepare budgets. The date decided on is October 31, 2008, 1:00 p.m. at Mountain Managers.

9. **Adjournment.** There being no further business, the meeting was adjourned at 1:40 p.m.

Signed:

Revised – OK for distribution

9-18-08

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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