

**MARINA PARK  
BOARD MEETING  
OCTOBER 1, 2010**

**MINUTES**

1. **Call to Order.** The meeting was called to order at 2:05.
2. **Affirmation of Attendance and Quorum.**
  - A. Board members in attendance were Rich Rutledge, Phil Abston, and Lance Haerberle.  
  
A quorum was established.  
  
Also in attendance was Jeremiah Floyd (B9).
  - B. Representing Mountain Managers were Phil Wells and Judy Freese (via conference call).
3. **Owner Forum.** No comments at this time.
4. **Approval of Minutes from the 3/5/10 Board Meeting.** A motion was made, seconded, and passed to approve the minutes as written.
5. **Repair and Maintenance Report** covered the period of 5/10 through 9/10. Items included legal services (\$1,319.46 and \$1,685.00) – monies have been reimbursed. Also covered were painting (first ½ payment and final payment), seal coating/crack filling/stripping of asphalt, repair of 4 leaking sprinkler heads in B7 and Commercial A, sprinkler system testing and certification on all buildings, and exterior window washing.  
  
Phil noted that the test of the fire sprinkler system indicated there is not enough glycol in any of the buildings and additional glycol will need to be added. In accordance with a new law, the preferred method for adding glycol has changed. Since glycol is somewhat flammable anything exceeding 50% glycol could potentially make any fire worse. The recommended method is to drain the entire system and refill with a pre-purchased 50/50 glycol solution. The new law is not totally in effect yet and it may still be possible to add glycol without draining the system. American Fire Stop is trying to locate glycol to add to the system. Phil noted that the heating system also uses glycol; it's not just for the fire sprinkler system. Glycol is expensive. The estimated cost to add glycol is between \$2,000 and \$5,000. This will be a repair and maintenance item and the budget may need to be adjusted.
6. **Financials.**
  - A. September financials were reviewed. On the income side, the dues amount was short by \$2,157. There were three delinquencies noted with one owner on a payment plan.  
  
On the expense side, utilities were over budget as was trash. Repair and Maintenance was significantly under budget.

The overage in trash may have been due to additional pick ups but it is more likely that trash was under budgeted. Unauthorized use of the dumpster has been noted. This is a problem faced by most HOA's in Summit Country. Locking the dumpster is not necessarily a viable solution. The dumpster must be unlocked for pick up and re-locked. In addition, many people neglect to lock up and leave the dumpster open.

Roof snow removal was also over budget. Phil noted that he will be looking around for a different contractor this winter since the prices charged last year seemed to be high. The budget has been increased for 2011.

The temperature of the pool was discussed. There have been no more incidents of super hot temperatures, but the pool is not being heated to "hot tub" temperature. This will be checked and the temperature restored to approximately 103 degrees. Phil also explained that the overflow sensor went bad a couple of weeks ago and this has been repaired.

Window washing was a non-budgeted item this year and has been added to the budget for 2011. All noted that clean windows made a big difference.

Legal services were over budget (collections, AGR issues, etc.).

Overall, the HOA was \$2,077 under budget on expenses year-to-date. The balance in the checking account was \$14,401.18 and the money market account balance was \$59,741.06.

- B. 2011 Budget. The budget comparison (2011 versus 2010) was reviewed. Phil explained that utilities were budgeted with a 15% increase. Electricity is expected to go up. Gas is currently down and may stay down but this is unknown at this time. There is already a utility increase showing for the HOA and X-Cel has re-tiered.

All increases shown on the budget are per contract, based on actuals, or based on the previous year's budgeted amounts. Occasionally, the previous year's budget numbers are used instead of actuals especially if expenses were unusually low for the year. Using the previous year's budget numbers allows for what has been perceived as "normal" expense for that particular line item. If it remains low for another year the budget will be adjusted.

It was noted that there is not much money allocated for landscaping. Phil explained that \$2,000 is in the MCR for 2011. Landscaping does not reflect in the operating budget.

Jermiah noted that landscaping needs a lot of work. The front area needs much more than just some plantings. The soil is the worst possible with lots of rock. Top soil will be needed along with irrigation. The drip system in this area is not functional. Phil stated that if approved, the \$2,000 in the MCR can be used for

this. On-going maintenance will also need to be allowed for. Native plants should be OK with a drip system but it needs to be working to do the job. If top soil is going to be added, that would be the time to do a drip system. There is water available near the front area. The entire complex needs landscaping attention. Many of the shrubs and plants have died.

It was suggested that the first step should be the development of a master landscape plan. Jeremiah and Lance had prepared one previously and this will work with a little updating. It was originally planned to establish a priority list and do a little more landscaping each year. Unfortunately, this wasn't done due to lack of funds.

Owners have expressed interest in either donating to or helping with landscaping projects. Landscaping will be an agenda item at the next HOA meeting. Once a plan has been established it will be easier to see what needs to be budgeted for and when it can be done.

Phil explained that the 2011 budget results in a negative \$2,412. This may be OK since it's hoped that it will not be necessary to spend everything that is budgeted. Expenses will have to be watched very carefully. Repair and Maintenance has been reduced considerably and it appears that (after much effort) the HOA finally has these expenses under control. It was noted that if absolutely necessary, the anticipated contribution to reserves can offset the budget deficit. Phil stated that having no reserve contribution is never a good idea.

A motion was made, seconded, and approved unanimously to approve the 2011 budget as presented.

- C. MCR: Phil pointed out that monies had been kept in the operational budget to pay for the painting, window cleaning, etc. The starting balance for 2011 should be about \$69,000. The only item scheduled for 2011 is \$2,000 for trees/plants. This may be a good time to spend a little more and get the landscaping looking as good as the buildings do. The front and west sides are the most visible and should be done first. Increasing the landscaping budget will be discussed at the annual HOA meeting.

A motion was made, seconded, and passed to approve the MCR as presented.

7. **Old Business.**

Parking issues: the only real problem has been over the 4<sup>th</sup> of July weekend. Parking was watched carefully this year and no real problems were noted. There were parking spaces available.

8. **New Business.**

- A. Regulating the pool temperature was previously discussed. A question was raised on whether a salt water pool would be an option. This would eliminate the need for chemicals and salt would only need to be added once a week or so. Mountain Managers will check with some pool companies and see if a salt water pool would be feasible and what, if any, maintenance would be required.
- B. It was suggested making the hot tub area a part of the master landscaping plan. This will be discussed at the HOA meeting.
- C. The pool bubble cover went "missing" for a while but is now back. People do not remember to put it back on after use and it really does help retain heat.
- D. George Schock's e-mail regarding painting was looked at. The issue was previously addressed. All owners were notified in advance of painting. Mountain Managers' Property Management Department spoke with George's tenant during the painting and there were no major problems noted. The tenant did not seem to be upset or feel she was drastically inconvenienced. No other owners voiced any complaints and the painters went out of their way to be accommodating.
- E. The painting was discussed and it was noted that while 2 coats were applied, the paint/stain was not allowed to completely dry between coats. This is not uncommon. Spraying "wet on wet" may not be ideal but if the painters have to come back to apply the 2<sup>nd</sup> coat, the price will increase significantly. The price was a very good one and the buildings look great. There is a 3 year warranty in place if any touch up work is needed.
- F. Phil and Rich spoke about the utility costs. Utilities make up about 1/3 of the budget and ways to cut back on usage were discussed. It was suggested that a survey be done by a master electrician. It is not realistic to turn off the snow melt system since this is an area that can't be plowed. The complex has a lot of lights that are on all night. It was noted that half of these could be turned off. Any burned out lights should be replaced with compact fluorescents. Phil stated that it would make sense to replace all bulbs with CFL's now and not wait until they burn out. It's important that the buildings are not totally dark but neither do they need to be so brightly lit. Phil has walked around the complex quite a bit at night and believes that the lights can be cut back. He'll prepare some suggestions and forward to the Board.
- G. Seasonal decorations were discussed. Lance and Jeremiah thought that something uniform for all decks would look really nice. Each patio has an electric outlet so lighting shouldn't be a problem. Something simple (garland and lights) would be preferred. Owners can be notified of what the plans are and either do it themselves or have Lance/Jeremiah do it for them. This can be discussed at the HOA meeting. Lance and Jeremiah may e-mail owners with preliminary suggestions plans prior to the meeting.

9. **Owner Forum.** No additional comments at this time.
10. **Schedule Next Board Meeting.** The annual HOA meeting is scheduled for 12/4/10 at 4:00 p.m. The Board does not think it's necessary to meet prior to that time. Any issues that come up can be addressed via e-mail. If something needs to be discussed prior to the meeting the Board can arrange to meet 30 minutes prior to the HOA meeting. No date for a Board meeting was set at this time.
11. **Adjournment.** There being no further business, the meeting was adjourned at 4:20 p.m.

Respectfully submitted:

Judy Freese, Recording Secretary

**APPROVED:**

Approved via e-mail

12/1/10

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Rich Rutledge, President

Date