

**MARINA PARK  
BOARD MEETING  
JANUARY 22, 2011**

**MINUTES**

1. **Call to Order.** The meeting was called to order at 4:03 p.m.
2. **Affirmation of Attendance and Quorum.**
  - A. Board members in attendance either in person or via conference call were Rich Rutledge, Greg Waters, and Lance Haeberle.  
  
A quorum was established.  
  
Also in attendance was John Wilson (B10).
  - B. Representing Mountain Managers were Phil Wells and Judy Freese (via phone).
3. **Owner Forum.** No comments at this time.
4. **Approval of Minutes from the 10/1/10 Board Meeting.** A motion was made, seconded, and passed to approve the minutes as written.
5. **Repair and Maintenance Report** was reviewed and covered the period of 11/10 through 12/10. Items included making requesting changes to the MCR and replacing the pool inducer motor. Phil noted that this was not the same motor that was previously replaced. One pump will be rebuilt and kept as a spare so if there is a failure, a pump will be on hand for replacement,  
  
Someone had pulled a hose out to the pool and left it there. Phil explained that there is a valve to add water to the pool and any Mountain Managers employee would have used the valve and not a hose. Several people noticed the hose but simply thought management was adding water to the pool. The door is now secured and this should not happen again.  
  
Lance was participating via conference call and explained that he probably would not be able to stay for the entire meeting. He asked that any items that required his vote/input be discussed first.
6. **Officer Positions.** Rich agreed to remain as President. Greg will act as Vice President and Lance will be Secretary/Treasurer.
7. **Landscaping Plan.** Whether or not to hire a professional or do landscaping internally was briefly discussed. Phil suggested that some kind of master plan be prepared and then the Board could decide how much money to spend, what to do first, etc. Areas can be prioritized during the spring walk through of the complex. Further discussion was tabled until the next Board meeting.

8. **Locking of Hot Tub Area.** Phil noted that when the pool is closed and covered for the night, it is effectively closed. The workout room is not as secure and anyone can get into the area. He asked if the Board would like to consider putting dead bolts on the entrance gates. These could be unlocked at 10:00 a.m. when the pool area is opened and locked when the pool is closed for the night. Since this has not been a problem in the past and people often like to work out earlier than 10:00 a.m., it was decided not to lock this area.

There have been quite a few positive comments regarding the pool being kept at hot tub temperature. The pool is seeing more use than the hot tub ever did. The pool was not designed to be kept at high temperatures but Phil has spoken to the professionals and it does not seem to be an issue. Stains cannot be removed but the plaster condition is still good. When it comes time to re-finish the pool, decisions can be made on whether or not to put a liner in, etc. The only negative aspect to a warm pool is the utility bills. Utilities are over budget and keeping the pool so warm is partly responsible. Rates have continued to rise but have been budgeted for. It may be a good idea to consider lowering the pool temperature during the summer months. The heated driveway is a big expense but there is no alternative. Even if it was possible to plow this area (that is not possible) paying for plowing would be a considerable expense. A dues increase may need to be looked at in view of rising utility costs. Per square foot, the Association's dues are right in the middle of comparable HOA's.

9. **Financials.**

December/year-end financials were looked at. Income (not including the assessment) was nearly \$28,000 over the budgeted amount. This includes dues collection, 3 months reserves on sold units, and collection of late fees/interest. On the expense side, utilities were over budget as was trash, roof snow removal, pool, legal, and window cleaning (not budgeted for in 2010). Repair and maintenance expenses were significantly under budget (\$10,070). Overall, the Association was under budget on expenses by \$2,090 year-to-date and showed a net surplus of \$29,705 (not including assessment monies).

Phil explained that there probably will not be an income overage in future years. Most owners are current on their dues, the developer issue has been resolved for now, and it is not anticipated that late fees and past due payments will be a factor in future budgets. Reserves will still continue to be collected upon sale of units. The HOA managed to "get healthy" this year and has money in reserves.

The balance in the checking account was \$24,472.94 and the money market account balance was \$59,688.86. The Association is looking pretty good at this time. Assessments may still be needed for major projects but these should not be nearly as high as in the past.

Delinquencies were discussed. D18 continues to make payments in accordance with the payment plan. A possible discrepancy was noted in the delinquencies. Phil will check and inform the affected party.

A question was raised on what kind of cushion the HOA has, provided all owners pay dues on time and expenses remain on target. Phil checked the 2011 budget and noted that the estimated cash flow is \$1,148 for the year (about \$95 per month). A dues increase may be necessary in the future to increase cash flow. With the economy in its current state, the Board has tried to avoid an increase. Phil stated that if dues are increased, it's better to do a big enough increase to carry over a couple of years so an additional increase is not needed the following year. It's also important to try and avoid a dues increase in the same year that an assessment is needed. If dues increases are done every other year beginning in 2012, the next painting assessment would not fall in the same year as a dues increase. It was also noted that higher dues may be a sales killer for some people. It's important that realtors/potential buyers realize that per square foot the dues for Marina Park are not really high. At the last HOA meeting, realtor Bruce Mitchell felt that the dues level was great.

10. **Old Business.**

Officer positions were determined earlier in the meeting. The landscaping plan and what to do with the hot tub area were both deferred until the next Board meeting.

11. **New Business.**

- A. Proposed Collection Policy: Mountain Managers has drafted a collection policy that has been approved by the HOA attorney. It is not intended to do away with the current collection policy but will serve to strengthen it. Late fees and interest will continue to be charged in accordance with the Association's governing documents. Many of the HOA's managed by Mountain Managers have adopted the policy; a few have elected not to. The revised policy is as follows:

30 days delinquent	Delinquency statement to owner noting that late fees/interest will be added
60 days delinquent	Letter to owner showing late fees/interest as outlined in the Association's Covenants and stating intent to turn account over to an attorney for collection. All legal costs are the responsibility of the unit owner. Starting cost is \$300.
90 days delinquent	Attorney will send a demand letter giving owner 15 days to respond. If no response, attorney will proceed with appropriate collection activity up to and including foreclosure.

Sending a letter to delinquent owners letting them know that legal action is pending usually gets a response. If it doesn't, it's a pretty safe assumption that the owner is having financial problems and it's better to get a handle on the delinquency sooner rather than later. The HOA cannot afford to carry delinquent owners and has the right to foreclose if necessary. Any legal fees associated with collection are charged to the delinquent owner. Phil stated that he is not "pushing" this policy and it's up to the Board to decide. Greg didn't see any reason why such a policy should not be adopted. After discussion, a motion was made, seconded, and passed to approve the revised collection policy. The Rules and Regulations will be amended and sent to owners.

- B. Ice build up/icicles: Greg noted that he is having significant ice build up at his garage (B7) and is concerned about ice dams. Phil stated that the roof snow removal people are back logged but roofs should be cleared during the next week. There has been a lot of snow this season – the average yearly snowfall is 300” and there have already been 287” to date.
- C. There may be some water issues around the dumpster when the snow melts. This is not normally a problem when it rains, etc. It is simply the huge amount of snow that is causing problems. The dumpster doors have also been an issue and Phil explained that the door tracks will be greased to keep them from freezing and this should also make the door easier to open.
12. **Owner Forum.** No additional comments at this time.
13. **Schedule Next Board Meeting.** The next Board meeting will be held on 3/19/11, 4:00 p.m. at Mountain Managers.
14. **Adjournment.** There being no further business, a motion was made, seconded, and passed to adjourn the meeting at 4:55 p.m.

Respectfully submitted:

Judy Freese, Recording Secretary

**APPROVED:**

Approved via e-mail

1-29-11

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Rich Rutledge, President

Date