

**MARINA PARK  
BOARD MEETING  
JUNE 4, 2011**

**MINUTES**

1. **Call to Order.** The meeting was called to order at 4:05 p.m.
2. **Affirmation of Attendance and Quorum.**
  - A. Board members in attendance were Rich Rutledge and Greg Waters (Lance Haeberle was unable to attend).

A quorum was established.
  - B. Representing Mountain Managers were Phil Wells and Judy Freese (via phone).
3. **Owner Forum.** No owners other than the Board were in attendance.
4. **Approval of Minutes from the 3/19/11 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 3/11 through 5/11. Items included inspecting and repairing heat tape where needed (added 6' of additional heat tape and replaced 4 splice kits to get all heat tape working), and reimbursement to Greg Waters for purchase of a new treadmill. The treadmill was obtained at a great price (about ½ retail) and has a warranty but no service agreement. Greg is checking into service agreements.
6. **Financials.**
  - A. April financials were reviewed along with year-to-date numbers. Income is ahead of budget by \$1,710 year-to-date. Expenses were looked at. Utilities were under budget by \$2,077 which is good considering the bad winter. There was lots of snow but the temperatures weren't too bad. Repair and Maintenance was over budget by \$1,155. All other items were close to budgeted amounts. No heavy equipment snow removal was needed which was pretty amazing due to the amount of snow. A new plow contractor was used this winter and use of a Bobcat allowed for adequate stacking of snow. Pool chemicals were over budget by \$255 but this will even out over the course of the year. Supplies were also over budget by \$301 (purchased electrical tape, various types of light bulbs, vacuum for the property, and ice melt). Over all the HOA is \$1,382 under budget on expenses year-to-date and shows a budget surplus of \$3,128.

Delinquencies were reviewed. Two are minor and one owner remains seriously delinquent. Appropriate collection procedures are being followed.
7. **Executive Session.** In accordance with CCIOA 38-33.3-308, "The minutes of all meetings at which an executive session was held shall indicate that an executive session was held, and the general subject matter of the executive session." The general subject matter was discussion of delinquent accounts and options for collection. No actions were voted on during the executive session.

The Board reconvened in regular session and continued with the financial report.

- B. The 2011 Operational Budget was revised to show increased reserve allocation (\$14,000). Some line items were reconfigured in order to increase the reserve contribution. Utilities were reduced and are still under budget. The HOA is currently looking good on expenses.
- C. MCR: Landscaping (plants/trees) and rock/stonework are budgeted separately on the MCR. Landscaping will be looked at during the walk around following the meeting. Replacement of dead plants/shrubs should be done but there probably is not a need to do much more.

8. **Old Business.**

- A. The walk through following the meeting will include looking at landscaping, the hot tub area, rock/stone work, etc.
- B. Treadmill service agreement – Greg will work on this.
- C. Greg asked about the doors to the exterior storage closets. Some are deteriorating. Is this an owner or HOA expense? The Declaration will be checked. (The Declaration does not specifically list exterior storage closets under either owner or association maintenance responsibilities. The Decs do state that unit doors are an owner responsibility. In addition, the storage closets, by definition, are limited common elements since they are “for the exclusive use of an owner of a Unit or are limited to and reserved for the common use of more than one but fewer than all owners.” It would therefore appear that exterior storage closets are an owner responsibility.)
- D. Changing the pool to salt water was discussed. Several people had expressed interest in a salt water pool and a preliminary estimate was obtained from Kaupas Water in the amount of \$2,132.26. This does not include changing the current pool heater to one that can withstand the corrosive effects of salt water. It was noted that very few heater manufacturers offer a warranty on their heaters if it is run on a salt system. Because the boiler that heats the pool also heats the driveway and sidewalks, it could be cost prohibitive to convert to salt. Before making any decision, the Board would like to know how much money could be saved using salt versus pool chemicals. Mountain Managers will contact Kaupas for additional information.

9. **New Business.**

- A. It has been observed that a person with a Landscape Tree Service truck is parking the commercial vehicle at Marina Park every night. Two other trucks (same company) consistently park on the other side of the berm in the Workforce parking lot. The Rules and Regulations do not currently prohibit commercial vehicles. Parking is not normally an issue except for peak holiday weekends and then it's often non-residents using the lot. The Declaration will be checked to

see if commercial vehicles are addressed. (Declaration was subsequently checked – there is no mention of any parking restrictions. Per the Bylaws, the Board has the authority to “adopt and amend Bylaws and Rules and Regulations” and could therefore revise the parking rules if they decide to prohibit commercial vehicles which is standard for most properties.)

- B. Unit A-3 has experienced roof leaks in the master bedroom due to ice dams. There was a previous leak (small amount of drywall damage noted) and it leaked in the same spot. This is not currently a major issue but it could be in the future if the same leak continues. An estimate for heat tape on the valleys was obtained from Turner Morris in the amount of \$1,225.00. Phil noted that there is a new “hot edge” system consisting of a metal plate that attaches to the fascia board and is heated by a small amount of heat tape. Nothing penetrates the roof using this system. There is a contractor that is very interested in finding a place to install a demo system. He would provide all materials and the HOA would pay only for installation. Questions were asked about how this would change the exterior appearance of the building and Phil showed Board members a sample of what it would look like. The appearance is actually much better than lots of heat tape. The system is more expensive than regular heat tape but should last considerably longer and requires much less heat tape. The system is not currently used anywhere in Summit County but the contractor has used it in other mountain communities. The system has been tested and it works. It was suggested that the heat tape currently on A-3 could be removed and saved for use somewhere else. The Board felt it would be worth getting an estimate of cost and this will be done and forwarded to the Board. Other possible sites for the new system will be looked at during the walk through and the contractor will be asked to look at the buildings for the best areas to place the new system.
- C. Making owners responsible for all interior repairs even if damage resulted from a common area leak (i.e. roof) was discussed. Another Summit County property has done this and the insurance company has said they would not question the policy of it's written that way in the governing documents. It may be possible to add this to the Rules and Regulations versus amending the Bylaws. It is far cheaper for owners to obtain coverage through their HO6 policy than to use the HOA's insurance. This could save the Association money which help in keeping dues down. All owners are ultimately paying for HOA insurance through their dues and it benefits everyone to keep expenses down. There was some hesitation on the part of the Board about requiring owners to pay for interior damage from leaks that occur in common area, especially the ones that recur in the same place over and over in spite of the HOA's best efforts to rectify the problem. This is an issue that could be brought up at the HOA meeting before implementing. No decision was made at this time pending further research. Mountain Managers will contact the insurance company and find out what wording would be acceptable to implement this and whether or not it's acceptable to put it in the Rules and Regulations versus Decs or Bylaws. The Declaration states that “Each Owner shall maintain and keep in repair the interior of his

Unit..." and, "Each Owner shall be responsible for the maintenance of the interior non-supporting walls of his Unit, and the surface materials thereon such as plaster, drywall, paneling, wallpaper, paint, tile and carpeting of the perimeter walls, ceilings and floors within the Unit, including Unit doors, windows and screens."

- D. Greg noted that all sewer lines go under his unit. The mechanism to keep sewer lines clear is in his garage. It was replaced several years ago with a larger unit but it's starting to back up again. Since this mechanism services more than one unit, it is not Greg's responsibility even though it's in his garage. Mountain Managers will check the records to see who did the work last time.
- E. Exterior window cleaning was not a budgeted item this year. It was done last August. Funds are available if the Board wants to do it again this year. The Board asked Mountain Managers to go ahead and schedule this as soon as possible (preferably before the 4<sup>th</sup> of July). Due to late snows and the amount of snow on the ground, the window cleaners are running behind. It will be scheduled at the earliest date possible.
- F. Gas fireplace inspections and dryer vent cleaning were discussed. From a safety standpoint, fireplace inspections are a good idea and should be mandatory to ensure everyone gets it done at least every 2 years. Some units have 2 fireplaces, others have 3. The cost for inspection (per Service Monkey) is \$85 per fireplace. The Association can arrange to have inspections done and pay or each owner can be billed for their individual unit. Dryer vent cleaning is very important since lint build up in vents can create a fire hazard. This is recommended annually or every other year depending on usage. Gas fireplace inspections and dryer vent cleaning have never been done at Marina Park except as done by individual owners. It was pointed out that if this is left up to owners, some will not have these services accomplished. If this is made an HOA expense, dues will go up. Owners will ultimately end up paying for the services whether the HOA pays or owners pay individually. It was felt that it would be better to make both items mandatory and bill each owner individually. This will be an agenda item at the December HOA meeting. The Board will notify owners that due to safety issues, the plan is to have both fireplace inspections and dryer vent cleaning done on a regular basis. Owners will be asked to comment on being billed individually or having the HOA pay which would require a dues increase. A dues increase is being considered in order to fund reserves but it will have to be increased if the HOA is going to pay for fireplace inspections and dryer vent cleaning. It is important to build reserves to avoid large assessments. Assessments are not always equitable and it's much more difficult these days to obtain a loan to pay a big assessment.
- G. Unit access was talked about. The Rules and Regulations require that all units be keyed to a master key system. A letter will be sent to owners who are not on the master key system reminding them that their unit must be keyed to master and giving them 30 days to comply. Failure to comply will result in the HOA hiring a locksmith to re-key the unit at owner expense.

- H. There has been evidence that pets have been in the pool area and recreation room. It was resolved to revise the Rules and Regulations to prohibit pets in the pool area or recreation room area at any time. This will also be added to the fitness room rules.
10. **Schedule Next Board Meeting.** The next Board meeting was scheduled for 8/20/11, 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 5:50 p.m.

Respectfully submitted:

Judy Freese, Recording Secretary

**APPROVED:**

Approved via e-mail

6-10-11

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Rich Rutledge, President

Date

**MARINA PARK WALK-AROUND  
6/4/11**

Following the meeting, the Board conducted a walk-around at the complex. It was decided to accomplish the following:

1. Remove the extension cords from Building C inside pool area and Building D next to the mechanical room
2. Obtain cost for:
  - Removal of the hot tub and repair of walls and concrete floor
  - Installation of a fire pit on the north end of the pool where the flagstone needs to be repaired
  - Installation of gas line where the hot tub is currently located for a gas grill
  - Re-doing the downspout to the left of the hat ship so it drains down the heated driveway
  - Installation of decorative rock in beds in front of Building B in lieu of plants (fine colored rock)
3. Remove plants from rock bed between D building and the pool
4. Remove all dead plants