

VILLAS AT PROSPECT POINT CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES
March 20, 2014
Dillon, Colorado

I. CALL TO ORDER

Tony Peterson called the meeting to order at 6:10 pm.

Board members present were:

Tony Peterson, President
Scott McLean, Treasurer
Sean Cavins, Vice President
Otis Halverson, Secretary – via telephone
Kevin McClain, Director

Tim Morris of Turner Morris was present to discuss the roof report.

Representing Summit Resort Group were Kevin Lovett, Peter Schutz and Deb Borel. A quorum was present.

II. ROOFING DISCUSSION, TURNER MORRIS

A. Tim Morris presented the re-roof specs Turner Morris has prepared for the Villas. Discussion of the project overall, spec's and details ensued between all present.

Highlights of the discussion listed as follows:

- a. Tim Morris complimented the Board for the process of establishing professional re-roof specifications and having an independent third party inspect the re-roofing project both during and at the end of the project.
- b. Turner Morris, SRG Management and the Board are aware of the history of the Prospect Point roofs and problem areas are known and have been tracked.
- c. The Board expressed their preference to having a better built roof system rather than to have large amounts of heat tape.
- d. Tim reviewed few keys points of the spec's to include:
 - Grace ice and Water Shield (far superior product to "generic bituthane")
 - Function of metal valleys
 - Function of standing seam snow breaks on the backsides of the buildings
 - Function of proper flashing
 - six nails per shingle
 - Venting
 - Flat roof sections, to include strand of heat tape to allow the flat roofs to drain
- e. The entries to the atriums of the "large" buildings were discussed as with the current set up of gutters and heat tape, all of the roof snow / water shed is deposited in front of the atrium entries and creates an icy condition. The idea was discussed to remove the heat tape and gutters from the areas above the decks above the atrium entries to minimize the ice deposit in front of the atrium entries.
- f. The inside of the atriums of the "large" buildings was also discussed. SRG pointed out that if the heat tape fails within the atrium, mass

quantities of ice form quickly creating a serious situation. The idea to extend the roof line within the atrium and add a metal snow break on the eaves to allow the snow and ice to simply shed directly into the ground and eliminate the gutters, heat tapes and downspouts was discussed. Kevin M will investigate this option a bit more.

- g. Upon discussion, all agreed to minimize / eliminate as much of the heat tape and gutter systems as possible and try a winter with a no heat tape/ no gutter design. If, heat tape and gutter systems prove necessary, these can then be added. Since there will most likely be no heat tape/ gutter system on the roofs that sit above the individual unit decks initially, there may be additional snow and ice accumulation on individual unit decks and the Board agreed that if a new extraordinary maintenance issue is created, the a heat tape / gutter system will be added.
 - h. Turner Morris presented small and large building re-roof cost estimates for budgetary and replacement scheduling purposes.
- B. Tim Morris was thanked for his time, dismissed himself and the Board continued discussion of the roofing project.
- a. SRG will get bids from roofing companies.
 - One bid will be to have all of the roofs done at once.
 - One bid will be to have the roofing project extend over a four year period.
 - b. An independent contractor will be hired to monitor the project.
 - c. Before the specs are sent to contractors, the insulation addition option will be removed from them.
 - d. The specs will be followed as closely as possible.
 - e. SRG will present bids to the Board as soon as they are received.

III. OWNER FORUM

Notice of the meeting was posted on the website. No owners, other than Board members, were present.

IV. APPROVE PREVIOUS MEETING MINUTES

Otis made a motion to approve the minutes of the November 1, 2013 board meeting as presented. Sean seconded and the motion carried.

V. FINANCIAL REPORT

SRG reported on the January 2014 close financials as follows:

- a. \$42,619.63 in Operating
- b. \$141,013.05 in Reserves
- c. \$107,955.90 in Alpine Bank CD (3/15/14) This amount was moved into general liquid reserve account when the CD expired.
- d. \$105,230.16 in US Bank CD (8/22/15)
- e. \$100,000 in Centennial Bank CD (5/12/15)
- f. January expenses close \$20,070 under budget. There are outstanding bills for ice removal as well as roof snow removal that have occurred since January close.

- g. The Board discussed major areas of variance and noted that no account is over budget.

Accounts Receivable shows that one owner is \$3,203 behind in dues. Certified notices have been sent on February 1, 2014 and March 1, 2014. SRG will continue to monitor and work to collect. SRG will get an O & E to determine if there is equity in the unit.

Budget 2014-2015- SRG presented the draft 2014-15 operating budget to the Board as follows:

- Revenues
 - No change to operating dues
 - 10% increase to reserve funding (\$5 to \$8 per unit per month)
- Expense line item changes
 - 504 – Insurance will increase \$219 to cover annual premium increase
 - 513 – Cable TV will increase \$1,356 to cover annual cable increase of 3% in April
 - 514 – Trash Removal will decrease \$1,140
 - 515 – Common Electricity will decrease \$801 annual, which is 10% over actuals.
- In reviewing trash pricing, Scott referred to the Summit Daily news article and asked about recycling glass; SRG has contacted Waste Management for instructions and await response. SRG will let the Board know as soon as info is received.
- The deficit on the 2014-2015 budget will be “zeroed out” for presentation to the owners at the annual meeting.
- Sean moved to approve the budget for presentation to the owners at the annual meeting. Scott seconded and the motion carried.

VI. MANAGING AGENTS REPORT

Kevin Lovett reported on the following items:

- A. The Board reviewed a spreadsheet that included the roof leaks and repairs that have occurred during winter of 2013-2014. It was noted that heat tape was replaced in the in ground drain in front of buildings 1501 and 1509.
- B. LED Lights status – replaced 1511, 1513, 1515 and 1517 with new LED bulbs. This summer another phase will take place.
- C. The Board reviewed the results of the Internet Survey – 50% of the homeowners responded.
 - a. At the time of the meeting, 28 responses had been received supporting the addition of bulk internet and 24 responses received stating do not add association provided internet.
 - b. SRG will send the Board an updated internet vote tally on May 10th.
 - c. SRG will find out contract specifics from Comcast. Length of term and effect on Cable TV contract will be reviewed.
 - d. Two budgets will be presented at the annual meeting. One will be with the Internet cost, the other will not.
- D. SRG reported that there is no deed-restricted unit in Villas at Prospect Point.

- E. Insurance Renewal- SRG presented the following insurance renewal
 - a. 2013 total premium was \$16,936
 - b. 2014 total premium is \$16,091, a decrease of \$845 annual.
Upon review, the Board agreed to proceed with the Farmers Renewal.
- F. Landscape Plans 2014 – landscape plans for 2014 were discussed to include:
 - a. General spring clean up including raking and repairing grounds from plow damage
 - b. Irrigation start up by Greenscapes
 - c. Flower bed clean up by Bobby Cat
 - d. Fertilizer application on all grass in the spring and again in the fall
 - e. Address wild area behind 1515 / 1517 buildings – SRG will obtain bids.

VII. RATIFY BOARD ACTIONS VIA EMAIL

Sean made a motion to ratify the following actions made via email:

- 11/05/13 – Decision not to pursue FHA prequalification
- 11/07/14 – Purchase of \$100,000 CD with Centennial Bank
- 11/18/14 – Property Management Agreement renewal
- 12/13/14 – Approval of revisions to Collection Policy and Records Collection Policy

Kevin M. seconded and the motion carried.

VIII. OLD BUSINESS

- A. Roofs – this was discussed above

IX. NEW BUSINESS

- A. Projects 2014 – the following projects are
 - a. Roofs
 - b. Asphalt – the Board reviewed the RFP that was enclosed in the meeting packet. This summer is scheduled to do patching, crack seal, seal coat and restripe the complex. SRG is in the process of obtaining bids for this. The Board talked about the impact of the re-roofing project on “new” asphalt work; lots of traffic and dumpsters... Crack seal and patching can be done, even if the roof project takes place. The seal coat and restripe may be delayed until next summer. SRG will obtain bids and the Board will discuss further as decisions are made with regard to the roof project.
 - c. Dumpster Enclosure Doors – The Board discussed Townhome Board feedback as well as bids for different options for installing dumpster doors as follows:
 - i. Townhome feedback – expressed concern re:
 - 1. Ongoing expenses to repair
 - 2. Access – they think it will be too tight to walk into
 - 3. Snow and issues and damages to doors
 - ii. Swinging doors (ranch gates with siding)
 - 1. Alpine Craftsman
 - a. West dumpster enclosure - \$3,300

- b. East dumpster enclosure - \$4,680
 - 2. Creative Housing Solutions
 - a. \$3,183 for all 6 doors – custom welded
 - iii. Full enclosure with garage style door
 - 1. Creative Housing Solutions - \$11,713
 - iv. Shed roofs and swinging doors
 - 1. Creative Housing Solutions - \$10,265
- This discussion has been tabled for the time being.

B. Annual Owner Meeting – The Board and SRG discussed plans for 2014 annual owner meeting:

- a. May 24, 2014 at 9:30 am (Master Association meeting at 9:00 am)
- b. Notice will be sent to owners on April 24, 2014
- c. Board member renewals – The terms of Tony, Scott and Kevin M. will be up for election this year. All are willing to re-run.
- d. Roof presentation will be included in the annual meeting notice as well as Internet/ Budget “vote”.

X. NEXT MEETING DATE

The next board meeting will be held in after the annual meeting on May 24, 2014. If another meeting is needed before the annual meeting, a conference call will be scheduled.

XI. ADJOURNMENT

At 8:30 pm, Sean made a motion to adjourn. Scott seconded and the motion carried.

Approved By: _____ Date: _____
Board Member Signature