

MINUTES OF THE BOARD MEETING
OF THE ANCHORAGE WEST ASSOCIATION

February 1, 2013

I. Call to Order

At a meeting of the Board of Directors of the Anchorage West Association, duly and regularly called and held at 3:05 pm on Friday, February 1, 2013, there were present in person Chris Durkin, Mark Gale and Melissa Barrett. Dale Hill and Jim Sebben attended by phone. Kevin Lovett and Deb Borel were present from Summit Resort Group. A quorum was present.

II. Owners Forum

No owners, other than board members, were present.

III. Review and Approve Minutes from October 12, 2012 Board Meeting

Chris made a motion to approve the minutes from the October 12, 2012 board meeting. Mark seconded and the motion carried.

IV. Financials

Financial Report as of December 31, 2012

- December 31, 2012 close financials report that Anchorage West has \$13,671.83 in Operating and \$24,749.74 in Reserves
- December financials report \$7,296 under budget in YTD financials
- All reserve contributions are current
- Discussed major areas of variance-overall under budget

V. Project Updates / Discussion Items

Kevin Lovett reported on the following:

- Complete Items
 - Sign is in place
 - Boat lot fence post repair
 - Irrigation box repair at the boat lot entry
 - Rubber parking blocks installed at three locations at the upper building
 - Asphalt shingles replaced-lower south building "ice shed roof"
 - Lower north building drywall fix in basement
 - Gutter leak repairs
 - Step repairs-replaced metal grated step from upper building parking lot to boat lot. Dale recommended installing a "metal pan" or "feet" to be placed under the step to prevent it from sinking into the asphalt.
 - Flue cap replaced on the upper building. There is one remaining original flue cap (on lower South building) and it is rusted. It will be monitored.
- Report/Discussion Items
 - HB1237-Kevin discussed the House Bill that went into effect on January 1, 2013. Three highlighted items of the new bill were reviewed :
 - Board actions via email must be tracked as items of association record. Action items taken via email will be ratified at the following board meeting and will be recorded in the minutes of that meeting.

- Owner permission must be obtained to post individual owner telephone numbers and email addresses on the owner list. A survey was sent to all owners requesting permission to publish their contact information. To date, 30 surveys have been returned.
- Records Inspection Policy change. HB 1237 removed the requirement that Owners must state proper purpose when requesting Association records. SRG presented a revised Records Inspection Policy. Upon review, Melissa moved to approve the revised Records Inspection Policy. Chris seconded and the motion carried.
- Annual Meeting will be held on Saturday, July 13, 2013. Official notice will be sent to owners on June 13, 2013.

VI. Ratify Board Actions via Email

- Chris moved to ratify approval to replace the missing flue cap on the upper building. Melissa seconded and the motion carried.

VII. Old Business

- Manager Unit Projects- The Board discussed Manager Unit Projects to include flooring replacements and shower door replacement.
 - Carpet/Flooring-Discussed two options for flooring totaling approximately \$6,400. SRG will obtain additional carpet and flooring bids to include a bid from Carpet Direct. Mark suggested that the board make the flooring color selections.
 - Shower Door-Discussed two options for shower door replacement-either sliding shower door or pivot door at a cost between \$350 and \$550.
 - Chris proposed that prior to the end of May, SRG get the bid for carpet, tile and shower door, and then do a portion of the work in May and the rest of it done after June, so the cost will be in two separate fiscal years. Melissa will work with SRG on product selection.
 - SRG will let Mark and Pam know what the status is.

VIII. New Business

- Projects 2013
 - Terrace Blocks - The Board and Management discussed the existing terrace block stones. The existing top row of terrace blocks have "solid tops"; the "solid top" terrace blocks are no longer available. "Open top" terrace blocks as we currently have now on the terrace block levels below the "solid top" are available; they are titled "Compac Unit's".
 - Compac unit – the actual blocks AW has now with open tops are \$6.26 each. There are 24 Compac Units in a pallet.
 - Universal caps – Universal caps would fit over the "open top" Compac Units and are \$3.69 each. It would require three pallets of Universal Caps per level to complete a level. Dale suggests buying the Compac Units (blocks with the holes in them) to have on hand; At the very least, "solid top" terrace blocks could moved to replace decomposing existing blocks in high visibility areas and then the "open top" Compac Units could be placed in low visibility areas and red dye concrete could be used to fill the holes in the open tops. Dale made a motion to purchase a pallet of open topped blocks so they

will be available in case they stop making them, as well as to purchase two of the Universal caps to have on site for the board to view. Chris seconded and the motion carried. This will be re-addressed at the next meeting. Dale will pick up the pallet of Compac Units and 2 Universal Caps.

- Asphalt Upper Building
 - A section of the Upper building North end corner asphalt is heaving due to freezing and thawing. There is \$13,000 slated in the capital plan to address this area of asphalt and concrete. Drainage will be investigated. SRG will work to obtain plans and cost estimates to address.
 - The two areas of the Upper building parking lot, lakeside, where water runs off of the roof have cracks in the asphalt. SRG will work to have the cracks filled as soon as possible (weather dependant) in efforts to fill cracks when they are large (as cracks are typically wider in the winter and smaller in the summer). The board mentioned investigating the installation of concrete drain pans in place of the existing asphalt. This will be re-visited in the spring.
- Lower South Building Carport
 - The Board discussed the failing concrete on the Lower South Building carport. SRG will obtain a cost estimate from a civil engineer to investigate and prepare a report. SRG will send board the cost for the proposal.
- Anchorage West 91 wood burning insert request
 - The Board discussed the request from unit 91 to install a wood burning fireplace insert within the existing fireplace. Kevin will talk to the owner to see what their ultimate goal is for the fireplace. If the request is approved by the Board, the owner must pull proper permits and owner will be responsible for all expenses incurred.
- Capital Plan - The Board and Management reviewed the Capital Reserve plan.
 - The Board did not recommend having a professional reserve study. The Board felt that historically, Anchorage West Owners have preferred special assessments when additional funding was necessary as opposed to dues increases.
 - Turner Morris will do a roof inspection this summer and give proposal for maintenance.
 - Chris and Kevin will have a conference call to discuss the current reserve study and they will update the board at the next meeting.
- “No Parking” sign to left of dumpster. Mark proposed that an additional sign be mounted on the left side of the exterior fence facing Tenderfoot. “Parking for Anchorage West Owners/Tenants Only. Violators will be towed.”
- Yearly assessment for boat lot storage-Melissa proposed discussion take place re ideas to recover boat lot expenses associated with moving boats around and damages caused by boats. This will be discussed at the annual meeting. SRG will do a review of the governing documents to see if an individual assessment to boat owners is permitted.
- Hot tub jets not working properly-they are too powerful. SRG will look into lessening the power of the jets.
- Anchorage West 105-too many occupants. SRG will look into it.

IX. Next Meeting Date

The next meeting date will be on Friday, May 3, 2013 at 3:00 pm.

X. Adjournment

With no further business, the meeting adjourned at 5:00 pm.

Approved by: _____ Date _____
Board Member Approval