

MINUTES OF THE BOARD MEETING  
OF THE ANCHORAGE WEST ASSOCIATION

February 23, 2018

**I. Call to Order**

At a meeting of the Board of Directors of the Anchorage West Association, duly and regularly called and held at 2:00 pm on Tuesday, February 23, 2018. Present via telephone were Jim Sebben, Tim Aylott, Melissa Barrett, Tony Scalise and Bruce Douglas. Kevin Lovett was present from Summit Resort Group. A quorum was present.

**II. Owners Forum**

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

**III. Review and Approve Minutes from the July 24, 2017 and July 15, 2017 Board Meetings**

Jim made a motion to approve the minutes from the July 24th, 2017 and July 15<sup>th</sup>, 2017 Board meetings. Tim seconded and the motion carried.

**IV. Financials**

The Board and Management reviewed financials as follows:

**A. Year to Date Financials;**

January 31, 2018 close financials report \$8,006 in the Operating Account and \$119,885 in the Reserve Account.

January financials report year to date operating expenses are 8% over budget.

Areas of major expense variance were reviewed.

All planned reserve contributions have been made for the current fiscal year. Additionally, \$5460 “owed” of planned reserve contributions from the operating account to the reserve account from the previous 2016-17 fiscal year reserve contributions have also been transferred this fiscal year to the reserve account clearing the “due to / due from” on the Balance Sheet.

The accounts receivable report was reviewed.

SRG presented a 2017-18 fiscal year end expense projection spreadsheet. It was noted that operating expenses are projected to be over budget by approximately 7% at 2017-18 year-end.

**B. 2018-19 Budget;**

SRG presented a preliminary 2018-19 operating budget. Account line items revenue and expense projections were reviewed. Operating Dues were projected to remain the same as fiscal year 2016-17. The Board will review further at the May 2018 Board Meeting.

## V. **Managing Agents Report**

SRG presented the following managing agents report items:

Completed items:

- Kayak stickers mailed to all Owners.
- Lower North Building lakeside lawn repairs were completed to include dirt patch repair and rock removals.
- Motion sensors have been installed in each laundry room.
- Dog poop bag dispenser has been installed on dock.
- Stucco repair completed on the Upper building.
- Retaining wall block replacement and sealing completed.
- Routine boiler room services completed.

Report items; The following report items were discussed:

- Leaks;
  - SRG reported that a sewer line broke in the carport ceiling of the upper building; all repairs have been completed.
- Plumbing / mechanical repairs; the following plumbing / mechanical work was completed:
  - Irrigation system backflow preventer replaced
  - Various in unit heating system zone valves replaced
- Lower South Building Boiler room specific work completed includes;
  - Water temperature sensor was replaced
- Lower North Building Boiler room specific work completed includes;
  - Replaced blown fuse
  - Replaced pump seal
- Upper Building Boiler room specific work completed includes;
  - Boiler coupling replaced
  - Loose Wiring repair to flow switch
- Concrete drain pan; the concrete drain pan that runs from the upper building lot, next to stairs, was discussed. It was reported that the concrete drain has failed at the expansion joints and was allowing drainage water to infiltrate and create ice on the lower steps. A temporary "Sikaflex" caulking repair has been completed. A permanent repair will be explored this summer.
- Fire place chimney cap repair, lower south stack; a new fireplace stack chimney cap has been installed on the lower South Building.
- Natural Gas provider; BP Wasatch has reported that they are no longer servicing the small retail market in Colorado. SRG is working to establish a new natural gas provider.

Discussion items; The following discussion items were presented:

- Annual Requirement items; The Board and SRG reviewed the following annual requirement items:
  - HB 1254; SRG presented the annual management fee disclosure
  - Conflict of Interest policy; The Board reviewed the conflict of interest policy as "regularly required" by Colorado legislature
  - Annual Disclosure; it was noted that the "Annual Required HOA Disclosure" is completed by way of regular notice that all HOA documents are on line at the Association website; notice of this website is mailed to owners with both the

annual owner meeting notice and the post annual meeting minute mailer both of which occurred within 90 days of the fiscal year.

-Unit window glass “break” repairs; In accordance with the Anchorage West Governing Documents, it is confirmed that individual unit owners responsible for broken window glass repair to include “breakage” from the outside of unit.

#### **VI. Ratify Actions Via Email**

Jim made a motion to approve the following actions approved via email:

10-20-17 Unit 104 remodel request, approved

10-17-17 Roof project change order requests, approved

7-26-17 Roof replacement award contract, approved

7-25-17 Obtain Heloc; upon investigating per the motion at the annual meeting and based on the up-front costs to obtain the Heloc vs no urgent project it was concluded no need at the present time to obtain

Tim seconded and the motion carried.

#### **VII. Old Business**

The following Old Business item was discussed:

A. Roof replacement; The Lower North and Lower South Building roof replacements have been completed. The Upper Building roof replacement is pending with replacement planned for Spring/ early summer 2018.

#### **VIII. New Business**

The following New Business items were discussed:

A. Projects 2018; the following projects are planned for 2018:

-Operating Projects; operating projects planned for completion include:

-Pool opening

-Landscape start up to include Spring cleanup and bush trimming. Landscape blocks will also be checked and replaced as needed.

-Tree treatments

-Capital Projects; the following Capital projects were discussed:

-Roof replacement of the Upper Building is planned for 2018

-Painting of deck railing tops is a possible project for 2018

-Auxiliary lot concrete joint caulking is an annual project and will be completed in 2018

-Concrete; there is an allocation for general concrete repairs in the 2018 Capital plan; it was noted that these funds would be used for repairs to the concrete drain located next to the stairs from the upper building to the lower building.

-Carpet replacement was discussed. It was agreed that the carpet was in overall good condition and replacement will not occur in 2018. A professional cleaning of the carpet will take place in early summer 2018.

-Pool gates/ fence repairs will be completed as necessary

-Pool shell repairs; there is an allocation in the capital plan for minor pool surface repairs in 2018. It was noted that additional funds for a complete pool resurfacing are allocated in the capital plan for 2021.

-Pool filter; there is an allocation for pool filter replacement as needed.

-Boiler repairs; there is an allocation for boiler repairs as needed.

-Zone valves will be purchased as needed.

-Irrigation addition to Lower North and South Building lakeside grass areas; The Board discussed adding irrigation to the lakeside of the Lower North and South Building grass areas. It was noted that there currently exists irrigation to all Anchorage West owned areas on the lakeside of the buildings. Additional installation of a permanent irrigation system further on the lakeside of the Lower Buildings will not be pursued as this is natural grass area and is Denver Water Board property. Further, the mowing of the lakeside of the Lower North building lakeside grass was discussed. It was agreed to mow access path to the lake and to mow a few strips next to the sidewalk; however, a large open area will not be mowed this year.

B. Annual Owner meeting; the 2018 Annual Owner meeting is scheduled for Saturday July 21st. The official notice will be sent June 21st. The picnic will be held on site at Anchorage West.

**IX. Next Meeting Date**

The Next Board of Directors meeting will be held on Monday May 21, 2018 at 1:00 pm MTN.

**X. Adjournment**

At 3:11 pm, the meeting was adjourned.

Approved; \_\_\_\_5-21-18\_\_\_\_\_