

MINUTES OF THE BOARD MEETING  
OF THE ANCHORAGE WEST ASSOCIATION

May 21, 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 Monday, May 21, 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 February 23, 2018 Board Meeting**

Jim made a motion to approve the minutes from the February 23, 2018 Board meeting. Melissa seconded and the motion carried.

**IV. Financials**

The Board and Management reviewed financials as follows:

A. Year to Date Financials;

April 30, 2018 close financials report \$3,363 in the Operating Account and \$116,778 in the Reserve Account.

January financials report year to date operating expenses are \$15 under budget year to date.

Areas of significant expense variance were reviewed.

All planned reserve contributions have been made for the current fiscal year.

The accounts receivable report was reviewed.

B. 2018-19 Budget;

SRG presented a draft 2018-19 operating budget. Account line items revenue and expense projections were reviewed. Operating Dues were projected to remain the same as fiscal year 2017-18. Upon discussion, Melissa moved to present to Owners at the 2018 annual owner meeting for approval; Tony seconds and the motion passed.

**V. Managing Agents Report**

SRG presented the following managing agents report items:

Completed items: The following items were reported on as complete:

- Natural gas provider change
- Insurance renewal
- Annual fire extinguisher inspection

Report items; The following report items were discussed:

- Painting touch up is underway at the complex to include the “white walls” and the common area stairwell railings.

- Landscaping spring cleanup and tree treatment work is underway.
- Carpet cleaning is scheduled to take place mid-June.
- Pool is scheduled to be open by June 14th

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

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

- 3-22-18 unit 122 Remodel request; approved
- 3-21-18 upper bldg. roof replacement start date; approved
- 3-8-18 2018 Insurance renewal; approved
- 3-8-18 Gas provider change and rate lock; approved

Tim seconded and the motion carried.

## **VII. Old Business**

The following Old Business item was discussed:

### **A. Roof replacement:**

*Overall replacement;* The Lower North and Lower South Building roof replacements have been completed. The Upper Building roof replacement is underway.

*Chimney status;* During Lower North and South roof replacements, the chimneys were damaged during removal of the “old roof” and the chimneys were not properly sealed to the new roof. This caused leaks into multiple units in the Lower North and South Buildings during a recent heavy spring snow storm. Turner Morris has repaired the chimneys and have resealed the chimneys including the transition from chimney to roof at no charge. Turner Morris has also agreed to pay for in unit repairs from damages.

*Completion inspection;* Upon completion of the Upper Building roof, a “third -party” inspector acting upon the Association’s behalf will be hired to inspect all three roofs noting any items of concern. This will be done in addition to the Durolast Manufacturer inspection.

## **VIII. New Business**

The following New Business items were discussed:

### **A. Projects 2018/ Capital Reserve plan;** The following projects planned for 2018 as well as the Capital Reserve Plan were discussed:

- Roof replacement of the Upper Building is underway.
- Interior unit ceiling painting repairs at the Lower North and South Buildings from the roof weight removal has been completed.
- Auxiliary lot concrete joint caulking will take place this year.
- 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.
- Drainage, Concrete and Asphalt; there are allocations for Upper Building asphalt / drainage repairs and concrete / drainage corrections at the “uncovered” stairs area. It was agreed that these projects should be considered as one project as the drainage ties together. The Board will view the areas, generate ideas to address and share feedback. Once a preliminary plan is created, an engineer will

be contacted to draw up plans. Plans will then be distributed to contractors for bid. The goal is to have the project completed prior to winter 2018-19.

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 Friday July 20, 2018 at 10:00 am MTN.

**X. Adjournment**

At 1:59 pm, the meeting was adjourned.

Approved: \_\_\_\_\_ 7-20-18