

**Anchorage West Condominium Association**  
**Board of Directors Meeting minutes**  
**1/12/08**

The meeting was called to order by President Roy Topping at 8:45 am. Additional Board members present, Jim Sebben, Melissa Barrett, David Lippa and Peter Tamblyn. A quorum was present. Peter Schutz was present on behalf of Summit Resort Group and owner David Wright on behalf of the Anchorage West Landscape committee.

1. The first item of business was the landscape committee report given by David Wright. He went over the committee's recommended scope of work for the terraced area including installation of trees, bushes, sod and irrigation system. The estimated cost is \$12,000. Melissa and Peter Tamblyn emphasized that at the annual meeting it was voted that the board needed to send the scope of work and location to the owners for approval, possibly in the form of a survey. It was agreed that David will get details of the scope of work to SRG who will solicit three bids and this information will be a part of the survey that is sent out.
2. The minutes of the September 29<sup>th</sup> Board meeting were distributed and reviewed. With one change made by Melissa Barrett. The minutes were approved as amended.
3. The next item of business was a special session devoted to a variety of Management Company and Board related issues. Peter Schutz reviewed key sections in the management agreement including the lines of communication between SRG, the property manager, Property administrator, the Board, and the owners. He also distributed copies of the daily task lists, Spring and Fall clean up reports, and hot tub reports that are attachments to the management contract. Discussion followed and the board agreed to review and update the contract attachments as a "homework assignment". It was suggested that SRG set up a tracking system for each unit to track remodel projects, including contractors and proof of insurance, building permits and other information pertaining to individual units. This was approved via motion by David Lippa, 2nd by Roy Topping. David further suggested some form of orientation for new Board members elected at the annual meeting. Information on a CMC course for new association board members was distributed. After discussion it was agreed to schedule a board meeting soon after the annual homeowner meeting to discuss the role of Board members, review the Management agreement, meeting minutes, etc. The board discussed the \$500 spending limitation in the management contract. Both the Board and SRG are comfortable with the amount but several members wanted to be informed about projects (both above and below the \$500) that are being done. Roy agreed to do this via E-mail to all the Board members. The Board also stressed that frequent security checks are an important responsibility of the Property Manager, especially in cold weather. The Board asked that the on-site manager keep the security check log up to date.
4. The next item of business was the financial report. Peter Schutz went over the summary sheet pertaining to the financials as of 12/31/07. The current checking

balance is \$4,596.89 and \$38,864.06 in reserves. The association is \$9,673 over budget in expenses primarily from boiler/ heating repair and maintenance, grounds maintenance and pool expense. David Lippa said he was pleased with the fund accounting reports provided by SRG, especially the report showing operating account expenditures as a percentage of the annual budget on the remaining balance in the account. After discussion it is the consensus of the Board to pay the set up expense for creating these reports and a nominal monthly charge to keep doing them. David Lippa was against this, and asserted they should be part of the standard financial reporting already contracted. Peter Schutz will report to the Board the total cost to prepare the fund accounting reports to date, the monthly charge to continue and an opinion from the association attorney what reports the Board is required to have (GAAP approved or not). Peter Tamblyn reminded the Board of the requirement to have the proposed operating budget ratified at the annual meeting. It was further agreed by SRG that future monthly financials will be available by the 20<sup>th</sup> of the following month.

5. The next item of business was the management company report. Peter Schutz went over the items completed and discussion followed on pending items.

The following action(s) were taken:

- The Board approved purchase of a new pool cover (summer) at a cost of \$3,500. It will be ordered now and expensed next year.
- The Board will review the various hot tub cover options outlined in a hand out and give their feedback to Kevin for direction.
- Monitoring of the area proposed for Bylin roof panels should continue through the winter. Peter Tamblyn noted that the inoperable heat tape and dammed gutters may exacerbate ice formation.
- Chimney cleaning will be done next fall. It was recommended to use SRG contractor from Denver at \$50 per unit.

The next item under the Management Company Report was the report on the boiler system. Peter S. provided a hand out the history of the project, e-mails, contractors involved, discussions to date, etc. Roy then distributed a report from Tech-One, a Casmus Boiler Factory trained contractor, and outlining recommendations to correct operational problems that have occurred. Roy explained that the external controls for domestic hot water, pool, and hot tub heat exchangers need to be set up so as not to fight the boiler controls built into the boilers. Roy re-emphasized that the boilers installed are excellent and also have very sensitive controls which require a level of expertise in servicing them. He felt that all the contractors and consultants involved in the project had preformed according to what was defined in their respective contracts. Discussion followed. David Lippa recommended putting Breckenridge Mechanical and the consulting Mechanical engineer on notice that someone would be responsible for the additional cost to the association to fix the problem. Roy responded that the two entities plus the manufacturer, Camus Boilers, were all working on the solution and he did not recommend "putting them on notice" at this point. The majority of the Board agreed. Roy further recommended that the annual service contract for the boilers be given to factory-trained Tech-One when the current agreement with Breckenridge Mechanical expires in February.

During further discussion, Roy disclosed that Mike Day (the design engineer) has married his daughter. David Lippa expressed that in accordance with the board's adoption of the Colorado Common Interest Ownership Act adopted on January 1, 2006, effective October 7, 2006, that to protect himself and Mr. Day and because of the issues surrounding the boilers, Roy should file a "Conflict of Interest" statement with the board. Roy stated that Mike and his daughter were not in a relationship when the project started, he has worked with Mike professionally for many years, and they both spent many uncompensated hours on the project. Roy then deferred further responsibility for the boilers to the rest of the board. After brief discussion, the other three Board members affirmed the Board's interest in keeping Topping and Day available to the project as they both offer relevant expertise.

The meeting was adjourned at 11:27AM pending further investigation of the identified accounting and boiler project issues along with homework for the Hot Tub Cover and Resident Manager Check Lists.