

## **Brook Forest HOA Board and Summit Resort Group Meeting Minutes Nov. 10, 2007**

Recorded by HOA member Dan Doran and emailed to homeowners

Hello Brook Forest Homeowners.

This past Saturday, 4 members of the Brook Forest HOA board met with representatives of the Summit Resort Group, our new management company to go over final items for the new management contract. In addition to the meeting and grounds walkaround with Summit, we also met with our new snowplow operator, Joe Banks. Since I was taking notes at the meeting, here are the minutes.

### **Attendees:**

Brook Forest HOA:

LuAnn Tinkey (Secretary)

Colleen O'Connor

Emily Landon

Dan Doran

Absent, Michele Becker (President), who is currently out of state.

### **Summit Resort Group:**

Kevin Lovett, Property Administrator for Brook Forest

Peter (missed last name), founder of Summit Resort group

Evert Sandoval, Handyman for Summit Resort Group

Jonny (missed last name), Project Coordinator.

After introductions and a tour of a sample unit (The Landon Unit, 150C), we met at Matt and Colleen's.

1) Transition of management books from Peggy Long to Summit Resort Group: LuAnn Tinkey paid & mailed Peggy's final bill (\$427 for October fee, transfer fees, and 1yr. Frisco P.O. box rental). This clears the way for Peggy to transfer the Brook Forest books & records to Summit Group's accountant, Maxine Britain. This transfer should occur by Wednesday, 11/14/07.

2) Summit Resort Group keeps records on QuickBooks, so there will be some work to get the Brook Forest accounts and payees entered since Peggy used different software.

3) Discussed Brook Forests monthly, quarterly and yearly payments for common services (Trash pickup, common electric, Comcast cable, quarterly water/sewer, annual insurance, and tax return preparation). LuAnn will change the address of the bills to go to Summit Resort

Group for payment. If we no longer need the Frisco P.O. box, we'll look into getting a refund on that too.

4) Summit Resort has HOA association tax returns done by a retired CPA (Chuck) - The tax paid for the non-profit HOA group is minimal, something like \$18 last year.

5) Discussed Brook Forest Insurance Policy.

- \* Brook Forest is insured by Farmers Insurance, and policy is due for renewal in December.

- \* Summit Resort Group has a collective policy for all their properties, also with Farmers Insurance, but through a different agent.

- \* Summit will get a quote for adding us to the collective policy, so we can compare to current policy rate & coverage.

- \* We need to get a copy of our current Farmers policy to Summit for bidding purposes.

- \* Summit also recommended that our total replacement policy value be raised from the current \$150/sq. ft to a more realistic \$190/square ft. The board concurred with that recommendation.

6) LuAnn - Asked if homeowners present all received the notice of the management company change along with the new address for HOA dues. Colleen had not received hers yet, but said it was possible that it was there and she hadn't got to it. This mailing from Summit has the new address for the monthly homeowner HOA dues.

7) Discussed Summit's Homeowner contact policy:

- \* Summit Resort Group can be contacted 24/7 for condo emergencies and questions - 970-468-9137

- \* Office is in downtown Dillon.

- \* Condo inspections will be weekly in winter, and twice monthly in summer. New contract specifies the duties of the inspectors.

- \* Kevin Lovett is Brook Forest's Primary Contact.

- \* Main web site is <http://www.summitresortgroup.com>

8) Homeowner/HOA information from Summit Group

- \* Summit maintains a password protected HOA/homeowners site for each property they manage.

- \* This site will have HOA bills, bank balances, financial records, past HOA minutes, management contract and HOA bylaws online for all Brook Forest homeowners.

- \* Another purpose of the website is to make sure client HOAs are in compliance with state HOA transparency laws.

- \* Dan will mail a copy of the last 2-3 years HOA minutes to Summit Resort for inclusion on this page.

\* Summit resort will email out page link and password to all Brook Forest homeowners when the page is ready.

9) Maintenance Items:

A) Painting/board repair: Current Handyman Joe Fassil recently finished woodpecker hole caulking on all three buildings and clapboard repair on the back side of building 130. Bill is pending.

B) Board asked Summit to get a bid on full building repainting for next summer. Summit suggested that bidding before summer can often get a better price. Summit will do patch painting and small repair jobs going forward.

C) Irrigation - Spigots are currently disconnected but Summit will blow out sprinkler tubes to perhaps prevent some freeze damage for next spring.

D) Summit will look again at the cost & feasibility for an automated irrigation system.

E) Parking Lot - Summit will get bids on resealing asphalt lots.

F) Unit Access: The current keybox is apparently missing keys for some units. Summit will determine which ones are missing and contact homeowners for missing keys or emergency access instructions.

G) LuAnn asked Summit for Recommendations on building funds replenishment for major items e.g. eventual roof replacement.

H) Exterior driveway lights on community circuits will be replaced by outdoor-rated compact florescent bulbs to save energy.

10) Furnace boiler inspections: Summit will get a bit for furnace inspections of at least the older boilers in the garages. They speculated from past inspections they could do all the units for under \$300. If the price is this reasonable, the board approves getting all the older boilers inspected for fire safety reasons.

11) Chimney inspections: Summit does not offer this service but will get a bid from it's chimney sweep contractor and offer their services to homeowners via email. Any homeowner who makes frequent use of their fireplace should get their chimney inspected in light of recent condo fires in Dillon that were caused by chimney fires.

12) Management Contract: After board review of the Summit Resort contract and the revisions made over the last two weeks via email, the board approved the revised contract. LuAnn signed in her capacity as secretary and Michele will fax her signature.

Snow Plow Meeting with Joe Banks: Colleen and Dan Doran met with Joe Banks Saturday afternoon, walked the lots and push-out area and discussed the ice buildup area. Joe plows with a truck for most jobs

and backhoe for special jobs. He'll try to do his best on the ice buildup areas but couldn't promise we won't see some of the same buildup we always do. Joe has three condo complexes, several businesses and a dozen or so private drives under contract, and said Brook Forest will be one of his top three contracts for priority after it snows.

So that's all the notes I have. You should all be hearing from Summit Resort management who has this same email list. I encourage all homeowners who have any questions to call or email Summit Resort management directly at 970-468-9137. They working for us, so the board wants to know how good a job they're doing.

Thank you for your time.

Dan Doran