

**TIMBERLINE COVE  
BOARD OF DIRECTORS MEETING  
FEBRUARY 6, 2013**

**MINUTES**

1. **Call to Order.** The meeting was called to order at 3:05 p.m.
2. **Attendance and Quorum.**
  - A. Board members in attendance either in person or via conference call were Duane Abbot, Ed Chang, Sky Yost, and George Hart. A quorum was established.
  - B. Also in attendance via conference call was Lou Ann Curran (unit 408)
  - C. Representing Mountain Managers were Phil Wells and Judy Freese (via phone).
3. **Approval of 12/5/12 Board Meeting Minutes.** A motion was made, seconded, and passed to approve the minutes as written.
4. **Owner Forum.** No comments at this time. Lou Ann noted she had been unable to attend previous meetings and was glad she had the opportunity to listen in on this one.
5. **Repair and Maintenance Report.** The report covered the period of 11/12 to 1/12. Completed items included purchasing and replacement of 8 SMB filters for the hot tubs (4 for each tub), and completion of the annual fire sprinkler inspection.
6. **Financials.**

December/year-to-date financials were reviewed. The HOA was \$7,579 to the good on dues collection. Total income was \$46,018 ahead of budget (\$16,011 without the \$30,007 special assessment income which is offset under expenses). Many expense items were under budget. The largest overage was for hot tubs. Gas was \$6,604 under budget primarily due to two mild winters in a row causing gas prices to remain low. Overall, the HOA was \$8,649 under budget on expenses year-to-date and showed a net surplus of \$54,667 (\$24,660 without the special assessment income). It is hoped that most of this can be transferred to reserves. The final amount will be determined after taxes are done. Mountain Managers will make a recommendation to the Board at that time.

The balance in the checking account was \$24,330.82 and the balance in the money market account was \$93,796.83.

Delinquencies were reviewed. Two owners have paid and letters have been sent to the remaining two owners. Most of the unpaid amounts are for dryer vent cleans.
7. **Old Business.**
  - A. Landscaping. What Mountain Managers will do and what Celtic will do was discussed. Mountain Managers will take care of all items covered in the management agreement such as mowing, aerating, spot spraying for weeds, fertilizing in spring and fall, and start up/shut down of the irrigation system. Celtic will be responsible for blanket weed control (this requires a license), pruning/trimming, deep root feeding, mulch, and plantings. Duane stated the plan is to have Celtic add an additional inch of mulch, do some plantings by the detention

pond in the back of the building (top soil, wildflowers, etc.), and plant 1 gallon assorted perennials at the front on either side of the stairs. Duane will contact Celtic and inform the Board. Mountain Managers will find out who to contact to remove the hay that was put down when the bike path was repaved.

A motion was made, seconded, and passed to accept the landscaping proposal as presented.

- B. Cleaning of the walks/tile was talked about. This was discussed at the last meeting. The walks/tile have not been cleaned since build out occurred but whether or not professional cleaning is necessary was debated. Sky noted that one unit has had this done at their expense and she thinks it made a significant difference. A motion was made to have Exclusive Cleaning proceed this year to see how it looks. The motion was seconded and passed. Mountain Managers will have this scheduled after ski/mud season.
  - C. Hot tub major expenses: Mountain Managers prepared a list of the major expenses from 2008 through 2012. The tubs are expensive to run but are considered an important amenity. Purchasing a 2<sup>nd</sup> floating cover was recommended. People tend to put this back on after use but rarely replace the hard cover which is very heavy and does not fit well. The hard cover would be retained to use when one tub is locked down during the off seasons. It was noted that the floating cover will look much better and is not terribly expensive. A motion was made, seconded, and passed to purchase a 2<sup>nd</sup> floating cover.
  - D. Tiger gas rates were discussed. The lock in rate is currently at \$4.00 and has averaged \$3.50 over the last 12 months. According to Tiger Gas, it is not expected to shoot up anytime in the near future. The HOA can set a lock in price at \$3.50 and it would be automatically locked when rates reach that point. There is always a chance that the rates will further decrease, not decrease to the \$3.50 point, etc. It's good to have a known budget number and rates can increase during the summer if it's a hot summer. Mountain Managers' other HOA's have continued to "float" but it was just recently learned that a lock point can be set. You can lock in at any time for up to 12 months. The HOA has been historically under budget on gas but the budgeted amount has been reduced to keep reserve contributions at an acceptable level. If the HOA locks at the current rate of \$4.00, it is anticipated that this will be close to the budgeted amount of \$13,757. The Board was in agreement on a conservative approach but Ed noted that it may be better to lock in the spring/fall time period so the locked rate will continue through an entire winter season. You don't want to be caught with a high rate in the middle of a potentially cold winter. All agreed to wait until the next Board meeting to make a decision. This will be an agenda item.
  - E. Duane noted that nice notes had been received from Steve and Susan thanking the Board for their bonuses.
8. **New Business.**
- A. The e-mail received from Stacey Gilbert was reviewed.

- 1). The Board has discussed via e-mail whether or not to switch to Comcast now or wait until the Resort Internet contract expires in July. Due to the substantial early termination penalty, a motion was made, seconded, and passed to defer the change until July of 2013 when the Resort Internet contract expires. Mountain Managers will notify Resort Internet that the contract will be terminated at that time.
  - 2). The damage to the garage door was talked about. Stacey had an attorney prepare a response to the HOA's request that she pay for damages. The letter basically stated that the attorney did not feel Stacey was responsible. The Board noted that a similar instance occurred in the past and the owner was required to pay. A precedent was set and the Board does not feel that there should be an exception in Stacey's case. It was noted that the garage door sensor is functioning properly and the door closes after 15 seconds. The fact remains that Stacey attempted to enter the garage without waiting for the door to come down and then opening the door herself. It was resolved to send Stacey another letter stating she is responsible for payment and giving her the opportunity to do so. If she chooses to involve an attorney, the Board will do the same.
  - 3). It was agreed that a sign will be placed on the garage stating "Only One Car At A Time." Owners should be aware of this but renters may not realize they need to wait to enter the garage and not attempt to follow another vehicle. Mountain Managers will look at options for a simple sign, wording, color, etc.
  - 4.) Stacey had questioned several insurance items. Everything she asked about is covered through the Farmers Insurance policy.
- B. Storm door access: Recently there was an issue with a cleaning company who could not gain access to a unit because the storm door was locked. Whether or not to require storm doors to be keyed to a master key system was discussed. It was noted that not all storm doors may be able to be keyed to master. George stated he has never had a key to his storm door and other owners may not either. Mountain Managers will look at the units and see how many types of doors/locks there are and e-mail the Board. They will also obtain a cost for rekeying all locks and making keys. The Board will make a decision depending on how many doors would need to be done, cost, etc.
- C. Questions were asked on recent correspondence notifying the Board that all new electronic keys would be required. The master card reader machine failed and a new one is on order. New key fobs will be provided to owners prior to putting them into service. Owners will be asked to return their old keys since these can be reprogrammed and reused.
- D. Lou Ann Curran thanked the Board for all the work they have done on behalf of homeowners. She and her husband really appreciate their efforts.

9. **The Next Board Meeting** will be held on 5/8/13, 3:00 p.m. at Mountain Managers. Conference calling will be available if necessary.
10. **Adjournment.** There being no further business, a motion was made and seconded to adjourn the meeting at 4:35 p.m.

Respectfully submitted: Judy Freese, Recording Secretary

**APPROVED:**

Approved via e-mail

2/22/13

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Duane Abbott, Vice President

Date