

**TIMBERLINE COVE
BOARD OF DIRECTORS MEETING
MARCH 10, 2011**

MINUTES

1. **Call to Order.** The meeting was called to order at 3:06 p.m.
2. **Attendance and Quorum.**
 - A. Board members in attendance either in person or via conference call were George Hart, Duane Abbot, Robert Levin, and Jessica Bergan.

A quorum was established.
 - B. Representing Mountain Managers were Phil Wells and Judy Freese (via conference call).
3. **Approval of 12/16/10 Board Meeting Minutes.** A motion was made, seconded, and passed to approve the minutes as written.
4. **Repair and Maintenance Report.** Phil read through the report covering the period of 11/10 through 1/11 and several items were discussed.
 - A. The ice melt system was repaired by Countywide. The flow through the pipe was blocked and not reaching the ramp properly. The fluid was redistributed and the system is now working.
 - B. A letter was sent to unit 407 regarding his vehicle impeding parking in the garage. Jessica noted that once notified, the tenant has been parking correctly and no more problems have been noted.
 - C. Heavy axle grease is being used on the dumpster tracks to facilitate opening. Phil noted that holes will also be drilled in the track to drain away water. It was noted that the grease seems to be helping and this will be continued.
5. **Financials.**
 - A. January financials were briefly reviewed. Year-to-date income is above the budgeted amount by \$3,298. The majority of expense items were on or under budget. Snow removal was a little over as were chemicals. Phil explained that chemicals are ordered in bulk and this should balance out. The need for budgeting for heavy equipment snow removal was questioned. \$1,500 is budgeted annually but has never been needed. Timberline Cove is one of the very few complexes in Summit County to have more than adequate parking and snow storage space. It was decided to leave this line item as budgeted. If it is not used, there will be a cushion for any unexpected expenses. Robert requested that the Board be consulted prior to any hauling off of snow. Phil noted that this is not anticipated but due to the high cost, the Board would be notified if the plow company told Mountain Managers that there was no more snow storage space.

Numerous delinquencies were noted on the January financials; all but one paid in February. Unit 204 made a partial payment in February and this account will be watched carefully. Should payments cease to be made, legal action will be taken.

The balance in the checking account was \$29,988.25 and the money market account balance was \$33,843.19.

6. **New Business.**

- A. Elevator issues were talked about. Robert stated he never received the invoice and contract information he requested. The current contract was attached to the meeting packet. Phil said the invoice was for approximately \$1,600 but the total was reduced to \$500. The elevator door had come off the track and the company sent a technician from Steamboat resulting in an excessive trip charge. Phil stated that the company had been told that unless an emergency situation existed, they were not to send a technician from out of the local area. There is supposed to be a technician in the immediate area. Questions were also raised on how the incident was handled and whether or not the problem was verified prior to placing a service call.

It was resolved that Duane would meet with Susan and find out exactly what happened and how it was handled. Robert will contact the Schindler representative and clarify how charges are assessed and how it is determined who will respond. It was agreed that the HOA should pay for the number of hours required to repair the elevator and for any necessary parts. Travel time will be discussed with the Schindler representative.

George stated that if the company does not have a representative in Summit County, the HOA should look for another contractor that does.

In the future, the Board requested that Mountain Managers obtain as much information as possible from the person reporting an elevator problem. Information should include the name and unit number of the caller, when they first noticed the problem, and as much additional information regarding the incident as possible.

- B. MCR items scheduled for 2011 include gutters/heat tape (\$1,250), paint hallways/bath (\$1,500), asphalt crack fill (\$200), and planting trees (\$2,000).

It was resolved to proceed with asphalt crack filling. The other items will all be looked at during the spring walk through at the complex. Gutters and heat tape are looking good but additional problem areas may be identified during and after the spring run off. It was suggested that painting the hallways/bath might be done by owners or put off until the complex is painted. This will be determined in the spring. Landscaping will also be looked at and any decisions on planting trees/bushes will be made at that time.

- C. Duane noted that there is no paper dispenser in the bathroom by the hot tubs. It was suggested that an air dryer might be preferable to a paper towel dispenser. This will also be looked at in the spring.
- D. Jessica stated that many people are having trouble getting the hot tub cover on correctly. It is difficult to line up and does not fit the way you would expect it to. When the weather is warm enough, lines will be painted that denote the proper placement of the cover. It was also suggested that a small laminated sign be installed telling people to match up the lines when replacing the cover.
- E. Water is accumulating in the dumpster area due to melting of a huge amount of snow. Duane volunteered to look at this and try to see if there is something that can be done to alleviate the problem.
- F. Jessica asked if installing a fireplace fan would be a good idea for all units. This could save on gas usage. It was explained that some units already have a fan. Units that were bought pre construction had the option of upgrading. More than half the units were purchased prior to construction but it is unknown how many upgraded the fireplace. George stated his unit does not have a fan and asked Jessica to find out how much it would cost to do multiple units. Jessica will get the information and forward to the Board.
- G. Robert asked about the \$4,500 X-Cell deposit. This should be refunded and Phil will check on when this is due.
- H. A line item for the monthly reserve contribution had been previously requested. This now appears on the financials under income.

7. **Old Business.**

- A. Ocoee update. George received a letter from Ed Chang in response to the HOA's demands.

The retaining wall between Mountain Meadows and Timberline Cove will be repaired. A plan to repair will be submitted to the Board by 4/1/11 and repairs will commence when weather permits.

Timberline Cove acknowledged that there is no reasonable solution to the noise transmission problem and agreed to withdraw from further pursuit of this issue provided Ed Chang agreed to pay legal fees. It was agreed that Ed would pay \$5,000 over a two year time period with no interest charged. Ed would like a waiver drawn up stating the terms and amount. This was agreed to provided Ed pays for having an attorney draw up the waiver.

Ocoee will not be required to install noise generators.

Water penetration in the stairwells and drainage issues will be addressed. Ed acknowledged there was a warranty and Ocoee will remedy the problem.

There are only two issues that need to be addressed: working out preparation of the waiver and establishing a payment plan for the \$5,000 in legal fees to be paid by Ocoee. George will coordinate with the attorney and have Ed call Noah Klug with the particulars.

- B. Robert asked about the damage caused by the kids in unit 208 and whether or not the owner was billed. George attempted to call the owner but the call was never returned. Phil noted that Mountain Managers' staff had cleaned up the mess. He stated that cleanup probably took about 10 minutes and was done during the time staff is regularly on the property. He does not believe the HOA was billed for this and therefore, no bill was submitted to the owner for reimbursement. Phil will double check and make sure the HOA was not billed. Jessica noted that she has not seen the kid residing in 208 for quite a while and his vehicle is also gone. Should another incident occur, the owner will be billed for any damage/clean up that is required.
 - C. Robert brought up the Annual meeting and asked if owner comments could be restricted (no personal tirades). George noted that the Board conducts its regular business during Board meetings and he felt strongly that the Annual meeting should remain an open forum. If it becomes necessary, Board members can keep tighter control of any discussion.
8. **The Next Board Meeting** will be held on Friday, June 24, 2011, 9:00 a.m. at Mountain Managers. Following the meeting, a walk through will be done at the complex.
9. **Adjournment.** There being no further business, a motion was made, seconded, and passed to adjourn the meeting at 4:10 p.m.

Respectfully submitted: Judy Freese, Recording Secretary

Approved:

Approved via e-mail

3-14-11

Robert Levin, Treasurer

Date