

TIMBERLINE COVE
BOARD OF DIRECTORS MEETING
MARCH 2, 2009

MINUTES

1. **Call to Order.** The meeting was called to order at 3:12 p.m.
2. **Attendance and Quorum.**
 - A. Board members in attendance either in person or by conference call were George Hart, Duane Abbott, Robert Levin, Mark Hull and Julie Neils.

A quorum was established.
 - B. Also in attendance by conference call was Stacey Gilbert, unit 206.
 - C. Representing Mountain Managers were Eric Gill, Susan Witkowski, and Judy Freese (via conference call).
3. **Approval of 12/5/08 Board Meeting Minutes.** A motion was made, seconded, and passed to approve the minutes as written.
4. **Repair and Maintenance Report.** Eric explained that the report is broken out into 2 sections, completed items from the previous meeting and other key completed items. Key completed items include only those over \$250.00. Several of these items will be discussed under Financials and New Business.
 - A. The gas billing for unit 102 was checked and re-billed at \$1,000. This has been paid.
 - B. A letter was sent to Ed Chang stating that the HOA was not satisfied with concrete work and driveway repairs. A walk around will be done in the spring and another letter will be sent to Ed Chang noting what needs to be done.
 - C. The chain that was installed on the lobby door is broken and will be repaired.
 - D. A new 20' gutter was installed over the gazebo.
 - E. Terminated 3 runs of new heat tape for new gutters (Blue Bird Electric). This has been billed to CFC.
 - F. Three time clocks and an auto fill sensor were added to existing plumbing for the hot tub. This is working well.
5. **Financials.**
 - A. January financials were reviewed. Eric explained the format which is different from what Wildernest used.

Income: \$20,404 was collected in dues, \$10,151 was collected on the special assessment, and \$53,653 has been received for insurance reimbursement. To date, 3 checks have been received from the insurance company. Total income was \$84,209.

Expenses: Utilities (electric) were under budget \$2,028 and gas was under budget \$1,857. Gas was budgeted on Wildernest's numbers (\$22,050 last year). Electric was budgeted with a 12% increase over last year's actuals. Insurance reflects a \$945 credit received for overpayment on the policy. This credit will show on the monthly financials until the next annual premium is paid in November. Repair and Maintenance was over budget (\$744) but should come back in line as the year progresses. Insurance reimbursable expense reflects \$673.25 for architectural work in unit 102 and \$14,129.03 to Paul Davis Restoration (50% cabinetry draw). Eric noted there is \$33,000 in the checking account for Paul Davis to request draws. Unit 102 paid the HOA's deductible and the additional gas bills. Eric doesn't believe that the HOA's water bill was affected but will check.

The balance in the checking account was \$71,590.97 and the money market balance was \$7,394.41. Excess funds in the checking account will be transferred to reserves. Eric will check and make sure this was done in February (\$30,000).

Delinquencies were briefly reviewed. No one is currently more than 30 days past due. Late fees and interest are charged on delinquent accounts and liens are filed after 90 days. Ed Chang is current on unit dues; delinquent only on what CFC has been billed/owes. Eric explained that all past due amounts are listed under delinquencies even if they are not dues.

The Board receives monthly financial reports. If there are any questions, Board members are asked to call right away and not save up questions for the next meeting.

6. **Old Business.**

Mountain Managers was previously asked to research and get in writing what the HOA's coverage is for back-up sewer and drain. Strong Insurance provided a letter stating the coverage is \$100,000 and covers "reasonable and necessary costs to repair or replace property due to loss or damage caused by back up or overflow of a sewer, drain, sump pump, sump pump well or any other system designed to remove surface water from the foundation area."

7. **New Business.**

A. Maintenance items billed to CFC and/or Ed Chang were discussed.

Sidewalk replacement next to dumpster. Eric noted that CFC had been informed of this situation before Mountain Managers assumed management. When the walkway was poured, there was a low spot that holds water even in summer. This was saw cut and a crown put in so water does not collect (\$1,480.00).

Heat tape for new gutters – Ed Chang agreed to pay for the heat tape on the back of the building facing the lake (\$452.28).

Bike storage hooks – Ed Chang agreed to pay 50% (\$2,012.07).

Installation of entrance light – Ed purchased the light and an electrician installed it on the sign (\$262.50).

Chain and door stop for front door – neither were originally installed (\$61.80 for the chain and \$56.02 for the doorstop).

Hinges for front door – Hinges that were not originally installed were put on the door (\$79.60).

Sprinkler system – repairs done on unit 301 by Matrix (\$1,650.00).

Sprinkler system – repairs done on unit 303 by American Fire Stop (\$175.00).

Irrigation system repairs – Rocky Mountain Custom Landscape hit the water line with a tree spike. Jason Ulberg told Mountain Managers to go ahead with repairs and bill Rocky Mountain. This was done but no reimbursement has been received (\$332.41)

Repairs to the dumpster enclosure to correct sagging doors. New steel hinges were installed and the west side door was supported by adding steel supports attached to the light pillar (\$2,990.26 and \$419.23).

Questions were asked on why some of these bills were not billed to CFC directly instead of the Association. Eric explained that unless Ed Chang signs a contract with the vendor, the HOA is billed. Vendors need to be paid in a timely manner in order to keep receiving good service. Eric will make sure Ed has copies of all information sent to CFC. It was noted that Ocoee was billed for bird spikes and cleaning of droppings and has paid.

Discussion took place on how to proceed with collection. It was decided to send a certified letter to Ocoee Properties in care of Ed Chang itemizing all items that need to be reimbursed. He will be given 30 days to pay before any further action is taken. Ed will be notified that the HOA will no longer attempt to deal with CFC. It should be Ed's responsibility to deal with CFC – the HOA does not have any agreement with CFC and neither the HOA nor Mountain Managers should be expected to chase payment from them. If payment is not received in 30 days, the appropriate late fees and interest will be added to the past due amount. The letter will be sent to George Hart for review prior to mailing to Ed Chang.

Repairs to the dumpster enclosure were discussed further. In accordance with the agreement between Mountain Meadows and Timberline Cove, Mountain Meadows shares in all maintenance/repair costs for the dumpster enclosure. Mountain Meadows feels that because this appears to be a builder defect, they should not be liable for the repair costs. Timberline Cove is pursuing payment from the developer, however, in the meantime, the HOA is out the total cost and feels Mountain Meadows should pay their fair share per the terms of the agreement. If any monies are obtained from the builder, Mountain Meadows will be reimbursed for their share of any monies received. A letter will be sent to the Mountain Meadows Board requesting payment. Mountain Meadows share would be 40% of the total repair cost.

- B. Responsibility for doors and windows. The unit door on 206 (Stacey Gilbert) does not line up properly. George noted that his door doesn't close quite right and Mark noted his dead bolt has never worked. Mountain Managers researched the Declaration and doors are the responsibility of the unit owner. While no one particularly likes the locks that were installed, owners are stuck with them. Stacey asked if her door problem could be a developer issue but she isn't sure when the problem started. She had someone look at the door and it appears it has settled. It was noted that it is the owner's responsibility to contact the developer with any problems within the 1st year. If Ocoee was not put on notice during the first 12 months, they are not liable. All owners have to assume responsibility for repairs. Mountain Managers does not have a vendor for door repairs. Stacey was asked to let them know if she finds someone good so the information can be passed on to other owners if needed.

If an individual owner wishes to change their door locks the Board feels they should be able to do so. All exterior modifications must have Board approval and in order to preserve uniformity and the aesthetics of the complex, the Board will stipulate what can be installed. Stacey does not want to change her lock but George is considering changing his. He will look at what's available and give information to the Board. Owners are reminded that if they ever change the door lock, the HOA/Agent must have a key.

- C. Garage door problems: Eric explained that a certified letter had been sent to Overhead Door (original installer of the garage door system) requesting that they come up with a solution to the card reader/opener problem. Since this appears to be a problem going back to the original installation, the HOA should not be responsible for repairing/replacing the system. Dave with Overhead Door acknowledged receipt of the letter and stated he had forwarded the letter to the owner of the company.

Eric explained that the current system has a limit of 125 cards. Mountain Managers is able to kill/re-activate openers but many owners have multiple cards and Mountain Managers never got a master list of keys/codes that were issued. There is no way of knowing exactly how many are out there or what the codes are. Some old non-functioning openers were apparently thrown out and those codes are unknown. Mountain Managers can delete codes but there are only a few remaining. These can be re-programmed but take up additional space in the system. A printer (\$800) would let Mountain Managers know exactly what codes are outstanding and what's available. A printer cannot be rented or borrowed – Overhead Door does not have one. If a new system is installed, Eric would like to know now what type the Board prefers so that there will be no delay. Several options were discussed including a push button entry code, Saflok key cards, KAVA, and motion sensors. All options have pros and cons. The Board was leaning towards some kind of transponder or clicker system. The first step will be to push Overhead Door/Ed Chang but if the current system cannot or will not be repaired it was decided a clicker system would be the best option to look into.

- D. Outstanding master keys. Julie noted that in December Ed Chang and several other men walked into her unit without knocking – he obviously still has a master key. All agreed that Ed should no longer have a master. Eric stated that all master keys were killed when Mountain Managers assumed management. Susan will check and see if any masters were signed out and not returned. Eric will look at Ed's keys and kill the master if he has one. Ed has 7 units but does not need a master.

- E. Dryer vent cleaning was discussed. Some were not done. Susan noted that it was difficult to tell which vent goes to which unit and it would be much better to all vents or none at all.
- F. Handicap parking spaces were discussed. Eric estimates signs would cost about \$150 each and it was also noted that there is a handicap space in the garage that can be used.
- G. Snow storage. When Mountain Meadows is plowed, snow and ice is pushed behind Mark's door. Eric noted that since the wall was built, Mountain Meadows as a different issue with snow removal. He noted that Columbine cuts ice pack to get the water moving but it doesn't have any place to go. The detention pond is supposed to be used for snow storage but since a berm was put in all the way around, water can't get in. During the Mountain Meadows renovation this summer heat tape will be put up the drainage tube which may cut down on ice/snow build up. Eric is working on this but there is not a lot that can be done.
- H. Spring/summer projects include cleaning the garage in May/June, and cleaning windows (after pollen season). Also being considered is the installation of a fence to prevent the property being used as a "walk through, installation of a bike rack in the garage, and possibly enhancing the front entrance with tile. Stacey asked if the lot would be re-striped. That will depend on other things that need to be done. Duane suggested checking the budget, status on the garage door, etc. at the May meeting and see where the HOA stands financially. The list of projects can then be prioritized into what needs to be done now and what can wait.
- I. Gas: One or two Board members need to be appointed to conference call in with Anthony (Tiger Gas) and talk about locking in gas prices. Robert and George will do this; Eric will set up the call. A motion was made, seconded, and passed to authorize Robert and George to negotiate with Tiger.
- J. Eric noted that the next annual meeting is scheduled for the Senior Center. The Center has raised its rates and Eric suggested using Mountain Managers' meeting space. The conference area has been expanded and can hold about 20 people (more if necessary but it would be tight).
- K. Ice melt is being tracked onto the tile going into the elevator area. Getting a rental mat (about \$18 per month) for this area and also for inside the garage was discussed. Whether or not it would be cheaper to buy mats or rent them was talked about. Eric will get pricing and forward information to the Board.
- L. Duane noted that per an article in the Summit Daily, volunteers are being solicited for HOA re-cycling studies by High Country Conservation. HOA's that apply and are accepted would receive free re-cycling services during the 6 month study. There is a 4/24/09 deadline. All thought this was worth following up on and Duane will pursue the matter.

M. There were several more issues to discuss but due to time constraints it was decided to postpone further discussions until the next Board meeting.

8. **Meeting Schedule:**

Board: May 18, 2009, 3:00 p.m. at Mountain Managers.

Annual: October 3, 2009, 10:00 a.m. at Mountain Managers.

9. **Adjournment.** There being no further business, the meeting was adjourned at 5:04 p.m.

Following adjournment, Eric noted that he had received e-mails from the Town regarding solar credits being offered (\$9,000). Eric will check out information and see if something can be added to the existing system to qualify for the credit. Information will be e-mailed to the Board.

Signed:

Verbally approved during phone call with Eric Gill on or about 4/9/09

George Hart, President

Date

Judy Freese, Recording Secretary

Date