

**TIMBERLINE COVE  
BOARD OF DIRECTORS MEETING  
JULY 31, 2013**

**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 Jessica Bergan, George Hart, Ed Chang, Duane Abbott, and Sky Yost. A quorum was established.
  - B. Representing Mountain Managers were Phil Wells and Judy Freese (via phone).
3. **Approval of 5/8/13 Board Meeting Minutes.** A motion was made, seconded, and passed to approve the minutes as written.
4. **Owner Forum.** No owners (besides the Board) were in attendance.
5. **Repair and Maintenance Report.** The report covered the period of 4/13 through 6/13 and a few items were discussed
  - A. Gas has been locked in at a rate of \$4.60 for June 2013 – December 2014 with Tiger Gas. Other HOA's that have not locked in are currently paying about \$4.00 to \$4.25. Locking in a rate enables the HOA to budget a fixed amount for gas each month and there are no surprises unless usage goes up.
  - B. The cost of the second floating hot tub cover (\$995.82) seems high. Mountain Managers will check on this and send information to the Board.
  - C. The concrete walkways were all cleaned along with tile and grout in entries and the elevator. The first floor units received the most benefit as these were the dirtiest. It was resolved to do the upper floors less frequently. For budgetary purposes the MCR will be revised to reflect 1<sup>st</sup> floor walks/entries to be done every 2 years and the upper floors every 5 years. The walks/entries can be looked at each year and done as necessary.

6. **Financials.**

June financials were reviewed. Dues payments were \$4,605 below the budgeted amount but it was noted there are no serious delinquencies. On the expense side, utilities continue to run slightly over budget. There is no noticeable rate increase and it may just be increased usage. Jessica noted that unit hot water does not seem to be as hot as it used to be and Mountain Managers was asked to check the thermostat setting. Gas was under budget for the month of June but substantially over year-to-date. Security/fire was over due to a price increase and snow removal was over due to plowing needed after the end of the contract. Overall, the HOA was \$3,292 over on expenses year-to-date and showed a negative net of \$7,804 through June. It is hoped the deficit will be made up by the end of the year.

The balance in the checking account was \$18,317.24 and the money market account balance was \$97,247.60.

7. **Old Business.**

A. Revisions to the Rules and Regulations were discussed.

- 1) Trailer parking. The Board had previously approved allowing trailer parking at the complex. Discussion took place on where trailers were allowed to park, registration, weekend arrivals, etc.

It was resolved to permit trailers to be parked only in the back spaces up against the berm. Advance registration will be required and will be on a first come, first served basis (limited parking available). Anyone coming in on a weekend will have a packet left in Mountain Managers' lock box to include a map of where to park and a parking permit. A registration form will need to be filled in including type of trailer, license number, owner name, unit where owner is staying, and contact information (phone) for the owner of the trailer.

(Subsequent to the meeting it was discovered that the HOA's Declaration prohibits trailer parking on any common area. The Board will be discussing this issue further at their next meeting. No revision to the Rules will be made at this time.)

- 2) Comcast cable boxes. A motion was made, seconded, and passed to revise the Rules and Regulations to include that owners are financially responsible for any digital cable boxes that are damaged or missing. Revised Rules with a cover letter will be sent to owners with these minutes.

B. Estimates were received from Countywide for repair or replacement of the pump that services the snow/ice melt system for the handicap ramp. The less expensive bid was for repair but there is no guarantee this will work. If it does not, replacement would be necessary. After discussion the Board was in agreement that replacement was the best option since it's important that the pump be operational. This can be a capital expense and pump replacement will be added to the MCR if it is not already on there.

C. It is not possible to key storm doors to the master key system. If an owner locks the storm door, there is no emergency access to the unit. Owners are encouraged to leave the storm door unlocked when they are not at home.

D. Duane stated that one of the prints in the elevator area was stolen. It will cost a couple of hundred dollars to replace.

E. There is a drainage issue in the back lawn area (facing the lake). This will need to be addressed at some point. There is standing water in the area. Mountain Managers will talk to Celtic Landscaping about the possibility of adding a rain sensor so watering doesn't continue when it's raining. Ed will also look at the area. (Subsequent to the meeting it was found that a rain sensor had already been installed. The location will be checked for proper placement).

- F. There were originally 2 propane tanks purchased; now there is only one. Mountain Managers will check to see if the 2<sup>nd</sup> one has been moved to another location.

8. **New Business.**

- A. High Country Conservation Center provided an energy audit at no cost to the HOA. There are many recommendations in their extensive report but many may not be economically feasible. The Board asked if Mountain Managers could review the report and let them know what could/could not be done. Some recommendations will be prepared and presented at the next Board meeting. The Board was also asked to review the report and send any feedback to Mountain Managers.

- B. Executive Session. In accordance with CCIOA 38-33.3-308, "The minutes of all meetings at which an executive session was held shall indicate that an executive session was held, and the general subject matter of the executive session." The general subject matter was discussion of unit 206 and the owner's responsibility for paying for damage to common elements (garage door). Legal opinion had been obtained and will be discussed.

The Board resolved to pursue collection and the collection policy will be adhered to.

- C. The estimate from Karbowski for gutters/heat tape was reviewed. The pictures submitted do not seem accurate as far as where heat tape is needed. The bid is for unit 301 where owners complained of water on the balcony. It looks as if Karbowski's pictures show heat tape at unit 410 (not needed). The Board would also like to know if unit 301's issue is any worse than other owners.

9. **The Next Board Meeting** will be held on September 17, 2013, 3:00 p.m. at Mountain Managers. Conference calling will be available if necessary.

The HOA meeting is scheduled for 9/21 at Mountain Managers (conference calling to be available). The Board terms for Jessica and Sky will be expiring and both will run for re-election. Mountain Managers was asked to see if there are time restrictions for owners speaking an Annual meeting. No pending legal issues can be discussed at the meeting.

10. **Adjournment.** There being no further business, a motion was made and seconded to adjourn the meeting at 4:45 p.m.

Respectfully submitted: Judy Freese, Recording Secretary

**APPROVED:**

Approved via e-mail

8/16/13

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Jessica Bergan, President

Date