

TIMBERLINE COVE HOMEOWNERS' ASSOCIATION
BOARD OF DIRECTORS MEETING
June 6, 2008

The Timberline Cove Homeowners' Association (HOA) Board of Directors met on Friday, June 6, 2008, on the property for a walk-through and a Board meeting. Directors George Hart, Duane Abbott, Ed Chang, Julie Neils, and Mark Hull were present. Owners Robert and Diana Levin, Lawrence and Lois VanHeulkem, Jack and Mary Jo Dippel, Ulrich Klein, Jerry and Connie Frazee, Susan and Wendell Bond, and Sherry Abbott were also in attendance. Barb Walter, Karen Shramo, Daniel Vlcek, and Geovanni Hercules represented Wilderrest Property Management (WPM). Mr. Hart called the meeting to order at 1:07 p.m.

WALK THROUGH

Items of note discussed on the walk through included:

- Installing bike hooks in each parking space in the garage. Ms. Neils has some ideas and will share them at the meeting. Additional garage storage should also be discussed.
- The recent cleaning of the garage was unacceptable. WPM will present a plan for re-cleaning the pipes and heating units to the Board.
- The sprinkler heads for the fire suppression system near the garage door need to be moved or redirected to avoid future damage. The cable that was recently replaced may be under warranty; CFC will be contacted. The new panel will be painted as soon as possible.
- The items currently being stored in the garage mostly belong to CFC. They will be notified to pick them up, or they will be discarded by WPM and CFC will be charged.
- The maintenance vehicle parking spot could be removed as it is never used, and bike racks could be installed there. The unassigned spot to the left of the garage door as you enter could also be used for storage, possibly of canoes or kayaks.
- The bench that is being stored to the left of the garage door as you enter should be placed on the bike path near the downspout, and CFC should be charged.
- The room designated for housekeeping supplies could be utilized as an HOA office to house documents, warranty information, and the spec books.
- There are dead and dying trees throughout the property that should be reported to CFC as warranty problems, along with the lights in front of the elk statue.
- There are cracks in the driveway, and the seal coat of the parking lot needs to be redone. The stripes for parking spaces have chipped badly; using white paint instead of yellow will be discussed.
- The deck railings are separating, and loosing the varnish.
- Spraying or pulling noxious weeds was discussed. Mr. Levin volunteered to spray the weeds if the HOA would reimburse him for the supplies.
- The stain on the body of the building is clear. WPM will investigate if there is any warranty.
- Dryer vent cleaning should be scheduled annually. Window cleaning bids have been requested, but not yet received. Mr. Levin has obtained two window-cleaning bids, which he'll provide to Ms. Shramo.

- The generator on the south side of the building is backup for the elevator. It comes on frequently and is very loud.
- Keys are not working to access the hot tub area through the outside gates. This has been reported to CFC. The south gate strike plate is installed incorrectly and doesn't allow the gate to latch properly. The landscaping edging is in the way of the gate opening.
- The pavers within the hot tub area need to be cleaned or replaced. The hooks for the hot tub cover chains should be changed to stainless steel. There are holes in the cover of the south tub. The north tub was recently acid washed, and the finish is now deteriorating. The type of product used was discussed, along with any warranty that remains.
- The signposts should be replaced with treated 4x4 posts, or the signs should be mounted on the wall with the anchors in the mortar.
- A paper towel dispenser should be added in the bathroom.
- The roof over the door to the hot tub area has debris on it, and needs to be re-shingled. The vent cover to the left of the door needs to be repaired.
- The gutters need to be cleaned out, and a gutter should be added to the fourth floor roof above the bathroom on the back of the building.
- There are problems with cracked or missing grout on the exterior of the building. Specific areas noted were within the hot tub area, and on the decks of units 102 and 103. Ms. Neils has previously walked the property with Jeff Moore of CFC who indicated that CFC should be responsible for these issues.
- A chain should be placed across the entrance to Mountain Meadows with a "no trespassing" sign attached.
- There is a drainage issue at the north end of the swale through the parking lot; the landscaped area appears to be too high. There is another drainage problem in the dumpster enclosure. The dumpster doors are also difficult to open.
- There are cracks in the asphalt along the sidewalks and dumpster pad.
- The lamp post at the far right stairs as you face the building leans. This should be reported to CFC.
- The paint is chipping on the metal railings.
- The corbel by unit 301 needs to be stained.
- The roof over the ski lockers needs cleaning. There are broken shingles on the right stairway roof where construction debris was dumped.
- Three low spots in the parking lot were noted: near the handicapped parking spaces, in the south driveway, and in front of the left stairs at the sidewalk.
- When the lawn was aerated, dirt was left on the sidewalks.
- The heater vent in the ski locker room is falling down.
- There is corrosion on the metal supports under the exterior stairs.
- Ms. Walter and Ms. Shramo will compile a warranty list to be submitted to CFC, giving them a time frame for response. The list will be submitted to CFC by June 27, 2008. It will be submitted to the Board and posted on the HOA website prior to being sent to CFC for owner comments and additions. A response date of July 31, 2008, will be required from CFC, detailing what they will repair, and a plan of action.

OWNER CONCERNS

Mr. Hart opened the floor until 3:15 p.m. for owners to discuss problems. He reminded everyone present that the HOA will not be involved in warranty issues within the units.

Frozen Drain

The floor drain outside units 101 – 103 had 3 – 4” of standing water in the spring. Mr. Chang explained that there is heat tape in the floor drains, but that there was a freeze below the heat tape that caused the problem. CFC will be requested to install longer heat tape.

Storm Doors

RESOLUTION: Upon motion made, duly seconded, and unanimously carried, the same storm door that was originally installed on some units is approved for installation by any interested owners, and a group discount will be solicited.

- An owner that has a storm door installed suggested that owners should consider the fact that the storm door can be difficult to open when combined with the heavy entry doors and their automatic closers.
- Only the approved door may be installed. Any other doors will be removed at the unit owner’s expense.
- Ms. Shramo will send an email to all owners informing them that they must email Mr. Abbott or Mr. Levin by June 16, 2008, to be eligible for the group discount. Mr. Levin believes that the doors will be \$314 plus tax, and that installation will be about \$140 per door. Installation will be the responsibility of each owner.

Door Closers

- Mr. Klein questioned if the automatic door closers are required by code. Mr. Chang explained that they were installed for security to ensure that the door closes securely when the unit is exited. The concern that a child couldn’t open the door in an emergency was expressed.
- It was noted that the doors to the elevator and the hot tub areas need adjustment. This will be added to the warranty list. Also that the door from the garage to the elevator area hits the wall and needs a door stop.

Elevator Area

- A reminder should be sent to owners that pet waste should not be disposed of in the trashcan at the elevator. The “no personal waste” sign needs to be replaced. It should be laminated and hung above the trashcan.
- The heater is necessary to keep the oil warm and keep the elevator running. A sign should be installed requesting users to close the door to the lobby. The exterior door sticks on the right side; this will be added to the warranty list.

Lights

- The exterior lights are all on one circuit. Mr. Levin will look into the cost to have them changed to separate circuits.

Sidewalk Heat

- The sidewalk heat was turned off in April, but was turned on again in May due to snow. The Board gave direction to turn the heat off on May 1, and on again on November 1. This will be added to the spring and fall checklists.

Front Door Lock

- Some owners have a problem with the dead bolt on their door not turning. This would be an individual warranty issue.

Peepholes

- An owner expressed the opinion that the HOA should install peepholes on all doors.

RESOLUTION: Upon motion made, duly seconded, and unanimously carried, installing peepholes will be permitted at the expense of the unit owner.

Hours

- The hours for the original cleaning of the garage were never billed to the HOA; they were billed directly to CFC. Ms. Shramo will scan and email the work orders to the Board. Mr. Hart requested that a committee be formed to thoroughly review all hours used, and work toward a resolution. The committee will consist of Mr. Levin and Ms. Neils with Mr. Levin as the chair, and Ms. Walter and Mr. Vlcek will represent WPM.

Luggage Cart

- An owner provided information on the cost for a luggage cart or a service cart. If this were purchased, it could be stored in the elevator room.

Gas/Electric Usage Audit

- It was requested that an energy audit to determine usage and ways to cut back be completed. Mr. Levin believes that Xcel energy will complete this for about \$300, but as an outside firm supplies most of the natural gas, an independent contractor may be needed. Ms. Walter has the name of an independent firm that has approached WPM about doing energy conservation audits. Ms. Shramo will attempt to schedule a meeting with this contractor for Saturday, June 14, 2008.

APPROVAL OF MINUTES

RESOLUTION: Upon motion made, duly seconded, and unanimously carried, the minutes of the January 23, 2008, Board Meeting were approved as written.

FINANCIAL REPORT

Ms. Walter explained that since WPM was unaware that so many owners would be in attendance, not enough meeting packets had been provided. There is a reminder on the website that asks owners planning to attend a Board meeting to inform their Liaison so that proper materials and seating can be provided.

The April financials reflected that assets total \$50,669.77 and liabilities total \$22,387.57, resulting in equity of \$28,282.20. Other items of note included:

- The water and sewer bill is prepaid, and is reduced on each month's statement.
- The Due to/Due from lines were explained that a temporary transfer was made from the Reserve account to the Operating account in order to pay incoming bills.
- About \$6000 - \$8000 is spent on operating expenses each month, which is not sufficient to cover monthly expenses. The next budget needs to include a dues increase, an energy surcharge, or a special assessment to bolster the Operating Account.
- Ms. Walter explained that some projects are considered to be capital improvements, and are paid from the Reserve account.
- The hot tub under run is due to the payment received from Mr. Chang for the hot tub

covers and start up costs.

- It appears that Internet charges were paid twice in April. One of these is noted to be for December 2007. Ms. Shramo will research this to be sure it was only paid once.
- There is a large over run in gas and electric for the month. However, several items are also under budget.
- It was suggested that one hot tub should be shut down at a time to help save money. Beginning with the north tub, the tub not in use will be alternated each month throughout the year. Mr. Vlcek will research the possible problems this might cause in the winter months.
- The charge from Saflok for \$313 is for the purchase of extra key blanks.
- WPM split the cost of the acid wash for the vandalized hot tub and reimbursed that expense to the HOA.
- Line item 662 deals with accruals.
- The fire monitoring phone charges are down due to research and negotiation by Ms. Shramo.
- The landscaping maintenance proposals submitted for review seem to be very high for the work included. WPM reported 22 hours spent on lawn care in April. The Board requested an itemization of the work that was completed.

OTHER MATTERS

Rules

RESOLUTION: Upon motion made, duly seconded, and unanimously carried, the Board of Directors adopted the Rules and Regulations that were previously distributed to all owners for comment.

- Ms. Shramo will send an email to owners informing them that the rules are now in effect.
- Ms. Shramo will request Mr. Mitchell to submit a request for the real estate signs that are displayed so that he is formally in compliance.

Recycling

- Ms. Shramo requested information from Waste Management on adding recycling pick up to the TLC account. The cost is \$30 per bin per month for 96-gallon bins. It was suggested that instead of approving this increased cost, smaller bins should be placed in the garage that would be self-managed by the owners. Ms. Neils, Mr. Levin, and Mr. Abbott will research this option.

Bird Problems

- Some owners have reported problems with pigeons and swallows on their decks. One owner installed spike strips and found that they are helping. The unit owner must address problems occurring on the deck.

Security Guard

- Ms. Shramo provided information from a local company that provides security to several area complexes during holiday weekends or high-occupancy times. It was determined that this service is not necessary at this time. The Board directed that if there are people in the hot tub after hours, the police should be called.

Next Meeting Date

- The next Board meeting will be the budget meeting on Saturday, August 23, 2008, at 9:00 a.m. in unit 210.

- The Annual meeting on October 4, 2008, at 3:00 p.m. will be held at the Senior Center if it is available. The Board meeting preceding it will be at 1:00 p.m. in unit 210.

NEW BUSINESS

Walk Through Items

- Bike hooks can be considered a capital improvement, and can be paid for from Reserves. Four hooks per space, two eyehooks per space for locks, and a freestanding 15-bike rack would be about \$3500. Owners could mark the wall at the height the hooks should be installed at. Ms. Neils will also check into hooks where the bike is held vertically. If there was a cost variance, owners could pay the difference themselves. It was noted that owners may also be willing to pay a contribution toward a canoe/kayak rack.
- Storage lockers must be in the front of the parking spaces if they are installed, and cannot be installed in such a way that the car protrudes from the parking space. A standard style would need to be selected. Mr. Levin will submit three options he has found in small, medium, and large sizes. An alternate area for owners with spaces that won't accommodate a storage unit would need to be found.
- Lockboxes may be installed on the doorframe. The approved brand is Supra with a keypad in "grey". Ms. Neils has already installed a lockbox of a different type, and should submit an exception request to be in compliance.

It was determined that their presence was no longer required, so Mr. Vlcek and Mr. Hercules left the meeting at 4:57 p.m.

Budget

- The Major Maintenance Chart (MMC) will be sent to the Board again for input. The question of raising dues or levying an assessment was discussed.
- Mr. Levin suggested an aggregate increase of \$10,000, but Mr. Klein felt that a one-time payment to catch up to expenditures was a better option. Mr. Abbott is of the opinion that both might be necessary. Ms. Neils commented that an annual special assessment could be set up that would contribute to a general maintenance fund.
- The Board would like to hold a special meeting to discuss the MMC, possibly on July 4th weekend.

ADJOURNMENT

The meeting adjourned at 5:12 p.m.