

Blue River Run
Board Meeting Minutes
January 24, 2014

I. Call to Order

The meeting was called to order at 3:00 pm. Board members present were MaryKay Kelley, Nathan Colburn, Dianne Chisholm, Stephen Wolf and Reggie Golden (via telephone). Representing Summit Resort Group were Kevin Lovett, Deb Borel and site manager, Shane Carr.

II. Owners Forum

Homeowner, Don Linger, was present. Landscape chair, Mike Allen, was in attendance to present the Landscape report, and then dismissed himself.

A. Mike Allen presented the following Landscape report:

- The 2014 landscape project expense spreadsheet was reviewed in addition to Landscape Committee Chair Mike Allen's proposed 2014 landscape items. Kevin gave an overview of the items to be completed. Highlights of the discussion were as follows:
 - Tree / shrub prune spring and fall – Mike proposed that this does not need to be done every year. He suggests that it be done every other year. MaryKay said that the bushes need to be trimmed annually where they grow over the sidewalk.
 - Wilt proof all evergreens – this is a spray application that is done in the fall on the evergreens. This has not been done in the past. The Board agreed that deep root feeding is more important than wilt proofing.
 - The Board discussed deep root feeding and agreed that it should be done in the spring and in the fall.
 - Dianne asked about the re-mulch proposal on the south bed. Mike stated that the other beds were re-mulched last year.
 - Mike discussed the additional requests by the landscape committee. The Board will discuss their priorities of the additional work requested.
 - Mike discussed bringing in rock to cover some of the ground where grass will not grow. His priority would be the rock and trees behind Creek Lane 108 and 114.
 - Mike requested a \$4,000 allowance for landscaping improvements. The two priorities would be wild flowers and the work behind 108 and 114 CL.
 - Landscape guidelines will be sent to owners in the spring with dues statements.

III. Approval of Minutes

The Board reviewed the minutes from the October 25, 2013 Board meeting. Reggie made a motion to approve the minutes from the October 25, 2013 Board meeting as presented. Steve seconded and the motion carried.

IV. Financials

A. December 2013 Close Financials – The Board and Management reviewed financials as follows:

- December 2013 close financials reports \$35,950 in operating and \$191,328.89 in Reserves.
- December close P & L reports that the association closed the month \$5,021.69 under budget. There is an ice patch on Mountain Vista. When it warms up, those ice patches will be scraped. SRG will monitor.
- SRG reported on the expense variances.

- Most owners are current with dues payments. There are a few single-family homes that have not paid 2014 dues. SRG will follow up. Late charges are being assessed.
- The 2012-13 fiscal year end tax return has been prepared and nothing is owed.
- All reserve contributions are current to date.
- The Board approved the financials as presented.

V. Managing Agents Report-Kevin Lovett reported on the following:

A. Complete Items

- Boiler inspections complete. Thirty units participated in the boiler inspection.
- Mechanical room electric heater install complete in the units that signed up.
- Landscaping Guideline posted to website.
- The snow blower was repaired.
- Miscellaneous repairs completed on units 107 RV, 103 RR and 114 MV.
- Roof work complete.
- CD's hung for swallow prevention. SRG has received reports that the CD's are blowing in the wind and knocking into the building, resulting in chipping of the paint and loud noise. The board discussed options; a "mixed" prevention approach will be taken. A vinegar solution will be applied to the eaves of those units where the CD's were removed because of the noise.
- Minor fence repair completed.

B. Report Items

- Snow removal – Overall snow removal efforts were reported to be going well. When it is a warm day, any icy areas will be scraped.
- Governing Policies - House Bill 1276 calls for new required elements to the Collection Policy starting January 1, 2014. In efforts of compliance, local attorney Mark Richmond prepared a collection policy for Blue River Run and in addition, reviewed all of the association's current governing documents. During his full review, he noted that in addition to the Collection policy, that Blue River Run must add all of the required legislative policies. The Board reviewed the "Summary letter review" that was included in the packet. Kevin Lovett presented drafts of the required policies to include:
 - ❑ Collection Policy
 - ❑ Records Inspection Policy
 - ❑ Adoption and Amendment Procedure
 - ❑ Conduct of Meetings Procedure
 - ❑ Conflict of Interest Policy
 - ❑ Covenant and Rule Enforcement Policy
 - ❑ Investment of Reserves Policy
 - ❑ Dispute Resolution Policy
 - ❑ Reserve Fund Policy

An additional policy, Insurance Claim Deductible Resolution, was presented to the Board and review. The Insurance Claim Deductible Resolution Policy is not required, but was recommended by the attorney. This policy will assist in recouping cost of the HOA deductible if a claim arises in which an item that a unit owner is responsible for fails.

Upon review, Steve made a motion to adopt the Collection Policy and the Insurance Claim Deductible Resolution with changes discussed. Reggie seconded and with all in favor, the motion carried.

Between now and the next meeting, the Board will review the other policies. The Board will send Kevin any recommended changes.

- Flood Insurance
 - BRR is not in a flood plain and not required to have flood insurance. Flood insurance would cover the same items that the current insurance policy covers. Kevin discussed two options for flood insurance policy. The current insurance policy is valued at \$150 per square foot. SRG recommended that the building value should be increased to \$200 per square foot. SRG will get a bid for both \$180 per square foot and \$200 per square foot. The addition of a flood insurance policy will be tabled for now.
- Extra Trash pick up's – SRG reported the dates of the extra trash pick ups.

C. Pending Items

- Heat tape install request on unit 102 RV – the Board approved the addition of heat tape in this location.
- Dumpster door repairs on Creek Lane – The Board approved repairs to the dumpster doors.

VI. Ratify Board Actions via Email

Steve moved to ratify the following actions made via email:

- 11/5/13 – 110 MV hot tub installation approval
- 11/4/13 – 129 CL Radon equipment installation

MaryKay seconded and the motion carried.

VII. Old Business

A. Landscape Update – the following points were made with regard to 2014 landscape plans:

- Dianne made a motion to approve Rocky Tops bid minus the Tree shrub prune bid and the wilt proof. Mary Kay seconded and the motion carried.
- Dianne made a motion to hire Ascent to do the weed and tree spraying for \$4,800. Steve seconded and the motion carried.
- Nathan made a motion to have the beds mulched for \$549. Diane seconded and the motion carried.
- MaryKay made a motion to allocate \$4,000 to landscaping committee. Dianne seconded and the motion carried.
- Mike will work with Rocky Top and keep the board informed as to the plans.

B. Reserve Plan – SRG encouraged the Board to review the professional Reserve Study that was presented. Kevin and Nathan will work together to incorporate the professional reserve study into the “one page” reserve plan and present it to the Board for discussion at the April meeting. The revised Reserve Study will be presented to the owners at the annual meeting.

VIII. New Business

A. Projects 2014 – the following projects are slated to be completed this year:

- Deck Staining on the Townhomes
- Deck support structures on the duplexes

- Asphalt / Crack Seal / Seal Coat
- Concrete Driveways on the townhomes

A walk around will be done in the spring, snow dependent. The goal is to have the walk around before the April meeting, weather permitting. Cost estimates will be obtained for projects.

IX. Next Board Meeting Date

The next Board of Directors meeting will be held on Friday, April 25, 2014 at 3:00 pm at the office of Summit Resort Group.

X. Adjournment

MaryKay made a motion to adjourn at 5.37 pm. Steve seconded and the motion carried.

Board Member Approval: _____ Date: _____