

Brook Forest HOA Board Meeting, Saturday 3/29/2008.  
Held in LuAnn Tinkey's unit, building #130.

Attendees:

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Michele Becker, President  
LuAnn Tinkey, Treasurer  
Emily Landon, Board Member  
Dan Doran, Board Member & Minutes Taker  
Kevin Lovett, Summit Resort Management.  
Evert Sandoval, Summit Resort Group Management

Absent - Colleen O'Conner, Board Member

**Action Items are in red.**

Meeting opened with Kevin requesting feedback on how the homeowners have felt about Summit Groups performance. Feedback included:

**1) Snow removal** - Compliments on Joe Banks and Everett keeping up with the ice dams under the eaves, which many owners have noticed. Snow removal is \$158 over budget for the year which the board agreed was good considering the heavy snow.

Question was asked by Dan about the heavy salting along the building which was a problem for walking dogs on cold days since it hurt the dog's paws. Reply the de-icer was supposed to be "eco-friendly" and Everett agreed to go lighter on some of the walkways that didn't get ice drops.

Some discussion that the push-out strip by building #140 had lost a lot of grass during plowing that would need to be looked at after melt off to see if it needs reseeding. Also the drainage ditch had been blocked off by the snow piling leading to the large puddle in the push out area. It was unclear if anything can really be done about this.

Everett indicated Joe Banks should be available for plowing next year, and **board moved to offer to renew Joe' contract**, understanding his rates may rise a bit for increased fuel costs & normal inflation.

**2) Finance Issues** - Transition issues to Summit Group are complete, with all bank accounts now at Alpine Bank. No significant delinquencies were noted, and Maxine at Summit group had all accounts including the pipe assessment up to date. LuAnn complimented Maxine on her regular finance updates.

Discussion about Comcast TV cable and if any deals could be made to slow down cable increases. In all likelihood, "no" according to Kevin. Comcast does offer cable internet at \$17/mo./unit, but *\*only\** if all units in the building sign up. We agreed this is unlikely since not all homeowners want internet and some already have data cards on laptops that work fine with their cell phone provider.

**3) Parking Issues** - Building #130 has a snow push out strip in the grass, and there had been some parking in that grass strip. Michele requested that renters & guests be requested not to park on the grass.

**4) Annual Homeowner's Meeting** - **This year it will be Saturday, July 5th, 10:00am at Michele's unit in building #130.** Kevin will put reminders at the bottom of the monthly invoices. Also, the first 30 minutes of the meeting will be for homeowners only so any issues that homeowners have with Summit management or don't wish to discuss in front of non-homeowners can be discussed. Dan will send these minutes out to all homeowners and request acknowledgment so we can make sure all homeowners can be notified via email or if alternate notifications need to be made.

Michele and the board will be emailing a homeowners survey in June(?) so we can make sure that items of interest are added to the agenda. We will also be previewing financial proposals to the homeowners so they can be considered prior to the meeting, and include a list of changes/accomplishments of the past busy year.

**5) Summit Unit Inspections** - It has been requested that check-off sheets be added in the units so homeowners will know when the unit was last checked. Everett will add the check-off sheets to each unit. Kevin said they recommended the units be kept at least 60 degrees on the coldest months to prevent freeze ups, and this is where the units will be set during checks unless otherwise requested. Actions during inspections are listed in the Summit Management contract.

**6) Outdoor Lights** - Everett said the outdoor community lights are being switched to low-temp rated Compact fluorescents as the current incandescent bulbs burn out to increase energy savings.

**7) Unit Skylights & Doors** - After two skylights cracked this winter in building #140, the board moved that the legal Declarations be clarified that doors and skylights are the homeowners responsibility, and not part of the community exterior. This was based on the skylights being considered as windows as opposed to the community roof. The individual homeowners insurance policy may cover these, as they did for at least one unit. Kevin will modify the declarations.

**8) Window Replacements** - The board requested that all homeowner exterior window replacements be approved by the board for aesthetic and quality review. We realize that many windows are candidates for replacement as the seals break and more efficient windows are available, but we wish to keep the window exterior looks as consistent as practical. This is not a new policy, but a restatement of the existing policy.

**9) Hillco Boiler Inspections** - Some homeowners were not satisfied with the quality of Hillco's inspections and were billed for work not done. We agreed not to pay any contested bills until the issues are resolved. Furthermore we don't wish to use them again for future inspections. Breckenridge Mechanical was suggested as a possible

replacement with good recommendations for future boiler inspections.

**10) Chimney Sweeping and Inspection** - Board members present were satisfied with Service Monkey's sweeping & inspection services this winter, and suggest all units who use their wood burning fireplace have it swept/inspected annually for safety reasons.

**11) HOA Insurance** - Proposal was made to transfer our Farmers Insurance Policy to the Summit Resort Group's Farmers' blanket Policy which is shared by 18 of their properties. This move will save the HOA over \$2000/yr with a \$5000 deductible vs our current \$1000 deductible. After a discussion of past and potential likely future claims and the merits of small vs. large deductibles, **board decided to move to the blanket policy**. The current Brook Forest policy is paid through 12/31/2008, but will transfer the balance between policies when we transfer the coverage, which is now scheduled for the beginning of May.

**Individual homeowners will be notified of the higher \$5000 HOA insurance deductible** since it may have a small impact on individual policies - In practice, large claims that involve more than one unit (e.g. water leaks in upstairs units) have a joint settlement of HOA and individual policies.

**Board moved to combine the current \$1500 Misc fund and the \$2000 annual savings rebate into an insurance deductible fund** that we will try to keep near \$5000 annually.

**12) Summit Contract Renewal** - This will be due in September and be a discussion item at the annual meeting. We expect a modest fee increase. Board is budgeting for annual 3% cost increases in overall operating budget.

**13) Exterior Ice Damage** - The creek sides of buildings #130 & #140 have siding and fascia damage from large ice dams. The fascia damage on building #140 is severe and will require the services of a roofing contractor. **Kevin is following up on this**. The damage on #130 is minor, however, **Kevin and Everett will look into a metal flashing piece to prevent this recurring damage spot**.

**14) Capital Improvements & Funding** - This was the primary topic of discussion. **The board wishes to submit a choice of funding proposals for capital project funding to the homeowners (via email) prior to the annual meeting** to begin to cover the anticipated projects that will be needed. Actual cost estimates and bids will be included in these proposals to all the homeowners along with proposals to fund these. The main point was that we either must fund these projects in advance or assess after the fact, and HOA association with healthy capital funds raise resale values. **The board will work on the proposals via email and submit them to the homeowners prior to the annual meeting**.

The large expenses anticipated in order of likely need are:

**A) Exterior staining**. We currently have 3 bids, and Kevin will call Joe Fassil for a 4th bid for re staining entire buildings at one per year. Most painters recommend we re stain buildings every 5 - 6 years. The most notable point is re staining just two of the three

buildings will drain the entire capitol projects fund in two years. Building #130 was judged most in need of re staining. Staining was judged the best short term return on investment to prolong the life of the 24-year old siding.

**B) Irrigation System** - We will look into several options to reduce the annual watering labor costs, ranging from timers on the current system to a full-scale underground system. Estimated effectiveness, maintenance and payback times will be a primary driver on this item. Summit management has included manual watering in their current fee with the expectation we will move to a less manual system.

**C) Siding replacement** - Several painters judged we have at least 10 years before we need to do large scale replacement of siding, but this will be a major expense when it occurs.

**D) Driveway** - Currently we fill cracks annually and occasionally do a full reseal. Since the reseal seems mostly cosmetic and temporary, we will probably not do it this year. Crack fills will be done. **Kevin will get a bid for crack seal only.** Rough guess is the driveway was good for another 10-15 years before a full recap was required.

**E) Roof** - Hopefully the metal roof is good for another 15-20 years, but will be a major cost when it is needed. Ice flows are hard on the fasteners, and an inspection will be needed soon.

**More Siding Staining Notes** - We emphasized that currently we use semi-transparent deck stain and definitely not paint. Solid stain was suggested to make the color more consistent around all the buildings, but we **decided we would need sample boards for all of the homeowners to inspect and vote on during the annual meeting.** No staining will be done prior to the annual meeting. All contractors will be required to be bonded & insured.