

**Brookforest HOA 2014 Annual Meeting**  
**Saturday, July 5, 2014**  
**Unit 140F**  
**9:00 am**

Attendees:

Michelle Becker 130A  
Mark and Karla Pfiffer 130B  
Doyle & LuAnn Tinkey 130C  
Russ and Linda Colling 130D  
Bruce Barta 140A  
Fred Hearty 140 B  
Colleen O'Conner & Matt McElhiney 140D  
Dan & Deb Doran 140F  
Carol Goett 150B  
Rob Audette & Nancy Berg- Audette 150C

Proxies:

Bob & Ellen Smith 140C - proxy to Dan Doran  
Rick Abbott 150A - proxy to Dan Doran

10 units represented in person and 2 by proxy; a quorum was reached

Summit Resort Group was represented by Kevin Lovett; Jocelyn Banks attended the post meeting walk around.

The meeting was called to order by President Dan Doran. Introductions of all homeowners present and Management Company were made.

**Approval of the Minutes of last Annual Meeting** – Dan Doran moved to approve the minutes as submitted. Matt McElhiney seconded. Minutes were approved.

**Financial Report by Kevin Lovett of SRG** – Kevin Lovett reported on the following:  
May 31, 2014 Balance Sheet reports \$8,475.90 in Operating and \$35,541.40 in Reserves.

May 31, 2014 Profit and Loss statement reports that Brook Forest is \$877.88 (3%) over budget in operating expenses. Main area of overage is snow removal.

Brook Forest is current on all reserve contributions this year.

Account balances continue to grow and \$14,224 is planned to be placed into reserves this year.

2015 budget plans will be reviewed this fall; at this point in the current fiscal year, a change to operating dues for 2015 does not appear to be necessary.

**Executive Session** - The Board and Owners entered into executive session as Kevin Lovett stepped outside. Kevin Lovett was asked to rejoin the meeting. The Board and Owners were complimentary of management services this past year.

**Manager's Report given by Kevin Lovett** – Kevin Lovett reported on the following items:

**Completed Items**

- Roof inspection and recommended maintenance completed. The owners agreed to complete regular maintenance in order to prolong the life of the current roof.
- 150 building exterior painting complete in 2013
- Spring cleanup complete
- Pine Beetle Tree Spraying and pheromone bag install as well as pine needle scale treatment complete
- Dead tree removal/ clean up complete
- Association Annual Insurance Renewal with Farmers complete
- Annual registration with RE Commission complete
- Association policy updates (Collection policy, records inspection and Insurance claim deductible resolution) complete

**Pending Items**

- Woodpecker hole repair – it was agreed to have the wood pecker holes filled and wood replaced / patched and stained to match. It was also agreed to install a wood pecker house.
- LED light bulb conversion – it was agreed to replace any burnt out light bulbs with LED lights. The owners requested the warm white LED's as opposed to the harsh blue lights.

**Report / discussion items**

Drywell install 130 building – The Owners discussed the installation of a drywell in the parking lot of the 130 building to eliminate the water and ice buildup in the parking lot. The project would consist of excavation, drywell installation, asphalt repair, electric power run and heat tape installation. Upon discussion, Dan moved to proceed with the drywell installation; Fred seconds and the motion passed.

Fence install, 200 linear feet – The Owners discussed the fence installation project. Upon review, the Owners agreed to not complete this project.

Roof, snow fall prevention system –The Owners discussed the possible installation of a roof snow retention system, gutters and heat tape. Expense estimates were presented. Due to the large expense, the Owners agreed to address the roof snow with periodic roof snow removal activity. The Owners agreed that roof snow should be removed as needed during the months of January, February, March and April and set an annual budget figure of \$1500 for this project. Owners are reminded to tell their guests that snow may shed off of the metal roofs.

**Reminders** – the following reminders were reviewed:

- Reminder, all Owners are encouraged to have their chimneys cleaned and inspected annually. Consider it Done, 970-420-9867
- Window Cleaning, Consider it Done or Rise and Shine 970-668-0916
- Fire wood, Timber Wolf 970-390-0574

**Old Business** – Comcast cable TV and Internet service was discussed. There were no reported issues.

**New Business** – The following New Business items were discussed:

A. Capital Reserve Plan - The capital reserve plan was reviewed. It was noted that the capital plan is a “working tool, subject to revision” and is reviewed and adjusted by the Board regularly as needed.

It was noted that the staining of the 140 building was moved to 2015.

The 130 building drywell project expense will be added to 2014.

B. Dumpster enclosure – The Owners discussed the state of the dumpster enclosure. There is a loose post and a board that are in need of repair; SRG will work to complete these repairs. The Owners also discussed improving the enclosure, to hide the dumpster and make more attractive. Ideas discussed included raising the height of the walls and adding swinging gate doors to the front of the enclosure. SRG will obtain proposals and cost estimates for review of the Owners.

C. Asphalt repair – It was noted that there was a “low spot” in the asphalt in front of the dumpster enclosure. SRG will talk with Apeak Asphalt to obtain plan and cost estimate to repair. (in addition, during the post meeting walk around, the Owners of the 130 building requested that the one of the parking spaces be extended; this will involve removal of one tree that is in poor shape and the moving of a few boulders).

D. Owner contact information – All Owners agreed that individual Owner contact information, to include phone number and email address, will be added to the Owner list.

**Appointment of Directors** – Dan Doran was thanked for his many years of excellent service as Board President! Fred Hearty moved that the following slate be appointed; Matt McElhiney seconds and the motion passed.

Michelle Becker – president

Dan Doran - secretary

Carol Goett – director at large

Fred Hearty – director at large

Matt McElhiney – director at large

**Next Meeting date** - the 2015 annual owner meeting will be held Friday July 3<sup>rd</sup>.

**Adjournment** - The meeting was adjourned at 10:45 AM. Walk around and Picnic to follow.