

CEDAR LODGE CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS MEETING
November 15, 2014

I. Call to Order

The meeting was called to order at 10:07 am. Board members in attendance via telephone were Steve Konecny and Shannon Lamkin. Angela Burdick and Mel Walden attended in person. Representing SRG were Kevin Lovett, Deb Borel, Mike Kellett and site manager, Chris Trettel.

II. Roll Call/Quorum – A quorum was present. Notice was posted on the website and on site at Cedar Lodge.

III. Owners Forum – No Owners, other than Board members, were present.

IV. Approval of Minutes - The next item of business was the review of the June 7, 2014 Pre and Post-Annual Meeting Board meeting minutes. **Mel made a motion to approve the meeting minutes as written. Angela seconded and with all in favor, the motion carried.**

V. Financial Report – Kevin reported on the September 2014 close financials as follows:

- ❑ September 2014 Balance sheet reports \$2,960.61 in operating, \$57,274.01 in the reserve account and \$4,435.91 in the hot tub account.
- ❑ September 2014 P & L states that Cedar Lodge is \$1,464 under budget year to date in operating expenses. It was noted that \$6,941 of Reserve contribution this year have not been made. When a reserve contribution cannot be made, it is an indication that the association is low on cash. It was noted that expense projections for the remainder of 2014 indicate a good possibility of improving cash on hand and catching up on at least a portion of the reserve contributions, as occurred in 2013.
- ❑ SRG and the Board reviewed the major areas of variance.
 - Landscaping and Grounds Maintenance – over budget \$1,669.
 - \$350 parking lot striping
 - \$1,027 for weed prune, mulch and dead tree removal
 - Snow Removal - \$3,105 over
 - Trash increased by \$800
 - Miscellaneous – over budget \$590 due to purchase of new luggage cart
 - To Reserve Fund – under budget \$6,941 due to contributions not being made.
- ❑ All owners are current with dues.

The financials were approved as presented.

Kevin presented the 2015 budget options as follows:

- ❑ Current Dues are \$263 and \$306, respectively
- ❑ Revenue Options for the 2015 budget include:
 - Option 1 – no change to dues
 - Option 2 – 1.5% increase to dues (to \$267 and \$310)
 - Option 3 – 3% increase to dues (to \$271 and \$315)
- ❑ Expenses; changes from 2014 to 2015 budget include:
 - 503 – Water and Sewer – Increase by \$1,000 based on actuals plus 1%
 - 507 – Management Fee – Increase by \$1,260 based on agreement

- 508 – Cable TV – increase by \$192 based on actuals
- 514 – Postage / Office – decrease \$223 based on actuals
- 518 – Insurance – decrease \$223 based on actuals
- 520 – Security System – decrease \$75
- 525 – Elevator – increase \$60
- 530 – Trash Removal – increase \$284 based on actual rate
- 535 – Contingency options are as follows:
 - Option 1 – decrease to \$0
 - Option 2 – decrease to \$2,040, a decrease of \$252
 - Option 3 – increase to \$4,092, an increase of \$1,800
- Reserve Fund – same
- Hot tub reserve fund – same
- Kevin recommended that the Board choose Option 3. SRG is realizing an increase to contractor costs.
- Steve asked what the reserve expenses were for 2015. \$2,000 will be added for east side of building stain.
- **Angela made a motion to increase dues 3%. Mel seconded and discussion followed.**
 - Angela stated that since Cedar Lodge is running a deficit and contractor prices are increasing, even with the 3% increase, the budget is only increasing \$4,092. She prefers the increase to dues, and does not want to do special assessments.
 - Mel agrees with Angela.
 - Shannon agrees.
 - Steve said that typically this scenario occurs every year and the association is short in operating cash. The reason contingency fund was created is to avoid dipping into the reserve account and building up the operating account. Steve proposes that some of the contingency increase be placed into landscaping and snow removal. He endorses the 3% increase. An additional \$1,000 will be placed into snow removal and remainder in contingency.
 - Board discussed the Reserves amount to determine if they are on track. At 2014 close, the association should have \$54,000 in reserves. 2015 should close with \$70,000. 2016 should close with \$80,000. 2017 should close with \$100,000. 2018 is a large project year and should still close with \$20,000 at year-end.

With all in favor, the motion carried.

Angela made motion to increase snow budget to \$2,680 and keep the remaining balance (from dues increase) in contingency. Shannon seconded and the motion carried.

VI. Managing Agents Report – Deb presented the following Manager's Report:

Completed Items

- ☐ Roof inspection and maintenance is complete (roof is slated to be inspected every year)
- ☐ Exterior staining of the front of the building is complete
- ☐ Hot tub re-opened on November 3, 2014
- ☐ Garage has been power washed

Report Items

- ❑ Pumping out of parking drain cost is \$300 per drain. Could be a little less if easy or a little more if they have to dig it out.
- ❑ Bobby Cat is providing snow removal for the 2014-2015 season

VII. Old Business

A. Storage Locker Report – Three lockers are currently rented – One large one and two medium ones. Kevin pointed out that this is an additional source of income, since funds from the rented lockers are not in the current budget. He reported that from January 1, to current, \$600 has been collected from these rentals. SRG will report to the Board projected 2015 locker rental revenues.

VIII. Ratify Board Actions via Email

Mel Walden made a motion to ratify the approval of the roof maintenance that was made via email on August 4, 2104. Angela Burdick seconded and the motion carried.

IX. New Business

- A. Angela reported that people are smoking in garage. Kevin suggested hanging signs that smoking is not permitted in the garage area. SRG will place a “No Smoking” sign in the garage.
- B. Angela thanked SRG for their work on the Owner’s Lounge, and stated that it looks great.
- C. Kevin informed the Board that an Owner had been disorderly and offensive. After verbal and written warnings, a violation notice with a fine of \$250 was sent.
- D. Per Mel’s request, SRG will obtain bids for adding windows to end of halls as a project for 2015.
- E. Fireplace inspections will be scheduled for the spring of 2015.

X. Next meeting date – The next Cedar Lodge Board of Directors meeting will be held on Saturday, January 17, 2015 at 10:00 am.

XI. Adjournment – **Angela Burdick made a motion to adjourn at 11:25 am. Mel Walden seconded and with all in favor, the motion carried.**

Approved By: _____
Board Member Signature

Date: _____