

CEDAR LODGE CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS MEETING
November 19, 2016

I. Call to Order

The meeting was called to order at 10:00 am. Steve Konecny, Shannon Lamkin, Angela Burdick, Kristin Decker and Brennan Arnold were in attendance. Representing SRG were Deb Borel, Kevin Lovett and site manager, Otto Reyna.

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

III. Owners Forum – Owners Susan Konecny, Bob Zavodsky and Bruce Rindahl were present.

IV. Review of Cedar Lodge Board Etiquette

- A. The Board reviewed the Officer Roles, Board Action and Operations, Traits of a Board Member and additional comments. Law does not require a Board to follow Robert's Rules of Order, but to use them as a guideline on how to run meetings. Cedar Lodge follows a hybrid version of Robert's Rules of Order, but does not follow every aspect of them.

V. Approval of Minutes - The next item of business was the review of the June 4, 2016 pre and post Annual Meeting Board meeting minutes. **Brennon made a motion to approve the pre-annual Board meeting minutes as presented. Shannon seconded and the motion carried.** Steve commented that the Board may not have a special assessment without $\frac{3}{4}$ approval by Owners. He also commented that per attorney interpretation, if there is a special assessment that is approved by Owners, all Owners must be assessed, and not just the ones who will benefit from the improvement. **Kristin made a motion to approve the post-annual meeting Board meeting minutes. Brennan seconded and the motion carried.** The Board reviewed the annual meeting minutes.

VI. Financial Report – Deb reported on the October 31, 2016 close financials as follows:

- ❑ October 2016 Balance sheet reports \$18,453.29 in operating, \$90,415 in the reserve account and \$7,963.31 in the hot tub account. Many owners have pre-paid dues, so there is about \$7,463 less in the account.
- ❑ October 2016 P & L states that Cedar Lodge is \$4,564 under budget year to date in operating expenses.
- ❑ All 2016 Reserve contributions are current.
- ❑ SRG and the Board reviewed the major areas of variance.
- ❑ 2017 Budget – The Board and management discussed three 2017 budget options ranging from a 1% to 5% dues increase. Board members commented on their thoughts regarding the options discussed.
 - The Board discussed roof replacement cost. The Capital plan reflects an estimate, and not an exact bid number. If the Board would like an exact price, Kevin suggested that an engineer be hired to determine a scope, then a contractor could give an exact amount, give or take a 10% contingency.

- The Board discussed elevator replacement costs. SRG will ask Schindler Elevator if they anticipate if any of the components of the elevator are expected to become obsolete. Elevator is not in need of replacement now.
- The Board discussed the condition of the exterior decks. SRG will add the cost to replace them to the capital plan over the next three years. A bid with estimated price will be submitted to the Board at the April meeting..

Kristin moved to approve the option with the 5% dues increase. Brennan seconded and with all in favor, the motion carried. Angela would like to table the vote until after the executive session.

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

Completed Items

- ☐ Irrigation blown out
- ☐ Roof heaters inspected
- ☐ Fire extinguisher inspection and maintenance complete
- ☐ Snow stakes placed
- ☐ Grill put away
- ☐ Heat tape on
- ☐ Hot tub open
- ☐ New Rules have been placed on the website
- ☐ Unit 305 Deck repairs complete
- ☐ Trash cans placed at Mutt Mitt locations

Pending Items

- ☐ Concrete behind building from the door to the asphalt

Report Items

- ☐ Hot tub survey results were 10 in favor of replacement and 16 against. 32 were necessary to pass.
- ☐ Any contact to contractors should go through the Management Company

VIII. Old Business

- A. Storage Locker Report – All four lockers are currently rented.
- B. Bid to enclose the areas at the end of the hallways for additional storage is \$2,720 each. This will be tabled until additional storage units are needed.
- C. Roof replacement estimate is \$90,000 plus \$2,500 for warranty.
- D. Comcast Renewal – The Board agreed that there would be no change from the current service. This will be placed on the agenda for the 2017 Annual meeting for Owner discussion.
- E. Elevator replacement estimate is \$110,000 in today's market, plus between \$25,000 and \$50,000 to get fire safety and electrical items up to code. The capital plan will be updated to reflect this cost.

IX. Ratify Board Actions via Email

Angela made a motion to approve the following actions that have been made since the last Board meeting.

- ☐ 7/21/16 – Hot tub assessment mail approved
- ☐ 10/6/16 – 321 Sliding door replacement approval

- ❑ 10/12/16 – Snow plow bid from BobbyCat approved
Shannon seconded and the motion carried.

X. New Business

- A. Property Management Agreement Renewal – This will be discussed under Executive Session.
- B. Owner Request for Remodel – A physical sample of the window color will be requested and SRG will confirm that the color matches.

XI. Owners Forum

- A. Bruce stated that it is important to keep the capital plan updated.
- B. Bruce stated that it is important that the correct roof contractor and material is used.
- C. Bob commented that there are independent engineering companies that recommend roof materials.
- D. Bob stated that he is in favor of special assessment rather than annual dues increases.

XII. Executive Session

- A. Kevin presented a 3-year Management Agreement renewal with no increase in 2017, a 2.7% increase in 2018 and no increase in 2019. SRG representatives dismissed themselves as the Board discussed the agreement. After discussion, the Board informed SRG that they were in favor of the proposed renewal agreement. SRG thanked the Board and stated that Cedar Lodge is a pleasure to work with.

After discussion and as follow up from 2017 Operating Budget motion and second, all were in favor of the 5% increase to dues. Mailer will be sent to owners December regarding increase and annual meeting date change. This dues increase is in anticipation of roof replacement in two or three years.

- XIII. Next meeting date** – The next Cedar Lodge Board of Directors meeting will be held on Saturday, April 22, 2017, at 10:00 am in the Cedar Lodge Owners Lounge. The Annual meeting will be held on June 10, 2016 at 10:00 am. This will be changed on the website and Owners will be informed in the dues letter that will be sent in December. The Fall meeting in 2017 will be held on November 18, 2017 at 10:00 am.

- XIV. Adjournment** – Angela made a motion to adjourn at 1:38 pm. Brennan seconded and with all in favor, the motion carried.

Approved By: _____
Board Member Signature

Date: _____