

CEDAR LODGE CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS MEETING
December 2, 2017

I. Call to Order

The meeting was called to order at 9:50 am. Steve Konecny, Shannon Lamkin, Kristin Decker (via telephone), Brennan Arnold and Angela Burdick 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 – Owner Mel Walden was present. Mel requested consideration from the board on the following:

- A. That an additional concrete stair be placed on the northeast side of the building in the back. There are currently two steps there, and he is requesting a third one be added.
- B. That there be a windbreak installed by the recycle totes so they don't blow down the alley when it is windy. SRG will also clean up the area by the dumpster.
- C. One resident is placing ladders against the building in the back. This Owner will be asked to place the ladders in the approved location by his parking spot in the front of the building.
- D. Mel's last suggestion is that the Board switch to all electric heating in the common area hallways in lieu of replacing the roof heaters.

IV. Approval of Minutes - The next item of business was the review of the June 10, 2017 pre and post annual meeting minutes and the minutes from the August 23, 2017 special meeting. SRG noted that an error was made in the August 23, 2017 minutes, so the Board was provided a revised copy for review.

June 10, 2017 pre-annual Board meeting – Angela pointed out that in the June 10, 2017 pre-annual board meeting minutes, it showed Brennan seconding a motion to approve the April 22, 2017 meeting minutes. Brennan was not present at the April meeting, so the minutes from the June 10, 2017 pre-annual board meeting will be changed to reflect that Steve seconded the motion. **Brennan made a motion to approve the June 10, 2017 pre-annual board meeting minutes as revised. Kristin seconded and the motion carried.**

June 10, 2017 post-annual Board meeting – **Kristin made a motion to approve the June 10, 2017 post annual board meeting minutes as presented. Brennan seconded and the motion carried.**

August 23, 2017 Special Meeting – These minutes will reflect that the Board discussed several options for a backup plan if the heaters failed. There was also discussion at the August meeting that will be added to the minutes regarding the shortage of funds, and how it would impact the budget if the heaters failed in the winter. The scope of work will also be added to the minutes. **Angela made a motion to approve the Board meeting minutes as revised. Shannon seconded and the motion carried.**

V. Financial Report – Deb reported on the financials as follows:

- ❑ September 30, 2017 close Balance sheet reports \$13,129.41 in Operating and \$107,165.43 in Reserves. The hot tub account has \$9,518.89.
- ❑ It was noted that one owner owes \$3,046 from damage that was done in the common area as a result of a leak in his unit. He is currently working with his insurance company on this.
- ❑ September 2017 P & L states that Cedar Lodge is \$3,999 over budget year to date in operating expenses. It was noted that the main reason for the overage is snow removal, which is \$4,089 over budget.
- ❑ All 2017 Reserve contributions are current.
- ❑ 2018 Proposed Budget – The Board reviewed four options for a 2018 budget, including a 3%, 5%, 7%, and 9% dues increase.
- ❑ It was noted that there was an unanticipated reserve expense of \$3,511.50 to repair the roof heaters that was paid in 2017.
- ❑ Angela asked if the HOA could cancel the Comcast agreement. There are currently two agreements with Comcast; the service agreement and utility agreement. The service agreement expires in 2021. SRG will confirm when the utility agreement expires and report to the Board. If the utility agreement is in place, only Comcast may use the wires for service. Comcast service is better than others in the county.
- ❑ The board reviewed the service agreement extension from Schindler Elevator. SRG will determine whether the proposed price has an inflation factor built into it, or if it is a fixed price.
- ❑ Steve clarified that the Operating budget required a dues increase of 3% to cover just Operating expenses, and does not add but a small amount to Reserves.
- ❑ **Angela made a motion to table the 2018 budget discussion until after roof discussion. Brennan seconded and the motion carried.**
- ❑ Kevin briefly reviewed the capital plan.

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

Completed Items

- ❑ Repaired east roof heater – cost was \$424
- ❑ Patched hole in garage from leak above (it was noted that this has happened twice. The first time was from a leak from unit 213, and the second time a leak from above and the source could not be determined. This was paid for by the HOA)
- ❑ Deck staining and repairs complete
- ❑ Placed bid to replace garage doors in the capital plan - \$9,300
- ❑ Placed bid to replace skylight in the capital plan for 2018 - \$1,600

Pending Items

- ❑ The bid to have an independent contractor to recommend roof replacement materials is pending. Mel commented that he is not familiar with anyone that performs that type of service. Angela asked if the roof could be sloped, and Brennan commented that we are currently at the roof height limit. SRG will inquire of the town it would be possible to receive approval for this type of project.

Report Items

- ❑ The hot tub opened on November 1 and has been working well. The fan in the hot tub room may need replacing soon. Otto took it apart and cleaned it up, and it is working fine now.
- ❑ Fireplace inspections are scheduled for December 5. Owners were sent notice on November 27.
- ❑ It is advised to replace roof heaters prior to replacing roof.

VII. Old Business

- A. Storage Locker Report – All four lockers are currently rented.
- B. Roof Replacement – The Board reviewed the roof replacement estimate. An inspection will be done in the spring to see if the roof will last until 2019.
- C. Roof Heaters – The Board reviewed the roof heater replacement bids. It was noted that the bids were for replacement with no snow on the roof. If replacement is necessary in the winter, the price will increase.
 - i. R & H Mechanical is willing to provide a service contract for two years. Angela suggested that the board consider that option. The Board discussed their thoughts. Steve commented that typically on service contracts, there are some things that are included in a service agreement, and other items are not. Kristin commented that she thinks the roof heaters should be replaced in the spring of 2018. Since the roof will be inspected in the spring, the roof heaters will also be evaluated at that time. Shannon commented that she agrees with Kristin that the roof heaters should be replaced in the spring. The board agreed that the capital plan will not be changed, but will reflect roof heater and roof replacement for 2018, then if the work is not necessary, it will be extended to 2019.
 - ii. SRG will obtain three bids to install electric baseboard heat in the hallways.

Board discussion returned to the 2018 budget. Considering the discussion regarding rooftop heaters and roof replacement, Steve asked each board member their opinion on what the dues increase should be. Angela is in favor of a 3% increase. Kristin is in favor of a 5% increase to dues. Shannon agrees. Brennan is in favor of the 5% increase.

Angela made a motion to approve a 5% increase to dues for 2018. Shannon seconded and the motion carried. Notice will be sent to owners prior to dues statements informing them of the increase. In the letter informing of the dues increase, SRG will include information about the necessary roof heaters replacement as well as the roof replacement.

VIII. Ratify Board Actions via Email

There have been no actions via email since the last meeting.

IX. New Business

- A. Elevator Service Agreement – During the above discussion, SRG obtained additional information from Schindler Elevator stating that there is an annual price adjustment, typically 2% to 5%. **Brennan made a motion to sign the proposed elevator service agreement. Kristin seconded and the motion carried.** The up button on the third floor will be fixed to point down.

- X. Next meeting date** – The next Cedar Lodge Board of Directors meeting will be held on Saturday, on March 24, 2018 at 10:00 am.
- XI. At 12:08 pm, Angela moved to go into executive session to discuss personnel.**
- XII. Adjournment** – Shannon made a motion to adjourn at 1:12 pm. Brennan seconded and with all in favor, the motion carried.

Approved By: _____
Board Member Signature

Date: _____