

CEDAR LODGE CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS MEETING
April 23, 2011

I. Call to Order

The meeting was called to order at 10:00 pm. Board members present were Steve Konecny and Mel Walden. Board member present via telephone was Bruce Rindahl. Representing SRG were Kevin Lovett, Peter Schutz and Deb Borel.

II. Roll Call/Quorum- Notice of the meeting was posted on the website.

III. Owners Forum- No owners, except board members, were present.

The Overall mission and main purpose of the Board of Directors, in accordance with the bylaws, is to “administrate all affairs of the Association and for the operation and maintenance of a first class condominium project”. It was pointed out that the Cedar Lodge Board has historically worked in the best interest of the majority of the owners.

Discussion ensued re the roles of the officers of the Cedar Lodge Board of Directors; officer roles are as follows:

- ❑ President-The managing agent utilizes the President as the main point of contact; this is as written in the current management agreement. The President guides the Board throughout the decision making process. He/She sets and establishes the Board’s monthly meeting agendas and must ensure that the conduct of business follows the agenda as well as basic principles of Robert’s Rules of Order.
- ❑ Vice President-The role of the Vice President is to assume the duties and responsibilities of the President in the latter’s absence.
- ❑ Secretary-The Secretary is responsible for the minutes of the meeting, and to authenticate Association documents and correspondence when required.
- ❑ Treasurer-The Treasurer’s responsibility is to ensure that the financial records of the Association are properly kept. He/she will review the monthly statements for accuracy, but is not liable for validation of the accounting.

Also discussed board action and operations as follows:

- ❑ Board must act as a group, not as individuals.
- ❑ Board has fiduciary duty to the owners it represents to act in the owners best interests.
- ❑ Board must comply with Governing Documents when making decisions.
- ❑ Board must work as a cohesive unit.
- ❑ Board must follow the correct procedures as they work through the decision making process.

Steve discussed traits of a board member;

- ❑ Must check their ego and personal agendas at the door and always think of “what is best for our members”, not “what is best for me.”
- ❑ Must be people serving not self serving.

- ❑ Must first and foremost be a good servant, serving its members with a sense of humility and integrity.
- ❑ Must perform for results not recognition.
- ❑ Must learn from the past, focus on the present and prepare for the future.
- ❑ Must remember it is all right to agree to disagree but always with respect and remember that the majority rules and when a decision is made you then become an advocate for the decision.
- ❑ Must be flexible and adjust to the situation.
- ❑ Must remember you are on a team and none of you are more important than the team.

Additional Comments for Board Members:

- ❑ Review the By-Laws, Governing Documents and Robert's Rules of Order.
- ❑ Members are expected to conduct themselves in a professional manner. Members behaving in a non-professional manner may be asked to leave the meeting.
- ❑ Email etiquette is a must; professional manner; refrain from using aggressively toned, non-professional emails. Emails sent with a negative tone will be dismissed. Emails will not be used as a primary form of communication. They will only be used in emergency cases. Normally there will be no regular Cedar Lodge business conducted via email.
- ❑ The management agreement will be adhered to and items will be presented to the President. The President will communicate the items to the Board and then back to SRG.
- ❑ Meeting dates and times are subject to change only in the event of an emergency. All meetings of the Association are open meetings-owners are permitted to attend. Conference call attendance for Board Meetings will be made available if possible.

IV. Approval of Minutes - The next item of business was the review of the January 11, 2011 Board meeting minutes. Steve made a motion to approve the minutes as written. Mel seconded and the motion carried. .

V. Financial Report – Kevin reported on March 2011 close financials as follows:

March 31, 2011 close financials

- ❑ March 2011 Balance sheet reports \$5,826.70 in operating and \$50,093.54 in the reserve account.
- ❑ March 31 P & L states that Cedar Lodge is \$452 under budget year to date in operating expenses (note, taking into account reserve fund transfer pending of \$1500, actual overage YTD is \$1048).
 - Areas of major overage / underage are:
 - 505 Snow Removal - \$2029 over

Mel made a motion to approve the financials as presented. Bruce seconded and the motion carried.

Discussed changing the amount that the board can spend without obtaining 3 bids from \$1,000 to \$1,500. Bruce moved to increase the dollar threshold in which 3 bids are

necessary to obtain to projects with expenses greater than \$1500; Mel seconded and the motion carried.

VI. Managing Agents Report

Completed Items

- ❑ Hot Water Heater Replacement (units and laundry rooms)-The Town of Frisco permit may not be granted until a fresh air intake system is installed in the laundry rooms to provide make up air to the hot water heaters (this is standard with gas hot water heaters). Board authorized SRG to hire All Temp Control to make the necessary changes at a cost of approximately \$890.
- ❑ Energy Audit project – weather striping installed
- ❑ New signage installed at hot tub area
- ❑ Insurance renewal – SRG reported that Farmers Insurance still has the best rate and coverage. The 2010-11 premium was \$7168 and the renewal premium for 2011-12 is \$7,596; a \$428 or 5.9% increase (we have \$7844 budgeted for insurance premium for 2011). There is no change to coverage. The rate on the \$5mill umbrella liability package has actually decreased nearly 8%.

Report Items

- ❑ Spring clean up – underway
 - Parking garage power washed
 - Heat tapes turned off
- ❑ Annual Deep clean has been completed
- ❑ Carpet Clean - \$1320, includes scotch guard. Bruce made a motion to have the carpet in the common areas cleaned. Mel seconded and the motion carried.
- ❑ Tree feed – feed the trees at the entry
- ❑ Siding paint – snowplow hit siding boards at upper section over right garage entry; boards have been replaced. Painting is pending. The snow plow contractor has taken responsibility for the repairs.
- ❑ Crack seal – seal cracks in asphalt drive (full seal coat scheduled for 2012)

Old Business

None

New Business

A. Smoke Detectors

- ❑ Reviewed reports from inspection
- ❑ Hardwiring Discussion

The proposal presented by Alpenglow electric of \$30 per unit to purchase and install new hardwired smoke detectors was reviewed. Based on the current age of the in unit smoke detectors, Steve made a motion to purchase smoke detectors and have them hard wire installed in all units, with homeowners responsible for maintenance of the smoke detectors thereafter. Bruce seconded and the motion carried. SRG will send a letter to all owners informing them that because of the age of the existing smoke detectors and the safety advantage of having hard wired for power with battery back up smoke detectors in all units, a new smoke detector

will be installed in there unit and once installed, it will be the owners responsibility to maintain their smoke detector and ensure that it is working properly. SRG will also check to see if common area smoke detectors are ion and photoelectric.

B. 2011 Annual Owner meeting

Meeting is Sat June 4, 2011; mailer to be sent to owners May 4, 2011.

C. Projects

- ❑ Parking lot striping, numbers

Proff Paint will redo the striping under warranty, since the paint failed.

- ❑ East Side of bldg exterior staining-Reviewed bids for painting. Bruce made a motion to hire Proff Paint to paint the east side of the building at a cost of \$1,400. Mel seconded and the motion carried.

D. TV/ Internet

- ❑ Reviewed bids from Comcast and Resort Internet. Bruce made a motion that the association renew with Comcast at the rate of \$33.98 per unit per month for Comcast basic cable and individual owners order HD TV or Internet on their own if desired, and that the clubhouse be upgraded to HD at a cost of \$7.00 per month. Mel seconded and the motion carried.

E. Payment to Board Members and their families for Services.

- ❑ The Board reviewed the comments submitted by board member (referenced below).

1. Board members and their immediate families shall not be compensated for their services to the HOA. Although these positions are time consuming, and involve time and gas money, it is a volunteer position, and everyone knows that when they volunteer.
2. If a Board member or their immediate family believes they have a specialized service to provide to the association, they are welcome to bid on the project along with other contractors. As with other projects that the association gets contracts for, there shall be a minimum of 3 bids that will be voted on.
3. To maintain voting neutrality, the Board Member who is proposing a service, cannot participate in the final decision.

The above items were duly noted and in line with the current Conflict of Interest Policy.

- ❑ The Board reviewed the Conflict of Interest Policy and affirmed that it was in fact, the policy that the board adheres to. As a board, to follow these policies will insure transparency in operation of the Cedar Lodge Homeowners Association. Steve made a motion of affirmation of the Conflict of Interest Policy; Bruce seconded and the motion carried. Board members are encouraged to review all policies and governing Documents posted on the website.

F. Overall in unit item safety reminder

- ❑ SRG will prepare and mail out to all owners a general reminder to check in unit items to ensure proper function to include stove, toasters, electrical cords, hot pots and all other items that may pose a fire or safety risk. If requested by homeowner, SRG will obtain bids and inquire about a bulk rate for purchase and installation.

G. Meeting dates

- ❑ Meeting dates for 2011-12 will be set on June 4, 2011 (the date of the 2011 Annual Owner meeting).
- ❑ It was noted that all Association meetings are public meetings and that once set, will only be changed in case of emergency as meeting dates are posted for all Cedar Lodge Owners and changes may prohibit an owner to attend.

IX. Next meeting date – The next Cedar Lodge Board of Directors meeting will be held Saturday, June 4, 2011 at 9:00 in the owners lounge. Annual meeting will follow at 10:00.

X. Adjournment- Mel made a motion to adjourn at 12:20 pm. Steve seconded and the motion carried.

Approved By: _____

Board Member Signature

Date: _____