

**CINNAMON RIDGE III CONDOMINIUM ASSOCIATION  
BOARD OF DIRECTORS MEETING  
March 26, 2011**

**I. CALL TO ORDER**

Mike Black called the meeting to order at 9:05 am.

Board members Fred Davison and Mike Pederson attended in person. Mike Black, Kevin Donofrio and Bob Tomsy attended via telephone. Kevin Lovett was present on behalf of Summit Resort Group.

**II. OWNERS FORUM**

The meeting notice was posted on the website. Aside from Board members, there were no owners participating in the meeting. Mike Black welcomed Bob Tomsy to the Cinnamon Ridge III Board of Directors and thanked him for his participation.

**III. APPROVE PREVIOUS MEETING MINUTES**

The minutes from the January 8, 2011 Board meeting were reviewed. Fred Davison made a motion to approve the minutes of the January 8, 2011 Board Meeting; Mike Pedersen seconded with all in favor, the motion carried.

**IV. FINANCIAL REVIEW**

Kevin Lovett gave the following financial summary:

Financial Report as of February 28, 2011

February 28, 2011 close financials report that we have \$31,504.33 in operating, \$19,897.80 in the Reserve Money Market Account and \$40,928.95 in the Reserve Account.

February 28, 2011 Profit and Loss statement reports that we close February \$418.52 over budget in operating expenses.

Areas of significant overage year to date include:

6155 Sub 400 Snow Removal \$1959 over; pictures of large snow pile build up were reviewed.

Areas of significant underage year to date include:

6090 Legal Fee \$1000 under

6740/ 6745 Spa maintenance combined \$700 under

2010 Year End Operating Surplus Transfer – complete

2010 Tax Return – complete, \$0 owed

**V. MANAGING AGENTS REPORT**

Kevin Lovett gave the following managing agent's report:

### **Completed Items**

#### **-Mailers to owners sent**

General Mailer – the general mailer approved by the Board at the January 2011 meeting was mailed to all owners which included a Major Project completed update, the 2011 operating budget, dryer vent cleaning reminder, new Board member announcement, website reminder, pet reminder and window and sliding glass door wood work treatment notification. .

Wood Work Mailer – the unit specific wood work treatment mailer was sent to those unit owners that had an immediate wood work treatment need. Responses received from owners to date were reviewed. It was noted that Mike Pedersen completed the work to his unit D 124.

### **Report Items**

-Site manager hours- Site manager hours and time card summaries were reviewed. It was noted that site manager snow removal hours were significantly over budget due to the heavy snowfall experienced this winter season.

-Snow Removal - Additional snow removal needs due to the heavy snowfall this winter season included additional handwork, special snow plow haul off as the contractor was running out of room to store snow and large piles were creating ice issues and areas of roof now removal (it was also noted that a heat tape short was repaired on the far end of the front side of the B building).

-Spring Clean up plans – spring cleanup plans were reviewed to include:

- Lawn cleanup
- Parking lot sweeping
- Horizontal surface wipe down (railings, fire ext boxes, etc.)
- EFIS inspection
- Siding / Trim inspection and securing of loose pieces
- Dumpster, secure loose boards

-Insurance renewal – SRG presented the 2011-12 association insurance renewal figures. Overall, a 2.9% increase to premium.

-Water District, Irrigation tap fees – SRG reported that the Snake River Water District is charging \$5,000 per new irrigation tap. The Water District asks that any plans to add irrigation be presented to the Snake River Water District for review, the Snake River water District is looking favorably on ideas to “xeriscape”.

-B bldg boiler, plumbing repair – SRG reported that the pilot assembly failed on the B building boiler and had to be replaced; the burners on the boiler were dirty and were cleaned and a leak was repaired on a domestic water line in the B building.

## **VI. OLD BUSINESS**

There were no old business items to discuss.

## **VII. NEW BUSINESS**

A. 2011 Major Projects – major projects to be completed in 2011 were discussed.

Gutter Additions- New gutter, snow bar and heat tape systems were discussed to be installed in 3 areas:

C building

Area 1 – C bldg roof line above unit 313

Area 2 – C bldg roof line above unit 314

D Building

Area 1 – D bldg roof line above unit 124

Upon review of the project and proposals received, Fred Davison moved to accept the proposal from Nevicosi to add the gutter, snow bar and heat tape systems on the 3 areas discussed and to have an electrician certify the heat tape electrical connections; Mike Pedersen seconds and the motion passed. The Board agreed that the new heat tape on the C Building upper sections should be looped up the valleys next to the gable roof ends about 5 feet.

Snow bar reinstallation – SRG reported that one of the snow bars installed this past Fall had fallen off due to heavy snow load; Ma Green will reinstall the snow bar on warranty, but did suggest that a second snow bar be added in conjunction with this snow bar to prevent future issues. The addition of a second snow bar will be included in the C building gutter/ snow bar/ heat tape system approved above.

Hot tub seating/ flooring – the Board reviewed the lower hot tub seating and flooring replacement. Currently, the flooring is 1” thick composite and the seating is ¼” teak wood. SRG has received cost estimates to replace the flooring and seating with the same configuration (composite flooring and teakwood seating) and has found the cost for teak wood to be quite expensive. SRG will investigate to see if the flooring can be replaced with 5/4” composite and if it is possible to install 1” or 5/4” composite material on the seating. SRG will ask the contractor to investigate ideas, such as installing supportive spacers, to prevent the composite material from sagging in between connection points.

B. 2011 Annual Owner meeting, schedule and plan for mailers- SRG and the Board reviewed plans for the 2011 Annual Owner meeting; mailers and dates were reviewed as follows

Mailer 1 – to be sent in April 2011 to include the “Save the date” mailer notifying owners of the 2011 Annual Owner Meeting and Pizza/ Hot tub Party date along with the “2011 Board of Directors Nomination/ Application form” asking for nominations/ applications to be returned by May 15, 2011.

Mailer 2 – to be sent May 20, 2011 to include the “2011 Board of Directors official vote by mail form” along with resumes for potential Board candidates and the secret ballot envelope voting system.

Mailer 3 – to be sent May 25, 2011 to include the “official annual owner meeting notification packet” which will contain:

- Cover letter
- Proxy
- Agenda
- Board list
- Budget
- Minutes from 2010 annual

June 25, 2011 is the date of the Annual Owner Meeting.

C. Landscaping/ Front Berm – SRG will contact area landscapers to provide ideas and proposals to improve the appearance of the front berm with an overall “xeriscape” theme requiring no water and low maintenance. SRG will present the ideas to the Board along with similar sample areas for the Board to view. The Board will then determine the scope of desired improvements to the berm and decide the portion of the improvements that could be completed by the Owners at the 2011 Annual Owner Work Party versus those needing to be completed by hired contractors. Frostfire, the owner of the berm, will be contacted prior to any improvements taking place.

D. Roof inspection – the Board agreed that a roof inspection should be completed in summer 2011.

E. Ground Drainage/ Heat Tape – the Board instructed SRG to purchase heat tape and run it along the “outside” of the concrete walls on the front of the C and D buildings to help with melting the snow and ice that builds up on the “outside” of the concrete stem walls that border the covered sidewalks of the buildings. SRG will do this in the Fall; the heat tape will be stored each Spring.

F. Recycling signage – SRG will add signage to the recycling toters stating that they are for recycling use only.

G. Capital Plan review – the Capital plan was reviewed. SRG will:

- Remove \$6000 budgeted for Irrigation and place cost estimate (once received and scope determined) into Landscaping for 2011
- Add \$1500 for EFIS and Siding/ Trim Board inspection and repairs to 2011

H. Hot tub use by neighboring complexes – It was reported that there are people coming from neighboring complexes to use the Cinnamon ridge III hot tub facility; SRG will send notice to rental companies reminding them that the Cinnamon ridge III hot tub facility is for Cinnamon Ridge III Owners and guests only.

I. Concrete Stem Wall, C building – SRG will contact the concrete contractor to have them skim coat (sack) the wall to address the pocks that have formed.

**VIII. SET NEXT MEETING DATE**

The next official meeting will be the June 25, 2011 annual owner meeting; the Board will get together for a brief review session on June 24, 2011 at 3:00 pm.

**IX. ADJOURNMENT**

With no further business, Fred Davison made a motion to adjourn at 10:40 am. Mike Pedersen seconded and the motion carried.

Approved By: \_\_\_\_\_  
Board Member Signature

Date: \_\_\_\_\_