

**CAMPFIRE MOUNTAIN HOMES**  
**Board of Directors Meeting**  
**November 17, 2012**

Board members present in person were Steve Martin, Val Thisted, Mike Hanley and Bill Parkhouse.

Owners in attendance via telephone were Rick Thompson, Ernie Pierson, Bob Hassler and red Merchant. Mike Magliocchetti attended via telephone representing Jim Brackensick.

Representing Summit Resort Group were Kevin Lovett and Peter Schutz.

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**I. Call to Order: 9:00 am**

**II. Owners Forum** – Notice of the meeting was posted on the website and notice was emailed to all owners. President Steve Martin welcomed the owners, noted the meeting format will be run as a working Board meeting and solicited their comments. The 2013 budget approval was delayed at the 2012 Annual Owner Meeting and will be addressed during this meeting.

-Ernie Pierson commented the need for good communication between the Board and Owners.

-Rick Thompson asked if Owners could view their unit temperature and moisture alarm monitoring on line. An Owner reported that the Association has basic low temp alarms in place; however, individual Owners can have mechanisms installed that allow for online viewing. These can be installed at the individual Owners expense.

-Ernie Pierson requested that Owners be updates on the speed bump install to include a mailer with diagram showing locations of the proposed speed bumps. Recommended investigating snow plow challenges before installing.

-Bob Hassler agreed to consider snow plowing when planning speed bumps.

**III. Approve Minutes from 10-24-12 Board Meeting** –The Board reviewed the minutes from the 10-24-12 Board meeting. Ernie Pierson moved to approve; Bill Parkhouse seconds and the motion passed.

**IV. Financials** - October 2012 financials were reviewed as follows:

October 31, 2012 Balance sheet reports \$6145.07 in operating (\$4401.48 / \$1743.59), \$84,189.94 in reserves and \$13,333.94 in the working capital account.

October 31, 2012 P & L reports actual expenditures year to date of \$53,761.17 vs. \$49,960 of budgeted expenditures.

Year to Date Variance Report was reviewed to include:

Under budget

603 Board Expenses \$80 under, no Board expenses

611 Management fees \$850 under; timing, October Management fee pending

621 Insurance \$41.04 under

673 General Supplies \$155.02 under

666 Snowplowing \$1300 under

681 Fire Alarm Monitoring \$341 under

682 Fire Suppression System \$126 under

662 Water Sewer \$121 under

Over budget

601 Income Tax Legal \$35 over; DORA report \$35

607 Miscellaneous \$71.37 over; ACH fees/ Fridge left/ Keystone Center rental

671 Repair and Maintenance \$3966.71 over; heat tape, \$5250

675 Common Area Maintenance \$355 over;  
Mow \$1675  
Flower bed cleaning \$300  
Irrigation start up \$300  
Weed Spray \$750 (October)  
Irrigation Blow out \$75 (November)

663 Cable TV \$12.56 over  
680 Cold Water Monitoring \$1533 over  
Transmitters \$936  
Annual Cellular Service \$1175  
Adjustment - \$659  
Allied Alarm payment 2011/2010 \$1097.80  
665 Trash Removal \$407 over; January , February , March extra pickups  
669 Electricity \$256 over  
683 Fire Alarm Phone lines \$179 over; additional line added

SRG will check on the \$116.16 charge posted in October for garage door repair. Owners are responsible for repair of their garage doors; the unit owner will be rebilled.

SRG will check on the \$750 charge for weed spraying paid to Greenscapes.

SRG was instructed to move the heat tape install expense of \$5250 from operating to reserves.

2013 Budget - The 2013 proposed operating budget was reviewed.

Areas of Change from 2012 to 2013 were discussed to include:

#### Revenues

Overall, no increase to dues. In order to combat operating expense increases, the operating portion of dues has increased by 2.2% ( \$1308 annually) and the reserve contribution was decrease \$1308 annually to offset the operating expense increase.

#### Expenses

601 Income Tax Prep Legal \$35 increase, for DORA registration  
621 Insurance \$683 increase, allows 10% increase over actuals  
663 Cable TV \$348 increase, 4% over actuals beginning in March  
680 Cold Alarm Monitoring \$63 decrease; \$239 cellular monitoring and \$1097 monitoring included in line item  
681 Fire Alarm Monitoring \$90 decrease; \$600 monitoring and \$308 T & I included in this line item  
662 Fire Suppression System \$125 decrease; annual service fee included in this line item \$575  
669 Electricity \$250 increase  
683 Fire Alarm Phone Lines \$268 increase  
(overall expense increase of \$1308)

Budget Adoption- Upon review of the 2013 budget, Val Thisted moved to approve; Bill Parkhouse seconds and the motion passed.

## V. **Managing Agents Report**

Kevin Lovett reported on the following:

Management Transition Update:

-Financial Transition

-Financials received

-Previous Bank Accounts closed

-New Bank Accounts open

- Vendors contacted with SRG billing info
- ACH form sent to owners
- Administrative Transition
  - Files received
  - Owner info, contact info received
  - Website on line
- Site Transition
  - Site walk through completed
  - Keys received

Insurance Coverage - Insurance has been moved to the Bob Strong, Farmers Agency. The insurance coverage currently in place was reviewed by Bob Strong. Email excerpt from Bob Strong's review was discussed as follows:

Clearly the deductible is low at \$500  
 Primary policy (no Boiler and Mechanical interruption)  
 Sewer backup is \$5000. We typically write \$100,000  
 CCIOA states..."(fidelity) Coverage shall not be less in aggregate than two months' current assessments plus reserves, as calculated from the current budget of the association..."  
 Employee Dishonesty is \$5,000. We typically write \$100,000 but it depends on how much money is on account.  
 Ordinance Coverage is \$45,600 for Demo and \$17,900 Additional Cost of Construction. These limits are too low, for sure and need to be revised right away, in my opinion.

That said, here are some premium indications – if we:  
 Change the deductibles from \$500 to \$5000 then  
 Add Discrimination coverage to the D&O  
 Increase Sewer and Drain from \$5,000 to \$100,000  
 Increase Employee Dishonesty Coverage from \$5,000 to \$100,000  
 Increase Building Ordinance Demo from \$45,600 to \$250,000  
 Increase Building Ordinance Additional Cost of Construction from \$17,900 to \$250,000  
 This does not include Boiler / Mechanical Interruption

The change in premium would be a reduction of \$177. This is a computer indication so there is some room for error, but I believe this will issue as quoted.

Although you could argue limits, etc, this is by far the best risk management approach in my opinion. Before making the change to deductible, I suggest that we investigate the ITV (sq ft vs bldg value) and the unit owners be notified so that they can increase building limits on their respective HO6 policies to not less than \$5000 (\$10,000 suggested).

Upon review, Val Thisted moved to approve the recommended changes presented by Bob Strong; Mike Haley seconds and the motion passed. SRG will contact Farmers to incorporate changes. A mailer will be prepared and sent to Owners presenting the revised insurance coverages and noting the deductible change to \$5,000. Owners are encouraged to discuss the changes (particularly the deductible increase to \$5000) with their individual agents to ensure they have coverage in the instance the \$5000 deductible is subrogated back to the owner with the occurrence of an association covered loss.

Hot tub Insurance - insurance coverage on individual unit owners hot tubs was discussed. Ernie Pierson provided historical information. SRG will work with Bob Strong to clarify responsibility. A policy letter will be prepared. Coverages to be addressed include property damage and liability.

Alarm/ Fire Systems - alarm systems were discussed as follows. SRG will coordinate annual inspections due this January 2013.

- Low Temp Alarm; Allied security has been sent updated owner contact list monthly (and with any changes). Sent SRG billing and contact info
- Fire Alarm monitoring; Superior Alarm has been sent SRG billing and contact info; T & I of monitoring system due January 2013
- Fire Suppression System - Cintas, T & I due January 2013

In unit smoke detector battery change- SRG is available to change out individual unit smoke detector batteries at individual owner expense. This info will be included in the next mailer to owners.

Winter prep - SRG reported on status of winter prep as follows:

- Irrigation system blown out
- Heaters in mechanical rooms turned on and being monitored
- Heat tape, to be turned on (once weather calls for it)
- Snow plow contractor secured (Great Western, same plow contractor as last few years, same rate)

HB1237 - Kevin Lovett discussed HB 1237 as follows:

Deemed the "records bill", House Bill 1237 is new legislature which speaks to association record keeping. HB 1237 goes into effect Jan 1, 2013. For the most part, HB 1237 requirements are currently being fulfilled as we post to on the website and make available for all owners:

- Association Governing Documents (Dec's, Bylaws, Amendments, policies, house rules, etc)
- Meeting Minutes
- Financials
- Owner / board list
- Written owner communication

A new item that must be tracked and made part of Association record is "board/ association actions taken outside of Board meetings". Attorney Mark Richmond has worked with SRG to conclude that records must be kept with regard to actions taken outside of a board meeting. We have put a process in place to track and file Board actions taken outside of meetings. A spreadsheet has been set up for Campfire; each time a board action is discussed via email, the action will be added to the spreadsheet along with record of Board member votes. Email discussions leading up to the vote will be placed in a file specific to the action. These will now be part of association record and each action will be ratified at the next board meeting (this will get them into the minutes).

Additionally, the bill states that individual owner info to include phone numbers and email addresses may not be published or given out without prior written approval from the owner. Published Owner lists must state name, mailing address and number of votes each unit has. Board member lists must include mailing address and email addresses. the Board supported creating an owner info request update to include a place for owners to give permission to association to publish owner contact info.

**VI. Old Business** - there were no old business items to discuss.

**VII. Ratify Actions via email**

Val Thisted moved to ratify the Board action completed via email to appointment Bill Parkhouse to the Campfire Board of Directors, filling Rick Hamm term; Mike Hanley seconds and the motion passed.

**VIII. New Business** - the following new business items were discussed:

A. Speed Bumps- Speed bumps were discussed. How many to be installed and where each should be installed are to be determined. Owners requested that they be informed as to locations of speed bumps and to consider drainage and snow plowing prior to install. An email will be sent to Owners presenting locations of speed bumps and reporting on updated expense to install.

B. Signs - the "Private drive, not a through street" signs located at the entrance to Campfire are faded; SRG was instructed to replace or refinish.

C. Asphalt - asphalt work to include crack sealing and seal coating was discussed. The asphalt will be reassessed in the Spring.

D. Concrete - concrete condition is ok at this point.

E. Capital Reserve Study - the option to complete a professional reserve study was discussed. At this time, a professional reserve study will not be pursued. SRG will work to update the current plan.

Capital Projects to be considered for 2013 include:

Asphalt crack fill/ seal coat (assess need to complete in the Spring)

Landscape upgrades (assess need to complete in the Spring)

Exterior building staining (assess need to complete in the Spring; it was noted that

Sikkens stain was used last time and we should have 2 more years before a full re-stain is necessary; some areas may need touch up, such as lower edges of the lower floor above the deck and the south sides).

Deck / porch sealing and handrails (assess need to complete in the Spring)

Tuckpoint mortar joints (assess needs in the Spring)

Speed Bumps

F. Communication to Owners - plan for regular communication to owners

G. Driveway glycol heating system - owners are responsible to ensure their unit boiler systems are working properly to include proper glycol levels. It was noted that the driveway heating zone is a loop that runs off of the unit boiler. Grizzly heating will be contacted to see if they can replace unit owners glycol for a discount if a number of units sign up to complete the work at the same time. This info will be included in a mailer to the Owners.

H. Preferred vendor list - Owners will be asked to provide names of good contractors that they have used; SRG will compile info and place a "Preferred Vendor List" on the website.

I. Unit Winterization - Owners are reminded to "winterize" their units. Recommend keep heat on in units and shut off water to the exterior spigots. SRG is available to complete in unit security checks for fee.

IX. Next Board Meeting Date - the next Board meeting will be held Saturday April 27, 2013 at 9:00 am.

X. Adjournment - The meeting adjourned at 10:30 am.

Approved \_\_\_\_\_ Date \_\_\_\_\_