

# **DRAKE LANDING CONDOMINIUM ASSOCIATION BOARD OF DIRECTORS MEETING December 19, 2008**

The Drake Landing Condominium Association Board of Directors met on Friday, December 19, 2008, at the office of Carlson, Carlson, & Dunkelman in Frisco, CO. Directors Gerry Hibbard and Ron Carlson were in attendance with Mr. Hibbard holding Bren Davis' proxy. Barb Walter-Director of Homeowner Associations and Geovanni Hercules-Property Manager represented Wilderest Property Management (WPM). The meeting was called to order at 3:27 p.m.

## **APPROVAL OF MINUTES**

**RESOLUTION:** Upon motion made, duly seconded and unanimously carried, the minutes from the Board meeting on November 8, 2008, were approved as presented.

**RESOLUTION:** Upon motion made, duly seconded and unanimously carried, the minutes from the Board meeting on November 15, 2008, were approved as amended.

The minutes from the Continued Annual Meeting held on November 15, 2008, were reviewed and approved as presented for distribution to the membership.

## **MANAGEMENT REPORT**

**Snow Storage** – Mr. Hercules asked for clarification on the location of the alternate snow storage site previously offered by Tom Silengo for the HOA's use. The Board directed Mr. Hercules to contact Mr. Silengo and request a meeting on site to verify the location.

**Rules and Regulations** – Ms. Walter reported that a car had recently been towed from the property after receiving owner complaints about the vehicle not moving and obstructing snow removal activity. Numerous attempts were made to contact the vehicle owner to no avail. Rule 8.a) was reviewed, which addresses the required movement of vehicles every 48 hours from October 15 through April 15. The Board discussed adding additional language to this rule to clarify the options available to a resident in order to avoid towing.

**RESOLUTION:** Upon motion made, duly seconded, and unanimously carried, the rule dealing with seasonal moving of vehicles will be amended as follows, will be presented to the membership for comment and then voted on by the Board at the next Board meeting:

**8. a) October 15 through April 15: All vehicles must be moved to alternate spaces every 48 hours to allow for proper snow removal and shoveling. If the vehicle owner does not have access to a garage and will be on holiday or away for an extended period of time, the owner must arrange for the required moving of the vehicle every 48 hours by one of the following methods:**

- 1. Notify the Property Management company of their absence and give the contact phone number for a local person who will be able to move the vehicle.**
- 2. Leave the vehicle keys with the Property Manager to move the vehicle.**

**Heat Tape Estimate** – Mr. Hercules presented an estimate to wrap insulation and heat tape around the fire sprinkler system pipes in the boiler rooms of Buildings C and D per the recommendation of the inspector during the recent annual fire sprinkler system inspection. These pipes are susceptible to freezing as there is no heat source in the room other than residual heat from the boilers. Some of the pipes are also near a window, which cannot be covered because it serves as the cold air intake source for the boiler system. Mr. Hibbard recommended simply wrapping the pipes with insulation because he

feels the heat tape is not necessary. The Board approved wrapping the pipes as an initial activity; Mr. Hercules will provide an estimate to perform this task. Ms. Walter will also request information from Allied Monitoring on a temperature monitoring system.

Mr. Hercules departed the meeting at this point.

**Management Services** – The services list from the current contract was briefly discussed and Ms. Walter pointed out the suggested items to remove from the contract. The Board requested that Tony Snyder provide an all inclusive management contract for a set monthly fee of \$45,000-\$55,000 for their consideration.

## **ROOF ISSUES**

**Turner Morris Roof Evaluation Report** – The Board reviewed the Turner Morris report. It was noted that the issues presented on pages 4, 5, 6, 8, 11, 12, 15, and 19 appear to be related to construction defects. Mr. Silengo will be asked to provide input on these issues.

**Turner Morris Roof Maintenance Agreement** – The revised agreement was reviewed but the Board requested additional site-specific details for the removal areas before approving it.

**Roof Repair Issues** – The Board requested that another bill for the repair completed on the roof over Unit A8 be presented to Mr. Silengo since payment has not been received. It was further requested that reimbursement for the repairs on the roofs over Units C2, C8, and D8 be added to the agenda of the next Board meeting as it is believed these repairs were also associated with condensation issues. Mr. Carlson reported that Mr. Silengo has not yet provided the contact information for his architect and asked that he be reminded to do so.

## **FINANCIAL MATTERS**

**November Financial Statements** – The November financial statements were included in the meeting packet but were not reviewed.

**Developer's Audit Letter** – Mr. Silengo has not yet provided the requested Developer audit denial letter and will be reminded to do so.

**Major Maintenance Chart** – The chart was briefly reviewed. Mr. Hibbard will be bringing a paint contractor to the property after the holidays in an effort to procure a less expensive exterior painting bid for this summer's planned painting project.

## **OTHER MATTERS**

Per a request at a previous meeting, Ms. Walter noted several clauses in the Declaration that pertain to maintenance responsibilities for the garages. Mr. Carlson suggested that the Board review the Declaration, as well as the principles of landlord-tenant law, to propose a policy for consideration at a future meeting.

## **NEXT BOARD MEETING**

The next Board meeting will be scheduled after Mr. Hibbard obtains an alternate paint bid. The focus of the meeting will be project planning and the Major Maintenance Chart; it is recommended that this meeting be a work session lasting approximately three hours.

## **ADJOURNMENT**

The meeting adjourned at 4:45 p.m.