

DRAKE LANDING CONDOMINIUM ASSOCIATION BOARD OF DIRECTORS MEETING – November 10, 2005

The Drake Landing Condominium Association Board of Directors met at 4:30 p.m. on Thursday, November 10, 2005, at the Wilderrest Center in Silverthorne, Colorado. Directors Tom Silengo, Bren Davis, and Paul Dunkelman were present, and Daniel Vlcek, Dave Linnabary, and Pat Rice attended from Wilderrest Property Management (WPM).

SNOWPLOWING & SNOW REMOVAL

If the current rate of snowfall accumulations continues, the available space on the property for snow storage will soon be filled and snow will have to be hauled away. Ms. Davis expressed concerns about damage during snowplowing to the sidewalk located close to the main snow storage area. Mr. Silengo will contact Premier, the snow removal contractor, to confirm the directives. He further noted that the walkway in question was not originally supposed to be concrete, and that with the density of the project, access to the snow storage area would have to take precedence; incidental sidewalk repairs should be anticipated.

Although Premier will plow the property early before WPM shovels snow, every effort should be made to toss the snow from the sidewalks into the plow area, especially in front of the commercial buildings. Ice melt should be used sparingly and only when absolutely necessary for safety reasons.

MANAGEMENT REPORT

Action List Updates – See Addendum #1 attached.

Fire Inspection Report – The annual fire department inspection occurred in late October. Five items need to be corrected involving storage, a fire extinguisher, exit signs, and a decorative garland around a light fixture. All issues will be addressed prior to the follow-up inspection scheduled later in November. Some fire sprinkler systems have glycerin anti-freeze and some have glycol. Due to serious problems at another property, Mr. Silengo met with Complete Fire Protection during the fall inspections and requested they follow-up with a written confirmation of his directives to include installing appropriate signage in all buildings. To date, he has not been contacted. No work of any kind should be done on these systems unless he is present on the property.

Roof Snow Removal Program – The Board considered a proposal from Turner Morris Roofing (TM) for a winter roof snow removal maintenance program. TM will monitor and remove the snow before large ice dams form at a rate of \$40/man hour plus a \$25 fuel adjustment charge. The HOA may identify problem areas to be monitored. Although heat tape has been added to problem areas in the past, roofs are often damaged when ice dams form and must be removed.

ACTION TAKEN: Following discussion, the proposal from Turner Morris Roofing for a winter roof snow removal maintenance program was unanimously approved by consensus.

Additional Requests – The following requests and/or directives were subsequently given:

- Trash walks of the property should include going around the backs of the buildings.
- Rocks, weeds, orange juice bottles, etc. are routinely thrown down the window well/vent enclosures, particularly in front of the commercial buildings. These areas must be routinely checked and cleared of debris.
- Mr. Dunkelman reported a broken window in his unit, E-15, that he believes occurred during the recent window cleaning project. He noted that the glass was broken on the inside pane, however, and could perhaps be related to installation or stress issues.
- Mr. Silengo must still install the town square clock in front of Building A, along with four or five bike racks. These were part of the originally approved site plan.
- No storage of any kind is allowed under the stairways and anything stored there must be removed immediately.
- Recreational equipment cannot be parked or stored in the parking lots and also must be removed immediately or towed.

- A loose board around a doorway in Building E should be fixed as soon as possible.
- Any rocks/cobble loosened by people walking over them behind Buildings A & E should be put back immediately and new rocks purchased to fill in where necessary.
- Permanent signs should be order and put in place at the hot tub exterior door and on the fireplace wall to indicate hours and rules. Usage after hours should be considered trespassing. The police should be called immediately and violators will be prosecuted.
- Mutt Mitt dispensers should be installed, and Ms. Davis will identify locations on the property.
- Mr. Silengo directed WPM to be more proactive in addressing property needs; any issue or repair need observed should be corrected immediately without waiting to get Board approval.

APPROVAL OF MINUTES

ACTION TAKEN: Upon review, the minutes of Board meetings held May 14, 2005, and August 22, 2005, were unanimously approved as prepared by consensus of the Board.

FINANCIAL REPORT

- Mr. Silengo will review the financials and delinquency report and contact WPM with any questions.
- Ms. Rice presented a proposal recommended to other associations by HOA attorneys regarding application of payments and assessments.

ACTION TAKEN: Upon review, the Application of Payment Policy (see Addendum #2) was unanimously approved by consensus as presented.

SERVICE MANAGEMENT AGREEMENT

The current management agreement expired on October 31st, and the new proposal was emailed to the Board for consideration. Ms. Rice noted that the new contract did not have an expiration date, but did contain a termination clause that allowed cancellation by either party by providing a thirty-day written notice. Mr. Silengo wished to review the contract further and stated he would contact Mr. Snyder with any questions.

RULES & REGULATIONS

The Board reviewed the Rules and Regulations (R&R's) proposal drafted by the owners' committee, noting certain items would need to be revised to be in compliance with the restrictive covenants of the Declaration. The Board took the proposal under advisement and will contact Ms. Rice with an approved draft to be distributed to the membership. Mr. Silengo noted that the owners and occupants are subject to the provisions of the Declaration, although a formal R&R's document has not been approved. Mr. Vlcek noted that such a document with penalties and enforcement provisions would make it easier for WPM to enforce the rules of the project.

OTHER MATTERS

New Business – Mr. Silengo reiterated that WPM should be proactive in attending to maintenance and repair issues and that they did not need prior Board approval to address obvious needs.

Meeting Schedule – Mr. Silengo clarified that the Board would work casually on issues, and could meet and on site when necessary. The items taken under advisement, i.e. the Rules and Regulations and Service Management Agreement, would be reviewed and a meeting called to formally approve the documents. Future Board meetings would be called at the discretion of the Board when absolutely necessary.

ADJOURNMENT

The meeting adjourned at 5:53 p.m.

DRAKE LANDING HOMEOWNERS ASSOCIATION
JUNE 10, 2005 WALK THROUGH ACTION LIST
Updates NOVEMBER 10, 2005

Responsible Party	Location	Description	Status	Date Completed
Linnabary	Bg. A	Replace dead Aspen with a multi-trunk Aspen (not warranty)	Contacted Summit Landscaping who said they would not plant until spring.	
Linnabary	Bg B -1	Replace dead Aspen (under warranty)	Contacted Summit Landscaping who said they would not plant until spring.	
Linnabary	All	Open crawl space vents during summer months	Closed for the winter	Oct. 5th
Linnabary	Bg. D garage side	Tree dying – report to landscaper	Completed.	
Silengo	Garages	Install letters on garages	Still Pending – but has the list of letter to purchase.	
McMillan / Rice	Parking Lot	Get bids to have cracks filled from D10 to HT bg to C	Completed	October
McMillan / Rice	Bg. C	Have south side of building re-stained	Readdress in 2006	
McMillan / Rice	Hot Tub Bg.	Have south side of building re-stained	Readdress in 2006	
Linnabary	Hot Tub Bg.	Replace broken window	Completed	October
Linnabary	Bg near dumpster	Replace broken window	Completed	October
Linnabary	Bgs. A & E	Clean carpets in common areas – yearly	Completed – Confirmed should be scheduled once each year in June.	
Rice / Silengo	Waterfall leak between Bd A & E	Major water leak from waterfall.	Leak addressed and waterfall winterized.	
Rice / Linnabary	Landscaping Bg B	Contact professional landscaper to improve appearance in front of Bg B. Dig up all grass and replace with brown mulch	Bid received and approved. Job moved to early spring 2006.	
Rice/Linnabary/Walter	Window Cleaning	Submit bids to vendors	Completed – Windows Cleaned	October

RESOLUTION OF THE BOARD
DRAKE LANDING CONDOMINIUMS ASSOCIATION

Whereas, the Executive Board (also known as the Board of Directors), "Board," is the governing body for Drake Landing Condominium Association; and

Whereas, the Board is authorized pursuant to Colorado law and Article 7, Section 7.1 of the Bylaws of Drake Landing Condominiums Association, to enact rules and regulations and establish policies concerning collections; and

Whereas, the Board has determined it best to inform Owners as to how their payments are applied.

NOW THEREFORE, the Board adopts the following Rules, to be enforceable as though set forth in the Condominium Declaration for Drake Landing Condominiums.

Application of Payment; Definition of "Assessment". Any fine, late charge or other monetary charge or penalty levied by the Association pursuant to the Declaration, the Colorado Common Interest Ownership Act or these Rules and Regulations, including attorneys' fees and costs incurred by the Association and for which the Owner is liable, shall be collectable as an "Assessment" as that term is defined by the Colorado Common Interest Ownership Act. Payments received from Owners shall be applied to the Owner's account in the following order:

1. **Attorney's fees and costs incurred by the Association and for which the Owner is responsible pursuant to all governing documents and Colorado law;**
2. **Interest which has accrued on all unpaid amounts;**
3. **Fines, late charges or other monetary charges or penalties;**
4. **Past due Special Assessments;**
5. **Past due installments of Regular Assessments;**
6. **Current Special Assessments; and**
7. **Current monthly payment for Assessments.**

This resolution was duly adopted by the Board this 10th day of November, 2005.

President Tom Silengo