

**Dillon Pines
Board of Directors Meeting
October 2, 2013**

Board members present via telephone were Doug Ostergaard, George Harrison, Kathleen Kelble and Tori Gustafson. Present in person was Charlotte Jacobsen. A quorum was present. Homeowner Linda Ostergaard was also present via telephone.

Representing Summit Resort Group in person were Kevin Lovett and Deb Borel. Peter Schutz attended via telephone.

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I. Call to Order

The meeting was called to order at 4:06 p.m.

II. Owners' Forum

It was noted that the meeting notice was posted on the website. Homeowner, Linda Ostergaard was present.

III. Approve Minutes from previous Board Meetings– The Board reviewed the minutes from the August 1, 2013 and September 16, 2013 Board meetings. Doug made a motion to approve the minutes from the August 1, 2013 meeting as presented. Charlotte seconded and the motion carried. Doug made a motion to approve the minutes from the September 16, 2013 Board of Directors meeting as presented. Charlotte seconded and the motion carried.

IV. Financial Review

SRG reported on August 31, 2103 financials as follows:

August 31, 2013 Close

August 31, 2013 close financials report \$12,233.07 in Operating and \$45,703.37 in Reserves.

August 31, 2013 Profit and Loss statement reports \$59,629.81 of actual expenditures vs. \$55,721.44 of budgeted expenditures. Legal is the main area of over budget. This is due to collection actions. All 2013 reserve contributions have been made to date.

2014 Budget - The 2014 budget was reviewed.

- Expense line item changes from the 2013 budget to the 2014 budget include:
 - 504 – Insurance – increase \$1,198.49 annual (8% increase projected)
 - 505 – Management Fees – increase \$900 annual
 - 506 – Miscellaneous – decrease \$85 annual
 - 507 – Postage / Office – decrease \$37.29 annual
 - 513 – Cable TV – increase \$357 annual
 - 530 – Contingence – decrease \$2,012 annual
 - 540 – Reserve Fund – decrease \$321 annual

Currently, 5% of dues payment is going into reserves. The Board discussed increasing that amount to build up the reserves for future projects. Another option would be to finance any improvements that need to be completed. By increasing dues 10%, the monthly increase would be between \$30 and \$37, depending on the size of the unit. Doug suggested an 8% increase to owner dues beginning January 1, 2014. George made a motion to increase dues 8% beginning January 1, 2014. Doug seconded and the motion carried. Owners do not approve the budget, but they are given the opportunity to review the budget each year. At this year's annual meeting, the owners reviewed the proposed budget. There will be modifications to the budget and it will be sent to owners and give them the opportunity to make comments. Kevin will create the revised post meeting mailer and send to Board to approval. Included in the post meeting mailer will be the new budget.

It was noted that the Operating account owes Reserve Account \$27,487.79; this amount is owed from operating to Reserves from previous fiscal year loans from the Reserve account to Operating. This amount will remain on the balance sheet.

To date, no dues payment has been received from S6.

V. Managing Agents Report

SRG gave the following managing agents report:

Completed Items

- Previous owner of S-5 response letter sent
- Comcast Digital TV Conversion
- Concrete replaced in N-8 back deck
- Irrigation blow out
- Repairs to North building sign post
- Repairs to metal railings in front of the south building

Pending Items

- Snow plow contractor selection
 - Budget for this season is \$2,450
 - Smokey Mountain Services is \$350 per month; \$2,100 for the season
 - SRG is obtaining additional bids and will send to Board when received.
- Roof Inspection Report – The Board discussed the proposed roof items that need to be completed. Individuals Owners will be responsible for funding some of the items. Doug stated that the owner who placed the pipe without authorization from the Board, also receive a fine in addition to paying for the repair. SRG will assess the fine. SRG will check to see if there is heat tape in the gutter.
- Clean out roof gutter drains

VI. Old Business

VII. Ratify Board Actions via email

There were no actions via email to ratify.

VIII. New Business

A. Governing Document Revision

- a. Change number of Board Members from 7, to fluctuate between 3 and 7 members based on the vote of the owners at the annual meeting. SRG will write up the language and email to Board for a vote.
 - b. Section 4.12 – eliminate this section entirely. This will be voted on via email after the language has been changed. Kevin will check the Declarations to see if there is a conflict if the section is eliminated. “available for review” will be added.
 - c. Section 8.6 – Doug said to eliminate letter “I”. Also change the beginning to let owners know that the documents are available on the website. SRG will make revision and send to board for vote via email.
 - d. Section 9.7 – List of Owners – SRG will look at this and make changes if necessary.
 - e. Board members will review the bylaws and suggest changes if necessary.
- B. Previous owner of S-5 issue – Doug updated the board on the process of this issue. Additional information is requested. SRG will provide the attorney with a list of owners.
- C. Post Annual Owner Meeting Mailer

IV. Next Meeting Date

The next Board of Directors meeting will be held on December 3, 2013 at 4:00 pm at the office of Summit Resort Group.

V. Adjournment

Doug made a motion to adjourn at 5:23 pm. Charlotte seconded and the motion carried.

Approved by: _____ Date: _____