

**DRAKE LANDING CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS MEETING**

Friday February 9, 2018

I. Call to Order

The meeting was called to order at 2:02 pm. Board member Bruce Anderson attended in person. Laura Snow attended by phone. Representing Summit Resort Group was Kevin Lovett.

II. Owners Forum

Notice of the meeting was posted on the website. Owner Tim Colton was present in person.

III. Insurance Discussion

Nick Strong of Kinser (Farmers) Insurance was present via telephone to discuss insurance. Kinser Insurance, previously Strong Insurance, is the Drake Landing HOA insurance agent. Nick reported that the Drake Landing HOA insurance policy is scheduled to renew this coming April 1, 2018.

Nick provided a general overview of the current insurance market. The 2017 hail storms produced the largest overall annual loss in history for the Habitational Insurance Market. The overall industry is trending towards premium increases of 10-15%.

While firm renewal numbers for Drake Landing are not finalized, Nick reported that based on Drake Landings favorable loss history (no losses on current 3-year record) as well as Drake Landing participating in the Summit Resort Group Large Account Program, premium renewal figures for Drake Landing are not anticipated to exceed a 5% increase.

Current Building Value was discussed. Drake Landing is insured to approximately \$200 per sq. ft. It was noted that the policy for Drake Landing is written as "Guaranteed Replacement Cost Coverage" which actually provides replacement insurance at 150% of the per sq. foot building value.

Electronic Cyber theft and Computer hacking coverage was discussed. Currently, there is not coverage in the Drake Landing Fidelity Insurance program for Cyber Theft/ Computer Hacking. Cyber Theft/ Computer Hacking coverage is a relatively new area of coverage being offered by Insurance companies. Nick stated that cyber theft/ computer hacking coverage will be an available option Farmers is offering (through Travelers Insurance) at this upcoming renewal. The Board will review adding this coverage when the renewal proposal is presented.

Condominium Lending Questionnaires and Insurance Certificates was also discussed. When a unit is for sale or in the process of refinance, the Lender will request an Insurance Certificate from the Insurance Agent. This past Fall, there was a situation in which an Owner was unsatisfied with the response time and process in which the Insurance Company produced the Insurance Certificate. The proceedings of this situation were discussed.

IV. Approval of Minutes

The next item of business was the review of the meeting minutes from the August 24, 2017 and October 14, 2017 Board of Director meetings. Upon review, Bruce moved to approve the minutes as presented; Laura seconded and the motion carried.

V. Financials

Association financials were reviewed as follows:

December 31, 2017 close financials report that Drake Landing has \$37,354 in operating and \$306,274 in Reserves.

The “Due from Operating to Reserves” line item on the Balance Sheet was discussed. It was noted that the Balance sheet is carrying \$27,755 owed from operating to Reserves. The Board agreed to continue to carry this on the balance sheet with the goal to make transfers to reserves as cash allows. Bruce presented the Reserve account funding plan and noted that the funding plan, as of January 2018, calls for a balance of \$350,000 in order to be 50% funded for all future reserve projects compared to the \$306,000 actual current balance.

The December 31, 2017 P& L vs Budget reports \$228,825 of actual expenditures vs \$225,030 of budgeted expenditures resulting in a year end operating expense overage of 1.7% or \$3795.

Areas of significant operating expense variance were reviewed with snow removal and fire safety being the two main areas of expense overage.

It was noted that all 2017 planned reserve contributions were made.

The 2017 fiscal year tax return preparation is pending.

The 2018 budget is in place.

VI. Managing Agents Report – The following items were reviewed under the managing agents report.

Completed items since the last Board meeting, in addition to the routine day to day item, include:

- Tree Trimming at the B building to remove limb that was hitting building during high winds.
- B building light photocell replaced.
- Unit B1 final plumbing line repair from pipe break.
- Clock installed at hot tub.
- Annual state boiler safety inspections.
- Fall/ Winter regular boiler inspections.
- Annual fire alarm test and inspection.
- Fire alarm panel in building A was replaced.

-Clubhouse lock code change. It was reported that the clubhouse entry door frame is not large enough to accept “saflok” (electronic) locks. The Board agree change the punch code every May 1st and every November 1st.

Discussion items reviewed included:

- HB 1254; SRG presented the annual management fee disclosure.
- Conflict of Interest Policy review; CCIOA requires that Conflict of Interest policy is made available to Board members regularly. The Conflict of Interest policy was included in the meeting packet and is posted on the HOA website.
- Annual HOA Disclosure; It was noted that annual disclosure notice of all HOA documents is required by CCIOA to be presented to Owners within 90 days of Budget adoption. This requirement is met multiple times within the year as notice is given to all Owners that all Drake Landing Governing Documents are posted on the HOA website in the annual owner meeting notice and the “post” annual owner meeting notice. The Board also was in favor of sending an additional email to all Owners reminding them that all Association documents are posted on the Drake Landing HOA website following this meeting.

Report items reviewed included:

- Boiler Repairs; The Fall boiler inspection reports (completed by Premier Plumbing) express concern of corrosion that has built up on the B, E and D building water heaters and valves. These repairs will be considered this Spring/ early Summer.
- Comcast TV contract renewal; The Comcast TV service contract renews October 1, 2018. The Board discussed Comcast competition. Upon discussion, the Board agreed to continue with the Comcast renewal and continue to investigate competition over the next few years.

VII. Ratify Board Actions Via Email

Bruce moved to ratify the following actions completed via email”

- 9-25-17 E 15 sign installation request, approved
- 10-23-17 Snow plow contractor selection, 2017-18; approved
- 11-10-17 Unit A 7 sign install request; approved
- 12-4-17 E 15 sign install “change location of previously approve sign install location request”; denied

Laura seconds and the motion passed.

VIII. Old Business

The following Old Business items were discussed.

- Sign Policy; “HDU Foam Sandblasted Material” is a common new material that sign makers are utilizing in place of redwood. Upon discussion, Bruce moved to add “HDU Foam Sandblasted Material” to the Drake Landing Sign policy as an acceptable material from which signs can be made from; Laura seconds the motion passed.

-Maintenance Responsibility; The Board discussed the maintenance responsibility of Commercial Unit Air Handling Systems. The Association Governing Documents as well as legal opinion prepared by Attorney were reviewed. Per the Governing Documents and the Attorney opinion, the Board agreed that the HOA is responsible for providing the hot water running “to” the individual Commercial Air Handling units, however the individual commercial unit owner is responsible for repairs and maintenance to the actual individual unit HVAC / Air Handling unit.

IX. New Business

The following New Business items were discussed.

A. Board of Directors; Board member Mary Yates resigned from the Board during her current term. The Board thanked Mary for her years of service! Drake Landing Owner Tim Colton volunteered to fill the vacancy. Upon discussion, Bruce moved to appoint Tim Colton to fill the remainder of Mary’s term; Laura seconds and the motion passed.

B. Projects 2018; Projects for 2018 were discussed to include:

- Exterior Building Staining
- Concrete curb, broken section repairs
- Refresh some signage around property
- Asphalt seal coat, crack seal and restripe

These projects will be reviewed at the Spring 2018 walk through.

C. Landscape 2018; The 2018 landscape maintenance service plan was discussed. The Board was happy with efforts from Peak One Property Maintenance completed in 2017. Peak One will be asked to provide a proposal for 2018 services.

D. Unit E 4 Remodel Request; The Board reviewed the remodel request as submitted by unit E 4. A portion of the request included removal of existing carpet and installing LVT (Luxury Vinyl Tile). The Drake Landing Governing Documents section 9.5 state that “In any Unit which is located above another Unit (“stacked”), the floor shall remain carpeted as it was originally installed. In the event of replacement, the carpet being installed shall be at least of the same quality and consistency as the carpet being replaced.” In accordance with the Association Governing Documents, the Board does not approve of replacement of the carpet with LVT. The Board does however approve the remaining scope of the project as submitted with the caveat that permits are pulled for all work requiring a permit, to include the plumbing work associated with the tub to shower conversion. SRG will relay this information to unit E 4 owner.

X. Next Board Meeting Date

The next Board meeting will be held May 18, 2018 following the 9:00 am on site walk around.

XI. Adjournment

With no further business, Bruce made a motion to adjourn the meeting at 3:20 pm. Tim seconded and with all in favor, the motion carried.

Approved: _____5-23-18_____