

FROSTFIRE CONDOMINIUM ASSOCIATION
Board of Directors Meeting
June 6, 2014

Board members present in person were Mary Parrott and Gary Howard. Mitch Drantch attended the meeting via telephone. A quorum was present.

Representing Summit Resort Group in person were Deb Borel, Peter Schutz and Kevin Lovett.

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- I. Call to Order
The meeting was called to order at 2:00 am. Notice of the meeting was posted on the website.
- II. Owner Forum
No owners, other than Board members, were present.
- III. Approval of Minutes from the March 29, 2014 Board Meeting
Mary made a motion to approve the meeting minutes from the March 29, 2014 Board meeting. Gary seconded and the motion carried.
- IV. Financial Review
Kevin reported that as of April 30, 2014, Frostfire has \$2,754 in Operating and \$49,077 in reserves.

Frostfire is \$9,037 under budget in year to date operating expenses. The actual under budget amount is \$3,709, since operating owes reserves \$5,328. The transfers have not been made to reserves due to low cash on hand. The reserve contributions will be made when operating cash becomes available. Areas of major variance were reviewed to include:

- 516 – Snow Removal is \$1,217 over budget
- 531 – Repairs and Maintenance Hot Tubs \$1,516 under budget
- 540 – Insurance is \$2,960 under budget
- 580 – Reserve Contribution is \$5,328 under budget.

All owners are current with dues.

- V. Managing Agent's Report
Kevin Lovett reported on the following items:
Completed Items – In addition to the day-to-day routine tasks, the following have been completed:
 - Building A hot tub railing height corrections are complete. The Board is pleased with the way it looks. Several of the owners who use the hot tub often would like the Plexiglas installed all the way around the hot tub as a windbreak. The Board will discuss this under New Business in a future meeting.
 - Building E hot tub foaming issue has been solved.

- Trash service provider has been switched from Waste Management to Timberline. SRG will inform Mary what day recycle is picked up.
- The split rail fence behind the building on the other side of the rec path has been repaired.
- The bike rack has been placed for the season.

Report / Discussion Items

- Third floor unit deck railing balusters. The third floor balcony railing spindle gaps are currently 8 inches. Per insurance requirements, they must not be over four inches. Summit Resort Group obtained three proposals for the modification as follows:
 - Sanchez Builders - \$4,959 to weld in metal balusters in between existing to close the gap, then paint to match.
 - Alpine Craftsman - \$4,580 to weld in metal balusters in between each existing to close the gap, then paint to match.
 - Reconstruction Experts - \$3,800 to add wire mesh to the existing balusters. The Board was not in favor of this option.
 - Mitch asked if this would be included in the remodel and Gary stated that this was a separate project. Mitch asked if the insurance company would give the association latitude until the building remodel. Kevin reported that this railing project must be done soon, per insurance requirement.
 - After reviewing the bids, Gary made a motion to accept the Alpine Craftsman bid of \$4,580 to add the metal balusters in between each existing one to close the gap, then paint to match. Mitch seconded and the motion carried.
- Landscape Plans / Tree Work Plan
 - SRG will turn the water faucets on.
 - Mary has begun working on the flowerbeds.
 - Ceres Proposal – Certified Arborist – The Board reviewed the Ceres proposal for tree spraying.
 - Spruce Tree Spraying
 - Scale is prevalent on the Spruce trees at Frostfire. Spraying is very necessary for the spruce trees. Deep root feeding is also important on Spruce trees to keep them healthy and free of bugs. The Spruce trees will be deep root fed, sprayed for Scale and trimmed at the bottom.
 - Aspen Tree Spraying
 - The Aspen trees need to be sprayed for aphids. Mary noted that the Aspen trees had been treated for Aphids since they became a concern in the complex. There is also deep root feed that could be done on the Aspens. The Board questioned the necessity of this process on the Aspen trees. SRG will speak to Ceres regarding the necessity of deep root feeding the Aspens and report to the Board. The Aspen trees will only be sprayed for aphids at this time.

- There are three turf treatments throughout the summer that were recommended by Ceres. Gary recommended that one turf treatment be done initially, and an evaluation will be done by the Board to determine the necessity of additional treatment(s). The Board agreed.
- Ground Water – There is water that has begun infiltrating into the basement of the E building due to high water table. A sump pump was installed in the E building basement. The Capital plan has been updated to include \$1,000 for the sump pump.

Pending Items

- Touch up painting
 - Entry metal grates
 - Entry step wood
 - A building hot tub deck

VI. Ratify Board Actions via Email

There have been no actions made via email since the last Board meeting.

VII. Old Business

A. Major building reface and modernization – The Board reviewed the revised scope of work packet that was provided at the meeting.

i. Resale Value after Project Complete

1. Mitch recommended that a Realtor be hired to determine what the added value would be after the reface.
2. SRG and Gary will work together to determine what the added re-sale value of Tennis Club Townhomes was after their reface and modernization.

ii. Funding Options

1. The Board discussed funding options for the project. Funding options were based on bids from Blu Sky and Reconstruction Experts, since they were very close. The Board agreed to work with SRG to investigate funding options.
2. SRG will add to the spreadsheet, the funding option to complete the entire project at once.

iii. The Board discussed options for reface.

1. Option 3B will add aesthetic appeal to the building, which includes wainscoting around the entire building and hardiplank with corrugated metal panels on the chimneys. Currently, boards on South side are being replaced regularly as an annual maintenance item.

iv. Mitch suggested getting a pulse from the owners at the annual meeting whether or not they are even interested in the thought of improving the exterior of the building. Replacement options will be presented to the Owners at the Annual Owner Meeting.

B. TV – Owners were sent a survey to determine the interest of switching television service. The Board reviewed the results of the TV Service Survey. All alternative TV options result in additional monthly expense. SRG will determine whether or not there is a savings for Resort Internet based on a previous offer

from Direct TV and determine how long agreement is would be. This will be a discussion item at the 2014 annual owner meeting and will be voted on by owners. In the annual meeting notice, owners will be informed that this will be a voted on at the meeting.

C. Projects 2014

i. Non Capital

1. Carpet Clean – Mary recommended having all of the carpet cleaned in the hallways and stairwells. The Board agreed that Mountain Pride should clean the carpets at a cost of \$945.
2. Exterior Window Wash – windows will be washed after pine pollen falls. Sliders will not be done.
3. Landscaping – Spring clean up and tree spray and feed will be done this summer.
4. Touch up painting will be completed as needed.

ii. Capital

1. Roof inspection - \$2,000 is allocated for repairs if needed.
2. Front side of the building electrical power run has \$2,200 budgeted. It was noted that site manager, Kevin Curry, reports that he ran the power on the front of the building only seven days last winter. This item was tabled.
3. Third floor deck railing code upgrade by adding spindles – there is \$5,000 budgeted to do the required work.
4. Exterior painting on the north side (small side next to Cinnamon Ridge 3) has a budget of \$3,000. This will be tabled until a decision is made on the exterior improvements.
5. Building A hot tub railing height increase has a budget of \$2,500.
6. Entrance steps - \$1,000 budgeted if needed.
7. Back yard retaining wall - \$2,500 budgeted if needed. During the walk through, the Board will determine what should be done to the wall. Any decision will be tabled until a later date.
8. Brick walk repairs in the back of the building - \$2,000 budgeted. The worst areas identified are in the back of the C building main pad and the back of the D building within the steps. This has been repaired so the bricks and railroad ties are even. The cost has not exceeded \$1,000. During the walk around, it will be determined if other areas are needed.
9. Building E hot tub boiler replacement is complete and the cost was \$6,943.
10. The sump pump has been installed in the E building at a cost of \$1,000.

VIII. New Business

A. Annual Owner Meeting 2014

- i. Date is August 2, 2014 at the Keystone Fire Station.
- ii. Official notice will be sent on July 2, 2014
- iii. Roof Discussion – The budget figure to replace the roof is \$251,000. Turner Morris reports there is 10-15 years left in the roof, with proper maintenance. This information has been added to the capital plan. The

Board reviewed the Capital plan that has been extended to 2030. Gary recommended that there be small special assessments when necessary. If the Board has questions regarding the capital plan, they will contact Kevin Lovett.

iv. Major Exterior Reface will be added to the letter and in the packet.

v. TV Service will be added to the letter and in packet.

B. Mitch recommended that three owner storage areas per building (A, B, D and E) be added for storage as a revenue source. He stated that the shed area could be used as well. Discussion will take place at the Annual Owner Meeting to determine Owner interest. SRG will get a bid to build “chicken coop” storage structures in the basement of the A, B, D and E buildings.

IX. Next Meeting Date

The next Board meeting will be held on August 2, 2014 after the Annual Owner Meeting. If a meeting is needed before the annual meeting, it will be scheduled.

X. Adjournment

With no further business, the meeting was adjourned at 3:51 pm.

Approved