

**FROSTFIRE CONDOMINIUM ASSOCIATION**  
**Special Assessment Informational Meeting**  
**March 5, 2016**

Board members present were Mary Parrott, Bruce Blank and Gary Howard.

Representing Summit Resort Group was Kevin Lovett, and Katie Kuhn.

Professionals present were Mark Richmond, Attorney from Richmond Sprouse and Jerry Westhoff, Architect from JWArchitecture.

Units represented were in person were: A34, B3, B4, B19, B20, , C21, , D39, D40, E09, E10, E26, and E42

Units represented over the phone were: A1, A17, A33, C05, C06, C22, C38, D07, D08, and D24

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I. Call to Order

The meeting was called to order at 9:00 am.

II. Roll Call

Attendance was confirmed in person first, followed by those over the phone.

III. Project Summary

Kevin Lovett reported that the replacement of the exterior siding at Frostfire had been discussed at past few Annual Owner Meetings. Per the direction of the Owners at the 2015 Annual Owner Meeting, the Frostfire Board had obtained a design along with proposals, costs and funding options. Six proposals were submitted. Cost estimates ranged from \$675,000 to \$1.3 million. The Board has met with the three most competitive firms, completed interviews and checked references. Travis Construction has been selected as the preferred contractor for our project. Travis Construction has completed a number of exterior reface projects similar to Frostfire; the Frostfire Board has talked with Board members Travis has worked with and they have all been pleased.

IV. Written Ballot Vote

The board has elected to conduct the Special Assessment vote via a written ballot. Each homeowner has received a ballot, which is due no later than March 12<sup>th</sup>, at 4:00 pm. The board felt this was the best way to conduct voting, since many homeowners may not have been able to attend the meeting to cast a vote.

V. Financial Review

Based on project costs, allowance for contingency for the “unknown” (it is possible that additional work will be required to the structure once the siding is removed) as well collecting funds to address the ground water drainage project, the total amount of funding to be collected is \$800,000. The plan to collect the \$800,000 is to institute a Special Assessment of all Frostfire Owners with ½ of the assessment due by June 1st 2016 and the other ½ due October 1st 2016. The HOA is not providing any financing options, but if that’s something a homeowner needs they can contact a financial

institution of their choice. Alpine Bank and 1<sup>st</sup> Bank are two local establishments that are familiar with the Frostfire project.

VI. Question and Answer

After the summaries on the project and financial options were presented, each owner in person and on the phone had an opportunity to ask questions. The most discussed topics were:

- Drainage Allocation: The board has received plans from HP Geotech to mitigate the drainage issues Frostfire has been seeing in the crawlspaces of A and E buildings. \$100,000 has been allocated to these improvements, which is a good allocation of funds based on other estimates for similar projects.
- Timeframe: The project is slated to begin on or before June 1<sup>st</sup>, and take roughly six months to complete.
- Expectations: Frostfire will be a construction zone for the duration of the project. Parking will be limited, and noise will be an issue. The board recommends that homeowners don't rent their units during this time, as it could have negative consequences for themselves and their rental property management companies. The work will begin on one section of the building, and start with the old siding being removed. After it is removed, it will be re-wrapped, and then re-sided. After one section is complete, they will move to another section until the entire project is complete.
- Financing: After looking at all the options, the board decided that the best option for Frostfire to fund the major exterior reface was to do a special assessment. If the HOA were to take out a loan for the project and raise dues to cover the added expense of the loans, dues would go up substantially – likely 200-300%. This would make selling a unit next to impossible and would have very long term implications.
- Insulation: No extra insulation is factored into the project thus far. Jerry Westhoff, from JWArchitecture, explained that while he doesn't think it's necessary given the original construction, it can certainly be integrated into the project at this point. SRG will confer with Travis Construction to identify the price difference.
- Windows: Travis Construction would be happy to install new windows if individual owners would like. SRG will get estimates for those interested, and then forward to the owners to coordinate from there.

VII. Adjournment

With no further questions or comments, the meeting was adjourned.