

**HIDEAWAY TOWNHOMES
BOARD OF DIRECTORS MEETING
NOVEMBER 5, 2015**

MINUTES

1. **Call to Order.** The meeting was called to order at 5:15 p.m.
2. **Attendance and Quorum.**
 - A. Board members in attendance were Ed Mountford, Jeff Flenniken, Linda Rothwell, and David Diehl.
 - B. Representing Mountain Managers/Hammersmith Management were Katie Kuhn and Judy Freese.
3. **Owner Forum.** There were no owners in attendance except Board Members.
4. **Approval of Minutes from the 8/20/15 Board Meeting.** A motion was made, seconded, and passed to approve the minutes as written.
5. **Management Report.** Katie explained that this report will be done for each meeting and once everything is switched over to Hammersmith's systems, the report will be generated monthly.

Completed items included repair of the main water line at unit 297, purchase of 12 gallons of paint for the painters, evaluation and labeling of heat tape circuits, and running conduit for heat tape at the back of the building.

Questions were asked on a couple of the contracts listed in the "current contract" section of the management report. There will be no change in the management fee that is being charged under the current agreement. Mountain Managers/Hammersmith was asked to check on the landscaping contract and determine if the monthly charge is year around or just for the summer months.

6. **Financial Report.**
 - A. September financials were reviewed. Total income, including special assessment monies, was \$194,340 over the budgeted amount year-to-date. Expenses were over budget through September by \$9,734 resulting in a positive net of \$184,606 year-to-date. There were several delinquencies listed and the collection policy will be followed. The Board asked for a current listing of who has not paid the assessment and whether or not they are on payment plans. There is one delinquency of \$42.25 which is an odd amount. Mountain Managers/ Hammersmith will find out what this is for.
 - B. 2016 Operating Budget: Dues is budgeted at \$380 per unit per month. Expenses are based on current contractual agreements, anticipated increases, actual amount spent, and/or averages. A line item for the loan payment should be added to the expense categories. Dave will meet with Katie and work on the budget. When finalized, this will be sent to the Board for review and approval. This should be done by 12/14/15 at the latest in order to have a ratification meeting/conference call by the end of December. Whether the 12% increase in utilities has been verified will be checked. It is hoped that new and properly installed heat tape will lower utility costs. The insurance amount of \$28,725 includes the umbrella policy. This has decreased substantially. Repair and

Maintenance costs are estimated and past expenses will be checked. Expenses that were one time only and not anticipated to recur will be eliminated. Trash costs are being checked with Waste Management and the pick up schedule will be confirmed (twice a week vs. three times). The cost for Back Flow Annual Inspection will be checked. There is a line item for PL Repair & Maintenance. This will be checked to see how it is different from the regular Repair & Maintenance category. Water/Sewer will be reduced 2%. The snow removal agreement will be checked for terms. Is it 30 plows with 3 extra plows included? Shoveling is done up to 30 times and then charged at \$25 per hour. The Board Discretionary expense has been increased to \$700 to allow for work day food and other miscellaneous items such as coffee and pastries for the upcoming annual meeting. Whether or not the library will permit food/coffee to be brought in will be checked.

There was an issue with unit access when the annual low temperature sensor checks were done. Mountain Managers/Hammersmith will check and make sure all units are inspected and the batteries changed.

- C. MCR expenses were discussed. Property Management has been asked to obtain bids from Ceres to estimate irrigation needs for the 2 front entrances. They are to determine if this can be hooked into the existing system or if adding a new zone will be necessary. Trim painting is done every 3 years. It was due in 2015 but had to be deferred due to the roofing project. Mountain Managers/Hammersmith is to make sure the bids are current and the work scheduled as soon as possible to ensure an early date of the contractor's 2016 schedule.

The revised budget and MCR will be sent to the Board for review.

7. **Old Business.**

The HOA has been told there will be an approximate \$40,000 overage on heat tape. The original contract included 5,800 linear feet to include all the zig zag tape that was originally in place. The contractor is now saying they will need an additional 4,035 linear feet of heat tape. These overruns are not considered acceptable. The contractor denies that this was intentionally underbid but does acknowledge that he "erred" when preparing the estimate. The loan was obtained based on the roofer's contract and bid. Hammersmith Management will be working to resolve this issue and will make the initial contract with TRC to try and resolve this situation in an equitable way. In addition, the project has taken much longer than anticipated. To be fair, the HOA realizes that there was a 6 week hiatus when there were issues with the bank loan.

The junction boxes for the heat tape are an HOA expense. Only so many linear feet of heat tape can be put on a junction box. Whether or not more junction boxes will be necessary needs to be determined and will depend on how much more heat tape the roofer anticipates. Cain Electric will need to be contacted to see if they can give a closer estimate on what will be needed.

8. **New Business.**

- A. The annual HOA meeting is on 11/14/15. An agenda will be needed and a roofing update will be given at the meeting. The budget will not be finalized in time for this meeting but will be approved and ratified at a later date.
- B. The annual winter preparation letter will be sent out as soon as possible.
- C. The rotting posts in Phase III need to cut off and painted and loose deck screws need to be addressed. Property Management is aware of these issues.

9. **Schedule Next Board Meeting.** The next Board meeting will be held on February 4, 2016, 3:00 p.m. at Mountain Managers.

10. **Adjournment.** There being no further business, a motion was made and seconded to adjourn the meeting at 5:51 p.m.

Respectfully submitted:
Judy Freese, Recording Secretary

APPROVED

Approved via email

11/19/15

Ed Mountford, President

Date