

**LAGOON TOWNHOMES CONDOMINIUM ASSOCIATION**  
**BOARD OF DIRECTORS MEETING**  
**March 15, 2019**

**I. CALL TO ORDER**

The meeting was called to order at 4:05 pm.

Board members in attendance were:

Jim Powell- 746B  
Patrick Tully- 738E  
Marie O’Rahilly- 724C  
Joe Breakey- 754A  
David O’Sadnick- 734B

Owners in attendance were:

Ron Coleman - 749- 1D (by phone)  
Jan Buckstein – 766A (by phone)  
Nancy Fridstein – 701A (by phone)  
Marianne and Dick Candelmo – 724B  
Mary Harter – 749-3D  
Phillip Suelzer – 762A  
Lois & Jeffrey Linsky – 722B  
Wendy Tilden – 735B  
Maureen McCullough – 740B  
Tom and Nam Lang – 708D

Representing Summit Resort Group were Kevin Lovett, Kelly Schneweis and Mark Conley.

**II. APPROVE PREVIOUS MEETING MINUTES**

The Board reviewed the minutes from the January 2019 Board Meeting. Upon review, a motion was made to approve the minutes as presented; the motion was seconded and with all in favor, the motion carried.

**III. OWNERS FORUM**

Notice of the meeting was posted on the website and emailed to Owners.

An Owner reported information about the freeze-up in their unit and expressed gratitude to SRG staff for assisting. Also, suggested to post on the website a list of preferred contractors for owners to review. Finally, expressed drainage issues near their building. SRG informed owner of sump pump utilization for water extraction. SRG has noted the drainage concerns.

An owner thanked the Board and SRG for improved snow plowing services.

An owner noted that foundation repairs are still lacking from a 2015 Board repair approval. SRG will obtain bids and present to the Board. Also, owner noted snow removal has improved this year.

An owner recommended various options for roof snow removal. Also noted vehicles continue to park in front of garages when no parking signs are posted, specific to

realtors and guests of owners. Owner inquired about LED light bulb replacement which is still to be completed. Owner suggested sand bags to prevent water from seeping into garages during upcoming anticipated Spring snow melt off.

An owner inquired about deck maintenance and was informed that their specific questions were homeowner responsibility. Also, owner noted that the wagon in building 749 had a flat wheel that needed to be fixed. SRG agreed to repair wagon wheel.

An owner in the 708 Building requested a dumpster to be installed in closer proximity to their unit. Owner was informed that dumpsters were removed previously due to excess public use and new dumpsters will not be installed near 708 building.

#### IV. REGULAR BUSINESS

##### A. Financial Report:

*Year to Date Financials;* January 31, 2019 close financials were reviewed as follows:

*Balance Sheet:*

January 31, 2019 Balance sheet reports:

Smart Street Operating	-\$10,402.94
Operating Account, Alpine	\$126,123.68
Reserve Account, Alpine	\$271,334.68
Alpine Checking (old)	\$2.63
Smartstreet Reserve (old)	\$4.63
US Bank Reserve	\$220,512.69
Easter Co Bank CD's	\$206,380

*Profit and Loss:*

January 31, 2019 close Profit and Loss statement reports \$372,532 of actual expenditures vs. \$389,758 of budgeted expenditures resulting in an operating expense underage of \$17,225 year to date. The year to date General Ledger was presented and areas of major expense variance were reviewed.

##### B. Ratify Actions Via Email:

There was a motion to ratify the following actions via email:

2-21-19 Safety contracts Allied, Cintas, and elevator phone replacement approved.

1-30-19 Breckenridge Mechanical boiler maintenance approved.

1-26-19 Flood Insurance "do not renew" policies approved.

The motion was seconded and with all in favor, the motion passed.

#### V. PROPERTY UPDATE

The following property update items were reviewed:

Baluster Replacement; SRG reported the following baluster updates.

The following buildings have been completed in "phase 1<sup>st</sup>".

720 bldg

734 bldg

742 bldg

745 bldg

The following buildings are expected to resume late March.

750 bldg

754 bldg

766 bldg

It was noted to have balusters inspected after installation. Also suggested to have baluster project resume in April.

Storm Door Survey; SRG has previously communicated to non-compliant storm door owners to replace existing storm door by the end of the year 2019. Owners were approved to dispose of storm doors in dumpsters. SRG will send additional reminders to Owners with non-compliant storm doors. It was noted unit 762C storm door appeal is to be presented to Maintenance Committee for approval.

Plumber bid to do all water shutoffs to units at owner's cost; SRG has obtained a proposal from Breckenridge Mechanical to install "in unit" water shut off isolation valves ranging from \$250 - \$450 in cost. SRG will make a list of units that need isolation valves and will send a mailer to owners of options. SRG will coordinate the install. It was noted that this is a voluntary, not mandatory, option. Also noted that Building 740 water does not shut off completely and SRG will schedule a contractor to repair the issue.

Asphalt/Concrete repairs; A walk around inspection of the complex will take place in the Spring of 2019 to establish list of necessary asphalt and concrete repairs to be addressed in 2019.

Managing agents report; The following managing agents reported items were reviewed:

SRG reported on the following completed items:

Security Checks performed by SRG have commenced with about fifty property owners participating in the HOA provided program.

Welcome Packet for new homeowners has been revised with SRG information and updated documentation.

Unit 738D common hall lights have been repaired.

Unit 704 C/D flood light sensors were repair, but it was noted that the lights are still having issues. SRG will look at light sensors again.

Unit 716 A/B common hall door has been repaired and is now aligned and closing properly.

The dumpster near 749 building was damaged by trash company and has been repaired.

The smoke detector panels located in common halls of department "B units" have been rekeyed.

Unit 737F thermostat credit was approved by the Board and owner has received payment.

The Skid Steer and Truck maintenance inspection and service has been completed.

Comcast completed the equipment upgrade on February 12, 2019.

The pool entry circular window with a crack has been replaced.

SRG reported on the following pending items:

The Bridge repair/replacement which includes replacement of the foundations for the bridge and possibly replacement of the deck of the bridge was discussed. An updated letter has been provided by Fox Engineering. SRG reported numerous contractors contacted for repairs. SRG will obtain proposals. Work to take place in Fall 2019.

The owner of 749-1E reported ceiling damage due to previous leak. SRG is investigating the cause of damage. Also, it was noted that the owner has scheduled a locksmith to rekey his locks to the master key system.

SRG has met with the owner of 749-1A to discuss previous leak and current ceiling damage. Owner will be providing SRG proper documentation to present to HOA insurance company.

Unit 762A garage corner concrete issue was discussed from a prior repair approval dating back to 2015. The Board has requested SRG to obtain bids for the garage concrete repair work to present to Maintenance Committee.

Fire Alarm Monitoring for "B-units" was reported as being a large expense to install proper wiring. The Board reviewed options to help owners disarm the alarms, only after SRG has determined there is no immediate danger. There was a motion for SRG to install a lock box, that is clearly labeled, with smoke detector panel keys and instructions for homeowners to disable the sounding alarm. The motion was seconded and with all in favor, the motion carried.

Brick repairs are needed in numerous areas around the complex. SRG will obtain bids and schedule a contractor for 2019 summer.

Carpet clean will be scheduled for May 2019. SRG will look for best option and will report to the Board for approval.

Landscape Maintenance contract for 2019 is under review. Mountain Garden Care has submitted proposal as same scope of work as last year. SRG will work with the maintenance committee to review and complete approval.

The gas meter “face” was damaged due to ice falling from the roof near unit 757A. SRG has contacted Xcel Energy to schedule replacement.

The elevator phone replacement proposal was approved. ThyssenKrupp has scheduled the replacement to be completed by the end of March 2019.

There are three signs of the lagoon complex map that need to be updated with building 739 depicted properly. SRG presented proposals from House of Signs and Summit County Signs for sign replacement. There was a motion to award Summit County Signs to proceed with sign replacement. The motion was seconded and with all in favor, the motion carried.

Unit 742 A/B front lights are on a photo cell and are having intermittent issues. SRG will work on a solution.

The beams in the pool area showers need to be painted. The painting will be scheduled as the same time as the pool beam repairs.

The pool area entry doors need to be replaced because the framing is not aligned and for security. SRG will submit bids to the Maintenance Committee for review.

Unit 725F has applied for unit modification. It was noted the application has been approved by the ARC and the homeowner can proceed with microwave installation that vents to the exterior of the building.

SRG reported on the following items:

Annual meeting items were discussed such as, HB1254, Property Management Fee Disclosure, and the Conflict of Interest Policy were reviewed. It was noted that SRG has completed the Secretary of State registration transfer from Wildernest. It was noted that Annual Disclosure is required, and Owners have access to HOA information on the website. This information was also provided to the Owners in the “SRG Welcome Letter” and will be included in the 2019 annual Owner Meeting notification packet.

The pipe freeze-up in unit 727H was reported to have “2 parts” to what will resolve the issue. Owner will be responsible for interior work to allow for appropriate heat circulation. The HOA will be responsible for opening the outside wall and “capping-off” the spigot. Work to be completed this spring/summer.

SRG reported the following properties are not keyed to the master key system and unit access is needed: 708D, 725D, 726A, 727G, 734A, 735D, 737A, 749-1E, 749-1F, 754B. SRG will remind owners to schedule a locksmith for rekey.

A document provided by SRG listing all leaks (plumbing and roofs) and pipe freeze ups was reviewed. The status of each issue was reported. SRG will continue to monitor progress and will organize proper repairs and coordinate with homeowners.

Drainage problem areas have been noted and SRG will walk complex this spring with the Maintenance Committee to discuss recommended solution.

SRG reported completed boiler work on the clubhouse and pool boilers. It was noted the glycol pipe was repaired, and the dehumidifier system is now working properly after relay control and blower motor replacement. Also indicated building 741 and building 743 boilers did not need additional maintenance.

Unit 735E thermostat credit documentation was presented. After review, owner should be awarded credit. SRG will post thermostat credit to homeowners account.

## VI. COMMITTEE UPDATES

### Maintenance Committee

The Maintenance Committee provided the following update:

749 Boiler status; The approved boiler work has been completed by Breckenridge Mechanical. It was noted that no boiler needs immediate replacement.

Dept B Common area lights & painting & carpet; The Maintenance Committee and SRG plans to walk the Department B buildings, set scope and prioritize. Once the scope is finalized, cost estimates will be obtained.

Retaining wall "landscape cleanup" at 749; It was noted that landscape cleanup is needed in follow up to the work previously completed. The area will be inspected this Spring, scope prepared, and work completed.

Analysis of pool structural beams; Fox Engineering has provided an updated Letter. Work to take place Spring of 2019. The pool area will be closed for work, and the pool will be drained. Exterior regrading of landscape to "lower" the grade around the building has been recommended. SRG is working to obtain bids.

Paving/Seal coating; The paving and seal coating has been deferred to spring 2019. SRG and Maintenance Committee will determine necessary work.

Exterior Building Painting; Summit Color Services was awarded the job. It was noted that they must take into count not painting the new balusters and to keep an eye out for rotten wood and replace as needed. SRG will follow up with Summit Color Services about specific requests.

The painting schedule was reviewed as follows:

2019 "Phase 1"

Buildings #740, 736, 737, 735, 731, 720, 724, 704, 708, 716, 730, 734, 742, 750, 754

2020 "Phase 2"

Buildings # 732, 722, 718, 726, 753, 749, 743, 741, 738, 746, 758, 766, 762

2021 "phase 3"

Buildings # 723, 725, 727, 743, 747, 753, 757

2022 "phase 4"

Buildings # pool, clubhouse, 701/ 703, 739

New dumpster enclosure across from 747; SRG presented the design and scope for the new dumpster to be similar to the dumpster enclosure design across from the clubhouse building, but larger so it can fit 2 – 6yrd dumpsters and 4- 96 gallon recycling totters. SRG presented Cona Engineering's proposal and Fox Engineering will send proposal to prepare drawing in late April. Once bids are collected, SRG will present to Maintenance Committee

766 foundation repairs; Strategic Fence has been awarded the job. Correspondence has been sent to neighboring property, Meadow Creek Villas, requesting permission to access project across their property. SRG is waiting for response to proceed.

757A roof; SRG reported that repairs to the plumbing vent pipe that was broken off on the roof of 757A due to snow slide has been repaired. Interior unit repairs are also complete. This summer, a lodgepole tree that contributed to the sliding roof ice "bouncing" back into the building will be removed and a damaged exterior siding piece will be repaired. It was noted that the metal roofs are designed to have snow and ice "slide" off the roof.

## **VII. OLD BUSINESS**

The following Old Business items were discussed:

Basecamp software; The Basecamp software was discussed. There was a motion to let the software expire. The motion was seconded and with all in favor, the motion passed.

743 D steps; The Owner has been contacted to remove fold down steps off of the back deck of their unit by June 1<sup>st</sup>, 2019. It was noted the steps are still installed. Also, SRG reported unit 757C has steps installed and discussed if those had previously been approved. SRG will contact 757C owner about steps and will follow up with 743D homeowner about step removal.

Handrails at hot tubs; Better handrails at the hot tubs have been installed. Owners seemed pleased with the addition.

Pickleball lines on tennis court; The addition of pickleball lines were discussed. It was noted that owner of unit 722E is not in favor of pickleball lines because it's very loud. This will be reviewed at the next Board meeting in May.

Key card system repair/replacement; The key card system repair was reviewed. SRG requested approval to purchase a laptop for \$350 to install proper key system software and continue with previous system. There was a motion to approve the laptop purchase and software installation to repair current key card system. The motion was seconded and with all in favor, the motion passed. SRG will purchase a laptop and repair the key card system. Owners will be notified to confirm key cards work and to contact SRG if replacement cards are needed. Once the system is working, Owners will be notified the punch code system will be deactivated. SRG to have system working by Summer of 2019.

Thermostat replacement program; The status of the in unit "WIFI" reporting thermostat install was stated. SRG will continue to pursue.

Cable TV & internet; It was noted that the Comcast equipment upgrade installation has been completed. Owners recommended to contact Comcast Bulk Support 1-855-307-4896 for trouble calls.

## **VIII. NEW BUSINESS**

The following new business items were discussed:

Drone Policy; The implementation of a Drone Policy was discussed. There was a motion to establish a No Drone Policy. The motion was seconded with all in favor, the motion passed. SRG will draft a No Drone Policy and present to the Board.

Parking Policy; Revisions to the Parking Policy were reviewed. The commercial vehicle description has been redefined. There was a motion to approve the revised Parking Policy. The motion was seconded and with all in favor, the motion passed. SRG was informed to enforce the parking policy and to follow the Enforcement Policy Guidelines.

Bank Deposit; Bank deposits were discussed. It was suggested to transfer a portion of the existing Reserve Funds into a new Wells Fargo account in order to maintain all accounts "under" the FDIC limit of \$250,000. The Board Treasurer will continue to investigate and work with SRG to complete.

749-1E "temp-stick"; The temp-stick device was reviewed. The device can send temperature notifications to multiple email addresses and will send an alert if it loses WIFI connectivity. There was a motion to approve the "temp-stick" device in lieu of the WIFI enabled thermostat installation. The motion was seconded and with all in favor, the motion passed. Also, the "temp-stick" must be mounted near thermostat for accessibility. SRG will contact remaining owners who have yet to install a WIFI enabled thermostat with this recommendation.

Flood Insurance; The flood insurance policies were discussed. FEMA has remapped the following buildings to be eliminated from the flood zone: 716, 720, 734, 750, 754, 762, 766. It was noted that the Board previously approved the expiration of flood insurance policies for these buildings. Discussion is underway with regard to when the premium removal from homeowner monthly payments will take place.



**IX. NEXT MEETING DATE**

The next Board of Directors meeting will be held on Friday May 17, 2019 at 4:00 pm.

**X. ADJOURNMENT**

With no further business, the meeting was adjourned at 6:20 pm.

Approved: \_\_\_\_\_ 5-17-19