

**Lake Forest Condominium Association  
Board of Directors Meeting  
Saturday, January 09, 2010  
County Commons**

<b>Board Members</b>	Jude Kirk	304A	Dave Haraway	305F
	Jaramy Karns	206F	Bob Bruyn	205F
	Gary Cushner	101A		
<b>Others</b>	Bob Polich	Mountain Systems, Inc.		
	Mike Castaldo	Premier Property Management		

The meeting was called to order at 2:02 PM by President Dave Haraway.

**Owner Comments.** No owners were present at the meeting.

**Heat tape.** The utility connection was through the Unit 1600 meter for the common heat tape above the unit roof. In the fall of 2009 the connection was altered to the common utility meter of the Association. A partial payment of utility usage since 2003 was made in May 2009. Dave Haraway prepared an analysis of utility costs for Unit 1600 utilizing data from several units to develop a proposed total settlement of \$1,000. The offer was approved by the Board via email and the unit owners signed an agreement of final settlement.

**Accounts Receivable.** The year end receivable of \$19,000 included \$11,000 in roof notes from three owners paying the assessment off with monthly payments with interest at 5.75%. The majority of the balance of regular assessments was from one unit that would be contacted by Dave Haraway prior to taking legal action.

**Minutes.** *The minutes from the November 14, 2009 meeting were approved as written. (Cushner/Bruyn,5-0)*

**Property Management Report.** Mike Castaldo of Premier Property Services presented the property management report. Mike had received a billing from Travis Construction for the deck repair caused by the trash truck. The repair cost had been funded by the insurance company for the trash service. There was a discussion regarding some minor completion work including the gutters and concrete patch that would not be done until the 2010 construction season. The contractor and trash company would be contacted prior to disbursement of the funds. Work had been done on the west spa to correct an intermittent electrical problem. The tub would be monitored to determine if the work done by Kaupas was successful. Two covers were in need of replacement. Mike estimated the cost of replacement at \$350 to \$500 per cover. A bid would be obtained from Kaupas. Gary Cushner indicated he would look into alternative bids for similar covers. Approval of the replacement covers would be via email as soon as possible. Mike indicated they had reviewed their procedures in the opening and closing of the spa areas per the posted schedule. An aspen tree on the lakeside of Building A was cut down by an unknown person. Replacement options would be considered in the spring. Gary Cushner was developing the board communication policy.

**Snow removal.** The hand snow removal is based on the man hours worked at \$33 per hour. While the removal cost is lower this year due to limited snowfall there was a discussion if the time billed compared to the amount of total snow fall and how long the removal should take.

Also discussed was the billing method used to round to whole hours. Alternative bids could be obtained to compare cost, quality of service, and comparison with other options.

**Light pollution.** New construction codes prohibit light pollution and require down lighting. There was a discussion of changing the dumpster light to determine the cost and effectiveness of the alternative lights. Mike was directed to investigate dumpster lighting options.

**Financial report.** A preliminary year end financial summary was provided by Bob Polich of Mountain Systems. For the year, operating expenses were \$17,000 more than budgeted and reserve fund spending was \$38,000 more than projected. The reduced snow fall in November and December improved the numbers by \$2,000 from the last projection. The cash flow shortage was covered by the line of credit borrowing. At year end the Association had a \$60,000 line of credit loan and a \$10,832 deferred roof payment loan secured by a certificate of deposit of \$16,900. The certificate would mature in March 2010 paying off the roof loan. Total cash was \$58,000 with receivables of \$19,000 and payables of \$12,500. The Board authorized paying off the \$60,000 line of credit from prepayments received through January by an email vote if the availability of funds was verified.

**Tax return and financial review.** Bids were being obtained for a tax return, and a financial review or compilation. There was a discussion regarding the difference between a review and a compilation at a lower cost. Treasurer Gary Cushner recommended the needs of the Association would be served by a compilation. *The Board approved a compilation with tax return for 2009. (Haraway/Cushner,5-0).*

**Reserve fund planning.** Dave Haraway provided a summary of projected future reserve costs for painting, building roofs, garage and spa roofs, asphalt areas, spa tubs, and the landscape irrigation system. Mike would assist in verifying the cost for future parking lot work and the spas. The schedule would help project the annual funding requirement for future major expenditures.

**Management contract.** A contract and summary of duties for Premier Property Services had been provided to the Board. Bob Polich will provide a revised contract from input from Mike Castaldo by February 1<sup>st</sup>. A committee of Gary Cushner, Bob Bruyn and Dave Haraway would review the contract for consideration at the next meeting.

**Next Meeting.** The Board of Directors meeting was scheduled for Saturday, March 20, 2010 at 2 PM. The following meeting was scheduled for May 22, 2010 at 2 PM. The annual meeting was scheduled for Saturday July 3<sup>rd</sup> at 3 PM.

**Other.** The unit lease is through April 2010. Action will be taken in March to find a new renter for the summer season.

The meeting was adjourned at 4:15 PM.