

**TIMBERLINE COVE CONDOMINIUMS
ORGANIZATIONAL MEETING
October 13, 2007**

The Organizational Meeting of the Timberline Cove Condominium Association was called to order at 9:10 a.m. on October 13, 2007, at the Summit County Senior Center. Present from Wildernest Property Management (WPM) were Tony Snyder – Owner, Barb Walter – Director of Homeowners’ Associations, Daniel Vlcek – Director of Property Management, Geovanni Hercules – Frisco Resident Manager, and Karen Shramo – HOA Liaison.

Ms. Walter opened the meeting by welcoming all owners from Timberline Cove. Introductions were then given by each owner present in lieu of roll call and a quorum was confirmed by evidence of the attendees and proxies listed below.

Owners Present:

Unit #	Name	Unit #	Name
101	Mark & Danielle Hull	302	Robert & Diana Levin
102	Eileen Lerman	303	Susan Bond
103	Julie Neils	305	Jack Dippel
202	Jerry & Conni Frazee	306	Lawrence & Lois Van Heukelom
203	Doug & Dawn Silver	307	Ulrich Klein
204	Thomas Payn	308	Sam Jonas
205	Bruce Mitchell	404	Duane Abbott
206	Stacey Gilbert	405	Ed Chang
209	George Hart	407	Philip Gagnard
301	Kevin Vaughan	408	Jerry & Conni Frazee

Owners Represented by Proxy

Unit #	Name	Proxy to:
208	Daniel Neff	Bruce Mitchell
408	Tom Curran	Kevin Vaughan

MANAGEMENT REPORT

Ms. Walter thanked the homeowners for the opportunity to manage the property. She went on to give a short history of WPM, which now numbers over 60 properties in management and 120+ employees. Appreciation was expressed to Mr. Vlcek for his role in the excellent on-site management of the property. She then took question and comments from the floor.

- A general overview of who to call at WPM was then presented. Many day-to-day homeowner concerns can be taken care of by the Property Manager, Geovanni Hercules. All other questions and concerns can be addressed to Karen Shramo, the HOA Liaison. She can be reached at 970-468-6291, ext 252, or via email at shramok@wildernest.com. Any punch-list items should go directly to Debbie Allison, Project Coordinator with CFC.

Her contact information will be listed on the Association website at www.wildernesthoa.com

- The current management contract with the Association was signed by the Developer. Included in the meeting packet is a list of management services provided by WPM as part of that contract. Other services offered by Wildernest include repair and maintenance for individual homeowner needs, carpet cleaning, and short and long-term rental management. Wildernest is a 24/7 company, which employs an answering service after normal business hours and on-call personnel to assist with any emergency issue that may arise.
- The snow removal rotation process was explained. On days when it snows throughout the day, the removal continues all day. The plow contractor will begin at 3 or 4:00 a.m. with a pass through of the parking lot and will return once most of the cars have been removed. If necessary, they will return throughout the day. An owner requested that shovels be made available in the garage. The new Board will discuss this. Ice melt is typically used on walkways, but cannot be used during the first year after concrete is poured. Sand is a good substitute, but can be messy when tracked inside. The Board will discuss options.
- A pre-approval program for maintenance work completed through WPM is available to all owners. By signing up for this program, owners agree to have up to \$200 of necessary work done at one time without immediate approval, and are also eligible for a \$10/hour rate discount on all work completed by WPM. Sign up forms are available.
- Another popular service is the automatic debit program for dues payments. Sign up forms are also available for this. WPM encourages owners to utilize this service and avoid late payments.
- The Budget that was adopted by the Developer ends December 31, 2007, the end of the current fiscal year. Typically, a preliminary budget proposal is presented to the Board. After review, the Board approved budget is sent to the membership prior to the Annual meeting. At the Annual Meeting, the homeowners ratify the budget. This year, as a Board has not yet been elected, a special budget ratification meeting or teleconference will be held to ratify the budget. At the next Board meeting, a budget will be reviewed, and then mailed to the homeowners. If at least 67% of the entire membership votes against the budget, it would not be ratified. Otherwise, it would be approved.
- The Bylaws were written since Senate Bills 89 and 100 were put into effect, so they should be in compliance with these laws. If there is any question about this, the Board can hire an attorney to review the documents, but this could be an expensive process. WPM can provide boilerplate documents for the Board to adopt to bring the Association into compliance, if that should be necessary.
- There have already been problems with noise and loud parties in the hot tubs. This can be addressed when the Board devises Rules and Regulations. WPM will provide samples of Rules adopted by other HOA's to the Board. Another suggestion was to provide a simple version of the rules to be posted in all units for guests and renters.
- An owners' list is included in the meeting packet. If there are any changes or corrections to be made, they should be given to Ms. Shramo. An updated list will be sent with the meeting minutes to all owners.
- The hot tubs are checked and cleaned daily. Water is changed as needed and the tubs are drained, deep cleaned, and refilled in the spring and fall. The hot tubs, though expensive to maintain, add value and desirability to the property for renters and new buyers.

FINANCIAL ISSUES

Ms. Walter gave a short explanation of the Balance Sheet and Income Statement. The budget for the current fiscal year as previously approved by the Developer was presented to the owners. The budget process for the fiscal year beginning in January 2008 will include development of a Board-approved budget, which will then be presented to the owners for ratification before the end of the year. In future years the Board approved budget will be presented for ratification at the Annual meeting.

One of the 2008 tasks of the Board will be the development of a comprehensive long-term major maintenance chart. This is a 20-year planning tool for the scheduling and funding of capital improvements and repairs

Ms. Walter encouraged all owners to utilize the HOA website (www.wildernesthoa.com), which is a great tool to keep informed about current financial and other HOA information.

The Developer will be reimbursing the HOA for the hot tub covers. He is paying abbreviated dues on the unsold units. Because these units are not in use, there is no cable or Internet access, making the dues less. The Developer must provide an independent financial audit at the time of transition from Declarant control.

ELECTION OF BOARD MEMBERS

The HOA governing documents require a minimum of a one person Board, or up to a five person Board. The Board term length shall be three years, except for the initial Board when there will also be one and two year terms to help comply with the requirement for at least one Director to be re-elected every year.

Volunteers and nominees included: Ed Chang, George Hart, Stacey Gilbert, Robert Levin, Julie Neils, Jerry Frazee, Duane Abbott, and Mark Hull. Each person was asked to give a brief statement of qualifications and their reason for serving. Due to the fact that there were more volunteers than positions, a written ballot vote was taken.

RESOLUTION: Upon motion made, duly seconded and carried by a majority written ballot vote, the following slate of directors was elected: Ed Chang, George Hart, Julie Neils, Duane Abbott, and Mark Hull.

There will be an organizational Board meeting following this meeting to elect officers and establish a Board meeting schedule.

DEVELOPER COMMENTS

Ed Chang, the Developer of the Timberline Cove Condominium project, was introduced. He thanked the owners for purchasing at Timberline Cove and announced that nine years have passed from the time of the first conceptual drawings to completion of the project.

Mr. Chang addressed owner concerns, including:

- Punchlist and warranty items should be given directly to Deb Allison with CFC Construction. She can be reached at 303-277-8600 and will provide a status report each week to all owners. This list can also be posted on the HOA website. If owners

encounter problems with CFC, they should bring these issues to Mr. Chang's attention. WPM has been very helpful, but should not be involved in the warranty or punchlist process.

- Mr. Chang explained his decision to hire WPM. They are the largest property management company in Summit County, have a wide range of experience, and are able to offer better rate discounts on contracted services. Also, all of the maintenance staff is in-house. Mr. Chang complimented Mr. Vlcek on his outstanding service to date.
- The project Covenants stipulate that units cannot be sold as time-shares. However, there can be fractional ownership.
- An owner requested information on the installation of her fireplace. It was done in such a way that to service the unit in the future will be very difficult. Mr. Chang recommended that she send a warranty request to CFC and copy him as well.
- The lights were left on during in a unit when the owner returned for the weekend. As there is a punchlist in process for that unit, it was probably a CFC employee or a subcontractor. WPM has 2 master keys; all other keys only access an individual unit and the common areas. Each lock keeps a log of which key was used to access that area. In the event that a master key is lost, the locks can be reprogrammed. If an owner or guest loses a key, they should contact WPM. Currently, there is a charge of \$25.00 for each replacement and additional key. The Board will discuss revising that amount. Each fall property management will replace the batteries in every lock. In an emergency, the locks can be accessed manually.
- The lights in the entry of each unit are very bright. An owner suggested adding a dimmer switch to better control the amount of light.
- CFC is installing automatic closers on each door at Mr. Chang's expense. This will be ongoing until all units are completed.
- It was suggested that a security camera be installed in the garage for added security. It is the experience of WPM that these systems are costly and do not offer much help in tracking who enters or causes damage. It is more important for owners to take responsibility for not leaving the door blocked open.
- The Board will investigate installing bike racks in the garage.
- The paint and stain colors are on file with Diamond Vogel in Silverthorne. Their phone number is 970-468-5066, and owners will need to provide their unit number. There is a WPM discount with the VIP card at Diamond Vogel. Mr. Mitchell has a 10-gallon bucket of paint, and a few gallons of stain that he is willing to share with other owners.

NEXT MEETING DATE

The 2008 annual meeting will be held on Saturday, October 4, at 3:00 p.m. The location will be determined at a later date.

The Board will set the date for the Budget Ratification meeting and conference call. The date and time will be posted on the website.

Board meetings are open to all members, unless the Board enters Executive Session.

ADJOURNMENT

The meeting was adjourned at 11:40 a.m.