

**PROSPECT POINT TOWNHOMES ASSOCIATION
BOARD OF DIRECTORS MEETING
December 17, 2018**

I. CALL TO ORDER

The meeting was called to order at 10:00 am.

Board members in attendance were:

Dave Benson, in person
Elizabeth Poulos, in person
Ron Borchert, in person
Bill Tracy, in person
Tom Lewis, by phone

Representing Summit Resort Group were Kevin Lovett and Kelly Schneweis.

II. OWNERS FORUM

Notice of the meeting was posted on the website. Owner Jeanne Belli from unit 1510C was present.

III. ROOF REPLACEMENT

Contractor Presentations

BluSky: Adam Cunningham, Jennifer Weintraub and Mike Stephens presented the BluSky roof replacement proposal. Questions and Answers followed the presentation. It was noted that proposals received were based from the roof replacement scope. BluSky noted that they would recommend the following modifications to the scope of work defined in the roof specifications for the complex:

- Shingles; BluSky recommended utilizing a “Tamko” shingle product for better warranty coverage
- Underlayment; BluSky recommended utilizing a “Sharkskin” underlayment product for both better performance and better pricing
- Drip Edge metal; BluSky recommended utilizing a 26-gauge drip edge metal, in place of the 24-gauge drip edge metal for better pricing
- Heat tape addition; It was noted that BluSky included in their proposal the addition of heat tape along the roof/ sidewalls...

BluSky will revise their proposal to include the above material modifications and they will remove the additional heat tape from the base proposal.

In addition, BluSky will include an option to have an electrician inspect and test all sections of heat tape prior to removal and replacement of the heat tape. This will determine which, if any, sections of heat tape will need to be replaced and will also ensure that any heat tape damaged during roof replacement will be repaired at the expense of BluSky.

IV. APPROVE PREVIOUS MEETING MINUTES

The Board reviewed the minutes from the December 10, 2018 Board Meeting. Upon review, Dave Benson. moved to approve the minutes as presented. Bill Word seconds and the motion carried.

V. RATIFY MOTIONS VIA EMAIL

There were no actions via email since the last meeting.

VI. OLD BUSINESS

The following Old Business items were discussed:

A. Roof Replacement Planning

The Board discussed project planning as follows. Overall, the Board supported completing the replacement of all roofs in 2020. The Board supported collecting all funds needed to complete the roof replacement by April 15, 2020, to include collecting the “regular” assessment due in October of 2019 and then collecting the balance by April 15, 2020. Selection of the contractor is pending. A letter will be drafted and sent to all Owners in January 2019 notifying them of the replacement schedule as well as anticipated special assessment amount.

VII. NEW BUSINESS

The following new business item was discussed:

A. Signage

The Board discussed a request from an Owner to add additional signage to help with unit address identification. The Board requests that the Owner provide suggested locations and sign verbiage for Board consideration. The Board also suggested letting visitors and delivery / shuttle folks know of an identifying marker to signify their residence, such as “the garage door will be open”, or a small flag will be “placed out in front of my unit” ... Additionally, it was noted that Owners can contact Fed X/ UPS and review delivery information with them.

VIII. NEXT MEETING DATE

The next Board of Directors meeting date is to be determined.

IX. ADJOURNMENT

With no further business, the meeting was adjourned at 12:00 noon

Approved: __2-18-19_____