

**SNOWDANCE MANOR CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS MEETING
June 28, 2018**

I. CALL TO ORDER

The meeting was called to order at 10:00 Am at the Summit Resort Group Office.

Board members Marie Cramer and Joan Reedy attended in person. Paul Tosetti attended by phone. A quorum was present. Kevin Lovett was present on behalf of property management.

II. OWNERS FORUM

Notice of the meeting was posted on the website and emailed to Owners. Owner of unit 409 Rita McConnell was present.

Rita stated that she would like the specific questions she asked at the 3-1-18 Board meeting reflected in meeting minutes. Rita provided the list as follows:

1. What is the ownership of the GCE void space of 402 and 401?
2. How did 402 and 401 get official encumbrance of this space?
3. We requested the Board talk to the County about how to get the GCE void space officially designated for use. (We understand no one has approached the County on this matter to date).
4. We asked for a letter from the Board on how this type of space could be used (this is not specific to our request only but would include how it is actually being used by 402 and 401).
5. We asked to be treated the same as 402 and 401. Both units have been granted access to this space without paying for it or paying for HOA dues. We asked that all the units on the 4th floor be treated the same as 402 and 401 in the use of this space.
7. We asked what is the official Board process to use the space?

Rita additionally asked:

- Who is representing units 401 and 402?
- How do we use the attic common space?
- Have you considered other options for dealing with common space?

Rita stated that she expects:

- The Board to be fiduciary's, responsible to and to act in accordance with the Governing Documents.
- The Board has to have the time to serve.
- The Board to conduct open meetings and be transparent.
- Would like her previously submitted remodel request documented in the minutes.

The Board informed Rita that they would be moving into executive session to discuss a confidential attorney material.

III. EXECUTIVE SESSION

The Board discussed attorney client privilege material.

IV. **OWNERS FORUM, RECONVENE**

Rita was invited back into the meeting. The Board made the following statements and response to questions / statements Rita posed above as follows:

Overall, the Board continues to act in the best interest of the HOA as a whole. The Board's position on individual unit remodels encumbering common space stands as previously stated and that is, in conjunction with the Association Declaration, Owners are not permitted to encumber common space. The Board agreed to present options for individual unit Owner's encumbering common space to the Owners at the Annual Owner Meeting for Owner input on their preference to proceed.

Unit 401 remodel activity; The Board confirms its stance that, in accordance with Summit County Building and Planning, the attic remodel activity that previously took place must be returned to original condition. Summit County Building and Planning Department has required the attic remodel work in Unit 401 to be returned to original condition; the Snowdance Manor Association has also required this area to be returned to original condition. The Owner of unit 401 is cooperating, has pulled building permit and has received HOA approval to return the unit to original condition. Additionally, the Board stated that a previous remodel activity was completed at the "front door" area to unit 401. This remodel activity was approved years ago by the Board as it was viewed as a benefit to the HOA (the unit owner of 401 pays additional dues for this area and the remodel activity allows for simpler carpet replacement and cleaning as well as reduction in cost; it was also noted that this remodel activity does not have a negative impact on the function of the Building). With regard to Rita's question on "ownership" of this area, per the HOA attorney legal opinion, this area is considered "leased" from the HOA.

Unit 402 remodel activity; The Board reviewed the history of the unit 402 remodel project as well as approval from Summit County Building and Planning Departments, signed off building permit and legal opinion from the attorney. The position of the Board does not change. The unit 402 remodel activity was approved on the basis that the remodel work took place within unit 402 and consisted of a change in how an area within the unit was accessed. It was noted that upon discussion with Summit County Planning Department, the permit has been signed off on and finalized and according to the County, there is no further pursuit pending. With regard to Rita's question on "ownership" of this area, as the area is within Unit 402, ownership is believed to be that of Unit 402 Owner. The Owners at the Annual Owner meeting will be asked if they are interested in spending HOA legal funds to further investigate.

Responses to the specific questions posed above were as follows:

1. What is the ownership of the GCE void space of 402 and 401?
Response; Response included in discussion above.
2. How did 402 and 401 get official encumbrance of this space?
Response; Response included in discussion above.
3. We requested the Board talk to the County about how to get the GCE void space officially designated for use. (We understand no one has approached the County on this matter to date).

Response; The Board has talked with the County as well as Attorney with regard to designating GCE void space for use (note, it is understood that "use" means for individual Unit Owner use); as stated above, options will be presented to Owners at the 2018 Annual Owner Meeting for discussion and input.

4. We asked for a letter from the Board on how this type of space could be used (this is not specific to our request only but would include how it is actually being used by 402 and 401).

Response; As stated above, options will be presented to Owners at the Annual Owner Meeting.

5. We asked to be treated the same as 402 and 401. Both units have been granted access to this space without paying for it or paying for HOA dues. We asked that all the units on the 4th floor be treated the same as 402 and 401 in the use of this space.

Response; As stated above, the Board does not agree with this statement.

7. We asked what is the official Board process to use the space?

Response; As stated above, in accordance with the Governing Documents, encumbrance of common space is not permitted.

Rita additionally asked:

-Who is representing units 401 and 402?

Response; The HOA has been in contact with the Unit Owners of 401 and 402 directly.

-How do we use the attic common space?

Response; The attic space is currently used as originally intended in the design of the space. It is vacant space (not used for storage) accessed as needed (i.e, roof repair, pipe repair, etc.).

-Have you considered other options for dealing with common space?

Response; Yes, the Board has reviewed some options and will present options to the Owners at the Annual Owner Meeting.

Rita stated that she expects:

-The Board to be fiduciary's, responsible to and to act in accordance with the Governing Documents.

Response; The Board is acting in the interest of the Owners as a whole and in accordance with the Association Governing Documents (example, unit 409 request to complete remodel project encumbering common space was declined per the Governing Documents).

-The Board has to have the time to serve.

Response; The Board has been very active in Association tasks.

-The Board to conduct open meetings and be transparent.

Response; The Board emails notice of all Board meetings (to include the agenda) to all Owners at least one week prior to the meeting date and welcomes Owners to attend. Additionally, notice of the meeting is posted to the HOA website.

-Would like her previously submitted remodel request documented in the minutes. Response; A response to her remodel request was sent to her and was also noted as a ratified "action via email" in the minutes of the 3-1-18 Board meeting.

V. APPROVE PREVIOUS MEETING MINUTES

The minutes from the March 1, 2018 Board meeting were presented. It was noted that these meeting minutes had previously been approved.

VI. FINANCIAL REVIEW

Kevin Lovett reported on financials as follows: _

Year to Date Financials: _

May 31, 2018 close financials reports \$30,751 in Operating, \$46,120 in Alpine Bank reserves and \$281,741 in Vanguard Investments.

The Profit and Loss vs Budget reports \$177,715 of actual expenditures vs \$192,296 of budgeted expenditures resulting in an expense underage of 6.4%, \$14,580 year to date with a \$14,392 year to date NOI. May financials report \$48,112 of reserve revenues vs. \$184,351 of actual reserve expense; this results in year to date reserve net income of -\$136,239. Overall year to date net income of -\$110,853.

Areas of major expense variance were reviewed.

All planned reserve contributions have been made year to date

Accounts Receivable:

The accounts receivable report was reviewed; all owners are current on dues.

Capital Reserve Plan:

The Capital Reserve plan was discussed. A work session will be scheduled to update the Capital Reserve plan. Priority projects discussed included the pool area improvement project and the parking garage lighting improvement.

It is noted that Paul Tosetti departed from the meeting at 12:20 pm.

VII. MANAGING AGENT'S REPORT

Kevin Lovett presented the following manager's report:

Completed Items; In addition to the routine day to day items, the following items were reported on as completed:

-Attic; previously noted in attic repair items have been completed per county specifications and with county approval. Locks have been installed on attic hatches.

-Re-key; the rekey of the building has been completed.

-Fireplace inspection and cleaning has been completed to include screen installs for those requesting. It was noted that one Owner has not paid for the screen

installs, as approved, in their Unit- Management is following up on this and will let the Board know if it remains unpaid.

- Hallway touch up painting has been completed and is on-going.
- HOA Insurance renewal has been completed.
- Carpet cleaning, to include common furniture, has been completed.
- Annual Fire Systems inspections to include fire sprinkler and fire alarm has been completed.
- In unit plumbing inspections have been completed and reports sent out to the 8 units that requested the inspection.
- Annual emergency light registration has been completed.

Report Items; The following report items were discussed:

- Roof inspection; Berlet has inspected roof. There are no new penetrations from venting additions, etc. All existing vents were there prior to the re-roof and all vents are properly flashed. Additionally, all hot edge is working.
- Insurance claim; request was submitted for the monies owed for the final invoices from the 2017 claim; payment has been received.
- Seasonal items; the following seasonal items were reported on:
 - sump pump annual inspection completed
 - drain clean completed; next round will take place in fall 2018
 - heat tape/ hot edge has been turned off for season
 - landscape/ tree related items;
 - Spring cleanup complete
 - Tree treatments complete
 - Tree; removal of broken tree section from wind, front of building and tie backs of bent trees from Fall -2017 early snowfall.
 - Re-mulch complete
- Hallway wall paper; The wallpaper we have currently is no longer in production. In order to produce, they require a 5000-sq. ft. order at \$2 per sq. ft. to put into production.
- Balcony Railing/ exterior patio door trim painting; a request from an owner for painting of the balcony railings and exterior trim around patio doors has been submitted. This project will remain on list for consideration.
- Hot tub pumps; replaced pump seals and gaskets on the hot tub pumps. The sand in the sand filter will be replaced in the Fall of 2018.

Discussion items; The following discussion items were reviewed:

- Parking lot / garage clean/ re-striping; The proposal from Mt Striping to clean and stripe the parking garage as well as the parking spaces in the parking lot in front of the building was approved.

- Fire sprinkler system, garage, expansion tank addition; The bid from WSFP is pending.

VIII. RATIFY BOARD ACTIONS VIA EMAIL

Joan moved to approve the following actions previously approved via email:

- 5-22-18 3-1-18 Board meeting minutes; approve
- 5-21-18 Unit 408 remodel request, flooring replacement; approved
- 5-21-18 Unit 401 remodel request “to return unit back to original condition”;
approved
- 5-3-18 Unit 401 requirement to close up closet built in GCE; approved
- 5-3-18 Insurance renewal, approved
- 4-9-18 Balcony railing and exterior door trim painting; under discussion
- 4-9-18 Fireplace inspect / clean contractor; approved Chim Chimnee
- 4-9-18 Carpet clean; approved
- 4-9-18 2017 insurance claim invoice amount submission, approved
- 3-10-18 Common area hallway wall paper vs painting; under discussion
- 3-7-18 Water heater pans and alarms; under discussion
- 3-6-18 Attic repairs and locks on hatches; approved
- 3-6-18 Unit expansion into common area; under discussion

Marie seconds and the motion passed.

IX. OLD BUSINESS

The following Old Business items were discussed:

Responsible Governance Policies; The Board will review the drafted Responsible Governance Policies. The Board will send comments / questions to Kevin for compilation. The Board will discuss at the next Board meeting.

Discuss “Goals, Policies and Procedures” Manual, meeting minutes; The Board will review the “Goals, Policies and Procedures” manual. This will be further discussed at the next Board meeting.

Pool area upgrades; The Board is working to establish scope of the pool upgrade project. Once scope is set, the project will be put out for bid.

Exterior pool deck retaining wall replacement; The Board is working to establish scope of the exterior pool area deck and retaining wall project. Once scope is set, the project will be put out for bid.

Storage areas; The possibility of adding additional storage areas will remain a discussion item at future Board meetings.

Common Exterior recreation area; The establishing of a common exterior recreation area will remain a discussion items for future Board meetings.

Parking security gate; The installation of a security gate at the parking garage will remain a discussion items for future Board meetings.

Unit Living room window / door replacement “pre-approved” models; The establishment of “pre-approved” living room window/ door models was discussed. Various proposals were reviewed. Additional proposals are pending. The Board will continue to work through the proposals to determine pre-approved models for replacement.

X. NEW BUSINESS

The Following New Business items were discussed:

Water heater replacement; The establishment of guidelines for in unit water heater replacements was discussed. Possible guidelines under review include pans and alarms. An Owner presented information with regard to “Marathon” long-life water heaters. This will be discussed further.

Annual Meeting 2018; The 2018 Annual Owner meeting will be held September 15, 2018 at 9:00 am. The official meeting notification packet to be sent August 15th.

Garage parking lot lights; The Board discussed a request from an Owner to improve the lighting in the parking garage. SRG will investigate options.

XI. SET NEXT MEETING DATE

The next Board of Directors meeting will be held in August 2018. SRG will poll the Board to finalize the date and time.

XII. ADJOURNMENT

With no further business the meeting adjourned at 12:55 pm.

Approved: Jan Reedy Date: 7/7/18