

**TENDERFOOT LODGE HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
May 22, 2015**

I. CALL TO ORDER

The meeting was called to order at 4:06 pm in the Tenderfoot Lodge Great Room. The meeting was preceded by a walk around of the complex with all meeting attendees listed below. A summary of Walk Around action items is captured below under the Property Management Report.

Board members in attendance were:

Eric Geis

Virginia Johnson

A quorum was present.

Representing Wildernest Property Management was Todd Harpst.

Representing Summit Resort Group were Kevin Lovett and Aaron Hofmeister.

II. APPROVE PREVIOUS MEETING MINUTES

Virginia moved to approve the minutes of the April 10th, 2015 Board Meeting. Eric seconds and the motion carried.

III. PROPERTY MANAGEMENT REPORT

Todd Harpst reported on the following items:

Completed Items:

- Fixed sump pump east end garage
- Removed pigeons and installed new pigeon spikes
- Removed snow stakes
- Turned off heaters; garage heaters, fire control room heater
- Turned off heat tape
- Turned off snow melt system for driveway
- Fixed back door into great room
- Removed ice melt buckets

In progress:

-Aspen Grove Mechanical pipe wrapping and pipe stack labeling is pending. Virginia suggested paying Aspen Grove \$10k (of the \$14,150 invoice) for work completed thus far and to have them complete the pipe wrapping and line labeling. Once the pipe wrapping and labeling are complete, the remainder of the balance will be paid. Wildernest will cut the \$10k check. Kevin will contact Aspen Grove Mechanical and let him know the plan.

Walk around; the following is a list of action items from the walk around that preceded the meeting:

Painting/ Drywall / wood work:

To be completed by SRG:

- touch up paint the catwalk wood decking
- touch up paint exterior siding along walkways
- touch up paint trim around unit entry doors (it was noted to charge the unit owners for any door trim damage that is excessive)
- touch up paint the "white" trim of the elevator entries (metal)

- interior wall touch up, “Shady Lane” across from 2643 (try magic eraser)
- paint “man door” door into parking garage
- paint garage entry “green” areas
- Paint new deck railings (new railing installed last year, but not painted)
- To be outsourced (RPF prepared by SRG and bids gathered by SRG):
- Stairwells, East and Middle, Metal beams – Sand, prep and paint “metal paint” the metal supports that have paint bubbled / peeling.
- Refinish the wood rails in the elevators
- Repair drywall in garage (all spots)
- Paint all drywall in garage (and add “green” stripe)
- Paint all first floor unit decks
- Paint “green siding” (rest of green siding, east end Mt Side)

Roof work:

- annual inspection; SRG to contact Turner Morris (TM) to line up annual inspection
- replace shingles on low roof damaged by “grease” (SRG to contact TM)
- ask TM on the “ridge vent” (or is it loose shingles)

Clean up white “chalk” marks on siding (SRG)

Install door knob “wall protector” bumper in elevator vestibule

Fix tile in elevator vestibule, (outsourced)

Clean grout lines in elevator lobby tiles

Call Resort Internet to secure loose wires, 2 spots

Get more railing wood, from wood mill

Fix deck railing, east end of bldg

Repair the garage door punch pad pole (weld base, outsourced)

Repair screens

Do one time year unit deck railing inspection

IV. FINANCIALS

April 30, 2015 financials were presented in the meeting packet. The Board reviewed. There were no questions/ no comments.

V. BOARD’S REPORT/ ITEMS

The following items were discussed:

1. Security Proposal. The On Guard security proposal was reviewed for 2015 -16. The hourly cost remains the same as 2014-15 at \$40 per hour. The Board reviewed the security schedule and adjusted based on need. SRG will contact On Guard with the date revisions, ensure discount still applies and approve the proposal.

2. Ongoing issues. The Board discussed “ongoing issues” to include:

- Rust in hot water; if a unit sits vacant for more than a week, it is common to see rust in the hot water during the initial 5-8 seconds of running the hot water. This is a normal condition at Tenderfoot Lodge and Owners are aware. It is recommended to simply run the hot water for a brief period to flush.

- Pinhole leaks; historically, there have been pinhole leaks in the plumbing system. Aspen Grove Mechanical has completed efforts to improve the system to include

modifications to pipe and pump sizing. This should reduce the number of pinhole leaks in the future.

-Reminders; the Board reviewed the following reminders:

-Only Owners are permitted to have pets.

-Management to keep eye on common entry door closures, to ensure proper tension on the door closures so that the doors close on their own.

3. Parking; the parking garage is for current resident parking only. The parking garage is not for “storage”, SRG will investigate the price of a “boot”.

4. Roof repairs; SRG will contact Turner Morris to complete the annual roof inspection and maintenance. In addition, Turner Morris will replace the shingles on the section of roof that had the “grease” dumped on it. The 2663/ 2662 roof issue was fixed under warranty.

VI. HOMEOWNER INPUT

Letter from Philip Varley – The Board reviewed the letter sent by Philip Varley with regard to the parking garage cleaning schedule. The historical garage cleaning schedule has been to clean the garage 1 x per year. With the new management agreement effective June 1, 2015, the parking garage will be cleaned 2 x’s per year. The cleaning will be scheduled during the 1st – 2nd week of June and at the end of January. Todd Harpst will send response to Mr. Varley.

VII. TRANSITION UPDATE

SRG presented the following transition update; SRG is scheduled to begin management of Tenderfoot Lodge June 1, 2015.

Administrative items

-Owner notifications:

-letter sent from TFL Board President both snail mail and email

-letter sent from SRG, introduction, both snail mail and email

-Wilderness communication / file retrieval

-SRG has been in contact with Wilderness

-file retrieval, complete

-Vendors, contracts

-Nicky (from WPM) and SRG have been in contact with Vendors (Nicky has informed them of new manager and SRG has been in contact with vendors re new agreements/ where to send invoices)

Farmers – notified

Resort Internet – notified

Snake River Water – notified

Snake River Sewer – notified

Waste Management – notified; request to sign updated contract

Monthly charge (same price and arrangement as Wilderness

arrangement) \$287.40 trash 3 x wk; \$108 3 x wk compactor; the Board approved SRG signing the agreement.

Timberline disposal (recycle) – notified

Century Link – to be notified

Allied Security – notified, new contract to be signed, same rates; the board approved SRG signing the new agreement.

On Guard – Eric notified; SRG to contact
Otis Elevator – notified; it was noted that the contract expires 10/13/15; SRG to shop rates and present to the Board.
Tiger Gas – notified; new contract to be signed (same rates, current term expires 10/31/15; SRG will start email discussion thread with Eric/ Tiger Gas re the agreement plan moving forward.
XCEL- to be notified
Alsco – to be notified

-Website; the website is built and ready to go live 6/1

Physical site items

-Keys – the saflok system for TFL uploaded into SRG saflok system. A test has been completed of one lock transition, all worked fine (thanks to Todd from WPM). New keys mailed to all owners. Additional key requests satisfied. Lock transition to be completed June 1st. SRG will send an email reminder to Owners Thursday May 28th. The Board and SRG discussed the number of keys to be provided to each unit, annually. The Board agreed that up to 12 keys will be provided to each unit for no charge; additional keys will be provided at a charge, as necessary, payable to SRG.
-obtain brass keys (June 1)
-Signage; new signage ordered (SRG expense)
-Mechanical contractor – SRG has contacted Aspen Grove Mechanical and introduced themselves.
-Quality Mt Service – SRG to contact
-SRG to set up “cool plunge” hot tub after June 1st.

Fiscal items

-Dues (June) – owners notified through mailers to send June dues to SRG
-Bank accounts – WPM to close, funds withdrawn (by check in name of TFL), SRG to open new accounts
-May close financials – WPM to produce (to include any bills)
-CD – Centennial Bank has been notified of management change; new signature cards will need to be established. The Tenderfoot Lodge Board of Directors approved Eric Geis and Kevin Lovett to be signers on the account.

VIII. OTHER MATTERS

Banking – new signatures; SRG will obtain signature cards and work with Eric to have them completed.

IX. NEXT MEETING DATE

The next Board meeting will be the budget meeting on July 14th at 4:00 pm.
The Annual Owner meeting will be held September 12th.

X. ADJOURNMENT

With no further business, the meeting adjourned at 5:22 pm

Approved By: _____
Board Member Signature

Date: _____