

**TIMBERLINE COVE HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
February 22, 2018**

I. CALL TO ORDER

The meeting was called to order at 2:01 pm.

Board member Duane Abbott was present in person. George Hart, Tim Kiehl, and Paul Joliat were present via teleconference. Representing Summit Resort Group in person were Kevin Lovett and Katie Kuhn

A quorum was present.

II. OWNERS FORUM

No owners were in attendance.

III. APPROVE PREVIOUS MEETING MINUTES

Paul moved to approve the minutes of the October 26, 2018 Board Meeting. Tim seconded and the motion carried.

IV. FINANCIALS

Katie Kuhn reported on the financials as follows:

December 31, 2017 Financials

December 31, 2017 close financials report \$3,309 in Operating and \$28,258 in the Reserve account.

P&L statements report \$188,587 of actual expenditures vs \$184,992 of budgeted expenses, resulting in an \$3,595 overage year to date. Major areas of variance include:

- Insurance - \$1,110 over due to timing
- Sewer - \$1,018 over
- Cable TV - \$1,385 under
- Trash Removal - \$1,339 over
- Gas - \$5,750 under
- Electric - \$1,983 under
- Security/Fire System - \$2,200 due to sprinkler head leaks
- Heating System - \$2,504 over due to snow melt repairs last January
- Supplies - \$1,088 over due to \$975 key order in March 2017
- Grounds - \$1,991 over due to irrigation repairs and landscaping expenses
- Hot tub - \$1,573 under
- Board Discretionary - \$1,181 over (nothing budgeted, due to conference calls and Christmas bonuses)

A/R is good! All dues are current.

All Reserve transfers have been made.

Special Assessment – Additional Funding Options

Last meeting the Association's financial health was discussed. Kevin recommended that HOAs have at least one month of dues in their operating account. Duane explained that as the building ages, more unexpected expenses will arise. For example, recent unplanned expenses were the new water heater, fire system repairs, and snowmelt system repairs.

Dues have not been increased recently, but many costs have risen due to inflation. There will be a dues increase in 2019 to account for the inflationary increases over the last several years. The HOA will also need to start planning for a future roof replacement in 2027. The Reserve is currently not funded for exterior staining and roof replacement and the Board would like to discuss this with the owners at the next annual meeting.

Since the 2018 budget has been approved and cannot easily be changed, SRG put together options for a special assessment. The board discussed a \$15,000 and \$30,000 assessment. Tim moved to approve a \$30,000 special assessment, which shall be split up by the square footage allocations and payable in two payments. The first portion will be due within 30 days, and the second at a time SRG recommends to the Board. Duane seconded and the motion carried with all in favor. SRG will draft a letter to the owners for Board approval.

V. MANAGING AGENTS REPORT

Katie Kuhn reported the following:

Completed items

- Opinion letter regarding unit 305 deck obtained
- Annual fire alarm testing and inspection
- SUP rack installed
- Drywall repaired at 101 due to sprinkler head leak
- Annual backflow testing and repair
- Saflok repairs
- Dumpster doors repaired
- Light on sign repaired
- Cleared sink line stack at unit 404
- Water filters replaced on filtration system
- Irrigation winterized
- Tree slash taken to landfill
- Switched pest control companies – more frequent service at same rates
- Hot tub filter repaired
- Brominator valve replaced for hot tubs
- Mechanical room heater repaired
- New water heater installed

VI. RATIFY BOARD ACTIONS VIA EMAIL

Duane moved to ratify the following actions via email:

- 11/26/17 Gas Rate Lock (approved)

Tim seconded and the motion carried.

VII. OLD BUSINESS

- Last meeting the Board asked SRG to obtain a structural engineering and attorney opinion regarding the deck issues at 305 and the maintenance responsibility per the governing documents. During the engineering site visit, unit 405 was found to have similar issues to 305. Both reports were reviewed and the Board agreed with the findings. SRG will send a letter to unit 305 and 405 with the attorney letter and structural engineering report, and offer to help with the coordination of the deck repairs if the homeowner would like to complete the work.

VIII. NEW BUSINESS

- SRG explained that there are annual disclosures mandated by CCIOA. The management fees were reviewed along with the Conflict of Interest policy.
- 2018 projects were discussed as follows:
 - Gutters and Heat Tape - \$1,250
 - Stain Deck Railings - \$2,500
 - Stone Repairs - \$1,000
 - Asphalt Crack Fill - \$900
 - Generator - \$5,000
 - Hot tub - \$1,000

Most line items are “ear marked” for planning purposes and may not need to be completed. Tim noted that there was an eroded pipe in the mechanical room. SRG will get more information on this and add the expense to the capital plan.

Tim asked about whether reserve studies are required for HOAs in Colorado. SRG explained that they are not, but they are highly recommended. SRG will get bids and sample reports from two reserve study companies for the board to review.

- Greenscapes provided estimates for planning perennials in the flower beds that were cleaned out in fall 2017. Duane asked the other Board members to review the proposals and prioritize which areas should be worked on.
- The SRG management agreement was up for renewal. The agreement will run until 2020, with a 3% increase in 2019. Paul moved to accept the agreement, Duane seconded and the motion carried with all in favor.

IX. NEXT MEETING DATE

The next meeting will be on May 10th, 2018 at 2pm.

X. ADJOURNMENT

With no further business, at 3:02 pm the meeting was adjourned.

Approved By: _____

Board Member Signature

Date: _____