

**TIMBERLINE COVE
BOARD OF DIRECTORS MEETING
JUNE 24, 2011**

MINUTES

1. **Call to Order.** The meeting was called to order at 9:09 a.m.
2. **Attendance and Quorum.**
 - A. Board members in attendance either in person or via conference call were George Hart, Duane Abbot, Robert Levin, Jerry Frazee, and Jessica Bergan.

A quorum was established.
 - B. Representing Mountain Managers were Phil Wells and Judy Freese (via conference call).
3. **Approval of 3/10/11 Board Meeting Minutes.** A motion was made, seconded, and passed to approve the minutes as written.
4. **Repair and Maintenance Report.** Phil read through the report covering the period of 2/11 through 5/11. It was noted that the HOA was not billed for cleaning up from the mess created by 208, a deposit refund will be forthcoming from Xcel Energy, and a leaking sidewall sprinkler was repaired in 303. The Xcel deposit was \$4,530 but the refund will actually be in excess of \$9,000 (deposit plus billing adjustment). These funds will go into reserves.
5. **Financials.**
 - A. April financials were reviewed. Year-to-date income is above the budgeted amount by \$1,193. On the expense side, over budget items included security/fire (\$313) and snow removal (\$1,765). The overage in snow removal was offset by heavy equipment snow removal which was not needed and was \$1,500 under budget. With the extremely heavy snow year, if hauling off of snow was not needed, it's very likely it will never be needed. The majority of other expense items were either on budget or under. Overall, the HOA was \$4,067 under budget on expenses year-to-date and showed a budget surplus of \$5,261 through April. The budget is pretty much on target at this time.

The balance in the checking account was \$36,673.40 and the money market account balance was \$36,096.92. \$750 per month is being contributed to reserves.

There were no delinquencies – all owner accounts are current.
6. **Old Business.**
 - A. Installation of an air dryer or paper towel dispenser in the bathroom by the hot tub was discussed. It was felt that this was not necessary since the majority of people have a towel with them. This is not an issue at this time but if it becomes a problem, it will be looked at again.

- B. Ocoee Update - George stated the settlement letter has been finalized and just needs to be signed. Everything was as agreed, \$5,000 to be paid over time, repair of the retaining wall, and warranty on the interior stairwell walls. George will forward a copy of the finalized letter to the Board
- C. Hot tubs: One hot tub is up and running and the other is inoperable. The heater is bad and cannot be repaired. The inoperable tub currently has dirty water in it. Whether or not it should be filled and kept cold or drained completely was discussed. Mountain Mangers will check and see if any chemicals are being added at this time and find out if it will damage the tub to totally drain/blow out lines, etc. If it can be safely drained, this will be done. If not, the tub should be partly filled and chemicals added to keep it clean. It will remain cold (no heat). The Board did not feel it was necessary to spend the money to have a second tub operational.
- D. The hot tub cover does not fit correctly and it is extremely difficult to get it on acceptably. Numbers have been painted on the side and they need to be matched up to get the best fit. The cover from the other tub will be checked to see if it can be used but it is probably not the same size. It was resolved not to replace the cover at this time and wait until it's time to order a new cover (in about 6 months). When the new cover is purchased, Mountain Managers will ensure it's the correct size and fit.

7. **New Business.**

- A. MCR items:
 - 1) Gutters and heat tape – budgeted for \$1,250. This is just a place holder on the MCR in case it's needed. The monies will not be spent if no work is needed. No problems have been noted and in spite of a harsh winter, it was not necessary to remove any ice dams. The \$1,250 will be left in place for future use.
 - 2) Painting of halls and bathrooms – budgeted for \$1,500. Mountain Managers was also asked to obtain bids for painting of the complex (budgeted for \$45,000 in 2012). Stain has a tendency to dry out in areas exposed to heavy sunlight. Paint can develop micro cracks that allow water in. In order to prevent wood damage, painting/staining should be done very 5 years. A semi transparent stain has been used and it may be good through one more paint job before it's necessary to change to a solid stain. This will be looked at prior to painting and opinions will be obtained from contractors. It was noted that if semi transparent stain is used again, over the next 5 years the wood will probably start to change color, etc. Changing to solid stain will be necessary sometime in the future.

It was resolved to do all painting at one time (interior halls, baths, elevator, building exterior).

Robert noted that there was a wide variation in cost for the exterior painting. Contractors have different ways of calculating costs and Mountain Managers has found it very common to see a wide range in pricing. The goal is to try and stay close to the budgeted amount of \$45,000. Mountain Managers uses a full spec sheet when obtaining paint bids. Paint type/quality is specified as is prep work, number of coats, drying time between coats, etc. Railing caps will need to be added to the spec sheet for Timberline Cove. The spec sheet will be forwarded to the Board for comment and/or adding items. Caulking was discussed. The specs call for caulking all areas that are currently caulked. Areas not previously caulked will not be done. Old caulk is to be removed and paintable caulk will be used.

Mountain Managers will not be overseeing painting on a daily basis but will drive by periodically to check progress. Prep work will be checked and proper product usage will be ensured. Board members that are in residence can keep an eye on the work and use the spec sheet to see what's expected.

Some metal railings are peeling and whether or not to address this now or wait until painting is done was talked about. It was felt that it's not worth spending the extra money now. This will be included in the painting project for 2012.

Additional paint bids are being obtained. Mountain Managers will see if it's feasible to lock in a price now for next year or if it will be better to wait.

Robert noted that the Xcel refund (\$9,000) plus the \$5,000 coming in from Ed Chang could be dedicated to painting. All agreed this should be done in order to lower any assessment amount.

It was noted that the corner of the wall as you exit the garage needs some repair and corner guards should be installed.

- 4) Asphalt crack fill is budgeted for \$200. The estimate from Jet Black is \$785. It was explained that Mountain Managers is using a new contractor. The previous contractor was very inexpensive but used seal coating materials to crack fill. This is perfectly acceptable but does not do a very good job. Jet Black uses a hot rubber crack filler and also a hot rubberized joint filler that is applied to the gap between asphalt and concrete.

Crack filling is done every year and seal coating every other year. Seal coating and striping were done last year so only crack filling will be done this year.

It was resolved to have Jet Black proceed with crack filling/joint repair.

- 5) Planting trees – budgeted for \$2,000.

Duane noted that he recently purchased 2 Aspen trees and some other items that he found on sale (to be discussed later).

Estimates were received from Colorado Tree Specialists for root feeding trees, removal of 3 dead spruce trees, and Safari treatment for Spruce trees. An estimate was also obtained from Celtic Landscape for planting Red Twig Dogwoods to replace dead Spruce and Aspen, pruning, and deep root feeding. Discussion took place on whether Mountain Managers could remove dead trees, whether deep root tree feeding was necessary, and whether or not new trees should be planted.

Mountain Managers was asked if they could beat the price of \$100 per tree to remove/replace. Phil explained that he's much more comfortable having a professional landscaper do the work since successful planting depends on getting the right depth, the right amount of water, etc. Mountain Managers employees are not knowledgeable on landscape issues.

It was resolved to have Celtic do the pruning (\$480), take out the dead trees, plant 3 Dogwood (vs. 5 on bid) and plant Duane's 2 newly acquired Aspens. Celtic will be asked for an estimate for deep root feeding just the Spruce trees – bid will be forwarded to the Board. Celtic will also be asked about some existing plants that are not doing well. Is this a fertilizer issue or the wrong plants for the area?

- B. Parking lot sweeping to remove sodium chloride, etc. was talked about. Since there has been some good rainfall, all agreed not to sweep this year.
- C. Window cleaning. P4 services will honor 2010 prices - \$1,495 for high windows only (those that cannot be reached by owners). It was agreed to proceed with this and have it scheduled for mid July).
- D. Gas fireplace inspections. Service Monkey recommends an annual inspection (\$85 per fireplace). Since many fireplaces are not frequently used, every 2 years may be an option. Discussion took place on whether this should be required by the HOA or left up to the homeowner. Mountain Managers recommends the inspections be done from a safety stand point. If there is a problem with one fireplace that is not maintained, it could affect the entire building. It was resolved to do a one time inspection of all gas fireplaces this year and then every 3 years. Mountain Managers will schedule the inspections and owners will be billed individually. (Note: Robert subsequently found another company to do the inspections for \$65 per fireplace. Inspections will be scheduled.)
- E. Dryer vent cleaning was discussed. On the walk through, no lint build up was noticed from the outside. Vents were cleaned last year and were not as bad as anticipated. This will be brought up at the HOA meeting and owners will be notified that they can arrange for vent cleaning themselves if they wish but the HOA will not be cleaning dryer vents this year.

- F. Garage door repair. The bottom panel needs to be replaced (damaged last year by an owner's vehicle). Two estimates have been received and repairs should be done as soon as possible. Altitude Garage Door will be contracted to do the repair. A check has been received from the owner who damaged the door and this will cover most of the cost.
- G. E-mail from unit 102. The owner questioned not having an electric heater in the first floor elevator lobby. It was noted that the elevator is a cold weather elevator rated for outside use and does not require a heater. The heater that was in place was removed quite some time ago. There had been a lot of tampering with the heater resulting in the lobby being heated to 90 degrees which is a big waste of money.
- H. Duane happened on a big sale and purchased a 7 piece patio set for \$329, 2 benches to be used by the elevator, 2 Aspen trees, and a Char Broil BBQ. He did this on his own and will understand if reimbursement is not forthcoming (but it would be appreciated!) Robert questioned maintenance of the BBQ – keeping it filled with gas, keeping it clean, etc. Duane thought it would be nice to give owners a place to take family and friends for a picnic/BBQ. After discussion, it was decided to have an extra gas bottle on hand. A sign will be posted noting if you use the BBQ, please clean it. The sign will also give the location of the extra gas bottle and ask owners to call Mountain Managers if they use it so it can be replaced. The BBQ will be left out during the summer but stored during the winter months. The Board voted to reimburse Duane all the items purchased (\$600). Receipts were given to Susan.
- I. Robert brought up the multiple use real estate sign that was discussed last year. Realtors would be charged a small fee for using the sign. It was felt that this would look better than having each realtor have his/her own signs out there. It was noted that the Board could ban the use of all signs or they could put up one sign stating that units are for sale – contact your realtor. Robert found that an etched wood sign would be too expensive but a nice, metal sign with multiple spots for realtor information is a viable alternative. Realtors could be charged \$25 per listing until the unit is sold or removed from the market. The Board was not in agreement on the signs and whether or not to charge realtors. Robert has spoken to Bruce Mitchell who has most of the listings for Timberline Cove. Bruce is not really in favor of the new sign but if the alternative is no signs at all, he'll probably go along. Robert will e-mail the Board with additional information on the cost of the signs, etc. The Board will make a decision/vote via e-mail.
- J. Jessica received a \$95 bill for an after hours lock out when her key would not open the unit. Wilderrest apparently put expiration dates on the keys. This was discovered last year but it seems all the expiration dates are not the same and more keys are failing. A letter was sent to all owners telling them they needed to have their keys reprogrammed by 7/1/11. A motion was made, seconded and passed unanimously to remove the charge from Jessica's account – the HOA will pay for the lockout since it was not the fault of the owner. The HOA will not pay for any key failures/lock outs after 7/1.

- K. Complaints were received from unit 307 regarding continual fan noise from another unit that was very disturbing. Board members and Mountain Managers have attempted to locate the source of the noise but have been unsuccessful in duplicating the problem. No noise has been detected when in unit 307. It's possible that repairs have already been made. Mountain Managers will e-mail the owner of 307 that the source of the problem could not be found at this time. If he hears the noise again, he's asked to get in touch with either Robert or Duane. They'll be happy to meet him at the unit, listen to the noise, and see if they can figure out which unit the noise is coming from.
8. **The Next Board Meeting** will be held on Friday, August 19, 2011, 9:00 a.m. at Mountain Managers. A budget will be forwarded to the Board prior to the meeting.
9. **Adjournment.** There being no further business, a motion was made, seconded, and passed to adjourn the meeting at 11:06 a.m.

Respectfully submitted: Judy Freese, Recording Secretary

Approved:

Approved via e-mail

6/29/11

Robert Levin, Treasurer

Date