

**LOOKOUT VILLAGE CONDOMINIUMS  
BOARD OF DIRECTORS MEETING  
MOUNTAIN CHALET OFFICE  
WINTER PARK, CO 80482  
11/10/17 2:00 pm  
CALL IN NUMBER 888-296-6500; PASSCODE 716440#  
APPROVED MEETING MINUTES**

**CALL TO ORDER**

The meeting was called to order at 2:04 pm

**ROLL CALL**

Board members Mary Beth Corrigan, Adam Eichberg, Matthew Alley, John Tufte and Bob Kim were present. Also present were Chad Griffith, Eric Mowrey and Janet Meinen of Mountain Chalet Property Management (MCPM). Janet Meinen recorded the minutes.

**PUBLIC COMMENT**

There was no public comment.

**APPROVAL OF MEETING MINUTES FROM 7/1/17 BOD MEETING AND 7/1/17 ORGANIZATIONAL BOD MEETINGS**

Time was given to review the minutes included in the meeting packet. In the 7/1/17 minutes under Old Business item C it was noted that the reference to \$120 should be corrected to \$120,000; under Item D the spelling of railings needed to be changed. It was also noted that all references to individuals should include both first and last name.

- It was moved and seconded to approve the minutes of the 7/20/17 meeting with the above noted corrections; no discussion; all in favor. Motion passed unanimously.
- It was moved and seconded to approve the minutes of the 7/20/17 organizational meeting; no discussion; all in favor. Motion passed unanimously.

**FINANCIAL REPORT**

MCPM HOA Finance Manager gave a brief overview of the financial information noting that it appears the association will end the year with a small operating surplus. The projected year end financial statements will be discussed as part of the budget agenda item. Eric Mowrey commented that MCPM is extremely aware of the budget and has worked hard to contain costs while recognizing that there are major maintenance items that require attention.

**OLD BUSINESS**

- A. B BUILDING CONDITIONING PROJECT-Bid received previous day for \$115,120 to condition the remaining 4 units in Building B. This was slightly less that projected. MCPM was asked to confirm the number of units—the bid showed 4 in one spot and 7 in another. The association

has 15 days to accept the bid for Fall 2018 completion. A deposit of one-half will be required prior to start of the work. There was discussion that the units may not be habitable during the process. MCPM will clarify with the vendor the best and worst-case time frame and whether the units will be habitable. There will be further discussion once this is determined since there may be one full time resident affected by this. There was discussion of additional bids which MCPM was unable to obtain. Eric Mowrey noted that he had reached out to a front range contractor on another project and their bid was more than double the local vendor. The local vendor has done the other units in the B Building which were more difficult and there is a high confidence level in the current vendor. Also noted that it is believed the A Building can hold on for another two to three years before crawlspace remediation necessary.

- B. A BUILDING SAFETY RAILINGS-has been band aided. MCPM has a new employee who has welding experience and can deal with the railings. Adam Eichberg noted that the railing between B and C is “hanging by a thread” and should be checked/repared.
- E. STEPS BETWEEN A AND B BUILDING, AMENITIES STEPS, HAND RAILINGS, TIMEBER RETAINING WALLS, PICNIC AREA—the clubhouse stairs were discussed—the bricks have settled, and the stairs are difficult to shovel but other items take precedence at this time. Grated stairs to be considered when this project is done. Priorities were determined to be railings and retaining walls.

#### **NEW BUSINESS-REVIEW AND APPROVE 2018 BUDGET**

The preliminary budget was included in the meeting packet along with explanations for each line item. There was discussion of both operating and capital items as well as the cost for the completion of the Building B crawlspace remediation. MCPM will get with a plumber to determine the cost to replace the poly pipes at the main. It was noted that grounds category was under budget in 2017 which is likely due to MCPM personnel doing the work rather than subcontractors. MCPM is researching free conference calling to reduce the meeting expense. There was discussion of cable television and whether Comcast would force the association to upgrade. Eric Mowrey noted that another association had been approached to upgrade their basic cable to HD at a total cost of \$36/month/unit and he will check with Comcast to see what they would propose for Lookout Village.

- It was moved and seconded to approve the budget as presented with no dues increase; there was further discussion that this budget includes Comcast at the current rate and Eric Mowrey will check with Comcast on prices/upgrades and internet cost with increases limited to 5% per year and it was noted that Comcast may be obsolete within the next 5 years; all in favor. Motion carried unanimously.

- It was moved and seconded to implement a \$150,000 special assessment effective December 1, 2017 prorated based on unit size with \$120,000 for the completion of the Building B crawlspaces and the remaining \$30,000 to be added to the capital replacement fund for future projects detailed on the capital replacement fund planning spreadsheet; installments to be invoiced quarterly on December 1, March 1, June 1 and September 1 with payments due at the end of each quarter; no further discussion; all in favor. Motion carried unanimously.

### **OTHER BUSINESS**

- Eric Mowrey will pursue getting additional information on the RMCAT bid with regards to occupancy and timing.
- John Tufte will review the retaining wall and landscape issues. There was discussion of the wood pile and/or a screen for it as well as the desire for a wall, etc.
- MCPM will have their employee with welding experience check out railings and determine cost to repair all
- Dan Madigan will be consulted to see what can be done to get the best possible signal for the internet
- Mary Beth will prepare a note to the owners with details of actions taken including the special assessment
- The storage room looks much better per Chad Griffith
- Elk Court Cabins—Chad has contacted the manager on multiple occasions to be diligent in educating guests about the trash and bears. MCPM personnel are routinely checking behind Building B for trash issues.
- Waste Management replaced the trash dumpster and added an official recycling bin to the Lookout Village trash enclosure.
- Units 17 and 27 reported that patio/deck is chewed up and it was discussed that this is an HOA expense. Eric Mowrey mentioned a water barrier/membrane that is being used on decks in another association. MCPM will inspect decks and outside steps when doing unit inspections and report to the Board.

### **NEXT BOARD OF DIRECTORS MEETING**

The next Board of Directors meeting date will be January 19, 2018 at 2:00 pm.

### **ADJOURNMENT**

Being no further business to discuss it was moved and seconded to adjourn. Motion passed unanimously. Meeting adjourned at 4:00 pm.

Approved: 1/19/18