

**LOOKOUT VILLAGE CONDOMINIUMS  
BOARD OF DIRECTORS MEETING  
LOOKOUT VILLAGE AMENITIES BUILDING  
FRASER, CO 80442  
3/17/17 2:00pm**

**CALL TO ORDER**

The meeting was called to order at 2:09 pm

**ROLL CALL**

Mary Beth Corrigan, BOD president via phone

Adam Eichberg, not present

Jim Terwilliger, BOD treasurer via phone

John Tufte, BOD member at large present in office

Bob Kim, BOD vice president via phone

Chad Griffith, Mountain Chalet Property Management

Eric Mowrey, Mountain Chalet Property Management

Janet Meinen, Mountain Chalet Property Management

Dick Norman, Consultant to Mountain Chalet Property Management

**PUBLIC COMMENT**

There was no public comment.

**APPROVAL OF MEETING MINUTES FROM 1/20/17 BOD MEETING**

Meeting minutes from the 1/20/17 Board of Directors Meeting were included in the meeting packet and time was given for review. There was discussion that the minutes did not seem complete. Mary Beth will provide her meeting notes to MCPM.

- It was moved and seconded to table the approval of the minutes to allow time for further review by the management company and potential edits to the minutes. Motion passed unanimously.

**FINANCIAL REPORT**

MCPM HOA Finance Manager Janet presented the financial report. Janet noted that the cash position is very close to what was projected at the budget meeting in November. Expenses are close to budgeted in all but major maintenance. Costs in that category included clubhouse drywall repairs, clubhouse water heater leak repair, fireboxes, other leaks, Building C inspection and crawl space inspections. The \$10,000 annual budget for major maintenance is allocated at \$2,500 per quarter for budget purposes.

## OLD BUSINESS

- A. BUILDING A ENGINEER REPORT-Inspection has been completed by Alpine Meadows at half the cost of original bid. Written report expected within 3 weeks.
- B. REVIEW HOA BY-LAWS-verbal approval has been given to attorney to proceed. Estimated completion is 2 to 3 weeks. Intention is to have the revisions completed for approval at a special meeting immediately after the annual meeting. It was recommended that the Board also create revised rules and regulations to be presented to the owners immediately after the special meeting. This would allow them to become effective immediately. Owners not at the annual meeting would be mailed the new rules and regulations.
- C. NEW CAMERAS-HOT TUB SECURITY-Dan Madigan has indicated that the current cameras are of mediocre quality with poor resolution. They were also creating interference with the association WIFI. After discussion, the Board determined that replacement of the cameras is not a top priority at this time. MCPM will get a bid/estimate from Dan Madigan for future discussion
- D. B BUILDING CONDITIONING PROJECT  
Phase 2 complete. Units 16, 17, 18 and 19 to be completed. It is anticipated that there will be a special assessment presented at the 2017 annual meeting for the completion of those units in the fall of 2018. MCPM will reach out to RMCAT to get a cost estimate—current thinking is it will be \$120,000 to \$140,000. There was discussion of getting costs on other projects and adding them to the anticipated special assessment. There was also discussion of the timing/number of payments for the special assessment. The Board and MCPM will work to establish a list of priorities and costs for further discussion.
- E. STEPS BETWEEN A AND B BUILDING  
Some repairs have been made. There was discussion of combining all of the issues with all of the steps including the ones to the clubhouse as well as the railings to get an overall cost and to see if efficiencies could be obtained by doing all of the work at one time. MCPM will develop a scope of work to review with the Board and get bids from contractors for further discussion.
- F. FUTURE PLANS FOR HOA STEPS  
Included with item E above
- G. A BUILDING HAND RAILING SAFETY  
Included with item E above

## NEW BUSINESS

- A. RENTED UNITS SURCHARGE  
There was discussion of the additional wear and tear that the property receives because of rental guests and whether a surcharge could be applied to owners who rent. MCPM reported that this is very rarely done in Colorado and that it would likely be subject to legal challenge. In cases where damages are being done to the property it is important to notify MCPM promptly so that they can take action and determine who is responsible. Mary Beth will include this in an upcoming letter to owners.
- B. UNIT 25 UPDATE-No structural concerns; crawlspace work is holding; only recommendation was to check drainage when the spring melt off happens.
- C. ROOF LEAKS-owner had expressed concern to John about chimney/flashing issues. MCPM maintenance will take a look and/or engage a roofing contractor to look at issues for recommendations. Special attention to be paid to areas where the buildings come together by the chimney boxes.
- D. HOT TUB LOCK ISSUES—Information on how the lock works will be included in the homeowner letter. MCPM will also evaluate signage to see if lock instructions can be posted. Signs with Dick's phone number will also need to be updated.
- E. SNOW REMOVAL-NORTH END OF LOT STORAGE-MCPM noted that the weather has solved the problem for this year. MCPM noted that they believe their plowing procedures can be improved so that there will not be an issue in the future.
- F. CRAWL SPACE REMEDIATION-discussed earlier in the meeting.
- G. INTERIOR HOT TUB PLANS-The interior tub is not functional and not worth repairing. MCPM offered that they could get a bid to remove it. The Board determined that this is not a high priority item at this time.
- H. TIMBER RETAINING WALLS-discussed earlier in the meeting. This will be a part of the scope of work along with the steps and railings. John will also confer with a friend of his for ideas.
- I. STORAGE ROOM-BIKES THAT ARE NO LONGER USED-There was discussion of sending notices to all owners to tag bikes they are using and provide a date that bikes will be removed if not tagged. This will also be included in the letter to homeowners that Mary Beth will provide.
- J. CEMENT STEP IN FRONT OF UNIT 2 ICING ISSUE-this was an owner request to a Board member. MCPM maintenance team will look at it to determine potential solution. It was also noted that water pools by units 26 and 27. MCPM will store sand relatively close to those units so that sand can easily be put down to remedy the issue.

- K. SNOW DRIFTS CAUSED BY WIND-this was also an owner concern. MCPM noted that it has been an unusual winter for high winds. They do address removal of drifted snow but must balance the cost with the budget.
- L. PICNIC TABLE-During routine shoveling, the picnic table was bumped and collapsed. It was not salvageable and has been removed. There was discussion that in prior meetings it had been determined that the picnic area would likely not be retained. The plans for this area will be included in the scope of work for the steps, railings, walls as noted earlier in the meeting.
- M. INSURANCE-American Family has provided a bid for crime/fidelity coverage to replace the current fidelity bond which renews April 8<sup>th</sup>. The American Family extends to cover the property manager and the Board of Directors while the fidelity bond is for employees—which the association doesn't have. The cost of the fidelity bond is \$257 while the cost of the American Family policy is \$234.
  - a. It was moved and seconded to cancel the fidelity bond on its renewal date and purchase the crime/fidelity coverage from American Family; no further discussion; all in favor. Motion carried.

There was additional discussion on the work on the leak in #7. Remediation has been completed. Original work done was a 9 inch cut—when the plumber needed more space to work a larger cut was made which revealed a rotted stud and floor plate. MCPM does not have final numbers for cost of repair yet. Also, it was noted that the original leak was from a nail going into the plumbing which also needs to be repaired. MCPM will provide a bid for the work and send to Board as soon as possible. The unit is habitable and the owner has been informed. Current estimate for all work is less than \$2,500.

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

The next Board of Directors meeting date is scheduled for May 19, 2017 at 2pm M.D.T.

#### **ADJOURNMENT**

Being no further business to discuss it was moved and seconded to adjourn. Motion passed unanimously. Meeting adjourned at 3:35 pm.

Approved: 5/17/17