

**LOOKOUT VILLAGE CONDOMINIUMS  
BOARD OF DIRECTORS MEETING  
LOOKOUT VILLAGE AMENITIES BUILDING  
FRASER, CO 80442  
5/19/17 2:00pm**

**CALL TO ORDER**

The meeting was called to order at 2:03 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 via phone  
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

**PUBLIC COMMENT**

There was no public comment.

**APPROVAL OF MEETING MINUTES FROM 3/17/17 BOD MEETING**

It was noted that the meeting minutes from the 1/20/17 Board of Directors Meeting that were tabled at the last meeting have not yet been completed. Mary Beth will provide her meeting notes to MCPM.

- It was moved and seconded to approve the minutes of the 3/17/17 meeting; no discussion; all in favor. Motion passed unanimously.

**FINANCIAL REPORT**

MCPM HOA Finance Manager Janet presented the financial report. Janet noted that overall the association is close to budget at this point. Administrative costs are lower than budgeted as is snow removal. This is offset by the fact that major maintenance is over budget which was discussed in detail.

**OLD BUSINESS**

- A. BUILDING A ENGINEER REPORT-Inspection has been completed by Alpine Meadows at half the cost of original bid. Written report had just been received and provided to the Board. Timing for this work is within 2 to 3 years per Tim. The report received had the design to be presented to the contractor. There was discussion as to whether there may be more narrative to come. There was discussion that Tim

doesn't have PE certification but his work is approved by a structural engineer.

- B. REVIEW HOA BY-LAWS-attorney is back and is working on them. It was noted that the goal is to have them completed for presentation at the annual meeting.
- C. B BUILDING CONDITIONING PROJECT-\$120 to \$140,000 range to complete was previous quote. Materials have not gone up but labor has. RMCAT is currently on a very large project but MCPM hopes to get more firm numbers soon. MCPM will send the B plans to John and Bob. It was noted that if anyone knows of other contractors to please let MCPM know. The goal is to finish Building B by the summer of 2018 but it may depend on the availability of contractors.
- D. A BUILDING SAFETY RAILING-temporary supports are in place. Scope of work needs to be determined for immediate repair if this is a safety issue or summer of 2018. It was noted that the railing is stable but needs a long term fix. For the long term, a new design and/or better installation will be the goal.
- E. STEPS BETWEEN A AND B BUILDING, AMENITIES STEPS, HAND RAILINGS, TIMEBER RETAINING WALLS, PICNIC AREA.  
It was noted that the steps to the amenities building are not a health and safety issue. Shoveling is a problem but not a big deal. They are on the CRF in 2018 at \$25,000. The retaining wall and steps between A/B and the picnic area—plans exist and MCPM will research. John will do sketches of his thoughts and share with the BOD and MCPM for possible bids. It was noted that the wood that is currently stored there will be removed soon. The remaining projects included in this agenda item were prioritized as follows:
  - 1. Steps between A & B Building
  - 2. Hand railings
  - 3. Amenities steps
- F. UNIT 25 UPDATE—everything is OK with this unit and all units were inspected to determine if issues—none were found.
- G. ROOF LEAKS-MCPM has a couple of people lined up to look at the issue.
- H. HOT TUB LOCK ISSUES-hopefully solved. Different lock is in place with the same code. Tub is currently shut down for the shoulder season. It was noted that there should be a sign noted that the tub is open Memorial Day to Labor Day/whenever closing date is. MCPM intends to put directions that state how to line up the lock. Contact information has been updated.

- I. STORAGE-inspected by Chad and Eric and it looked good. There may be some bikes that aren't being used. Will be a discussion/agenda item for the annual meeting.
- J. INSURANCE FIDELITY BOND-Done—new policy in place.

### **NEW BUSINESS**

Prioritization of big projects was discussed earlier in the meeting. It was noted that Jim Terwilliger will be leaving the Board when his unit sells. It was noted that the Board will need to appoint someone to fill the vacancy. A potential owner was discussed to fill the vacancy and Mary Beth will reach out to him to see if he is interested/willing to serve on the Board.

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

The next Board of Directors meeting date is scheduled for July 1, 2017 at 2:30 pm M.D.T. prior to the annual meeting.

### **ADJOURNMENT**

Being no further business to discuss it was moved and seconded to adjourn. Motion passed unanimously. Meeting adjourned at 3:07 pm.

Approved: 7/1/17