

**LAKE CLIFFE CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS MEETING
February 2, 2018**

I. Call to Order

The Lake Cliffe Association Board of Directors Meeting was called to order by Sarah Lavicka at 6:30 p.m. in the Lake Cliffe Clubhouse.

Board Members Present Were:

Sarah Lavicka, President, E304
Paul Provost, Vice President, C206
Shawn Horvath, Treasurer, A101
Chris Rhodes, Secretary, F309
Lisa Peraino, Member, E306

Owners present were Scott Murray (E306), Dick Peterson & Linda Gregory (B201), Andrew & Carol Anne Carl (E103), Ken & Barbara Leach (C201), Richard & Jeryl Peterson (E203), David Scott (E205) and John Worel (B104).

Perry Unruh was present. Erika Krainz of Summit Management Resources transcribed the minutes from recording.

II. Approval of Agenda and Previous Meeting Minutes

Shawn Horvath motioned to approve the December 15, 2017 Board Meeting minutes as presented. Paul Provost seconded and the motion carried.

III. Homeowner Comments

Carol Anne Carl asked about a motion regarding removal of \$5,000 from the landscaping budget at the last meeting. Perry Unruh explained that this was related to Reserve funding that did not have a project assigned. The landscaping maintenance will be continued and paid from Operating. Perry said he was speaking with an owner who might be interested in chairing the Landscaping Committee. Sarah Lavicka encouraged interested owners to volunteer.

Barbara Leach thanked the Board and Perry Unruh for their work on behalf of the Association.

Andrew Carl suggested reviewing the grill and fireplace policy, particularly how the gas expense is allocated. He volunteered to work with a Board member on this project.

Scott Murray asked about the broken window in the pool room and the new Comcast service. He was told he can change his Comcast username and password himself. Perry Unruh said the window was measured over two months ago. He will pick up the window from the vendor and install it himself if necessary.

IV. Financial Report

A. *Review/Approve December 2017 Financial Statements*

The year-end financials have not yet been finalized by the accountant and the January report was not available due to the meeting date being moved forward. The preliminary results as of the end of December reflect net Operating income of \$30,160. Perry Unruh noted that there were some expenses incurred in late December that were not billed until January. Carrying these expenses forward to 2018 will result in a budget overrun. The 2018 Budget was sent to all owners a couple of weeks ago. It is also posted on the website.

Lisa Peraino motioned to move the expenses billed in January (per Perry's comment) to the December financials. Sarah Lavicka seconded and the motion carried.

V. Committee Reports

Sarah Lavicka noted that there were several Committee Chair positions open and encouraged interested owners to contact the Board.

A. *Rental Committee, Landscape Committee & Architectural Committee*

There were no reports for these committees since no one is serving as Chair.

B. *Insurance Committee*

Lynette Cooper is serving as Chair of the Insurance Committee but was not present to provide a report.

C. *Rules Committee*

David Scott is the Chair of the Rules Committee. The House Rules will be discussed under New Business.

D. *Succession Plan Committee*

Paul Provost did not have anything to report. There will be discussion of this agenda item during the Executive Session.

VI. Old Business

A. *Comcast Install Status/Timeline*

The installation was completed yesterday. Two long term renters would not allow Comcast to access their units. Comcast will have to come back and the unit owners will be charged an extra fee. The old network will be disconnected. Perry discovered that about nine units were either rekeyed or the punch code was changed. Owners should be reminded that Perry needs to be able to access all units. He will provide recommendations for appropriate replacement locks by email and post the information on the website. Three units had to be rewired with new cable. A wireless receiver will be installed in the Clubhouse for a future television and to accommodate an emergency phone for the pool area.

B. Pool and Hot Tub Update

Perry Unruh reported that both hot tubs are operational and most of the work inside the pool area has been completed except for some of the wood deck by the east hot tub. Some equipment for downstairs is still on order. An electrician needs to do a bit more work before the inspection. The hot tub jets are being left on all day because the vacuum release valves need to be replaced. There has been positive feedback on the equipment, color of the walls and the lights. The inspection will be done once the new valves have been installed. The Board will vote by email on staining the concrete after it cures. New photos should be taken of the facility for posting on the website. Perry will get a bid to re-stain the concrete floor in the spring. Perry was thanked for his work on this project. The total cost for the project was \$62,000 against a budget of \$50,000, mainly due to the rental hot tubs over the holidays and unforeseen County requirements. Perry will ask the accountant if the expenses should all be recorded in 2017 so they are all in one calendar year. The temperature is set at 100 degrees for the east tub and 103 degrees for the west tub.

VII. New Business

A. 2018 Budget

The 2018 Budget has been sent to the owners. There was no change to dues.

B. 2017/2018 Board Goals

Sarah Lavicka will send this information to the Board next week.

Lisa Peraino said she would like to streamline the service ticket process. She described an option for upgrading the existing system to “Front Steps Resident Engagement” with Association Voice. The names of the authorized administrators need to be updated to include all current Board members and to remove individuals who are no longer on the Board.

C. Board Recruitment – Replacement for Open Director Position

Perry Unruh will continue to try to identify potential candidates. Chris Rhodes will draft and send an all owner email about opportunities to serve Lake Cliffe as a self-governed community.

D. Policies & House Rules

Perry Unruh reviewed the suggested changes:

1. 2G Bike Storage – There is no House Rule regarding bike storage and there are a lot of bikes at the bottom of the stairwells being stored this winter. The Board agreed to prohibit bike storage at the bottom of the stairs between November 1st – April 30th. Dave Scott will draft a rule for review by the Board at the March meeting.
2. 6A Pets – The letter from the attorney recommended allowing rental guests to bring service, emotional support and therapy animals to avoid potential legal issues. Lisa Peraino pointed out that those types of animals are not considered pets. The Board agreed not to change the language in this rule.

3. 9C Smoking – There have been complaints about marijuana smoking on the balconies. The Board agreed there was no feasible option except to deal with smoking complaints on a case by case basis.
4. 7G Large Item Disposal – Perry said there are increasing problems with appliances and furniture being left by the dumpster. The Association is charged an extra fee if the dumpster lid does not close and for items left outside of the dumpster. Dave Scott will draft language clarifying that the dumpsters are not to be used for large items, furniture or appliances.
5. Gas/Wood Burning Fireplaces – Andrew Carl said the list of gas and wood fireplaces needed updating. He suggested simplifying the owner billing by splitting the gas cost equally among all owners who use gas rather than factoring in occupancy and rental use. Dave Scott will draft a rule to include all owners with a gas appliance in the pool that pays the gas expense.

VIII. Manager Report

- A. *Planned Projects for Spring & Timeline to Manage Disruption to Owners and Visitors*
Perry Unruh reviewed the following projects:
1. He has a preliminary schedule for the paving. The Building F parking lot will be started in May, or earlier if weather permits. Seven of the eight entryways will be torn out to correct the grade. Perry will talk to the Town about overnight use of a Town parking lot while this project is in progress.
 2. Painting of Building C and partial roof replacement on Buildings E and A will start the second week of June. The painting should take about two weeks.
 3. Buildings A and B may be painted in 2019 if there are funds. Perry said the roof on Building A is 17 years old with a 15 – 20 year lifespan and the roof on Building F is 18 years old so replacement may be needed in the next few years.
 4. Perry will try to schedule the replacement of the lights in Building F.

Perry will start to work on the contracts next week and ask the contractors to commit to the schedule. He will send notification to the owners of the timeframes for the projects.

IX. Set Next Meeting Date

The next Board Meeting will be held on Friday, March 30, 2018.

X. Executive Session & Adjournment

Paul Provost motioned to adjourn to Executive Session at 8:32 p.m. to discuss administrative issues. Lisa Peraino seconded and the motion carried.

Approved By: _____ Chris Rhodes _____ Date: _____ 2/12/18 _____
Board Member Signature

**LAKE CLIFFE CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS MEETING
March 30, 2018**

I. Call to Order

The Lake Cliffe Association Board of Directors Meeting was called to order by Sarah Lavicka at 6:30 p.m. in the Lake Cliffe Clubhouse.

Board Members Present Were:

Sarah Lavicka, President, E304

Shawn Horvath, Treasurer, A101

Lisa Peraino, Member, E306

Paul Provost and Chris Rhodes assigned their proxies to Sarah Lavicka.

Owners present were David Scott (E205), Jeremy Carr (F109) and Mike and Terry Carollo (B305).

Perry Unruh was present. Erika Krainz of Summit Management Resources transcribed the minutes from recording.

II. Approval of Agenda and Previous Meeting Minutes

Shawn Horvath motioned to approve the February 2, 2018 Board Meeting minutes as presented. Sarah Lavicka seconded and the motion carried.

III. Homeowner Comments

Terry Carollo encouraged the Board to enforce the parking permit requirement. She noticed nine cars with no parking permits and one car with an outdated permit in the lot today. There are still problems with too many cars for certain units. There are some cars and RV's being parked long term without being moved, which causes an issue with plowing.

Perry Unruh responded that he has been reluctant to tow because it is likely owner cars will be affected. One of the cars parked long term belongs to a rental tenant who is being evicted and he did not want to compound the problems. He will speak to the owner of the RV about moving it. Sarah Lavicka suggested increased communication to educate the owners in conjunction with heightened enforcement starting this spring.

Mike Carollo said there was an engineered drawing for improving the drainage in front of Building F that should be taken into consideration when the repaving is done in front of Building E. Perry Unruh confirmed this was part of the plan.

IV. Election of New Board Member

Sarah Lavicka motioned to elect Jeremy Carr to the Board. Lisa Peraino seconded and the motion carried. Jeremy introduced himself and provided biographical information. He will serve the remainder of Jim Penta's term, which expires in December.

V. Financial Report

- A. *Review/Approve December 2017 and February 2018 Financial Statements*
Shawn Horvath reported that the Association ended the year \$824 favorable to budget in Income and \$25,797 favorable to budget in Expenses. There were positive variances in Legal and Miscellaneous Expenses. Reserve expenses were \$120,787 favorable to budget due to savings in Roof Replacement & Repair and Clubhouse. Projects scheduled in 2018 include painting of Building C, the parking lot and partial roof replacement on Building E.

The hot tub replacement project was paid from the 2017 Budget, except for about \$4,000 that was paid in January 2018. The electrician has not finished his work, which consists mainly of clean-up downstairs.

Sarah Lavicka motioned to approve the December 2017 and February 2018 financial reports. Lisa Peraino seconded and the motion carried.

VI. Committee Reports

- A. *Rental Committee*
Scott Murray (E306) has volunteered to serve as the new Chair of the Rental Committee.
- B. *Landscape Committee*
The Board discussed scheduling of the "Play in the Dirt Day". Lisa Peraino said she would be out of town in June and would not be able to help with the event unless it is scheduled sometime in May.
- C. *Insurance Committee*
Perry Unruh reported that the insurance was renewed in April. The cost was \$55,000 against a budget of \$60,000. The last insurance appraisal was done in 2013. The cost for a new appraisal would be approximately \$1,500. The insurance company increases the property value by 6% annually and a new appraisal could provide some savings to offset the cost.
- The last Reserve Study was done in 2014 or 2015. The Association policy specifies an update every three years.
- D. *Architectural Committee*
All remodels have been completed and there are a couple of bathrooms, kitchens and dining rooms ready to start. Perry Unruh anticipated that one owner will be submitting a

request for installation of a French door to replace a window to access the patio that will require architect plans. The owner would also like to put a gas stove in the kitchen and manufactured floors in the kitchen and dining room. The floor plan is different from standard units and the floor spaces are larger. Perry will send the information to the Board for a decision by email.

E. Rules Committee – Proposed House Rules Changes

1. 2G. Bike Storage Under Stairs for Winter Months – “Bicycles may not be stored under the stairwells from November 1 through April 30.”
2. 6A. Support Animals – No rule was implemented.
3. 9C. Smoking Marijuana on Balconies – No rule was implemented.
4. 7G. Large Item Disposal – “Garbage dumpsters may not be used for any large items (furniture, appliances, etc.).”
5. Annual Billing for Gas Fireplace (Policy) – “Flat rate for all natural gas fireplace users”. There is one exception for a gas fireplace in a unit that is on a separate meter and is paid for by the owner.

A suggestion was made to change Rule 4A to specify that the Clubhouse may be used by owners, owners’ guest and tenants. Perry Unruh commented that it would be difficult to enforce and after discussion, there was agreement that no change was needed.

Sarah Lavicka motioned to approve the House Rules changes for 2G and 7G. Lisa Peraino seconded and the motion carried.

Sarah Lavicka motioned to approve the Policy for gas fireplace billing. Shawn Horvath seconded and the motion carried.

F. Succession Plan Committee

Paul Provost was not present to provide a report.

VII. Old Business

A. Board Goals 2017/2018

Sarah Lavicka created a calendar listing items that need to be covered at each Board Meeting. She asked the other Board members to add items as appropriate.

B. Comcast Wrap-Up

Perry Unruh reported that the installation in Unit 207C had not been completed because the tenant would not allow Comcast access. The Clubhouse installation should be completed in the next two weeks. Internet and cable will be provided at no cost. He asked the Board if they would like to consider using Skype with cameras and a television for future meetings. Having a television could also increase usage of the Clubhouse. Perry was authorized to get pricing for a television. He anticipated the cost would be less than \$1,000.

C. *Welcome Packet*

A sample welcome letter was provided in the meeting packet for Board review. The information was updated to include Jeremy Carr on the Board of Directors list and removal of Shawn Horvath as the Chair of the Architecture Committee and Mark Levorsen as the Chair of the Landscape Committee. Jeremy volunteered to head up the Dig in the Dirt Day. He suggested scheduling the event the second weekend of June. He will contact Carol Ann Carl for historical information.

VII. New Business

A. *2018 Budget*

Perry Unruh said the budget for items such as natural gas is spread evenly over 12 months, which does not accurately reflect actual expenditures. He will make adjustments as appropriate.

B. *Board and Committee Recruitment*

This agenda item was addressed earlier during the meeting.

C. *Paid Dillon Amphitheatre Events – Additional Parking Enforcement*

The String Cheese Incident will be performing two concerts July 17th and 18th and it is anticipated there will be parking issues. Perry Unruh recommended allocating some funds for a donation to the Colorado Mountain Rangers. The Board agreed to donate \$250 at the beginning of the season and possibly to provide an additional donation after the summer season based on the number of events they attend. A suggestion was made to activate the sprinklers during the concerts to discourage trespassers.

Lisa Peraino volunteered to draft a memo with parking reminders that can be sent to the owners monthly. The current House Rules specify that parking violators should receive one notice with a sticker on the window and possible towing. Sarah Lavicka felt there should be two notices before towing.

Perry Unruh suggested that the Board consider installation of a sidewalk to reduce foot traffic through the property or gates to eliminate the parking issues. The Board agreed to monitor the situation over the summer before taking any action.

VIII. Manager Report

A. *Clubhouse Improvements and Hot Tubs Wrap-Up*

Perry Unruh said if the electrician does not respond within one week, he will request a variance from the County to hire another electrician to finish the remaining work so the final inspection can be done. The staining will be done in the spring. The feedback on the two tubs has been very positive.

B. *Planning for Spring Projects (Paving & Roofing)*

The parking lot paving is scheduled in May and the Building C roof and painting is scheduled in June. Perry Unruh will forward the contracts to Sarah Lavicka, Shawn Horvath, Chris Rhodes and Paul Provost for review. There has been some contractor

resistance to the Association contract, which is required per an Association policy. Turner Morris in particular has requested some revisions.

There have been three roof leaks this year. Two were minor and one was more significant. Perry Unruh has requested a bid from a contractor who the owner trusts to repair the larger leak.

Nine zone valve motors and four zone valves have been replaced. Sarah Lavicka said she is still hearing noise from the heating system in her unit. Perry Unruh said he would need approval to replace the variable speed pump. The cost would be about \$10,000. He will review the Reserve Study and obtain bids. The Board will discuss this issue at the June meeting.

IX. Set Next Meeting Date

The next Board Meeting will be held on Friday, June 8, 2018.

X. Executive Session

There was no Executive Session.

XI. Adjournment

Sarah Lavicka motioned to adjourn at 9:18 p.m.

Approved By: _____ Date: _____
Board Member Signature

**LAKE CLIFFE CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS MEETING
June 8, 2018**

I. Call to Order

The Lake Cliffe Association Board of Directors Meeting was called to order by at 6:31 p.m. in the Lake Cliffe Clubhouse.

Board Members Present Were:

Paul Provost, Vice President
Chris Rhodes, Secretary

Shawn Horvath, Treasurer
Jeremy Carr, Director

Owners present were Irene Fernandez and Eric Kaler (A205).

Perry Unruh was present. Erika Krainz of Summit Management Resources was recording secretary.

II. Approval of Agenda and Previous Meeting Minutes

Section IV. should be corrected to clarify that Jeremy Carr's term will end at the Annual Meeting in September.

Chris Rhodes motioned to approve the March 30, 2018 Board Meeting minutes as amended. Paul Provost seconded and the motion carried.

III. Homeowner Comments

Mark Levorson is heading up the Landscaping Committee and indicated he would start working on projects after the July 4th weekend. Jeremy Carr and Eric Kaler volunteered to help.

Eric Kaler requested more mulch in the flower bed he maintains. Perry Unruh said three more loads of mulch would be delivered.

Irene Fernandez asked about Building A repairs. Perry Unruh said painting is scheduled in 2020. The schedule is based on the budgetary plan of one building per year. She said the fascia at the top was not done very well and does not match the other buildings. Perry will follow up. She asked about the gutter situation. Perry said wider downspouts will be installed on Building C this year and on Building B next year. Building A is different because the collector box is offset. The repairs will be done before the building is painted.

Perry Unruh said owners have commented about the painting of Building B and the parking lot. Priorities should be established based on the year-end financial status. Gutters and roofs are generally assigned highest priority. There was also an owner email regarding the fence between Building A and Marina Place. It has been repaired.

Irene Fernandez said there was a problem with ice forming in the winter originating from Marina Place's snow storage. She suggested adding large rocks at the LaBonte end to limit the amount of snow being pushed onto the Lake Cliffe side.

IV. Financial Report

A. *Review/Approve May 2018 Financial Statements*

Perry Unruh reviewed the financial reports as of May 31, 2018.

Balance Sheet:

1. Operating Checking - \$124,415. The high balance was the result of prepaid dues.
2. Reserve Cash - \$452,302
3. Accounts Payable - \$14,859

There were two owners at 30 days past due. One of them will be sending a check for the current and next quarter. The second owner has paid since the date of the report.

Perry Unruh reviewed the most significant Profit & Loss variances:

1. Total Administrative – \$5,669 favorable to budget.
2. Total Salaries & Wages – \$503 favorable to budget.
3. Insurance – \$4,147 favorable to budget.
4. Taxes – \$388 favorable to budget.
5. R&M Common – \$6,046 favorable to budget.
6. R&M Clubhouse – \$8,473 unfavorable to budget. Clubhouse Plumbing & Heating was \$8,558 unfavorable to budget due to a boiler failure during the Christmas holiday.
7. Net Income – \$11,272, which was \$12,614 favorable to budget.

Chris Rhodes will inform Tyler Weik that the Board authorized an expenditure of \$100 to link Summit Bookkeeping with the owner accounts.

The Reserve budget for the year is \$377,500. Year-to-date expenses were \$32,500 for Painting and \$131,387 for the parking lot, excluding the striping. The parking lot work came in under budget because the substrata was in better condition than anticipated. The size of the concrete pad under the dumpster was increased. The year-end Reserve balance is projected to be about \$135,000. Striping for Buildings C and E should be done next week. Roof replacement on Building A will start next week, followed by Building E. Perry believes the total cost will be about \$50,000 less than planned.

Paul Provost motioned to approve the May 2018 financial reports. Chris Rhodes seconded and the motion carried.

V. Committee Reports

A. *Rental Committee*

Wilderness is working through the eviction process for a tenant in Building C whose lease has expired.

B. *Landscape Committee*

The “Play in the Dirt Day” schedule was discussed with a proposal for it to be held July 7th. Perry Unruh was concerned about the timing since owners expect the flowers to be planted prior to July 4th. Projects will include spreading mulch, planting flowers along the patio after paving has been completed, trimming, and removal of volunteer Aspens. Perry has a plan to address the work that should be done before July 4th. There is adequate funding and he can hire someone if necessary. Paul Provost suggested cleaning up some of the railroad tie beds in July if there is owner interest. Perry will send an email to the owners informing them of the day when he will be planting flowers and invite anyone owners to participate or provide input. Eileen Fernandez suggested scheduling a fall work day to add mulch to protect the plants over the winter.

C. *Insurance Committee*

There are couple of damaged ceilings in units where the roofs are going to be replaced. There is a \$10,000 insurance deductible and Perry Unruh tries to avoid filing claims whenever possible to maintain the premium. The units will need minimal work.

Owners have asked why the certificate of insurance is not posted on the website. Perry Unruh explained that owners have to request this documentation from the insurance carrier. The insurance carrier name is posted on the website.

D. *Architectural Committee*

There are several unit remodels in progress, including a shower and washer/dryer installation. One large remodel has been postponed until next spring. These owners will be requesting a variance to install a French door to the balcony in place of a window. There is also an owner who wants to replace the patio door off the bedroom. Plans will be provided. There is an owner who is replacing windows.

E. *Rules Committee – Proposed House Rules Changes*

The Porch Rules should be revisited in 2019.

F. *Succession Plan Committee*

Paul Provost said Lisa Peraino is working on improving the technology. There is an app that works with the existing website software. It can track maintenance requests and will allow Perry Unruh to send out group texts to improve communication.

Paul Provost suggested hiring a Human Resources consultant to provide consistency and guidance for overseeing employees, to help with annual reviews and to assist with future succession. He provided a recommendation for a local person that was provided by Dave Scott.

Paul Provost motioned to approve an expenditure not to exceed \$100 for initial consultation with a human resources consultant. Chris Rhodes seconded and the motion carried.

VI. Old Business

A. *Parking and Trespassing Concerns*

The Board discussed how to deter trespassing on the Lake Cliffe lawn during paid concerts.

Jeremy Carr motioned to turn on the sprinklers on the Building E and F lawns during paid concerts and to add more signage. Paul Provost seconded and the motion carried.

Chris Rhodes will ask Tyler to send a reminder to all owners about displaying parking passes.

There will be guards posted at the two entrances on concert evenings. A donation was sent to the organization earlier in the year and if the summer patrols are successful, another donation will be sent in the fall. There will be signs on posts at all driveway entrances that read "No Trespassing - Parking Permit Required". A suggestion was made to consider installation of dummy security cameras with signage. Perry Unruh is trying to locate a company that can provide security personnel.

VII. New Business

A. *Homeowner Requests to Accelerate Paving and Painting Projects*

This agenda item was discussed earlier during the meeting.

B. *Amphitheater Lights*

Chris Rhodes said the amphitheater lights have been turning on and off at random times. Last night they were on until 1:00 a.m. These issues should be documented through communication with the Town.

VIII. Manager Report

A. *Spring Projects (Paving & Roofing)*

Perry Unruh reported that he was able start on projects early this year. He reviewed the following:

1. Drainage - The parking lot drainage worked out very well.
2. Painting - This was the first year for the new painting crew and it did not go very well. The contractor had been told that this crew will not be allowed back on site. The punchlist items will be completed by the end of the month. Owners should report additional items for the punchlist to Perry.
3. Roofs - The roofing materials have been delivered and moved by crane to the roof tops. The partial roof of Building A and all of Building E will be done this summer and should be completed prior to July 4th weekend. The downspouts on

Building C should not take more than two days. All major exterior projects will be done by mid-July.

4. Boilers - There have been some warranty issues with the boilers that were installed four and five years ago. Building F had five new boilers and the remaining 13 were put in the next year. The heat exchangers on seven boilers are starting to leak and fail. It has been very difficult to get the warranty work completed because the original installer is no longer in business. The boilers were purchased from two different supply houses. Ferguson has approved the warranty work for the two they sold. The other five, which were purchased from George T. Sanders, are in the approval process. If replacement is approved, the cost will be approximately \$10,000 for the labor, which is not included. The replacement boilers would not have new warranties. There is \$20,000 budgeted in Reserves for expansion and storage tanks but these funds can be used for the boilers if necessary. If the Board decides to replace the old boilers with new boilers, the cost would be \$17,000 each and they would have new warranties. If approved, the Board should move forward with paying the \$60,000 for all heat exchangers that need to be replaced with the agreement this amount will be refunded in writing.
5. Window Washing - All exterior windows will be washed just before July 4th. Perry Unruh has requested bids from two contractors. Owners should be reminded to remove their exterior screens. In the fall, only the windows that cannot be reached will be washed.

B. Return of Recycling Bins

The recycling bins have been reinstated. Perry Unruh agreed to take them back on the condition that if there are continuing problems with contamination from glass or plastic bags, Waste Management will lose all the Lake Cliffe business.

IX. Set Next Meeting Date

The next Board Meeting will be held on Friday, August 17, 2018.

X. Executive Session

Paul Provost motioned to adjourn to Executive Session at 8:26 p.m. to discuss succession planning and human resources support. Jeremy Carr seconded and the motion carried.

XI. Adjournment

The meeting was adjourned at 9:06 p.m.

Approved By: _____ Date: _____

Board Member Signature

**LAKE CLIFFE CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS MEETING
August 17, 2018**

I. Call to Order

The Lake Cliffe Association Board of Directors Meeting was called to order by at 6:32 p.m. in the Lake Cliffe Clubhouse.

Board Members Present Were:

Sarah Lavicka, President
Chris Rhodes, Secretary
Lisa Peraino, Director

Shawn Horvath, Treasurer
Jeremy Carr, Director

Owners present were Whitney Provost (C206), Mike & Terry Carollo (B305), Denny Foley (C105), Jim & Patty Penta (C307), Roland & Diane Gaasch (E102), Dick Peterson & Linda Gregory (B201), Scott Murray (E306), Richard Peterson (E203), Jeff Lavicka (E304) and David Scott (E205).

Perry Unruh was present. Erika Krainz of Summit Management Resources was recording secretary.

II. Approval of Agenda and Previous Meeting Minutes

Chris Rhodes motioned to approve the June 8, 2018 Board Meeting minutes as presented. Shawn Horvath seconded and the motion carried.

III. Homeowner Comments

Owner comments:

1. Jeff Lavicka asked if he could add some cedar boards to provide privacy between balconies. The Board will discuss and provide a response. There should be a standard and the materials and paint should match.
2. Linda Gregory asked about the status of paving the B Building lot. Perry Unruh said the contractor provided a verbal estimate of \$60,000 - \$70,000. There is no funding in Reserves this year and the contractor too busy until October, which is not an ideal time to pave. It will probably be scheduled in the spring if financially feasible. Mike Carollo shared Linda's concern and asked the Board try to prioritize the B Building lot.
3. Jim Penta was concerned about a leaning spruce tree in front of B Building. This will be discussed later in the meeting.
4. Linda Wetzel asked if the Board could talk to the Town about the noise level from the amphitheater. There will be Town representatives at the Annual Meeting and this topic will be raised but owners were encouraged to submit complaints individually.
5. Denny Foley asked if there had been a change in the Town policy regarding the overflow parking lot. It used to be unlocked only on weekends. Perry Unruh said it is a Town lot and they use it for emergencies as needed.

6. Terry Carollo asked how will parking be enforced, especially for rental units with excessive vehicles. Perry Unruh is communicating with the rental management companies. There should be some type of standardization for owner-generated passes for their short-term renters.
7. Jim Penta said there was a problem with people parking in the driveways instead of in parking spaces during concerts. There is one main offender and Perry Unruh has spoken to this individual.
8. Dick Peterson commented on unauthorized use of the Clubhouse. He saw guests from the motel coming to the pool. Perry Unruh said the Clubhouse passes that were replaced have been deactivated. He believes the key card system has resolved most unauthorized use.
9. Patti Penta suggested discussion of a fence. Perry Unruh said this was on the agenda.
10. Terry Carollo thanked Perry Unruh and Sarah Lavicka for their compassion during the eviction of a long-term tenant. She had not been paying her rent and the lease expired.

IV. Financial Report

A. *Review/Approve July 2018 Financial Statements*

Shawn Horvath reviewed the financial reports as of July 31, 2018. The Balance Sheet reflected an Operating Checking balance of \$111,449 and a Reserve Cash balance of \$254,106. There were no significant owner delinquencies.

Perry Unruh reviewed the most significant Profit & Loss variances:

1. Total Revenue – \$298 unfavorable to budget.
2. Total Administrative – \$8,185 favorable to budget.
3. Total R&M Common – \$5,628 favorable to budget. General Building Maintenance was \$4,662 unfavorable to budget due to the spread of the expense over the year.
4. Total Utilities – \$7,529 favorable to budget. Internet was \$6,243 favorable to budget due to the later start for the service.
5. Total Expenses - \$20,108 favorable to budget.
6. Net Income – \$18,451.

Perry Unruh reviewed Reserve projects:

1. Roof Repairs - Six sections of the Building E roof and one on Building A were completed at slightly over budget.
2. Exterior Painting – Completed work on Buildings C. There was a budget overage for painting the dumpsters and sheds.
3. Gutters & Downspouts – Building C was supposed to be done. There are materials left over from the previous project but the bid was still \$12,000 just for labor. Perry Unruh contacted some Denver contractors but they declined to bid because it is a special gutter.
4. Parking Lot – The work has been completed and came in under budget.
5. Hot Tub – There are a few items remaining. The contractor needs to call for the final inspection but will not return phone calls. All payments are being held pending final inspection.

6. Exterior Lighting – The electrician did not have time last year. There are funds for Buildings F and C.
7. Storm Sewer – The sewer line was videoed and the work will be combined with the parking lot.

Lisa Peraino motioned to approve the July 2018 financial reports. Sarah Lavicka seconded and the motion carried.

V. Committee Reports

A. *Rental Committee*

There was a toilet leak in a short-term rental unit. The owner lost rental income for two months. The long-term renter in the unit below was also displaced. The Association insurance does not cover such events. Owners will be reminded to carry the appropriate renter's insurance. The Association claim will be paid but the owner will be responsible for the \$5,000 deductible. Owners can purchase a rider that will cover the Association deductible in addition to loss of rental coverage.

B. *Landscape Committee*

Mark Levorsen was not present to provide a report. The landscaping is maturing and there have been many compliments.

C. *Insurance Committee*

This update was included in the Rental Committee report.

D. *Architectural Committee*

Perry Unruh did not have a report.

E. *Rules Committee*

David Scott will provide an update for the Annual Meeting.

F. *Succession Plan Committee*

Paul Provost has been working on this item. The Board has contracted with an HR consultant who is providing counsel regarding handling of human resource issues.

VI. Old Business

A. *Paid Dillon Amphitheatre Events – Recap of Events & Observations*

The Town did a good job managing the traffic during the String Cheese paid concerts. The Town has instituted some rules regarding placement of chairs prior to concerts. Sarah Lavicka thanked Perry Unruh and Karl for their extra hours during the events.

VII. New Business

A. *Neighborhood Fencing Proposal*

There are ongoing issues with people walking through the property late at night and causing disturbances. A Lake Cliffe owner who has a fencing company provided a

rough cost estimate of \$70,000 for a 7' wrought iron fence along the front with gates at Buildings E, C and A. Installation of electricity for the gates would add about \$30,000 to this estimate. The Town seems to be open to budgeting for a sidewalk on the Lake Cliffe side of LaBonte if the Board requests it. Sarah Lavicka suggested doing a straw poll at the Annual Meeting to determine the level of owner support for a fence. Perry Unruh said some owners he spoke to were not in favor of a fence. An owner commented that the Town should be asked to take responsibility for the problems their events are causing.

- B. *Lake Cliffe Owned Gazebo/Tent for Private Events – Fee for Set Up & Tear Down*
The tent has been used for some family events this summer. A suggestion was made to offer it to owners for a fee. It takes about two hours to erect and one hour to take down.

Sarah Lavicka motioned to approve a \$200 fee for set up, usage and take down of the tent. Chris Rhodes seconded. In discussion, the Board discussed limiting the rental to owners only. Sarah amended the motion to include this stipulation and Chris accepted the amendment. The motion carried.

- C. *Update on Association Voice Software & New Features of Front Steps*
Lisa Peraino has been looking at a better way to track service requests. A company called Front Steps has purchased Association Voice. They have a product called "Frontsteps Community" that is more user-friendly than Association Voice. It has a mobile app through which service requests can be submitted. The cost would be \$75/month (based on \$0.50/unit/month). The current cost for Association Voice is \$78/month. There is a separate management side and management would still have access to the owner directory. She did a demo yesterday with the point of contact for the company. The data could be transferred from the existing platform and the design can be personalized. There are accounting features to enable owners to pay due online. ACH payments could be made at no cost but there would be a fee for credit card transactions. There is a calendar feature. Lisa will check on the contract term. Patty Penta volunteered to help with the evaluation. Lisa will request references for Associations that use this system and will schedule an online demo for Board members.

VIII. Manager Report

A. *Project Update*

Perry Unruh reviewed the following:

1. There is a tree that is leaning severely and dangerously, behind Building B. The cost to cut it down will be about \$800. Jeremy Carr motioned to cut down the tree and clean up the lawn. Lisa Peraino seconded and the motion carried.
2. The repairs for the flood in E207 and E107 are winding down. There was no cost to the Association. Renter's insurance will be discussed at the Annual Meeting.
3. Perry Unruh requested Board authorization to pay his family for 40 hours at \$20/hour to help with organizing, serving and cleaning up for the picnic as in the past. Jeremy Carr motioned to authorize this request. Lisa Peraino seconded and the motion carried.

IX. Executive Session

Sarah Lavicka motioned to adjourn to Executive Session at 8:37 p.m. to discuss administrative issues. Jeremy Carr seconded and the motion carried.

X. Set Next Meeting Date

The next Board Meeting will be held on Friday, October 26, 2018.

XI. Adjournment

The meeting was adjourned at 9:40 p.m.

Approved By: _____ Date: _____
Board Member Signature

**LAKE CLIFFE CONDOMINIUM ASSOCIATION
ANNUAL MEETING
September 1, 2018**

I. Call to Order

The Lake Cliffe Condominium Association Annual Meeting was called to order at 9:04 a.m. in Dillon Town Hall.

II. Town of Dillon Update

Brad Bailey of Dillon Town Council, Police Chief Mark Heminghaus and Dillon Town Manager Tom Acres were guests at the meeting.

Brad Bailey said the first quarter sales tax for Dillon was up 23% over last year and year-to-date was up 8%. There is new construction in Dillon that includes workforce housing. Dillon Vistas by the movie theater is an 18-unit apartment complex with 50% of the units dedicated to workforce housing. Sail Lofts condominiums will have 12 workforce housing units. The new Christy Sports building is under construction and scheduled for completion by the winter. The gas station is in the final stages of obtaining a remediation permit. Old Town Hall and Rebekah Hall will be removed. Adriano's is waiting for a demolition permit and will be replaced with Dillon Uptown 240, a 65-unit condominium building with a restaurant on the bottom level. A hotel will be built on the gas station site. An application has been submitted to Planning and Zoning for the parcel behind the Dam Brewery. A group wants to build an emergency care facility and some condominiums. There is proposed new development at the corner of Dillon Ridge and Highway 6. Vail Health is in initial discussions about building an emergency care and orthopedics facility that would employ 60 employees. Last Thursday there was a work session with the Town and an architect to discuss redevelopment of the town core. Dock A at the Marina is being replaced and a retaining wall for wave mitigation will be built. Leslie's Community Garden has been fairly successful. The Farmer's Market will be on Lodgepole Drive again next year and will eventually move to Dillon Town Park. The Dillon Art Festival is today. There is a new policy at the amphitheater prohibiting placement of chairs for concerts prior to 5:00 p.m. and tall chairs can be placed against the back wall only. Tonight is the last concert and tomorrow night there will be a movie.

Owner questions and comments addressed the temporary fence, the plans for future paid concerts, support for the Colorado Symphony concert, the impact of the concerts (i.e. trespassing, late night noise and lights, Ranger involvement, angling the speakers differently, setting decibel limits and collecting donations at the free concerts), the Town's responsibility for mitigating the problems, a suggestion to establish an advisory committee, the potential sale of the property on the northeast corner of Highway 6, the availability of minutes from the town meetings, the return of the Ice Castle and increased demand on infrastructure resulting from new development.

The responses were as follows:

1. The temporary fence will be replaced with some other type of fencing that can be used

- during the paid concerts only next year.
2. There were three paid concerts this year and there could be more next year but Friday and Saturday concerts will continue to be free.
 3. The Town would like the Colorado Symphony to make Dillon its summer residence but it is difficult to establish. The NRO has an established relationship with the Lake Dillon Theater and is unlikely to return to the amphitheater.
 4. The music curfew is 10:00 p.m. The lights were kept on until 11:00 p.m. due to safety concerns but this could change.
 5. There was no Ranger involvement this year due a lack of availability and a decision regarding how to direct government resources. Some of the Ranger volunteers were not able to complete the mandatory annual training implemented by the State.
 6. There was a new sound system this summer and the kinks are being worked out. The equipment is leased so components can be changed. Decibel levels are being measured and a sound engineer has been hired. Decibel limits and sound quality will be regulated.
 7. Owners should call the police to report problems. There were only two noise complaints registered this summer. The non-emergency dispatch number is 970/668-8600.
 8. The liquor store/Jersey Boys parcel is for sale and could eventually be part of the redevelopment.
 9. There is no official written record from the last Town meeting.
 10. The Town Council has given direction to look at bringing back the Ice Castle. There are some issues that will need to be addressed.
 11. The water and sewer systems are not near maximum capacity. Sometimes developers pay fees and in other cases there is a partnership with the Town.
 12. Establishment of a donation box is being considered. Concessions help to offset costs. The annual budget for the free concerts is \$160,000.
 13. Jeremy Carr encouraged owners to attend the Town meetings to affect policy.

III. Roll Call & Verification of Quorum

The meeting was called to order at 9:56 a.m.

Board Members Present Were:

Sarah Lavicka, President, E304
Chris Rhodes, Secretary, F309
Paul Provost, Member, C206

Shawn Horvath, Treasurer, A101
Lisa Peraino, Member, E306
Jeremy Carr, Member, F109

Homeowners Present Were:

Barry Rauff, A104/B203
Mary Hojegan, A201
Eric Kaler & Irene Fernandez, A205
Paul & Ruth Levisohn, A208
Ray Dean, A303
Thomas Krusko, B103
Randolph Starr, B202
Kelly Letts & Shelby Ramey, B206
Mike & Theresa Carollo, B305/C307
Denny Foley, C105

Kenneth Van Howe, A108
Deborah Thomas, A204
John Hayden, A206
Gary Reichelt, A301
Linda Vumbaco, A305
John & Earlane Worel, B104
Barry Rauff, B203
Bear & Jody McConnell, B304
Bradford Mount & Jennifer Bibbing, C102
John Caruthers, C108

Robert & Bonnie Downing, C205
Don Parsons, C301
Mark & Laura Levorsen, C308
Andrew & Carol Anne Carl, E103
Randolph McSwain, E202
David Scott, E205
Mark & Joan McVoy, E303
Scott Murray, E306
Carolyn Smith, F101
Alice Hanson, F108
Phyllis Palmer, F302
Dorsey & Sandra Hightower, F304
Chip Rhodes, F309

Whitney Provost, C206
Jeff & Mary Jo Williams, C306
Roland & Diane Gaasch, E102
Mike & Linda Wetzel, E201
Richard Peterson, E203
John Becker, E207
Jeffrey Lavicka, E304
Joyce Kraemer, E307
Catherine Rundle, F103/104
Sonja Carr, F109
John Kennedy, F303
Edwin & Lucille Anderson, F307

Property Manager Perry Unruh was present. Erika Krainz of Summit Management Resources was recording secretary.

With owners represented in person or by proxy a quorum was confirmed.

IV. Proof of Notice of the Meeting

Notice was sent August 1, 2018 by regular mail and was posted in the Clubhouse.

V. Introduction of New Homeowners

There were no new owners in attendance.

VI. Approval of Previous Meeting Minutes

Shawn Horvath motioned to approve the September 2, 2017 Annual Meeting minutes as presented. Robert Downing seconded and the motion carried.

VII. Committee Reports

A. *Personnel*

Paul Provost said the Assistant Manager will be tasked with being able to take care of emergency issues if Perry Unruh is not available, will have the authority to incur emergency expenditures up to \$2,600 like the Manager and will have an official contractor contact list for reference for consistency. If both are unavailable, the Board also has the list. The other solution would be to hire a management company, but this has not been supported in the past by the Board or owners. The Board hired a human resources consultant to help with core competencies and hiring/firing procedures. Lisa Peraino is exploring a new software solution called Front Steps to facilitate communication and maintenance request tracking. The main goal is to improve the service request system with a better reporting tool and logs. The new website will be more user friendly, is very intuitive, has a calendar, has booking capabilities and is optimized for mobile platforms with a phone app. The cost will be slightly less than the

existing system with a one-time \$75 fee to migrate to the new platform. The plan is to implement it by the end of the year.

B. Rules

David Scott reviewed the three Board Policy and House Rules changes:

1. Policy - Gas use cost will be allocated between units that use gas.
2. House Rules – Bicycles may not be stored under the stairs from November through April. Sarah Lavicka commented that there has been a rash of bike thefts throughout the County.
3. House Rules - No large items, furniture, appliances or tires may be disposed of in the dumpster.

C. Architecture

Perry Unruh reminded owners to submit the online form when they remodel. Owners should inform him if they are replacing carpet so he can inspect the subfloor and make repairs if necessary. Ground floor units probably are not affected. Exterior painting of the buildings is ongoing and another building is scheduled for next year. The color scheme has been very well received.

D. Landscaping

The asphalt in front of B Building will be discussed during budgeting process. The A-Peak bid was about \$70,000. Greenscapes was hired to help maintain the plantings put in over the past three years and there have been numerous compliments about the lawns, entryways and flowers. Volunteers are needed to serve on the committee. Owners were encouraged to submit ideas for consideration during budgeting. The leaning tree was taken down. The tree health plan with Ceres is in the last of its four years.

E. Insurance

Perry Unruh said there was a flood from a toilet that affected the unit and the one below. The remediation is almost finished but he does not have the final costs. An insurance claim was filed. There were a few roof leaks for which claims were not submitted since the repair costs did not exceed the deductible. The Master policy has an asbestos rider and asbestos mitigation is required in the units when work is done. Owners are encouraged to replace the rubber washer hoses with braided steel and to shut off all water valves when units are unoccupied.

F. Rentals

Perry Unruh encouraged owners who rent to carry loss of rent coverage. The Town of Dillon will be looking at short-term rental regulations similar to those recently enacted by the Town of Breckenridge. Owners who rent are required to have a business license.

VIII. Reports of the Officers

A. Secretary/Treasurer Report

Shawn Horvath reported as of July 31, 2018 the Association had \$112,290 in the Operating account and \$254,106 in the Reserve account. Reserve expenses included partial roof replacement of Buildings A and E, painting of Building C, two new hot

tubs, a new boiler in the Clubhouse and replacement of the Building F parking lot asphalt. There is some electrical work remaining related to the hot tubs.

There were no significant owner delinquencies and some owners have paid dues in advance.

The Profit & Loss reflected year-to-date net income of \$19,810. There were savings in Legal and Miscellaneous. There was an overage in General Building Maintenance due to bathroom floor repairs, repairs from two roof leaks and replacement of the aging smoke and carbon monoxide detectors in all units. The favorable variances in Landscaping and Fireplace Inspection and Cleaning were due to outstanding invoices from Greenscapes for landscaping work and timing of the fireplace inspections and cleaning, which will take place in October. The Clubhouse boiler failed unexpectedly during Christmas week, resulting in an \$8,375 overage for labor and parts. The savings in Cable TV was due to the Comcast contract not starting until February.

The annual Reserve contribution is \$165,594. Budgeted expenses for this year are \$377,500 and year-to-date expenses are \$288,469. The projected year-end balance is \$235,630. The budget included replacement of one hot tub but two were installed at a total cost of \$61,981.

Reserve projects planned in 2019 include painting Building B, finishing painting of Building A and repaving Building B and E parking lots. The roofs will be inspected next month. The roofs of Buildings A and F are aging and may need to be replaced in a few years. The Building C downspouts were not completed this year due to a dispute about the cost with the contractor. The kitchen in the Manager's unit is original and needs upgrading after the current tenants move out.

B. Management Report

Perry Unruh reviewed the following highlights:

1. Signed an agreement with Tolin Mechanical for boiler maintenance.
2. The new website has an app that facilitates communication with owners regarding issues such as moving cars for plowing. Maintenance requests can be submitted online.
3. The budgeting process will start in mid-September. Owners are invited to attend the October meeting.
4. Changes to Rules and Policies will be addressed starting in December.
5. A two-page vendor list will be posted on the website.
6. Owners were encouraged to sign for ACH automatic dues payment.
7. A television was installed in the Clubhouse in an effort to "go green" by reducing the amount of paper for Board meetings.
8. A Comcast representative will provide the educational portion of the meeting at the picnic. Owners can upgrade to a higher level of service individually at their own expense.
9. Perry Unruh recognized several long-time owners who passed away this year.

C. *President's Report*

Sarah Lavicka reviewed the following:

1. She recognized the other Board members for their time, and Perry Unruh and Karl for their work at the property, especially during the concerts.
2. She encouraged owners to volunteer to serve on the Board and committees.
3. She commented that the complex looks great.
4. She looks forward to improved communication with the new website platform.
5. The Board will be working on finishing the hot tub project and prioritizing future projects. She asked owners to provide suggestions and feedback.
6. She encouraged owners to attend Town meetings and to provide feedback about proposed new development and other issues affecting the property.

IX. Election of Directors

The terms of Christine Rhodes and Jeremy Carr expired. They were both willing to run for re-election and there were no other nominations from the floor.

Shawn Horvath motioned to forgo paper ballots and to elect the two candidates by acclamation. Randy McSwain seconded and the motion carried unanimously.

X. Resolutions

A. *2017 Excess Income (\$26,596) to be Carried Forward to 2018 Reserves*

Bear McConnell motioned to approve carrying forward 2017 excess income to 2018 Reserves. Diane Gaasch seconded and the motion carried.

B. *Approval of the Acts of the Directors Since the Last Meeting*

David Scott motioned to approve the acts of the Directors since the last meeting. Robert Downing seconded and the motion carried.

XI. New Business

A. *Safeguarding of Lake Cliffe*

Sarah Lavicka prefaced the conversation by explaining that the Board was looking at owner input for maintaining the integrity of the property, given the increased activity around the amphitheater and the proposed revitalization of the Dillon town core. Perry Unruh said the Town has expressed interest in adding a sidewalk on the south side of LaBonte Street. Some owners have suggested building a fence between Lake Cliffe from the corner of Lake Dillon Drive and LaBonte down to Marina Place. A bid of \$70,000 was received for a 7' tall wrought iron fence and three heated commercial-grade gates. This bid did not include electricity to the gates. One entrance at the east would be abandoned. Sarah Lavicka said the Town has been informed by their attorney that they have no responsibility to do anything for Lake Cliffe.

Owner comments were as follows:

1. Tony Thomas asked about vandalism. Sarah Lavicka said there was one occurrence of an individual running around the property knocking on doors and

this type of incident occurs more and more frequently. Perry Unruh said there has been very little physical damage to the property.

2. Jeff Williams felt it was premature to take any action but noted that as issues arise, owners should make sure to report them because he believes the Town will be forced to take action eventually.
3. An owner commented that the fence would need to be maintained and cause issues with access to the property for contractors and rental guests. She thought it would be less expensive to hire guards for a couple of hours during concerts.
4. Deborah Thomas asked if a fence would reduce the amount of parking spaces. Perry Unruh said the fence could be placed along the property line.
5. An owner said a fence would take away from the beauty of the property.
6. Bonnie Downing asked if permanent signage with “Private Property – No Access” would help. Perry Unruh said he placed signs along the fence every 15’ during the String Cheese concert but some people ignored them.
7. Earlane Worel said she lives in a gated community in Denver. The gates are often broken and do not provide security.
8. John Decker suggested hiring private security for event nights and asking them to keep a log of incidents. Perry Unruh said he tried to hire security staff from Denver during the String Cheese concert but they were all hired by the Town.
9. An owner asked if there was damage to the landscaping from people crossing the property. Perry Unruh said there was some damage. Sarah Lavicka commented that the Board had discussed adding thorny hedges.
10. Roland Gaasch suggested a gate on wheels for use at the Building C entrance during amphitheater events.

Sarah Lavicka encouraged owners to email additional suggestions and to continue to report problems to the Town.

XII. Adjournment

A motion was made to adjourn at 11:58 a.m. The motion was seconded and carried.

Approved By: _____ Date: _____
Board Member Signature

**LAKE CLIFFE CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS MEETING
October 26, 2018**

I. Call to Order

The Lake Cliffe Association Board of Directors Meeting was called to order at 6:35 p.m. in the Lake Cliffe Clubhouse.

Board Members Present Were:

Shawn Horvath, Treasurer
Jeremy Carr, Director

Chris Rhodes, Secretary
Lisa Peraino, Director

Owners present were Scott Murray (E306) and Irene Fernandez & Eric Kaler (A205).

Perry Unruh was present. Mike Kurth of Summit Bookkeeping was a guest at the meeting. Erika Krainz of Summit Management Resources was recording secretary.

II. Approval of Agenda and Previous Meeting Minutes

Chris Rhodes motioned to approve the August 17, 2018 Board Meeting minutes as presented. Shawn Horvath seconded and the motion carried.

III. Homeowner Comments

Eric Kaler said there have been Marina Place residents using the A Building lot for overflow parking. Perry Unruh said strict enforcement will start in November. Eric is recording the license plate numbers.

IV. Financial Report

A. *Review/Approve September 2018 Financial Statements*

Shawn Horvath reviewed the financial reports as of August 31, 2018. The year-to-date net income was \$23,952. Perry Unruh anticipates the Association will end the year with a surplus of approximately \$15,000. Greenscapes still has not submitted their bill. Building Maintenance was \$6,065 unfavorable to budget. All expenses have been paid except the electrical work on hot tubs. There will be an expense of approximately \$12,000 for warranty work on the boiler (parts and labor). There will be a reimbursement for the heat exchangers.

The large A/R balance for one unit reflects the \$5,000 insurance deductible that the owners were billed for the claim.

Chris Rhodes motioned to approve the September 2018 financial report. Jeremy Carr seconded and the motion carried.

V. Committee Reports

A. *Rental Committee*

Perry Unruh went to court yesterday to appear for the lawsuit between Wilderrest and the tenant in E107, who refused to pay rent while repairs were being made in her unit following the flood in E207. The tenant did not have renter's insurance. There will probably be a lawsuit between the owner of E207 and the remediation company. It took over two months for the work to be completed and the owner was not satisfied with the treatment the contractor applied to the walls.

B. *Landscape Committee*

Shawn Horvath motioned to appoint Eric Kaler to serve as Chair of the Landscape Committee. Lisa Peraino seconded and the motion carried.

Eric Kaler said the scope of the original Master Plan would have cost \$260,000. The scope was pared down and presented to the owners with a \$90,000 expense in 2014. It was funded from Reserves. Perry Unruh said the Board needs to provide guidance regarding moving forward with another phase. He asked the Board members to review the Master Plan, which is posted online. The area along Buildings A and F will have to be dug up to connect the heat tape so planting should not be done until the heat tape situation is resolved. The cost for the electric alone would be \$20,000 per building.

Perry Unruh will ask Rick Herwehe to draft an updated Tree Policy.

C. *Insurance Committee*

There is no Chair for this committee. Perry Unruh reiterated that owners and renters should carry individual H06 policies.

D. *Architectural Committee*

There are remodels underway in Buildings A, C and E.

E. *Rules Committee*

The Rules Committee will start working on revisions in February. Owners should be sent a reminder that bikes need to be removed from the stairwells by November 1st.

F. *Succession Plan Committee*

Discussion of this agenda item was tabled until the next meeting.

VI. Old Business

A. *Annual Meeting Follow-Up Items*

1. Review Brainstorming for Securing Lake Cliffe – Discussion of this agenda item was tabled until the next meeting.
2. Sidewalk – All Board members were in favor of a sidewalk. Perry Unruh will send a letter to the Town in support of a sidewalk on the south side of LaBonte Street.

3. Association Voice Upgrade Progress – Lisa Peraino said progress has been slow. She submitted the form to transfer the information from Association Voice to the new platform. The new platform was created but not upgraded. The platform is now being created using the new version of Word Press. She expects to be contacted by customer service on Monday to work on transferring the information. She needs an Excel spreadsheet of all owner names, unit numbers and emails. Chris Rhodes will ask Tyler for this information. The vendor also requested the photos from the website. Chris Rhodes will ask Tyler if he has the electronic photo files.

VII. New Business

A. *Budget Planning 2019*

Mike Kurth reviewed the proposed 2019 Budget. The following changes were made:

1. Contributions - \$500 can be removed since the Mountain Rangers no longer assist with security on concert nights.
2. Directors Dinner & Picnic – reduce from \$5,600 to \$4,500.
3. Rental Revenue – change to \$21,600 based on \$1,800/month rent.
4. Rental Management – change to \$2,280 based on the new rental rate.
5. Manager’s Unit Upgrades – change to \$25,000.
6. Landscaping – change to \$15,500 to cover grinding the large stump.

It was noted that the increases over the past several years have only been about 1% - 2% annually. The last large increase was in 2015. There was general discussion about implementing small increases annually versus larger increases every couple of years. Mike Kurth will draft a second scenario of the budget with a 3% increase (based on the CPI) for Board review.

B. *Reserves Review*

The total for Perry Unruh’s “wish list” of projects is \$263,100. The Reserve balance is projected to be \$291,388 at the end of the current year. The Board policy is to maintain a balance of at least \$100,000. If the roof and parking lot projects are postponed until the fall of 2019, there should be adequate funding to pay for those projects and maintain the minimum balance. The 2019 year-end balance is projected to be \$186,122.

Irene Fernandez felt the Building A heat tape replacement should be a high priority. Perry Unruh will get updated cost estimates.

C. *Pool Hours*

Jeremy Carr requested that the pool hours be extended to 10:00 p.m. Perry Unruh explained that the closing time was moved back to 9:00 p.m. because of higher alcohol consumption later in the evening and it has been difficult to get users to leave so the facility can be closed.

Jeremy Carr motioned to keep the pool open from 10:00 a.m. until 10:00 p.m. daily year-round. Lisa Peraino seconded and the motion carried.

VIII. Manager Report

A. *Project Update*

Perry Unruh reviewed the following:

1. The Town will be lighting a 30' Christmas tree with music by the marina December 6th – January 6th. It will operate from 4:30 p.m. – 9:30 p.m. He asked the Town to notify him when they do the dry run so he can check the music volume. There will be a concert at the amphitheater on November 17th from 1:00 – 3:00 p.m.
2. The County issued the final inspection approval for the Clubhouse. They identified some missing depth markers on the horizontal surface of the hot tub, which were added.
3. Perry Unruh will be on vacation November 7th – 14th.
4. Perry Unruh will provide specifications for a push button Schlage lock that he recommends. It can be controlled remotely over the internet and is compatible with a master key system. The cost for installation by a locksmith should be about \$120.
5. Perry Unruh ordered four new lights for Building F like the ones on Building C.
6. Karl will be walking the property weekly to identify burned out bulbs. Some of the LEDs are failing prematurely.

IX. Executive Session

Jeremy Carr motioned to adjourn to Executive Session at 8:49 p.m. to discuss administrative issues. Lisa Peraino seconded and the motion carried.

X. Set Next Meeting Date

The next Board Meeting will be held on Friday, December 14, 2018 at 6:30 p.m.

XI. Adjournment

The meeting was adjourned at 9:20 p.m.

Approved By: _____ Date: _____
Board Member Signature

**LAKE CLIFFE CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS MEETING
December 14, 2018**

I. Call to Order

The Lake Cliffe Association Board of Directors Meeting was called to order at 6:35 p.m. in the Lake Cliffe Clubhouse.

Board Members Present Were:

Paul Provost, Vice President
Chris Rhodes, Secretary
Lisa Peraino, Director

Shawn Horvath, Treasurer
Jeremy Carr, Director

Owners present were Scott Murray (E306) and Randy Starr (B202).

Perry Unruh was present. Erika Krainz of Summit Management Resources was recording secretary.

II. Approval of Agenda and Previous Meeting Minutes

Motion: Lisa Peraino motioned to approve the October 19, 2018 Board Meeting minutes as presented. Chris Rhodes seconded and the motion carried.

III. Homeowner Comments

Scott Murray said he has experienced some intermittent heat issues. Perry Unruh has been able to remedy the problem by adjusting the heat pump.

IV. Financial Report

A. *Review/Approve November 2018 Financial Statements*

Perry Unruh reviewed the financial reports as of November 30, 2018. There is one owner with a balance due of \$6,062 for an outstanding insurance claim deductible. The owner and ServPro are working on resolution.

Shawn Horvath commented that the natural gas price has not been locked for this year.

Perry Unruh reviewed the significant variances:

1. Legal – \$4,180 favorable due to a reimbursement for the failed beam design.
2. Miscellaneous - \$3,667 favorable to budget.
3. General Liability - \$5,442 favorable to budget.
4. General Building Maintenance - \$6,394 unfavorable to budget due to roof repairs and purchase of new smoke and carbon monoxide detectors.
5. Landscaping - \$9,643 favorable to budget but an invoice for about \$12,000 was received yesterday. About \$9,000 of the total is for landscaping and the rest is

for redoing the timbers around the parking lot, which will be paid from Reserves.

6. Plumbing & Heating - \$3,470 unfavorable to budget due to boiler repairs.
7. Fireplace Inspection & Cleaning - \$5,468 favorable to budget. The inspections have been completed but the report has not yet been received.
8. Clubhouse Plumbing & Heating - \$11,399 unfavorable to budget due to the boiler failure.
9. Trash Removal - \$4,402 unfavorable to budget due to reinstating recycling.
10. Cable TV - \$2,008 favorable to budget due to not being billed for all the months that were budgeted.
11. Snow Removal - \$3,692 favorable to budget. Several invoices were recently received for November service.

The year-to-date net income was \$38,616, which was \$40,008 favorable to budget.

The only remaining Reserve expense is warranty work, which will be paid from the Contingency. The Reserve balance was \$263,790 and additional expenses will be about \$50,000.

Motion: Shawn Horvath motioned to accept the November 2018 financial report. Lisa Peraino seconded and the motion carried.

V. Committee Reports

A. *Rental Committee*

Perry Unruh said the Town passed the ordinance for short-term rentals in November. Enforcement will start April 1, 2019. The required license will cost \$60.

Action Item: Scott Murray will provide a summary for the next meeting.

B. *Landscape Committee*

The final invoices were recently received.

C. *Insurance Committee*

There is one claim in process for about \$6,000.

D. *Architectural Committee*

The owner of E301/E302 is requesting permission to remove the window in the dining room and replace it with a 30" hinged glass door. It will be a Milgard Ultra door to match the windows. The unit is on the third floor and the door will face onto the patio. The owner will move the internal heating element at their expense.

Motion: Shawn Horvath motioned to approve the request for installation of a hinged glass door in Unit E301/E302. Lisa Peraino seconded and the motion carried unanimously.

Action Item: Perry Unruh will work with Jeff Lavicka on a design for additional slats for their patio divider.

E. *Rules Committee*

The Board will make changes to the House Rules and Policies in February and April.

Action Item: The Board will provide suggestions for changes prior to the meetings.

F. *Succession Plan Committee*

Kathy Stang is the consultant who can help the Board as needed. There is written documentation of routine procedures in the Operating Manual (on the website) and a vendor contact list.

Action Item: Engage Kathy Stang to help organize the information during the first quarter of 2019.

VI. Old Business

A. *Association Voice Upgrade Progress*

Lisa Peraino is not confident that the two people she has been working with are still with the company (Front Steps). She has left multiple voice and email messages with no response. She was sent a link to the new website but can only view the front page because they have not provided her administrator access. The Association Voice website is still operational.

Action Item: Paul Provost will try to elicit a response from a Front Steps sales representative.

B. *Budget Finalization 2019*

The budget as drafted includes a 3% overall increase in dues. The rental unit lease has been increased and the tenants have renewed. The Board should discuss if the rental unit lease should be terminated at the end of 2019 so the unit can be renovated and a new lease cycle started in June 2020.

Reserve projects scheduled in 2019 include roof replacement and repair Building F (\$137,000), painting Building B (\$25,000), parking lot Building B (\$60,000 – this estimate may be high), Clubhouse exhaust fan (\$3,600), hot tub bunker wall (\$2,500) and contingency (\$10,000). Building A heat tape for \$25,000 was added to Gutters/Downspouts.

There is a heat pipe leak in Building E under the cement floor. The bid for repairing one of the six lines was \$12,000. It may be possible to abandon the lines in the floor and replace them with new lines in the ceiling. Perry Unruh thought all six lines could be run for the same cost as the repair. Perry could hang the pipe and hire a plumber to connect them. Lisa Peraino was concerned the lines might not last through the winter.

Perry Unruh added \$12,500 to Plumbing & Heating for this project. With the changes, the year-end projected balance is \$188,293. Some of the projects (heat tape) may have to be pushed to the fall to ensure the Reserve balance does not drop below \$100,000.

Action Item: Perry Unruh will hang the new lines in preparation for the switch.

Motion: Shawn Horvath motioned to approve the 2019 Budget as discussed. Paul Provost seconded and the motion carried unanimously.

VII. New Business

There was no New Business.

VIII. Manager Report

A. *Project Update*

Perry Unruh reviewed the following:

1. He has been meeting daily with Karl to review completed and upcoming projects. The tasks will be tracked on the calendar on the new website once it is operational.
2. The units have been checked twice to ensure the new smoke detectors have been installed.
3. The hot tub project has been completed except the rock around the outside. All invoices have been submitted. The final inspection was completed and the c/o was issued. The only issue identified was the lack of horizontal depth markers.
4. The only item remaining for the Clubhouse is the vent.
5. The hours on the hot tub sign will be corrected to 10:00 a.m. – 10:00 p.m.

Action Item: Perry Unruh will research lock options for the basement laundry rooms that can be operated through an app.

IX. Executive Session

Motion: Lisa Peraino motioned to adjourn to Executive Session at 8:37 p.m. to discuss administrative issues. Shawn Horvath seconded and the motion carried.

X. Set Next Meeting Date

The next Board Meeting will be held on Friday, February 8, 2019 at 6:30 p.m.

XI. Adjournment

The meeting was adjourned at 9:00 p.m.

Approved By: _____ Date: _____
Board Member Signature