

**LAKE CLIFFE CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS MEETING
February 8, 2019**

I. Call to Order

The Lake Cliffe Association Board of Directors Meeting was called to order at 6:33 p.m. in the Lake Cliffe Clubhouse.

Board Members Present Were:

Sarah Lavicka, President
Shawn Horvath, Treasurer
Jeremy Carr, Director

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

Owners present were Scott Murray (E306) and David & Sue Scott (E205).

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

II. Approval of Agenda and Previous Meeting Minutes

Motion: Paul Provost motioned to approve the December 14, 2018 Board Meeting minutes as presented. Shawn Horvath seconded and the motion carried.

III. Homeowner Comments

Dave Scott said owners of E305 remodeled their unit in clear violation of the rules and without Board approval. They installed hardwood floors throughout the unit. He feels the owners have been deceptive in their correction of this issue and there is a significant problem with noise. The unit is now under contract. Perry Unruh has drafted a short letter to the unit owner, which should be reviewed by legal counsel. Dave asked the Board to require the owner to return the unit flooring to the original condition. The original letter to the owner indicated he would be in compliance if he installed carpet or area rugs.

Action Item: Perry Unruh will confer with legal counsel regarding this issue.

IV. Financial Report

A. *Review/Approve December 2018 Financial Statements*

Shawn Horvath reviewed the financial reports as of December 31, 2018. She noted there were no late fees assessed in 2018.

Perry Unruh reviewed the significant variances:

1. Dues - \$1,440 favorable to budget.
2. Dues & Subscriptions – \$1,079 unfavorable due to Manager recertification.

3. General Building Maintenance – \$8,669 unfavorable to budget due to installation of smoke detectors and roof leak repairs in units.
4. Plumbing & Heating – \$4,907 unfavorable to budget due to replacement of heat exchangers.
5. Clubhouse Plumbing & Heating – \$11,307 unfavorable to budget due to the boiler failure.
6. Trash Removal – \$5,219 unfavorable to budget due to reinstatement of recycling.
7. Net Ordinary Income – \$29,107. The surplus will be moved to the Reserve Fund.

The Reserves ended the year with an \$80,000 surplus due to savings in roof repairs and parking lot. The Balance Sheet reflected an Operating Cash balance of \$71,541 and a Reserve Cash balance of \$270,515.

Motion: Chris Rhodes motioned to accept the December 2018 financial report. Lisa Peraino seconded and the motion carried.

V. Committee Reports

A. *Rental Committee*

Scott Murray sent a draft letter to the Board with the highlights of the regulations that have been enacted by the Town of Dillon. Owners who rent are now required to have a business license and a short-term rental license. Their license number must be included on any online rental listings. Rental owners must also provide emergency contact information (cannot be Lake Cliffe's property manager or assistant manager – Perry or Karl).

Action Item: Lisa Peraino will add a "Short-Term Rental" folder on the website. The letter will be sent by email to all owners with the addition of quiet hours and the two per bedroom occupancy limit. A link should be provided to the House Rules if possible.

Action Item: Jeremy Carr will create a template for a guest parking permit and send it to the Board.

B. *Landscape Committee*

The fences are being damaged by the snowplow. The plow contractor is aware of it and will take care of repairs after the winter.

C. *Insurance Committee*

The claim for the E207/E107 damage has been closed out. There is a surplus of a couple hundred dollars. The owner's insurance paid the \$5,000 deductible.

D. *Architectural Committee*

The E301/302 remodel should be finished by the end of the month.

E. *Rules Committee*

The following changes were discussed:

1. Rules Section 3.E. – remove “trucks with diesel engines” and “and vehicles exceeding 18.5 ft. in length or 6.6 ft. in width”. Add “All vehicles must fit within one parking space”.
2. Rules Section 3.K. – replace “may be towed ... of the vehicle owner” with “will be subject to daily fines, which will be assessed to the unit owner. If towed, the unit owner will be assessed for any related charges”.
3. Rules Section 7.B. – remove “and outdoor toys”.
4. Policies Section 2.C. – change “the Association ... the valve cores” with “the Owner will be responsible for replacing the entire valve assembly”. Delete “The Association will not replace ... shower valve bodies”.
5. Policies Section 3.A. – remove “at least 30 calendar ... start date”.
6. Policies Section – 4.D. – add “or another comparable double hung window” after “Millgard”.

Action Item: Discuss Section 9.A. at the Annual Meeting.

F. *Succession Plan Committee*

Paul Provost did not have a report.

VI. Old Business

A. *Association Voice Upgrade Next Steps*

Lisa Peraino reviewed the roles based on the level of access needed. The Board agreed that all Board members should be at the Manager level, along with Karl Jacobi. Perry Unruh will be Administrator level. Lisa has listed the tent and Clubhouse as the options for rental space.

Action Item: Lisa Peraino will move all documents to the new platform. She will include the minutes for the past three years.

Action Item: Perry Unruh will work on compiling a list of tenants and their contact information so they can be added and provided “Tenant” level access.

VII. New Business

A. *Oversized Vehicle Parking*

This agenda item was discussed earlier during the meeting.

VIII. Manager Report

A. *Project Update*

Perry Unruh reviewed the following:

1. Building E Boiler Leak & Impact on Homeowners – The repair is holding. The pipe in the ground appears to be too worn to fix. The engineer recommended making the temporary patch permanent. An access panel will be added. Two

rows of tiles were removed in the shower so the shower pan could be removed and replaced. Tile was also removed around the toilet and washer/dryer area. It is unlikely that matching replacement tile is still available. Perry Unruh recommended replacing the tile with a new tile of comparable quality. The shower faucet will need to be replaced since it does not have a scald guard. The unit will not have any renters between April 10th – June. Perry will determine if the original mechanical drawings are on file at the County Courthouse.

Action Item: Perry Unruh will get bids for the tile work.

2. Rental Unit C101 Pests – Summit Resort Group called Perry Unruh in January about a tenant complaint regarding cockroaches in the rental unit. The lease was not renewed. The tenants are on a month-to-month basis and will be moving out. The surrounding units are being sprayed to contain the infestation. The Board discussed remodeling the unit after the tenants are out.

Action Item: Perry Unruh will ask Summit Resort Group to inform the tenants that they have a deadline of March 31, 2019 to move out.

3. Basement Pipe Bypass – Perry Unruh has several contractors who are interested in bidding on the project, which will be done in the spring.

Sarah Lavicka left the meeting at 9:20 p.m.

IX. Executive Session

There was no Executive Session.

X. Set Next Meeting Date

The next Board Meeting will be Friday, April 5, 2019 at 6:30 p.m.

XI. Adjournment

Motion: Lisa Peraino motioned to adjourn at 9:32 p.m. Paul Provost seconded and the motion carried.

Approved By: _____ Date: _____
Board Member Signature

**LAKE CLIFFE CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS MEETING
April 5, 2019**

I. Call to Order

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

Board Members Present Were:

Sarah Lavicka, President
Shawn Horvath, Treasurer
Lisa Peraino, Director

Paul Provost, Vice President
Chris Rhodes, Secretary

Owners present were David Scott (E205), Roland Gaash (F102), Eric Kaler & Irene Fernandez (A205), Ed & Barbara Leach (C201), Scott Murray (E306) and Tom & Debbie Spring (F110).

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

II. Approval of Agenda and Previous Meeting Minutes

Motion: Paul Provost motioned to approve the February 8, 2019 Board Meeting minutes as presented. Chris Rhodes seconded and the motion carried unanimously.

III. Homeowner Comments

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

Eric Kaler commented that about seven spots were being lost to snow storage.

Action Item: Perry Unruh will ask the Town about pushing snow toward the bike path.

IV. Financial Report

A. *Review/Approve February 2019 Financial Statements*

Shawn Horvath and Perry Unruh met to review the budget and Reserve Study. Some items will need to be moved. There were no owner delinquencies. There was about \$122,000 in the Checking account and \$302,000 in the Reserve account. Snow Removal will probably be over budget by the end of the year. Gas was over budget due to seasonal higher usage. Plumbing and Heating was over budget due to issues in Building E.

B. *Reserve Budget*

1. Hot Tub – the surrounding vaults and exhaust fan projects will be postponed until later in the year based on the other planned projects and the need to maintain a \$100,000 Reserve balance.

2. Roof Replacement – the final bid was \$145,000 against a budget of \$137,000. The work to replace the roof is planned for June.
3. Building B Exterior - there will be an additional \$1,500 expense for the belly bands on one end.
4. Building A Heat Tape – a trench will be dug along most the back side of the building. New heat tape will be installed to prevent ice build-up in the gutters.
5. Building E Boilers – the boiler lines are leaking. The Board previously approved re-piping the basement. Perry Unruh would like to have Tolin start the work as soon as possible. Losing water in the boiler causes airlocks on the top floor. There will be limited hot water during the day but no interruption in service at night. Perry will send notice of the schedule to the owners. Plan B is to add an air separator on the 3” main line in the basement. The bid for this work is \$8,000. There is another leak that just developed in the basement.
6. Replacement of Floor Pipes – Perry will hire another consultant to provide alternative ideas about replacement of the piping in the floor of the six units that would not involve tearing up the concrete. Perry will request a bid from PSI.
7. Boilers - There was warranty work done on eight boilers last year at a cost of \$14,000. Nine of the remaining 14 boilers have bad heat exchangers.
8. Painting – the painting of Building B will be done in May and the contractor has been paid 40% down.
9. Parking Lot – the parking lot work will be postponed in order to preserve the \$100,000 minimum Reserve balance.

Motion: Paul Provost motioned to approve the revisions to the Reserve Budget. Sarah Lavicka seconded and the motion carried unanimously.

V. Committee Reports

A. *Rental Committee*

There was no report.

B. *Landscape Committee*

Planting will not be done until the fall and will be based on the Master Plan. Dig in the Dirt weekend will be June 21st and 22nd.

C. *Insurance Committee*

The premium increased by \$2,100 (3.8%). There was a claim last year for the flood in E107/E207 that probably affected the rate.

D. *Architectural Committee*

1. Building E301/302 has been completed and there should not be any more problems with noise. The contractors are working on the punchlist.
2. The new owner of the Carollo’s unit replaced the flooring and membrane in the entryway, painted the unit and installed new countertops. About 20 sq.ft. of the crumbled concrete at the entrance to the living room had to be replaced.
3. The carpet was replaced in B204 and about 100 sq.ft. of crumbled concrete had to be replaced.

4. The demolition of the shower in the Carl's unit to repair the leak in the floor will start April 20th.

E. Rules Committee

This agenda item will be discussed under New Business.

F. Succession Plan Committee

This item can be removed from the agenda.

VI. Old Business

A. Association Voice Upgrade Next Steps

Lisa Peraino reported that 58 owners have accepted the invitation and 49 have not yet responded. There is a new website. The software tracks work orders. There is a communication platform that can send bulletins to all owners who have signed up. Owners will need to submit all maintenance requests through the system instead of calling or texting Perry Unruh. Owners will be sent a reminder that the cutoff date to sign up is the weekend after the Annual Meeting. A suggestion was made to hold a workshop after the Annual Meeting to help owners sign up.

Lisa has been working on moving the files to the Resource Center. There are ten folders with numerous subfolders and files and she needs some help with this project. Some of the information is obsolete and can be archived. Irene Fernandez (A205) offered her help in the file migration.

Action Item: Chris Rhodes and Lisa Peraino will meet with Tyler about helping with this project.

B. Sale & Flooring Unit E305 Follow-Up

The Association attorney wrote a letter to Mr. Brenner. The sale went through. The owner upstairs knows about the floor and has no intention of pulling up the carpet. The unit sold for \$545/sq.ft., the highest sales price ever. Several other two bedroom units have recently sold for >\$500/sq.ft.

VII. New Business

A. Review, Edit & Vote on Proposed New House Rules & Policies

1. Trucks – Changed to allow diesel trucks if they fit in a parking spot.
2. Towing Cars – Since it is basically impossible to tow cars, the Board agreed to change the rule to fine the unit owner (for their tenants) daily instead of towing. If a vehicle is towed, the owner will be assessed for all related fees. A suggestion was made to ask the tow company to park a truck on site during concert season.
3. Section 7.B. – Changed to list what is allowed instead of not allowed. Permitted items are patio furniture, grills, wood, bikes and flowers.
Action Item: David Scott will draft language for this change.

4. Policy 2.C. – The old shower and tub valves with a single lever are a safety issue because they do not have an anti-scald valve. Individual owners will be responsible for changing the valve themselves or hiring a plumber.
5. Policy 3 – Changed the notice requirement to the Board for remodels from two weeks to 30 days.
6. Policy 4.D. – Allows for window replacement with any double-hung window instead of only Milgard. After discussion, the Board decided NOT to change this policy. All window replacement projects must comply with the current Architectural Standards & Owner Remodeling or Major Repairs Policy, which includes requirements for obtaining prior written consent from the Property Manager and compliance with the Summit County Building Code.

Motion: Paul Provost motioned to approve the Rules and Policy changes #1 – #5. Sarah Lavicka seconded and the motion carried unanimously.

B. Marina Master Plan & Lake Cliffe Response

A new Marina Master Plan is in process. Perry Unruh believes the company that drafted the last Marina Master Plan will be hired again. There is no plan to move the rigging pole up to the round-about near building B. The Town has long term plans to build a Marina parking garage at some point in the future.

C. Rental Unit C101

The tenants in C101 vacated last week. The \$25,000 that was earmarked for refurbishing the unit was taken out of the budget on the assumption the unit would be occupied all year. The lease was not re-signed for these tenants due to the filthy condition of the unit. The unit will be fumigated for pests. The adjoining units may also need to be treated. The unit will no longer be managed by Summit Resort Group. Perry Unruh suggested that the Board might want to consider using the unit to house a future Lake Cliffe employee. The plan is to replace the carpet with vinyl plank flooring except in the bedrooms, to repaint the whole unit and to upgrade the kitchen. The rental rate should be at least \$1,800/month and could be higher.

D. Summer Paid Concerts

The number of paid concerts have been doubled and some will be on weekends. Fencing may be added in the back and the ugly fencing will be reinstalled in the front. Options for dealing with trespassing include calling the non-emergency number for the Dillon Police, turning on the sprinklers during concerts, planting thorny shrubs or installing higher fences. An owner suggested sending a letter to the Town about the impact of the concert attendees on Lake Cliffe. Sarah Lavicka encouraged owners to call the non-emergency dispatch number individually to report noise issues and trespassing.

VIII. Manager Report

A. *Project Update*

Perry Unruh reviewed the following:

1. Building E Boiler Leak & Resolution of Issues – Discussed earlier during the meeting.
2. Spring/Summer 2019 Projects – Discussed earlier during the meeting.

IX. Executive Session

There was no Executive Session.

X. Set Next Meeting Date

The next Board Meeting was tentatively set for Friday, June 28, 2019 at 6:30 p.m.

Perry Unruh will be on vacation May 13 – 20.

XI. Adjournment

Motion: Sarah Lavicka motioned to adjourn at 8:22 p.m. Chris Rhodes seconded and the motion carried.

Approved By: _____ Date: _____
Board Member Signature

**LAKE CLIFFE CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS MEETING
June 28, 2019**

I. Call to Order

The Lake Cliffe Association Board of Directors Meeting was called to order at 6:34 p.m. in the Lake Cliffe Clubhouse.

Board Members Present Were:

Sarah Lavicka, President
Chris Rhodes, Secretary
Jeremy Carr, Director

Paul Provost, Vice President
Lisa Peraino, Director

Owners present were Whitney Provost (C206), Jeff Lavicka (E304) and Scott Murray (E306).

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

II. Approval of Agenda and Previous Meeting Minutes

Motion: Paul Provost moved to approve the April 5, 2019 Board Meeting minutes as presented. Chris Rhodes seconded and the motion carried unanimously.

III. Homeowner Comments

Whitney Provost expressed concerns about concert noise and parking. The Board discussed putting up signs with the name and number of a towing company as a deterrent or blocking all but one entrance with posts and chains and having the open entrance manned during the concerts.

Jeff Lavicka asked if tiling would be done around the hot tub. The Board decided it was a low priority given the other projects.

Jeff Lavicka asked why Turner Morris had boxed in the soffits while doing the roof of F building. Perry said he had't spoken to Turner Morris to ask yet.

A. *Review/Approve May 2019 Financial Statements*

Perry Unruh reviewed significant variances.

1. Legal - \$902 unfavorable to budget due to legal assistance with the sale of E305.
2. General Liability - \$1,858 unfavorable to budget due to paying two months in advance for the new policy.
3. Corporation Taxes - \$1,307 unfavorable to budget.
4. General Building Maintenance - \$5,748 unfavorable to budget due to the repair to the shower in E103, which was about \$6,800 and included the bathroom floor, shower, new shower pan and new tile in the shower.

5. Plumbing & Heating - \$3,554 unfavorable to budget due to work in E Building.
6. Gas - \$10,969 unfavorable to budget due to reheating the E Building water.
7. Snow Removal - \$5,598 unfavorable to budget.
8. Net Income - \$3,106, which was \$7,677 favorable to budget.

Motion: Lisa Peraino moved to approve the Financial Report. Chris Rhodes seconded and the motion carried.

B. Reserve Budget

Expenses included the payments for the roof, painting, remodel and the Manager's unit floor and appliances.

Action Item: Perry Unruh will ask the painters to paint the vent on the side of E301.

C. Accounts Receivable

There is one owner who is about \$1,000 past due. This owner is habitually late but always pays the balance eventually.

D. Window Cleaning

Perry is waiting to hear from the window cleaning company this week (week of June 31). Once a date is scheduled a notice will be sent out to owners.

V. Committee Reports

A. Rental Committee

There was no report from the committee.

B. Landscape Committee

Eric Kaler provided a written report, which was presented by Sarah Lavicka.

1. The shrubs at the back of A Building were removed for the electrical upgrade for the heat tape.
2. Gaps in the Landscape Master Plan were discussed with Greenscapes and Jaime McCluskie. The recommendation is to fill the gaps with other bushes specified for the back of A Building. The planting will occur after July 4th.
3. Greenscapes does not have a plan for replacement of plants in the beds in front of the buildings that are out of warranty. The solution might be to do an inventory of plants needing replacement and handling it in house.
4. The Play in the Dirt Day was completed despite the overnight snow and cold temperatures. Projects included raking and cleaning up around the Clubhouse common area and some buildings, refreshing mulch in the front beds of A and E Buildings and part of the front of B Building, replacement of expired plants with dianthus in the front beds of A and E Buildings, pulling weeds, planting and mulching the four perennial beds bordering the common areas, deadheading the sage, bushes and other plants in the common area and berms by A, B and C Buildings and other miscellaneous tasks.
5. The participants David and Sue (E Building), Denny (C Building), John and Tom (B Building), Shawn and Eric (A Building), Perry and Karl were thanked for their work.

6. A new tree plan may need to be created. Rick Herwehe of Ceres Landcare walked the property and tagged three Aspens to be removed for safety. He will provide a bid on another five-year plan for trees. It may be possible to pay the expense from Operating if there are adequate funds.

Action Item: Perry Unruh will forward the Landscaping Master Plan to Lisa Peraino.

C. *Insurance Committee*

Sarah Lavicka noted that the 2019 policy is not posted on the website.

Action Item: Perry Unruh will send the policy to Lisa Peraino or Chris Rhodes for posting on the website.

D. *Architectural Committee*

There was no report from the committee.

E. *Rules Committee*

The final rules have been sent to Perry Unruh. There is a kayak on the deck of E208. Perry sent the updated rules to Wilderrest today so they can address the violation with the tenant.

Action Item: Perry Unruh will ask Wilderrest to have the tenants in E107 remove the bench by the front door.

VI. Old Business

A. *Association Voice Upgrade Next Steps*

Lisa Peraino needs to verify the email addresses for owners who have not yet registered. The names of additional owners can be added upon request. Owners who have not been receiving the invites are asked to contact Perry Unruh to verify their contact information. The old website will be deactivated after the Annual Meeting on August 31, 2019. The new system is working well for Perry. Tyler will archive all old website information to a Dropbox for \$30/hour. The Dropbox costs \$99/year and has 1 terabyte of storage.

Action Item: Chris Rhodes will ask Tyler for an estimate of the amount of time needed to transfer the files.

B. *Rental Unit Renovation & Leasing*

Perry Unruh reviewed a series of circumstances in late April and early May that caused him to fall behind with the rental unit renovation. He has found a contractor who will help him do some work in the unit after July 4th. The appliances have been ordered. The carpet and countertop have been ordered and should be delivered within two weeks. The unit should be ready by August 1st. There are two parties who have expressed interest in renting the unit. One of them is Perry's son, who would use it for corporate clients and workers (with a maximum occupancy of five – see note below). He would lease it directly through the Association, saving the 10% commission, and would be willing to pay \$1,800. This agenda item will be discussed further in Executive Session.

NOTE: Based on the executive session it was agreed that the rental unit would have to abide by the same policy for all long-term rentals therefore the maximum occupancy will be limited to 4 people. Perry was asked to let the board know by July 12th if his son wanted to lease the unit so if he passes, we could look at other options.

C. *E301/302 Window Update*

Perry Unruh met with the contractor on Tuesday. The contractor is planning to replace the windows. He asked if the Board would consider allowing the end units to keep the existing windows on the end. Sarah Lavicka was concerned about setting a precedent. Perry has requested a copy of the invoice for proof that the windows will be replaced. The Board unanimously agreed that all windows must be in compliance with the existing policy.

VII. New Business

A. *Annual Meeting*

The Annual Meeting will be held at the Dillon Town Hall. The other options are not as close and could reduce attendance.

VIII. Manager Report

A. *Project Update*

Perry Unruh reviewed the following:

1. Summer Projects – B Building painting, F Building roof replacement, A Building heat tape replacement and landscape replacement.
2. Summer Concerts – **Action Item:** Perry Unruh will get a price for installing posts and chains at two of the entrances.
3. Boat Storage Area & Bike Storage in Basement of Building E – The Board has discussed adding more kayak storage. There are a lot of bikes stored in E Building .
Action Item: Perry Unruh will send notification to owners asking them to identify their bikes and kayaks with a new tag with the owner name and current date by September 1, 2019. Any bikes or kayaks that have not be re-tagged will be removed and donated.
4. E Building Boiler/Water Leak Issues – Perry Unruh continues to explore options for resolving the pipe and leak issues in E Building. Two similarly priced bids were received for different solutions. There is disagreement among the two contractors regarding if the pipes are feed or return lines. He has names of two hydronic engineers and a contractor name from PSI that they would work with to develop a bid for the entire project to move the pipes out of the floor. The method for connecting the stacks for the bottom floor units needs to be identified. The leaks have sealed themselves. It may be possible to access the lines through the closets. It is believed there is a return line two feet behind the door. The other two lines could be more complicated. Connecting the lines could be complicated since some of the areas to run the pipes might not be common element.

Action Item: Perry Unruh will request a ballpark bid for the project for review at the August meeting.

IX. Executive Session

The Board convened Executive Session 8:18 p.m. to discuss solicitation of new Board members, personnel issues and the rental unit. After reviewing the current Lake Cliffe Board term expiration dates, the Board agreed to invite any owners interested in serving on the Board to contact Perry Unruh or a current Board member for more information and confirm their interest.

X. Set Next Meeting Date

The next Board Meeting was set for Friday, August 2, 2019 at 6:30 p.m.

XI. Adjournment

The meeting was adjourned at 9:35 p.m.

Approved By: _____ Date: _____
Board Member Signature

**LAKE CLIFFE CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS MEETING
August 2, 2019**

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:

Sarah Lavicka, President
Shawn Horvath, Treasurer
Lisa Peraino, Director

Paul Provost, Vice President
Chris Rhodes, Secretary

Owners present were Whitney Provost (C206), Eric Kaler & Irene Fernandez (A205), Dick Peterson (E203) and Richard Wenning (A107).

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

II. Approval of Agenda and Previous Meeting Minutes

Motion: Chris Rhodes moved to approve the June 28, 2019 Board Meeting minutes as presented. Paul Provost seconded and the motion carried unanimously.

III. Homeowner Comments

Dick Peterson stated that there is a heating problem in Building E. He requested that it be fixed quickly and correctly.

Richard Wenning presented a memo to the Board requesting that they consider an adjustment to the long term parking rule. His suggestions included a six-month trial process to explore a solution, amending the House Rules to include an explicit process, to allow owners only to park long term (not renters), to require permission for Lake Cliffe staff to move the vehicle when needed, to require proof of registration, to require that the vehicle be in good working order and to charge a fee. Sarah Lavicka explained that the rule was changed because moving vehicles was a burden on staff and the parked cars caused problems with snow removal. The Board will discuss his request.

Paul Provost left the meeting at 6:44 p.m.

Eric Kaler commented on incidents in the parking lot during a concert. There were trespassers but the police could not do anything since “No Trespassing” signs were not posted. The signs have since been added. Sarah Lavicka said this topic should be discussed again at the Annual Meeting.

IV. Financial Report

A. *Review/Approve July 2019 Financial Statements*

1. Operating Cash - \$91,419
2. Reserve Cash - \$193,931
3. Total Checking/Savings – \$285,584

There were no owner delinquencies over 30 days.

Shawn Horvath reviewed significant Profit & Loss variances.

1. Rental Unit Income – there was no rental income for four months. The \$1,000 security deposit was retained from the last tenants for damage.
2. Legal - \$666 unfavorable to budget due to the E305 issues.
3. General Liability – \$1,083 unfavorable to budget.
4. Corporation Taxes - \$1,307 unfavorable to budget.
5. General Building Maintenance - \$4,866 unfavorable to budget due to shower repair in E103.
6. Manager's Apartment Expense - \$524 unfavorable to budget due to purchase of a new refrigerator in April/May.
7. Plumbing & Heating - \$3,275 unfavorable to budget.
8. Clubhouse Plumbing & Heating - \$3,003 unfavorable to budget due to issues with the boilers, which are only 1.5 years old. Perry Unruh is getting recommendations and bids from PSI.
9. Pool & Hot Tub Maintenance - \$993 unfavorable to budget, but this overage is offset by savings in Pool & Hot Tub Supplies.
10. Snow Removal - \$4,465 unfavorable to budget.
11. Gas - \$11,448 unfavorable to budget.
12. Telephone - \$1,134 unfavorable to budget.

Motion: Lisa Peraino moved to approve the Financial Report. Sarah Lavicka seconded and the motion carried.

B. *Reserve Budget*

Perry Unruh reviewed the Reserve projects:

1. Building F Roof - \$143,133, which was about \$6,000 over budget.
2. Building Exterior R&M Maintenance - \$30,621 is not accurate. There is a \$4,100 bill from Alpine Electric charged to this account that should be in Gutters and Downspouts. The line item is actually about \$1,500 over budget. The original bid did not include the belly bands.
3. Gutters & Downspouts - \$4,100 will be added for running conduit in the landscaping.
4. Landscaping – Greenscapes has not submitted an invoices yet.
5. Heat Tape – there is more electrical work for the heat tape.
6. Building B Parking Lot - on hold.
7. Clubhouse - \$1,458 for the area around the hot tubs was not spent. The air make-up system cost is budgeted for \$2,100 and PSI has been asked to provide a bid.

8. Managers Unit - \$25,000 budgeted and expenses to date are \$10,827.
9. Parking Lot & Painting - completed and paid. Owners should inform Perry if they notice any areas that were missed. Building A will be painted next year.

V. Committee Reports

A. *Rental Committee*

Action Item: Scott Murray will request a list of rental units that have registered with the Town.

B. *Landscape Committee*

Eric Kaler provided the report.

1. Replaced shrubs at Building A after the electrical work.
2. The perennial bed at the corner of Buildings A and B was ripped out and needs to be replaced.
3. The dead sod by Buildings E and F will be taken up this weekend.
4. About 40 perennials in front of the buildings have died and will be replaced. They are out of warranty. The Building A flowers will not be replaced until after the exterior painting. Expenses to date are about \$7,000.
5. There are a lot of dandelions in the wild area. He is concerned they might choke out the other plants. Sarah Lavicka adding dandelion removal as a Play in the Dirt Day project next spring.
6. There is a proposed change to the Master Plan. There is a gate between Buildings A and B with a short walkway. It leads to the drainage and some steps. He suggested rerouting it to run alongside Building B away from the windows to provide privacy. The project will be considered next year.
7. He will look into planting flowering quince bushes between Buildings E and F.
8. Rick Herwehe marked some trees on the back side of Building F. He marked one that will be sprayed. Two Aspens and a Lodgepole are starting to split and could fall. They are marked for removal with pink ribbons.

C. *Insurance Committee*

Perry Unruh did not have a report.

D. *Architectural Committee*

There was no report from the committee.

E. *Rules Committee*

David Scott did not submit a report. The Board discussed the owner request regarding long term parking.

Action Item: Sarah Lavicka will inform the owner that this request will be reviewed at the meeting in February when Rules changes are reviewed.

VI. Old Business

A. *Association Voice Functionality & Use by Homeowners*

The attachment feature was enabled today. Perry Unruh sends requests from his computer because he is not able to send them from the app. He can update work orders from the app. Lisa Peraino requested that Perry respond to work orders within three days of receipt. Owners will be informed at the Annual Meeting that work orders must be submitted through Front Steps rather than by text message. Irene Fernandez agreed to test the functionality of the site. Lisa Peraino will make all owner information in the directory visible and owners will have the ability to opt out. This will be discussed at the Annual Meeting. Lisa will be responsible for adding new owner information and deleting old owner information. Owners will be invited to sign up for individualized assistance at the owner picnic. There are currently over 100 owners who have registered.

Perry Unruh was authorized to provide access to realtors through the Lake Cliffe email that was created for this purpose.

B. *Amphitheater, Concerts, Parking & Issues*

Perry Unruh has been issuing violations every weekend, about six every weekend. He believes most of the cars belong to residents. There were hundreds of people walking through the property the first night of the String Cheese Incident. There were some confrontations between owners and trespassers. The Town will not permit installation of removable bollards in their right of way at the entrances. Sarah Lavicka believes the traffic cones are an effective deterrent. Owner education is ongoing.

VII. New Business

A. *Annual Meeting Agenda Planning*

Lisa Peraino volunteered to help with the sign-in. Perry Unruh requested compensation for his family to help run the picnic. Last year it was \$700 - \$750. The Board approved an expense not to exceed \$800 (40 hours at \$20/hour). Sarah Lavicka will bring coffee from Einstein's for the Annual Meeting.

VIII. Manager Report

A. *Summer 2019 Projects*

The painting and roofing projects were discussed earlier during the meeting.

B. *Window Cleaning*

This project will be done next week. The contractors have been asked to clean paint off the windows.

C. *Kayak on the Deck of E208*

Perry Unruh spoke to Wilderrest again. They asked the tenant to remove the kayak today.

D. *E301/302 Replacement Windows*

Perry Unruh spoke to the contractor and owner this week. The owner was not able to order the windows from Lowes. They will be ordering them from Breckenridge Building Center. If the owners do not replace the windows before winter, a deadline will be set and the owners will be fined if they do not comply.

E. *Update on Building E Water Issues*

Perry Unruh reported that Tolin and PSI are not interested in the first floor work. The two options are to go through the floors where the pipes are currently located or to move them up in the ceiling of the first floor unit. Perry will ask for owner approval to do exploratory work if necessary. It still is not known where many of the branch lines go. The two bids from Tolin and Premier for the basement lines only were reviewed at the last meeting. The new bid will be for replacing the lines in six units on the first floor through the slab. RE Construction could be asked to serve as the general contractor for the first floor work and Tolin could be approached about the basement work. The project is unbudgeted and will have to be approved by email.

Action Item: Perry Unruh will update the Board of the results of the meeting with RE Construction by email or text.

Action Item: Perry Unruh will try to obtain a third bid for the basement work.

F. *Updates on C108 Remodel & Potential Tenant*

Most of the cabinets and appliances are in. The carpet and flooring should be in next week. The sheetrock will be repaired next week. Perry Unruh needs to find a source for the countertop. Every place he has called is 4 – 6 weeks out. The countertops will be Formica. Platinum Coatings is interested in the unit at \$1,800/month. The maximum occupancy is four, which might be a deal breaker because there are five in the family.

IX. Executive Session

The Board convened Executive Session at 8:58 p.m. to discuss administrative and personnel issues.

X. Set Next Meeting Date

The next Board Meeting was set for Friday, October 4, 2019 at 6:30 p.m. The Annual Meeting will be August 31, 2019 at 9:00 a.m. at Dillon Town Hall.

XI. Adjournment

The meeting was adjourned at 9:05 p.m.

Approved By: _____ Date: _____
Board Member Signature

**LAKE CLIFFE CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS MEETING
October 4, 2019**

I. Call to Order

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

Board Members Present Were:

Shawn Horvath, Treasurer
Lisa Peraino, Director
Jeremy Carr, Director

Chris Rhodes, Secretary
Ray Dean, Director

Owners present were Jeff Lavicka (E304) and Dick Peterson & Linda Gregory (B201).

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

II. Approval of Agenda and Previous Meeting Minutes

Motion: Shawn Horvath moved to approve the August 2, 2019 Board Meeting minutes as presented. Chris Rhodes seconded and the motion carried unanimously.

III. Homeowner Comments

Jeff Lavicka mentioned that thermographic cameras can identify the locations of heating lines in the walls and floors.

Linda Gregory asked about electric car charging stations. The total cost would be about \$14,000 but there are rebates offered by the State that would result in a differential cost of about \$3,000. Usage could be monitored by a security camera. The Town of Dillon is planning to install a charging station by the tennis courts but this may not occur for another year or two. This topic will be further discussed by the Board during the budgeting process.

IV. Financial Report

A. *Review/Approve September 2019 Financial Statements*

Shawn Horvath reviewed significant Profit & Loss variances. The P&L reflected a \$5,250 unfavorable variance to budget, mainly due to loss of rental income in the rental unit. There was also an overage for remodeling the Manager's unit. There is \$25,000 budgeted and about \$17,000 spent to date with three more days of finish work. It is anticipated that the entire budget will be spent. There have been savings resulting from Perry Unruh doing some of the work himself. Plumbing and Heating was \$2,400 unfavorable to budget due to boiler repairs.

In Reserves, Gutters/Downspouts was \$12,000 favorable to budget due to timing of the heat tape work. Building A is due for painting next summer at a cost of \$40,000, including about \$10,000 for siding repairs.

There were no owner delinquency issues.

There was general discussion about the window washing. It appears that some units were missed. Jeremy Carr suggested approaching Denver contractors for bids in the future.
Action Item: Perry Unruh will follow up with the contractor about the missed units.

Motion: Jeremy Carr moved to approve the Financial Report. Ray Dean seconded and the motion carried.

V. Committee Reports

A. *Rental Committee*

There was no Rental Committee report.

B. *Landscape Committee*

The landscaping been completed behind Building A. The new railroad ties look nice. It is anticipated that the Landscaping line item will be about \$2,000 over budget. There has been some dissatisfaction with Greenscapes. Perry Unruh suggested consideration of another vendor for next year.

Action Item: Perry Unruh will talk to Tim Coen of Greenscapes about more timely billing.

Action Item: Perry Unruh and Eric Kaler will look at the tree that an owner requested be trimmed and the low tree branches that were discussed at the Annual Meeting and provide a recommendation.

C. *Insurance Committee*

Perry Unruh did not have a report.

D. *Architectural Committee*

Perry Unruh said an owner wants to install vinyl plank in the dining room. There is a requirement for an impact and sound transfer rating of 65. It is almost impossible to achieve that rating with one layer of membrane and to verify the rating if two different membranes are used. Perry was instructed to inform the owner that they are required to use a 65 rated membrane.

The owner of E301/302 has ordered new windows, which should be delivered in November.

E. *Rules Committee*

Perry Unruh said the House Rules will be addressed at the February meeting.

VI. Old Business

A. *Association Voice Use by Homeowners*

Lisa Peraino reported that several owners registered after the Annual Meeting. There are still about 14 owners who have not signed up.

Action Item: Eric Kaler will be asked to forward his lists of landscaping concerns to the Board and Perry Unruh instead of submitting them on Front Steps.

Action Item: Perry Unruh will document how all work orders are addressed in each the work order for tracking purposes.

All documents have been migrated from the old website and Tyler is no longer working for the Association. He will be asked if www.lakecliffe.org online traffic can be redirected to Front Steps. The Board agreed the domain name should be kept.

VII. New Business

A. *Budget Planning 2020*

The 2020 Operating Budget as drafted included a 3% dues increase. Perry Unruh reviewed the line items. The following changes were made:

1. General Building Maintenance – increased to \$18,000.
2. Website Maintenance/Upgrade – changed to \$500.

Action Item: Perry Unruh will inspect Karl's unit to determine what upgrades are needed.

B. *Reserves Review*

Perry Unruh reviewed the 2020 Reserve projects:

1. Painting - \$40,000.
2. Parking Lot - \$60,000.
3. Charging Station - \$15,000.
4. Manager's Unit Upgrades - \$15,000.

The projected balance in 12 months is \$348,000, before any expenditures for projects.

C. *Parking Automation Idea*

Jeremy Carr proposed consideration of an automated parking system that is run through an app. Owners would be able to issue parking passes to their renters through the app. Perry Unruh would be able to check the license plates of vehicles parked in the lots to confirm they are authorized. The cost would be paid by owners buying their permits from the company or a monthly fee of \$3/unit/month to manage the system. This system would eliminate the need for hang tags. After discussion, the Board agreed to continue to implement the hang tag system.

D. *Smoking Ban*

Jeremy Carr recommended establishing one or two exterior smoking areas to deter smoking in the units. It was noted that enforcement would be problematic.

Action Item: Lisa Peraino will conduct an owner survey through Front Steps to determine the level of support for a smoking ban or designated exterior smoking areas at the property.

VIII. Manager Report

A. *Building E Heat Issues*

There was discussion about the Building E plumbing project. Perry Unruh approached three contractors about providing bids. Two indicated that the scope of work should include all units but did not provide bids due to the number of unknowns. He then contacted a hydronic engineer in Denver, who recommended Richard of Heatmeister. Richard looked at the system and his primary concern was the boilers. He recommended installation of a magnetic filtration system to trap metal going through the lines. His bid was \$9,452. A bid from Tolin for similar work was \$7,985. Richard wants to check the condition of the lines above the floor to determine if all lines to the top floor need to be replaced. He has not yet provided a bid for the basement bypass. Richard would like to do exploratory work in one of the units to see if it is possible to run the pipes in the ceiling. Jeff Lavicka recommended use of a camera and volunteered to try to participate when the scoping is done.

Action Item: Perry Unruh will arrange for Richard to scope the ceiling using a camera and will have the building tested for asbestos.

B. *Bicycle & Boat Tagging & Disposal*

Only two kayaks of the 11 are tagged. There are 17 tagged bicycles and five that appear to be abandoned. Six tags were not get updated but the bikes belong to current owners and are locked to posts. There is one untagged high-end road bike. A photo will be posted on Front Steps.

C. *Rental Unit*

The Board will discuss the rental units in the context of personnel issues. The work in Unit C101 should be completed this week and it should be ready for rental by November 1st.

D. *Non-Conforming Windows*

This agenda item was not discussed.

IX. Set Next Meeting Date

The next Board Meeting was set for Friday, December 13, 2019 at 6:30 p.m.

X. Adjournment

Motion: Shawn Horvath moved to adjourn to Executive Session at 9:39 p.m. Lisa Peraino seconded and the motion carried.

Approved By: _____ Date: _____
Board Member Signature

**LAKE CLIFFE CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS MEETING
December 13, 2019**

I. Call to Order

The Lake Cliffe Association Board of Directors Meeting was called to order at 6:45 p.m. in the Lake Cliffe Clubhouse.

Board Members Participating (*via teleconference) Were:

Shawn Horvath, Treasurer	Chris Rhodes, Secretary*
Lisa Peraino, Director	Ray Dean, Director*
Jeremy Carr, Director*(joined at 7:02 p.m.)	

Owners present were Scott Murray (E306) and Eric Kaler (A205). Mike Kurth of Summit Bookkeeping and Perry Unruh were present. Erika Krainz of Summit Management Resources was recording secretary.

II. Approval of Previous Meeting Minutes

Motion: Lisa Peraino moved to approve the October 4, 2019 Board Meeting minutes as presented. Shawn Horvath seconded and the motion carried unanimously.

III. Homeowner Comments

Eric Kaler said there were new long term renters in Building A in October. They moved some of the owner's furniture into storage in the basement. He noted that snow is being stored in four spaces in the parking lot of Building A. Perry said the snow will be moved onto the grass behind the building before Christmas.

Action Item: Perry Unruh will follow up with the unit owner about moving their furniture.

IV. Financial Report

A. *Review/Approve November 2019 Financial Statements*

Mike Kurth reviewed significant Profit & Loss variances.

1. Total Operating Income - \$562,513, which was \$13,260 unfavorable to budget, mainly due to the lack of income from the rental unit.
2. Total Operating Expenses - \$564,927, which was \$16,530 favorable to budget. He projects that expenses will be close to budget at year-end.
3. Total Reserve Income - \$159,766, which was \$1,637 favorable to budget due to Interest Income.
4. Total Reserve Expenses - \$227,375, which was \$13,800 favorable to budget. There are about \$8,000 of outstanding invoices for the work in the Manager's unit.

Action Item: Perry Unruh will ask the contractor to submit the invoices before the end of the month.

Motion: Ray Dean moved to approve the November Financial Report. Chris Rhodes seconded and the motion carried unanimously.

V. Committee Reports

A. *Rental Committee*

There was no Rental Committee report.

B. *Landscape Committee*

There was no Landscape Committee report.

C. *Insurance Committee*

Perry Unruh reported that a claim was filed just before Thanksgiving. The plumber doing a remodel in Unit C308 neglected to clamp a water line and flooded the two units below. The claim will be against the plumber's insurance and will not affect the Association. Perry is monitoring the claim.

D. *Architectural Committee*

There was no Architectural Committee report.

E. *Rules Committee*

There was no Rules Committee report.

F. *Hiring Committee*

Jeremy Carr emailed a report to the Board. The committee created guidelines and a job description. There were 12 applicants and they narrowed the field down to five or six. Perry Unruh selected three candidates after phone interviews. One of the three dropped out and second interviews were conducted with the remaining two candidates today, one with video and the other audio only. Both interviews went well and both candidates are viable. One has more maintenance skills and experience but is less of a "people person". The other is personable and has softer skills but is willing to learn. Both are familiar with mountain living and indicated they would be able to fulfill the physical requirements of the job. The next steps will be to schedule a video interview with the second candidate, finalize the selection of the top candidate, draft an offer for Board review and tender the offer to the candidate selected. There was general agreement that if the salary offered is within the agreed range, the Hiring Committee should be authorized to make the offer to the selected candidate without further Board approval.

VI. Old Business

A. *Association Voice*

Lisa Peraino sent out a survey about smoking. She has received 27 responses, with 22 votes in support of the ban and five opposed. This matter will be addressed at the February meeting.

B. Flooring Rule – Review and Update

Perry Unruh said there have been an increased number of requests regarding installation of new hard surface floors. There are contradictions in the existing policy language that were confusing to new owners and needed to be clarified. The board worked to re-word two sections of the rules that address solid surface flooring in units on the second and third floors. All Board members were in favor of the new wording of the rules regarding solid surface flooring in 2nd and third floor units.

Action Item: Ray Dean will research specific sound barrier products for hard surfaces that meet the new rule specifications - for discussion in February.

The following changes were proposed to the rules (which will be finalized in Feb 2020 after a period of homeowner comment):

1. House Rules Section B Noise Control - The living areas (living room and bedrooms) of each second and third floor unit (except for kitchen, entryway, baths, and sink hallway area) shall be suitably covered with padding and carpeting to avoid undue noise to other residents. Entryways that are not carpeted shall be covered with a runner or area rug. Additionally, in lieu of carpet, dining room floors may be covered with a hard surface product such as vinyl plank flooring (also see House rules section B.2).
2. House Rules Section B.2. - The completed installation of any hard surface in the allowable areas: kitchen, entryway, baths, sink hallway area and dining room (not bedroom(s) or living room area) must have an underlayment that singularly has specifications that at a minimum meet the requirements of an airborne sound transmission class (STC) of not less than 65 and an impact insulation class (IIC) of not less than 65.

VII. New Business

A. Budget Planning 2020

Mike Kurth said the 2020 Operating Budget as drafted includes a 3% dues increase. The following changes were made:

1. Gross Rental Income – changed to \$10,800 to reflect six months of \$1,800 rental income instead of the entire year.
2. Rental Management Expense – change to \$1,080 based on the reduced rental income.
3. Mileage Reimbursement – zeroed out.
4. Salaries & Wages – reduced by \$7,000 to cover the highest Assistant Manager salary at \$38,000.
5. With these changes, the bottom line was a \$1,470 deficit.

Action Item: Mike Kurth will adjust the allocation of Operating and Reserve dues to result in a net zero bottom line.

In the Reserve budget, Perry Unruh requested addition of the Clubhouse boiler burners for \$15,000 and \$5,000 for landscaping. He does not have a cost estimate for the Building E

heating repairs. The cost could be paid through a Special Assessment. The timeframe for the Building E heat repairs is late April or early May.

The Board reviewed the 2020 Reserve projects:

1. Painting Building A– \$40,000. The Board agreed the building needs to be painted.
2. Building B Parking Lot - \$60,000. There have been owner requests for this work.
3. Boiler Replacement - \$15,000. The Board agreed this was necessary.
4. Manager’s Unit - \$15,000 for the kitchen. The line item was increased by \$2,000 for unanticipated miscellaneous items.
5. Landscaping - \$5,000.
6. Charging Station - \$15,000. The Board agreed to remove this item from the budget for 2020.

The total revenue from dues for 2020 will be \$804,550. Effective January 1, 2020:

One bedroom dues will increase from 514.00 to 530.00

Two bedroom dues will increase from 547.00 to 563.00

Three bedroom dues will increase from 580.00 to 597.00

Motion: Shawn Horvath moved to approve the 2020 Budget as discussed. Ray Dean seconded and the motion carried unanimously

VIII. Manager Report

A. *Building E Heat Issues & Plans*

There are holes in the closet floors in two units. There are still a few small leaks, which have been repaired previously. A section of good pipe was found by Unit E102 and new pipe was attached to that section. Perry Unruh is confident the pipe is now fixed and he should be able to complete the floor repairs. Heatmeister will provide a bid to replace the heating lines in all 24 units. Heatmeister should be asked to present their plan to the Board and possibly owners, along with a ballpark cost estimate and schedule for the work to be done in the spring.

B. *Bicycle & Boat Tagging & Disposal*

Perry Unruh notified owners who have sold their units to remove their boats. Five or six bikes were removed from Building E. The storage is more organized and looks much better.

C. *Non-Conforming Windows*

The owner of Unit E301/302 wrote her contractor a check and instructed him to buy windows. The contractor ordered the windows from the Breckenridge Building Center but there was a problem with the order because Milgard was bought out. The order fell through the cracks and the windows were not ordered until mid-November and will not be received for six to eight weeks. Another window issue in Building B that was discussed at the last meeting has been corrected.

Action Item: Perry Unruh will review his emails to determine if the initial warning was verbal or written and what, if any, deadlines were established.

IX. Set Next Meeting Date

The next Board Meeting was set for Friday, February 28, 2020 at 6:30 p.m.

X. Adjournment

The Board convened Executive Session at 9:23 p.m. and adjourned the meeting at 9:33 p.m.

Approved By: _____ Date: _____
Board Member Signature