

**LAKE CLIFFE CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS MEETING
February 28, 2020**

I. Call to Order

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

Board Members Participating (*via teleconference) Were:

Sarah Lavicka, President	Shawn Horvath, Treasurer
Chris Rhodes, Secretary	Jeremy Carr, Director
Ray Dean, Director (joined at 6:40 p.m.)	

Owners present were Barbara & Ken Leach (C201), Amy Huffman & Timothy Tallman (E104) and Eric Kaler (A205). Perry Unruh was present. Erika Krainz of Summit Management Resources was recording secretary.

II. Approval of Previous Meeting Minutes

Motion: Chris Rhodes moved to approve the December 13, 2019 Board Meeting minutes as presented. Jeremy Carr seconded and the motion carried unanimously.

III. Homeowner Comments

Barbara Leach thanked the Board for their work.

IV. Financial Report

A. *Review/Approve January 2020 Financial Statements*

Perry Unruh reviewed Profit & Loss and Balance Sheet highlights.

1. Total Operating Cash - \$132,143
2. Total Reserve Cash – \$218,833
3. A/R – No owners are more than one month behind and several owners have paid in advance.
4. Office Supplies - \$536 unfavorable to budget. Perry Unruh will follow up with Mike Kurth about this expense.
5. Snow Removal – \$79 favorable to budget. Snow had to be moved around the property in January to free up parking spaces. Perry Unruh will reposition the recycling bins.
6. Security & Fire Safety - \$4,072 unfavorable to budget due to fire extinguisher replacement.

There have not been any Reserve expenses this year. Scheduled projects include work in boiler room, painting, parking lot, landscaping and Manager's unit upgrades.

Motion: Shawn Horvath moved to approve the January 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*

Eric Kaler will provide a budget for the next meeting.

C. *Insurance Committee*

Perry Unruh said the insurance policy renewal is April 30th. He has been contacted by a couple of insurance companies who want to provide bids but the wiring may be an issue. The policy is currently with Farmer's.

D. *Architectural Committee*

There was no Architectural Committee report.

E. *Rules Committee*

There was no Rules Committee report.

F. *Hiring Committee*

This item can be removed from future agendas.

VI. Old Business

A. *Flooring Update*

Ray Dean provided information about underlayment options. One of the highest rated materials is Whispermat CS, which has an IIC rating of over 65. Anything above 60 IIC is considered a "superior" floor but the actual sound transmission is affected by the subfloor construction. The Lake Cliffe floors are 1.5" lightweight concrete. Most sound transmission calculations are based on floors that have 6" concrete.

Action Item: Perry Unruh and Ray Dean will provide recommendations for the product and required sound ratings to be used under hardwood floors and tile in the dining rooms before the next meeting.

VII. New Business

A. *2020 Rules Review & Approval*

1. Smoking – **Action Item:** Chris Rhodes will ask Lisa Peraino to reopen the smoking survey and send notification to owners asking them to express their opinions prior to the next meeting.
2. Short Term Rental – Add a statement that it is the owner's responsibility to register the rental management company with Lake Cliffe management.
3. Employee Goals – Change meetings from April, August and December to May and November.

B. New Homeowner Information at Closing

Shawn Horvath contact Shannon at Summit Bookkeeping regarding new owner information. Shannon sends a welcome letter, a form requesting contact information, an explanation of how to make dues payments and an ACH authorization form. Perry Unruh sends new owners an invitation to join Front Steps, if they provide their contact information.

Action Item: Add a paragraph to the welcome letter with a request for new owners to email Perry Unruh their phone number and email address.

C. Tree Trimming

There was general discussion regarding owner requests for tree trimming. Perry Unruh explained that this task is managed by the arborist Rick Herwehe. In general, trees are not trimmed solely to preserve or improve views. Trimming is done to improve tree health and to address safety issues.

VIII. Manager Report

A. Building E Heat Issues & Plans

The temporary patch in E103 failed in December. A more permanent patch was put in place. It was discovered that some of the piping in other units is in relatively good condition. Heatmeister believes the piping throughout the building may not be in as bad condition as anticipated. Unless the Board wants to pursue a long-term plan, complete replacement appears not to be as urgent as was believed a year ago. No contractor will take on the project without replacing all the piping. Heatmeister added a magnetic filter to catch the metal particles in the system. The system is flushed once monthly. Replacing all the pipes would be a major expense but a bid has not yet been provided due to the unknowns. Perry Unruh is trying to identify a way to do the work without tearing out all the floors in the units.

Action Item: Perry Unruh will ask Heatmeister to provide a preliminary plan and ballpark cost estimate. He will ask if Heatmeister can perform an inspection and/or video the interior of the pipes.

B. Non-Conforming Windows

The contractor informed Perry Unruh he will be starting the windows before Wednesday. The Board set a deadline of March 15, 2020 for completion of the window installation. If this deadline is not met, the Board will consider fining.

C. Manager's Unit

Karl will be moving out tomorrow. The contractors are scheduled to provide bids next week for renovating the kitchen and painting. The unit will be rented as a two bedroom, one bathroom. It should be ready for rental in late spring or early summer.

Action Item: Perry Unruh will email the Board suggestions for a rental management company.

IX. Set Next Meeting Date

The next Board Meeting was set for Friday, April 17, 2020 at 6:30 p.m.

X. Adjournment

The Board convened Executive Session at 8:23 p.m. and adjourned the meeting at 8:45 p.m.

Approved By: _____ Date: _____
Board Member Signature

**LAKE CLIFFE CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS MEETING
April 17, 2020**

I. Call to Order

The Lake Cliffe Association Board of Directors Meeting was called to order by Sarah Lavicka at 5:33 p.m. via teleconference.

Board Members Participating Were:

Sarah Lavicka, President, E304
Chris Rhodes, Secretary, F309
Ray Dean, Director, A303

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

Owners present were Barbara & Ken Leach (C201), Amy Huffman (E104), David Scott (E205), Jim and Patty Penta (C307), Dick Peterson (E205), John Worrel (B104), Joan McVoy (E303), Eric & Irene Kahler (A205), Scott Murray (E306) and Steve Miller (C302). Perry Unruh was present. Erika Krainz of Summit Management Resources was recording secretary.

II. Approval of Previous Meeting Minutes

Motion: Sarah Lavicka moved to approve the February 28, 2020 Board Meeting minutes as presented. Ray Dean seconded and the motion carried unanimously.

III. Homeowner Comments

There were no owner comments.

IV. Financial Report

A. *Review/Approve March 2020 Financial Statements*

Perry Unruh reviewed Profit & Loss and Balance Sheet highlights.

1. Total Operating Cash - \$118,000.
2. Total Reserve Cash – \$230,000.
3. A/R – There are three owners 60 – 90 days past due. They are previous owners who have not been removed from the report. Shawn Horvath noted her concern about owners being unable to make payments in the next few months. These situations will be handled on a case by case basis. The Board may want to consider waiving late fees and interest for the next few months.
4. Rental Income – The unit is still being renovated.
5. Laundry Income – The income is higher than budget but may include revenue from December.
6. Dues & Subscriptions – Recertification for Perry Unruh’s CMCA license was not budgeted. The license is not currently required by the state but Perry is maintaining it since it may be reinstated next year.

7. Office Supplies – The Assistant Manager drug test fee was charged to this account and should be moved to the Hiring account. A bulletin board was purchased for the Clubhouse.
8. Insurance – The renewal was higher than budgeted.
9. Income Taxes – Over budget due to the spread of the expense in the budget.
10. Common Maintenance – Some of the expenses are budgeted over 12 months.
11. Roof Repairs – There are continued roof leak issues at E304.
12. Net Income (Loss) - \$3,000 favorable to budget.

There have not been any Reserve expenses this year. Boiler replacement, painting Building A exterior, Building B parking lot, landscaping and Manager's unit upgrade are included in the budget.

Motion: Jeremy Carr moved to approve the March Financial Report. Chris Rhodes seconded and the motion carried unanimously.

V. Committee Reports

A. *Rental Committee*

The Summit County short-term rental prohibition has been extended to May 31st.

B. *Landscape Committee*

The Play in the Dirt Day is tentatively scheduled for June 20th. Eric Kaler is working on a landscaping budget.

C. *Insurance Committee*

Perry Unruh reported that the General Liability policy was renewed on April 1, 2020. Owners should check the coverage included in their individual policies.

D. *Architectural Committee*

The bathrooms and kitchens in A208 and A305 are being remodeled.

E. *Rules Committee*

There will be a vote on the new rules later in the meeting.

VI. Old Business

A. *Flooring Update*

Ray Dean recommended requiring a 1/8" cork underlayment on top of the existing gypcrete when any type of flooring is replaced. The cost for a roll containing 200 sq.ft. of the cork would be \$110. The Association could purchase a few rolls to keep in inventory and supply to owners who replace their floors. For hard surface floor replacements, there should also be a requirement for 1/4" cement board, which is available at Lowes and would be an individual owner responsibility, and a third layer of Whisper Mat on top of the cement board. An owner commented that layers of underlayment seem to result in creaking, which is actually noisier than footsteps.

VII. New Business

A. *2020 Rules Review & Approval*

1. Floor Revision – Ray Dean and Perry Unruh will revise the language for Board review and vote. It was agreed that “or area rugs” should be removed.
2. Smoking – Lisa Peraino sent the survey results to all Board members. She believes there were 27 owners in favor of the change and five opposed. The Board discussed how enforcement would be handled and if there should be a designated area for smoking with an ashtray. Owners who rent should be encouraged to post a no smoking rule in their units and provide directions to the smoking area.
Motion: Jeremy Carr moved to establish two designated smoking areas by the Building A dumpster and near the Clubhouse, with containers for cigarette butts. Lisa Peraino seconded and the motion carried.
3. Short Term Rental – Owners are asked to register the name of their rental management company with Perry Unruh.
Motion: Chris Rhodes moved to approve the Short-Term Rental Rules. Sarah Lavicka seconded and the motion carried.
3. Employee Reviews – The frequency was changed from three times annually to twice annually in May and November.
Motion: Sarah Lavicka moved to approve the policy as amended. Ray Dean seconded and the motion carried.

B. *COVID-19 Clubhouse Closure*

Perry Unruh reported that there are over 70 confirmed positive cases in Summit County and one death. The Clubhouse is closed, the heat has been turned off for the pool and the hot tub has been drained. All four laundry rooms are open from 9:00 a.m. – 5:00 p.m. They are locked at 5:00 p.m. to deter squatters. Perry purchased a Schlage coded lock that can be programmed to operate only during specific hours.

Action Item: Perry Unruh will install the code lock on one of the busier laundry rooms as a test.

Action Item: Perry Unruh will get pricing for a key card lock.

Action Item: Chris Rhodes will post the revised laundry room hours on Front Steps.

Action Item: Perry Unruh will post a sign with the laundry room hours on the laundry room doors.

C. *Town of Dillon Summer Plans*

Action Item: Perry Unruh will follow up with the Town about the summer plans.

VIII. Manager Report

A. *Non-Conforming Windows Update E301 – E302*

The east side bedroom windows and the south side windows have been replaced. The owners requested an extension on the remaining windows until the snow melts.

B. *Former Manager’s Unit Renovation & Rental Update*

Perry Unruh and Mike did most of the demolition in March. They reconfigured the rooms to make the space more user friendly. The electrician should be on site next week. There is aluminum wiring that is now exposed and will be replaced. The goal is to have it ready for

rental by June 1st. There is a large market for six-month rentals that generate higher rental rates and would provide the opportunity for cleaning between tenants. The Board agreed they would prefer a long-term (one year) rental.

C. *Building E Heat Issues & Plans*

Phase 1 of replacing the heating lines has been started since the occupancy throughout the complex is very low. Two domestic hot water storage tanks were moved to access the lines in the ceiling. The project is moving slower than anticipated. There is no heat in Building E and electric heaters have been placed in the occupied units. The unit occupants will be reimbursed for the electricity to heat the units for the month of April. The start date for Phase 2 has not yet been set. The cost will probably be close to \$40,000. The work will be done on a time and materials basis. The lines going to the outside units were pressure tested. The south side lost more pressure but there are twice as many units. It has not been determined if the cement in the first floor units will have to be removed.

Action Item: Perry Unruh will send notice to the owners regarding the lack of heat in the building.

D. *Reserve Projects Budget Review*

Perry Unruh has not signed any contracts. Potential projects include painting Building A, Building B parking lot asphalt removal and replacement, landscaping and boiler work in Building E. The Board agreed to put the projects that were approved in December on hold until the cost for the Building E work is known. Sarah Lavicka suggested prioritizing the other projects. Jeremy Carr felt the painting and parking lot needed to be done. Landscaping could be reduced or done by owners on Play in the Dirt Day. One of the projects will be to plant thorny bushes.

Several owners emphasized that the Building E heating system needs to be fixed as soon as possible. Perry Unruh said after the system is recharged, a plan will be drawn up and put out to bid. If the work is approved by the Board, it can probably be completed this summer. PSI needs to use an infrared camera to map out the system. The Board can then determine if PSI should do the additional work or if it should be put out to bid with other companies.

It was agreed that Building A should be painted as soon as possible, some landscaping should be done in June and the Building B parking lot should be tabled until the fall.

Action Item: Perry Unruh will inform A-Peak that the parking lot is on hold until the fall. He will sign the Platinum contract for painting Building A and will ask the painters to move the patio furniture and cover it.

Action Item: Chris Rhodes will include the project schedule in the next newsletter.

E. *Open Discussion*

Sarah Lavicka said the snowplow damaged the asphalt in the parking lot. Perry Unruh said Tom Hill is currently out of town and will look at it when he returns.

Perry Unruh is very pleased with Mike, the new Assistant Manager. He has good attention to detail and is a hard worker. Mike will be asked to attend the next meeting. He has set up a work area in the basement of Building B.

Shawn Horvath requested updates on the property every two weeks.
Action Item: Perry Unruh will assign this task to Mike.

Perry Unruh's review comes up in May. Chris Rhodes volunteered to work on it with Jeremy Carr, pending notification from the Governor about the stay at home order. Mike will be evaluated at the same time.

IX. Executive Session

There was no Executive Session.

X. Set Next Meeting Date

The next Board Meeting was set for Friday, June 19, 2020 at 6:30 p.m.

XI. Adjournment

Motion: Ray Dean moved to adjourn at 7:45 p.m. Lisa Peraino seconded and the motion carried.

Approved By: _____ Date: _____
Board Member Signature

**LAKE CLIFFE CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS MEETING
June 19, 2020**

I. Call to Order

The Lake Cliffe Association Board of Directors Meeting was called to order by Sarah Lavicka at 6:54 p.m. in the Lake Cliffe Clubhouse.

Board Members participating were:

Sarah Lavicka, President, E304
Chris Rhodes, Secretary, F309
Lisa Peraino, Director, E306

Shawn Horvath, Treasurer, A101
Jeremy Carr, Director, F109

Owners participating by Zoom were Dick Peterson (E203), Eric Kaler & Irene Fernandez (A205), Jane Johnson (C303) and Jane & Tom Krusko (B103). Perry Unruh and Mike Delcavo were present. Erika Krainz of Summit Management Resources was recording secretary.

II. Approval of Previous Meeting Minutes

Motion: Chris Rhodes moved to approve the April 17, 2020 Board Meeting minutes as presented. Shawn Horvath seconded and the motion carried unanimously.

III. Homeowner Comments

Dick Peterson thanked Perry Unruh and the Board for getting the heating system up and running. He commented that the tenant in E103 was smoking a cigar on the deck and the owner should be notified.

Eric Kaler mentioned some quality issues with the exterior painting. Some areas were missed, some boards should have been replaced and there are some grooves in the wood that should have been filled and painted. There are areas of the flashing, scuppers and downspouts on Building A that have not been replaced. Perry Unruh said these items will be addressed when the roof is replaced. There is a light post in the parking lot that has been burned out for three years. Perry said the fixture needs to be replaced.

Action Item: Perry Unruh will follow up with Eric Kaler and put these items on the painter's punchlist.

IV. Financial Report

A. *Review/Approve May 2020 Financial Statements*

Perry Unruh reviewed Profit & Loss and Balance Sheet highlights. Total Operating Cash was \$46,501, Total Reserve Cash was \$130,157 and Net Income was about \$3,000 favorable to budget.

B. Reserve Balance

Reserve expenses were \$10,236 for the Manager's unit and \$138,470 for plumbing and heating in Building E, with one outstanding invoice from PSI for about \$17,000. The Platinum Coatings expense was \$12,368, carpet cleaning was \$1,100 and there will be a \$4,000 expense for deep cleaning. One long term renter was displaced for 2 – 3 weeks and Wilderrest requested that Lake Cliffe pay the cleaning bill. Perry Unruh asked Wilderrest to submit a written request but has not received anything.

The building exterior painting will end up around \$36,000. The painters did not replace all the wood, which would have been a \$25,000 expense.

The budget for the Manager's unit was \$17,000. The total cost will end up being around \$20,000 because the bathroom remodel was added. The work should be finished by July 1st.

The parking lot has been pushed out until the fall.

After expenses, the Reserve balance will be around \$80,000. Contributions for the remainder of the year will be \$103,000. There should be adequate funds by September to pay for the projects. The Board agreed a Special Assessment was not necessary at the present time.

Motion: Chris Rhodes moved to approve the May Financial Report. Sarah Lavicka seconded and the motion carried unanimously.

V. Committee Reports

A. Rental Committee

There was no Rental Committee report.

B. Landscape Committee

Play in the Dirt Day will be 9:00 a.m. tomorrow. Eric Kaler said there was a punctured irrigation line by A Building. He is still trying to identify a suitable species of thorny bush and locate a vendor where they can be purchased. He needs about 40 bushes. He will send an updated Landscaping Budget to the Board once finalized. There are some spruce trees with scale and some other trees need to be scheduled for removal. There were 11 branches trimmed by Mike Delcavo from a tree by B Building. It was a tree policy violation because the branches were healthy and the trimming was done to improve the view from a unit. Perry Unruh said this matter has been addressed. There are some trees limbs on the ground next to the overflow parking (not on Lake Cliffe property) that should be removed to reduce fire hazard.

C. Insurance Committee

There was no Insurance Committee report.

D. Architectural Committee

There was no Architectural Committee report.

E. *Rules Committee*

Action Item: Perry Unruh will work with Ray Dean on the rules.

VI. Old Business

A. *Flooring Update*

Ray Dean was not present to provide a report.

B. *Smoking Area*

The signs for the designated smoking areas should be delivered tomorrow.

Action Item: Perry Unruh will add some benches (if not already existing) and a receptacle with sand for cigarette butts.

VII. New Business

A. *Updates on Dillon Summer Plans*

There will not be any concerts until at least August. The Farmer's Market is open with social distancing and about half the number of vendors. Use of the Town Hall for meetings has been suspended indefinitely.

B. *Homeowners Association Annual Meeting 2020*

There was discussion about how to conduct our annual meeting under the present COVID limitations. The Dillon town hall meeting room is not currently available and even if it becomes available, will not allow enough room for social distancing. There is the potential for the annual meeting to be held outside in the greenspace under tents OR on a hosted and professionally managed zoom meeting. Decision will need to be made at the next board meeting so that Perry can get meeting packets sent out timely.

Action Item; Chris Rhodes to investigate hosted and managed Zoom meetings. Perry Unruh will work on a list of other indoor location options for holding the Annual Meeting.

VIII. Manager Report

A. *Former Manager's Unit Renovation & Rental Update*

The Board discussed self-managing the rental unit or hiring a management company. The market rent for two bedroom units is \$2,000 - \$2,500/month. The deposit should be first and last month's rent plus a damage deposit.

Action Item: Jeremy Carr will provide a template for a long-term rental.

Motion: Jeremy Carr moved to self-manage the unit and to rent it long-term. Sarah Lavicka seconded and the motion carried.

B. *Building E Update*

This agenda item was discussed during the Financial Report.

C. *Pool & Hot Tub Update*

Perry Unruh is waiting for changes from the State. The facility is open 9:00 a.m. – 6:00 p.m. and users are social distancing.

Action Item: Perry Unruh will update the lock for the new hours.

IX. Executive Session

The Board convened Executive Session at 8:36 p.m. to discuss employee evaluations and administrative matters.

X. Set Next Meeting Date

The next Board Meeting was set for Friday, August 14, 2020 at 6:30 p.m.

XI. Adjournment

The meeting was adjourned at 9:43 p.m.

Approved By: _____ Date: _____
Board Member Signature

**LAKE CLIFFE CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS MEETING
August 14, 2020**

I. Call to Order

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

Board Members Participating Were:

Sarah Lavicka, President, E304
Chris Rhodes, Secretary, F309
Lisa Peraino, Director, E306

Shawn Horvath, Treasurer, A101
Jeremy Carr, Director, F109
Ray Dean, Vice President, A303

Owners participating by Zoom were Linda Gregory & Dick Peterson, Eric Kaler & Irene Fernandez, Tom Krusko, Catherine Rundle, Patricia Penta and John & Earlane Worrell. Perry Unruh and Mike Delcavo were present. Erika Krainz of Summit Management Resources was recording secretary.

II. Approval of Previous Meeting Minutes

Motion: Sarah Lavicka moved to approve the June 19, 2020 Board Meeting minutes as presented. Chris Rhodes seconded and the motion carried unanimously.

III. Homeowner Comments

John Worrell asked if there was an agreement with the Town regarding noise levels at the amphitheater. The music has been loud on Saturday afternoons and evenings. Perry Unruh said there was no agreement. Tomorrow is the last concert. Owners should call the Town to register complaints.

IV. Financial Report

A. *Review/Approve June 2020 Financial Statements*

Perry Unruh reviewed the Balance Sheet:

1. Reserve - \$95,543. The Board approved going below a \$100,000 balance E Building work.
2. Checking – \$64,683.
3. A/R – One owner has not been paying and is about six months behind. The owner has not set up a payment plan and will be assessed late fees. A letter will be sent by the attorney if the balance is not paid by the October meeting.
Action Item: Shawn Horvath will confirm that Summit Bookkeeping is keeping written records of the contact with the delinquent owners and ask if a first notice should be sent to the owners before the attorney letter.
4. Net Income - \$14,000 favorable to budget for the month and \$7,856 favorable to budget year-to-date.

B. Reserve Balance

The A Building painting was budgeted for \$40,000 and as of the end of June, the total expense was \$36,300. Another check has been written since then. There has been \$170,605 spent on E Building. The Manager's unit upgrade was budgeted for \$17,000 and \$12,630 had been spent as of the end of June.

Motion: Lisa Peraino moved to approve the June Financial Report. Jeremy Carr seconded and the motion carried unanimously.

V. Committee Reports

A. Rental Committee

There was no Rental Committee report.

B. Landscape Committee

Eric Kaler noted good participation for Play in the Dirt Day and thanked participants. Mulch was spread in flower beds, shrubs trimmed, cleanup and some planting was done.

This year, 70 perennials were planted and compost treatment of lawn areas adjacent to our condo buildings completed. Plants that died at end of C Building due to a watering Issue need replacement. Found a 5' metal panel fence that could replace the split rail fence between E and F buildings using savings from more in-house work being done. This area's trespasser issues would be mostly addressed. Sarah Lavicka noted that the owners had generally indicated they were not in favor of fences but said it can be raised at the annual meeting. Varieties of thorny shrubs are on site. Nurseries advised that the flowering quince and barberry are not good at this altitude. Wild roses do better and are available. The Board directed planting of the bushes obtained. Landscaping funds remaining this year toward could replace the riding mower and irrigation controllers.

C. Insurance Committee

There was no Insurance Committee report.

D. Architectural Committee

There was no Architectural Committee report.

E. Rules Committee

There was no Rules Committee report.

VI. Old Business

A. Flooring Update

Perry Unruh and Ray Dean are working on the wording for the flooring policy. They drafted new language for Section B. Noise Control that includes requirements for the materials rather than STC and IIC classes. Lisa Peraino questioned the inclusion of a requirement for cork underneath carpet. The Board discussed if the Association should

provide the Whispermat product for owners as previously considered. There was agreement that owners should be responsible for their own materials. Perry will integrate his language into the main document and send it to the Board for review.

B. Smoking Area Update

Two areas have been established, one by the Clubhouse and one by the kayaks. Wilderrest is now informing their renters of the no smoking rule. Perry Unruh looked at benches at Lowes but they were not very sturdy. He will order some larger signs that can be seen from the parking lot. Owners who rent should include information about the smoking areas in their units.

VII. New Business

A. Railing Request

Some owners are concerned about paint on their railings or damage to the finish. Perry Unruh is working with the painters to restore the finish. An owner was concerned about the stairwell railings not being up to code. Perry Unruh said the railings were not replaced due to the cost. The railings do not all meet current code but they are grandfathered. Adding a mesh inside the railings in some areas would be an option. The Board agreed owners could put up temporary solution when they are staying at their unit. The unit railings on patios are an owner responsibility and can be cleaned with soap and water and car wax once annually. The Association is responsible for the railings on the fronts of the buildings.

B. Expectations for Unit Inspections

Perry Unruh and Mike Delcavo will work on inspection spreadsheets that are specific to each building. They will try to do the inspections mid-week when occupancy is usually lower. A sign-up sheet will be circulated at the Annual Meeting to allow owners to opt in for the inspections.

Action Item: Perry will determine if the inspections can be logged on Front Steps instead of manually on a piece of paper.

C. Annual Meeting Planning

A meeting facilitator has been hired to run the virtual meeting. He charges \$80/hour. Notice has been sent to all owners through Front Steps that there will not be a picnic or barbecue. The packets were sent out the first week of August. The Zoom link will be sent out by email and will be posted on the website. Perry Unruh will ask the Town of Dillon Manager to provide a written update. There have not been any self-nominations for the Board election.

VIII. Manager Report

A. Former Manager's Unit Renovation & Rental Update

The monthly rental rate is \$2,200. One potential tenant looked at it today and filled out an application. A second prospect did not show up. There has been positive feedback. A credit checks will be done for all potential tenants.

B. *E Building Update*

The contractor put water in the system as a test to ensure there are no leaks. Glycol will be refilled later in the fall in preparation for the winter. Thus far, the project has been very successful. There are a couple of issues in E102 and E103 that are being addressed. There is damaged wallpaper in E102, which cannot be replaced and scratches in the Formica on the kitchen island. Perry Unruh is working on a solution with the owners.

IX. Executive Session

There was no Executive Session.

X. Set Next Meeting Date

The next Board Meeting was scheduled for Friday, October 16, 2020 at 6:30 p.m.

XI. Adjournment

Motion: Jeremy Carr moved to adjourn at 8:27 p.m. Ray Dean seconded and the motion carried.

Approved By: _____ Date: _____
Board Member Signature

**LAKE CLIFFE CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS MEETING
October 16, 2020**

I. Call to Order

The Lake Cliffe Association Board of Directors Meeting was called to order by Sarah Lavicka at 6:42 p.m. via videoconference.

Board Members Participating Were:

Sarah Lavicka, President, E304
Chris Rhodes, Secretary, F309
Tony Thomas, Director, A204

Shawn Horvath, Treasurer, A101
Lisa Peraino, Director, E306

Owners participating were Richard & Jeryl Peterson, Linda Gregory & Dick Petersen, Barbara & Ken Leach, Eric Kaler, Sandy & Dorsey Hightower, Jack & Ann Kennedy, John Worel, Dianne Bernez and Camille Van Vurst.

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

II. Approval of Previous Meeting Minutes

Dianne Bernez noted a correction to the spelling of her name in the Annual Meeting minutes.

Motion: Sarah Lavicka moved to approve the August 14, 2020 Board Meeting minutes as presented. Shawn Horvath seconded and the motion carried unanimously.

III. Homeowner Comments

There were no owner comments.

IV. Financial Report

A. *Review/Approve September 2020 Financial Statements*

Shawn Horvath reviewed the Balance Sheet:

1. Operating Cash – \$73,084.
2. Reserve - \$73,535, which is below the \$100,000 threshold but should be above that level by the end of the calendar year.
3. A/R – \$18,716. One owner has not been paying. Summit Bookkeeping is working with the title company. The unit is set to close 11/13/20 and the Association will be paid the outstanding balance.
4. Income – \$12,368 unfavorable to budget due to the loss of income for the rental unit.
5. Expenses – \$29,594 favorable to budget. R&M Clubhouse was \$6,522 favorable to budget but there are some upcoming repairs.

6. Reserve Expenses – \$144,222 unfavorable to budget. The contribution for the remainder of the year is projected to be \$44,000 and the estimated year-end balance is \$108,000.

Motion: Shawn Horvath moved to approve the September 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*

Eric Kaler reported that nine thorny bushes were planted in September at the corners of B and F Buildings and 34 more may be planted in the spring, depending on how they fare over the winter. Wild rose bushes may be another option if they are available in the spring. Perry Unruh is researching a new mower and irrigation controller.

C. *Insurance Committee*

There was no Insurance Committee report.

D. *Architectural Committee*

Kitchen and bathroom remodeling is underway in A104. There is a dumpster on site. Minor repairs are being made in F206 and new carpet was installed in F303/F304.

E. *Rules Committee*

The Rules Committee is still working on the flooring issue. Perry Unruh reviewed the proposed new language for Section 1B. Noise Control:

The living area and bedrooms of each 2nd and 3rd floor unit are required to be covered with both padding and carpeting to avoid undue noise to other residents.

The dining area, kitchen, entryway, bath sink hallway area and baths - can be covered with solid surface floor covering. Additional noise dampening rugs and runners are encouraged in these areas.

1. *All hard surface floors in areas described above must have (1) 1/8" cork underlayment on top of existing gypcrete floors (Lake Cliffe management will provide this material), along with (2) 1/4" cement board and (3) Whisper Mat™ underlayment (purchased at homeowners' expense). This requirement includes any new remodel OR replacement of existing hard surfaces in the kitchen, entryways, dining rooms and bathrooms. Lake Cliffe management must review and approve these three steps before final installation of hard surfaces.*
2. *The installation of flooring must be done by a licensed contractor and in compliance with the Summit County building codes.*
3. *The Property Manager must approve any repairs to the subfloor that are required before the installation. Repairs to the gypcrete subfloor will be covered by the homeowner's association.*

4. *Any units where renovations will modify the typical kitchen/dining room configuration must be reviewed by the property management to determine where the hard surfaces or carpet are allowed.*

Motion: Chris Rhodes moved to approve the new wording for the flooring rule. Lisa Peraino seconded and the motion carried unanimously.

VI. Old Business

A. *Electric Vehicle Charging Station*

There is an owner plugging in to 110V outlets to charge a vehicle. Tony Thomas suggested installation of locking cover plates on the outdoor outlets. The Town has addition of a charging station on their next meeting agenda. Owners can send comments to the Town at astuckey@townofdillon.com or participate on the videoconference meeting this coming Tuesday.

Action Item: Perry Unruh will follow up on the installation of the locking cover plates.

B. *Flooring Update*

The policy was approved earlier during the meeting.

C. *Unit Checks for Winter 2020/2021*

The unit checks will start in November and vacant units will be done twice monthly through April. The checks include thermostats, windows and water leaks. The gas and wood fireplace inspections will be starting October 27th. Notices will be posted around the property and notification will be sent to all owners. Owners will be notified if their unit cannot be accessed.

VII. New Business

A. *Budget Planning 2021*

Mike Kurth reviewed the draft budget.

1. Income – \$645,945 was budgeted for 2020 and the year-end projection is \$633,855 due to loss of the rental income. For 2021, rental income is estimated at \$2,300/month for six months.
2. Expenses – \$640,810. The budget includes 3% cost of living increases in the Professional & Accounting, Salaries & Wages, Insurance and Property Tax line items. The Maintenance categories increased about \$5,000, mainly based on actuals for Plumbing & Heating. Clubhouse Repair & Maintenance was decreased. Utilities were increased \$10,000 based on actuals. The allocation of dues to Operating and Reserves was adjusted to keep dues flat.
3. Reserve Income – \$182,420 budgeted contribution, increased from \$176,172 in 2020.
5. Reserve Expense – \$72,000 is budgeted for the Building B parking lot and sealcoating and striping all other lots. The projected 2021 year-end Reserve balance is about \$250,000.

Action Item: Mike Kurth will send the draft budget to all Board members next week.

VIII. Manager Report

A. *Former Manager's Unit Renovation & Rental Update*

The remodel has been completed. Efforts to rent it are underway. It has been a challenge finding suitable tenants who have adequate funds.

B. *Project Updates*

1. The Building E pipes are holding well and running great. The basement floor has been patched.
2. The irrigation system will be blown out and winterized in the next few days.
3. The basements are being organized.
4. The basement locks are being replaced. Some are failing and there have been issues with squatters in the past.

There will be a vacant Board seat. Owners interested in serving should contact Perry Unruh or the Board. The replacement will be appointed by the Board.

IX. Executive Session

The Board convened Executive Session at 7:42 p.m.

The following board positions were ratified:

LAKE CLIFFE BOARD OF DIRECTORS
(Revised 10/19/2020)

<u>POSITION</u>	<u>INFORMATION</u>	<u>TERM EXPIRES</u>
PRESIDENT:	Lisa Peraino, E-306 Phone: 303-520-7383 snlvacationsltd@gmail.com	9/2023
VICE PRESIDENT:	Tony Thomas, A-204 Phone: 703-850-4718 osopardo@icloud.com	9/2023
TREASURER:	Shawn Horvath, A-101 Phone: 303-908-0431 dhorvath@q.com	9/2022
SECRETARY:	Chris Rhodes, F-309 Phone: 303-503-0217 Cmrhodes59@gmail.com	9/2021
DIRECTOR:	Jeremy Carr, F-109 Phone: 303-898-4931 jeremyjcarr@yahoo.com	9/2021
DIRECTOR	Open	

X. Set Next Meeting Date

The next Board Meeting was scheduled for Friday, December 11, 2020 at 6:30 p.m.

XI. Adjournment

The meeting was adjourned at 8:35 p.m.

Approved By: _____ Christine Rhodes - Secretary _____ Date: 10/22/2020 _____
Board Member Signature

**LAKE CLIFFE CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS MEETING
December 11, 2020**

I. Call to Order

The Lake Cliffe Association Board of Directors Meeting was called to order at 6:34 p.m. via videoconference.

Board Members Participating Were:

Shawn Horvath, Treasurer, A101

Chris Rhodes, Secretary, F309

Lisa Peraino, President, E306

Tony Thomas, Vice President, A204

Jeremy Carr, Director, F109

Owners participating were Camille Van Vurst, Barbara & Ken Leach, Catherine Rundle, (Mr.) Jane Johnson, Jim & Patricia Penta, Linda Gregory & Dick Peterson, Scott Poston and John & Earlane Worrell

Perry Unruh and Mike Delcavo were present. Erika Krainz of Summit Management Resources was recording secretary.

II. Approval of Previous Meeting Minutes

Motion: Tony Thomas moved to approve the October 16, 2020 Board Meeting minutes as presented. Chris Rhodes seconded and the motion carried unanimously.

III. Homeowner Comments

New owner Scott Poston introduced himself and thanked the community.

IV. Financial Report

A. *Review/Approve November 2020 Financial Statements*

Shawn Horvath reviewed the Balance Sheet:

1. Operating – \$63,218.
2. Reserve - \$85,899.
3. A/R – \$2,770 credit. Unit B302 closed and the past due balance should have been collected at closing.
4. Income – \$6,706 unfavorable to budget.
5. Reserve – \$133,646 unfavorable to budget due to Plumbing & Heating expenses.

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

V. Committee Reports

A. *Rental Committee*

Owners are responsible for staying abreast of the changing County regulations on short term rentals related to COVID.

B. *Landscape Committee*

There was no report.

C. *Insurance Committee*

The policy renews in April. Perry Unruh expects to receive the renewal information in the next few months. An increase to the premium is anticipated.

D. *Architectural Committee*

There are two remodels in progress in A104 and F101. The new owner of B302 will be meeting with Perry Unruh tomorrow to review remodeling plans. There is a minor remodel underway in the Peterson's bathroom. Owners who plan to replace windows need to contact management to ensure they comply with the guidelines.

E. *Rules Committee*

There was no report.

VI. Old Business

A. *Budget Planning 2021*

Perry Unruh reviewed highlights:

1. Gross Rental Income – assumes \$2,200/month for six months.
2. Bonuses – increased from \$5,000 to \$6,500.
3. Plumbing & Heating – may be increased in anticipation of potential issues.
5. Accounting, Salaries & Wages, Insurance and Property Tax – 3% increases.
6. Reserve – funds were reallocated to increase the contribution from \$176,000 to \$182,420. The only project scheduled in 2021 is the Building B parking lot for \$72,000 in April or May. This bid includes seal coating and striping of all other lots on the premises.

Lisa Peraino felt a 3% increase in dues (discussed in previous board meetings) was high given current circumstances. She suggested a 1.5% increase.

Motion: Lisa Peraino moved to increase dues 1.5%. Jeremy Carr seconded. In discussion, Jim Penta expressed concern about any increase due to current conditions. Jeremy Carr pointed out that the budget needs to anticipate the higher costs for maintenance to avoid a Special Assessment. Camille Van Vurst proposed an amendment to the motion to delay the 1.5% increase to April 1, 2021. Lisa Peraino and Jeremy Carr accepted the amendment and the amended motion carried unanimously.

B. *Laundry Locks*

There was discussion at the last meeting about installing new locks on the laundry room doors in Buildings A, B, C and F. The cost for the same type of lock that is on the Clubhouse door would be \$2,000/door. There was also consideration of reducing the number of laundry rooms, but the Board agreed to table any action until the lock situation is resolved. Lisa Peraino suggested putting a new lock on the door of the laundry room where there have been squatter issues rather than all laundry rooms. Another option might be an August lock at a cost of about \$300, which can be operated using a smart phone.

Action Item: Perry Unruh will research the lock options for the one laundry room that historically has been accessed by squatters.

C. *Securing Electrical Outlets from Car Charging*

The outlet locks have been received and one has been installed. The second will be installed after the battens have been adjusted. Perry Unruh will order another lock for the remaining double outlet.

Action Item: Perry Unruh will follow up on the Town plans for installing a public charging station and report back to the Board.

VII. New Business

A. *Board Position*

Camille Van Vurst has expressed interest in filling the vacant Board seat. She introduced herself and provided biographical information.

Motion: Lisa Peraino moved to appoint Camille Van Vurst to the Board to fill the seat vacated by Sarah Lavicka. Tony Thomas seconded and the motion carried.

B. *B302 Lien Process*

The unit sale closed today. The outstanding balance should be received from the title company within the next week or two.

VIII. Manager Report

A. *Boilers in Building C*

Two of the four boilers have been down for the past several weeks. These two boilers did not have new heat exchangers installed. They have been flushed and cleaned. PSI got the third one running recently but the fourth one is still down. There are some exhaust issues inside the boilers caused by leaking gaskets around the exhaust pipes. Kits will be ordered to replace the gaskets and Perry Unruh will try to install them in house. The goal is to get fourth boiler operating by Christmas but the building can function with only three. He will be exploring the cost effectiveness of replacing the heat exchanger versus replacing the entire boiler.

B. *Unit Checks*

Smoke and carbon monoxide detectors are being replaced as needed. Unit checks in Building A, B and C have been completed and Buildings E and F will be finished next week. The units are now being checked twice monthly. The staff will be wearing masks

and any surfaces that are touched will be sanitized, in accordance with the DORA real estate showing guidelines.

C. *New Homeowners – Unit Renovations*

Perry Unruh is working with the new owners on their renovations.

D. *Clubhouse Issues*

There have been some issues with excessive occupancy in the Clubhouse. The current limit is eight people at any one time and users are expected to self-regulate. There is concern about exceeding occupancy limits during the busy holiday period. The County can fine the Association up to \$5,000 for violations. Options for addressing this issue might include changing the closing time to 5:00 p.m. so Perry Unruh does not have to return to shut down the facility at 6:00 p.m. or installing a Ring system camera that has a voice feature so there can be communication with the users about excess occupancy and the closing time. After discussion, the Board agreed to change the closing time to 5:00 p.m. so the facility can be secured before the staff leaves at the end of the day as an alternative to closing the facility entirely. These regulations will be in place through at least New Year's and can be adjusted as the County restrictions are relaxed.

Action Item: Perry Unruh will send notification to the owners about the change in operating hours.

Action Item: Jeremy Carr will draft signage listing the hours, maximum capacity and a warning of the potential for a \$5,000 fine from the County for violations.

IX. Executive Session

The Board convened Executive Session at 8:44 p.m. to discuss property staff evaluations and open Board positions.

X. Set Next Meeting Date

The next Board Meeting was scheduled for Friday, February 19, 2020 at 6:30 p.m.

XI. Adjournment

The meeting was adjourned at 8:50 p.m.

Approved By: _____ Date: _____
Board Member Signature