

**LAKE CLIFFE CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS MEETING
February 11, 2022**

I. Call to Order

The Lake Cliffe Association Board of Directors Meeting was called to order at 6:05 p.m. via videoconference.

II. Board Quorum Verification

Board members participating were:

Camille Van Vurst, President, C102

Jim Penta, Treasurer, C307

Ray Dean, Member, A303

Tony Thomas, Vice President, A204

Jeff Williams, Member, 306C

With five Board members participating, a quorum was verified.

III. Homeowners & Guests Present.

Owners participating were: Michael Margolis (A304), Patricia Penta (C307), Eric Kaler & Irene Fernandez (A205), Bear McConnell (B304), Richard Peterson (E203), Fred Van Vurst (C102), Barbara & Ken Leach (C201), Guy Floyd (B301), Dianne Bernez (F301), John & Cindy Nixon (F303), John Becker (E208), Tracy Zack (A105), Linda Gregory & Dick Peterson (B201), Christine Rhodes (F309), Roland Gaasch (E102), Lisa Peraino (E306), Lin Merage (C205)

Representing Axiom Management were Perry Unruh, Nate Smith and Luke Unruh. Erika Krainz of Summit Management Resources was recording secretary.

IV. Introduction of Axiom Management

All three Axiom Management representatives were participating.

V. Owner Comments

John Nixon commented on the ongoing problem with contamination of the recycling.

VI. Meeting Minutes to Approve

Motion: Tony Thomas moved to approve the minutes of the December 2, 2021 Board Meeting and December 15, 2021 Budget Ratification Meeting as presented. Jeff Williams seconded and the motion carried.

VII. Financials

A. *Year-End December 2021*

Jim Penta reported that the Association ended the year with a \$55,149 deficit. There were significant overages in General Building Maintenance, Plumbing & Heating and Gas. The Reserves ended the year \$210,529 favorable to budget. There was \$392,700 collected for the Special Assessment. Scheduled Reserve projects included pool heating and exhaust, heat tape, A Building roof, boilers and the parking lot. Pool heating and exhaust was completed under budget but the heat tape was over budget. The A Building roof was pushed forward to 2022 and is expected to run over budget (\$200,000 against a budget of \$155,000) due to a 30% increase in the cost of materials. There have been five increases since signing the contract. A payment was made for the materials at the end of January. The materials are being stored by the roofing contractor at no cost. The boiler project was \$8,000 over budget. Parking lot patching was completed and the invoices have been received and approved. There is about \$150,000 more coming in for the Special Assessment. The \$72,000 that was not spent for the B Building parking lot will be spent in 2022.

VIII. Operations Report

A. *Boiler/Heating Update*

Luke Unruh stated that when Axiom took over management, they knew the boilers needed some work. Some of the heat exchangers and hot water tanks were replaced, but it became evident that there were more problems than anticipated. Leaks in the system resulted in a lack of glycol. There was a carbon monoxide leak in the basement. A serious problem arose when a carbon monoxide leak in a unit was reported. There are flex pipe venting systems in A, B, C and E Buildings. It was discovered that there were cracks in the flex pipe, and some were not attached to the roof and were venting in the chase. The boilers were deactivated and new venting was run through the chases. One boiler was leaking carbon monoxide and had to be deactivated. The B Building system had the worst corrosion. The other buildings were tested and no other leaks were identified. The lack of glycol is damaging the boilers. None of the boiler systems have water softeners and the hard water is causing clogs. Bids have been received to replace the flex pipe venting with thermaflue piping. The extent of damage and caused by the lack of glycol and hard water and the remaining useful life of the boilers is unclear.

Camille Van Vurst said PSI was called in to resolve the emergency issues. Two mechanical engineers were hired to provide an evaluation and opinion. The problems did not appear to be an installation issue. Both mechanical engineers focused first on the water quality coming in to the buildings, which is very poor and has caused considerable corrosion of the equipment. The next steps will include having a mechanical engineer look at the boilers in all five buildings (not the Clubhouse), but their first availability is not for three weeks. They will determine what is going on with the boilers, what can be repaired or if they are beyond repair and have to be replaced. In the interim, bids will be obtained from Tolin, PSI and R&H Mechanical engineering for the emergency situation, which is to address the carbon monoxide leakage. This will be resolved through new venting for all 19 boilers. Luke Unruh and PSI took care of two boilers in B Building. Building F has also been addressed. This work has to be done immediately as it is a life safety issue, but some

of the required materials are not available for at least three months. If the materials proposed by R&H are used, the work can be done the week of February 21st, but their bid is the most expensive bid. Camille emphasized that this is a completely unexpected expense and is not due to anyone's work or lack thereof. It is a water quality issue. The Board has recommendations for equipment that can be installed to mitigate the water quality issue. The immediate action will be for the Board to select a contractor to replace all the boilers.

Bear McConnell thanked the Board for the swift action and asked if any units are uninhabitable. Luke Unruh said carbon monoxide detectors have been placed in the affected units and there have not been any leaks detected. The monitors are being checked regularly.

B. *Manager Report*

1. Parking Boss Update – The information was sent out last week and 39 owners have signed up. There are eight short term renters registered. Unauthorized vehicles are being booted. Cars are only towed as a last resort.
2. Condo Control Central Update – The system is being fine-tuned. Owners should check their email spam folder if they do not receive the instructions for signing up. The parking lot signs regarding guest registration (two vehicles maximum at a time) should be installed by Monday. Long term (over 30 days) renters will be given a separate QR code.

IX. Old Business

A. *Fireplace Update*

The inspection last October identified 37 issues. The repairs have been completed in 24 of the units. The unit owners have been informed about the status of the repairs.

X. Schedule Date for Next Board Meeting

The next Board Meeting was scheduled for Wednesday, April 6, 2022 at 6:00 p.m. Camille Van Vurst noted that proposed revisions to the governing documents will be presented at this meeting.

XI. Executive Session

Motion: Ray Dean moved to convene Executive Session at 7:10 p.m. Tony Thomas seconded and the motion carried.

XII. Adjournment

Motion: moved to adjourn at 8:00 p.m.

Approved By: _____ Date: _____

Board Member Signature

**LAKE CLIFFE CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS MEETING
April 6, 2022**

I. Call to Order

The Lake Cliffe Association Board of Directors Meeting was called to order at 6:09 p.m. via videoconference.

II. Board Quorum Verification

Board members participating were:

Camille Van Vurst, President, C102
Jim Penta, Treasurer, C307
Jeff Williams, Member, 306C

Tony Thomas, Vice President, A204
Keri Dawn Solner, Secretary, F304
Ray Dean, Member, A303

With all Board members participating, a quorum was verified.

III. Homeowners & Guests Present.

Owners participating were: Michael Margolis (A304), Eric Kaler & Irene Fernandez (A205), Bear McConnell (B304), Richard Peterson (E203), Fred Van Vurst (C102), Barbara & Ken Leach (C201), Cindy Nixon (F303), John Becker (E208), Linda Gregory & Dick Peterson (B201), Roland & Diane Gaasch (E102), John & Earlane Worel (B104), Steve Miller (C302), Dan DeGuerrera (D106), Jane Johnson (B103), Linda Vumbaco (A305), Irene Perongo (E204), Lin Merage (C205), Joan McVoy (E303), Steve Hanson (F108) and Elisea Floyd (B301).

Representing Axiom Management were Perry Unruh, Nate Smith and Luke Unruh. Erika Krainz of Summit Management Resources was recording secretary.

IV. Owner Comments

There were no owner comments.

V. Meeting Minutes to Approve

Motion: Ray Dean moved to approve the minutes of the February 11, 2022 Board Meeting as presented. Tony Thomas seconded and the motion carried.

VI. Financials

A. *March 2022 Year-to-Date Financials*

Jim Penta reviewed the financial report. The Balance Sheet reflected \$77,218 in Operating and \$316,272 in Reserves. There were six past due owners. The significant Operating Statement variances included:

1. Insurance - \$3,747 unfavorable to budget due to an overage in General Liability.
2. Real Estate Taxes - \$583 unfavorable to budget.

3. Roof Repairs - \$1,550 unfavorable to budget.
4. Clubhouse Gas - \$2,529 unfavorable.
5. Gas - \$17,970 unfavorable to budget.
- 5 Internet - \$5,580 unfavorable to budget.
6. Net Income - \$6,214 unfavorable to budget.

The Reserve Operating Statement was reviewed:

1. Manager's Unit - \$5,445 unfavorable to budget.
2. Roof Replacement – materials have been purchased and are being stored.

VII. Operations Report

A. *Projects Update*

1. An offer has been made to a potential new staff member, who will be living in the Manager's unit if his background and credit checks are in order and he accepts the position.
2. The Axiom staff has spent many hours working on the boiler issues, especially in B Building.
3. Faulty and leaking zone valves are being replaced as needed. More zone valves will be scheduled for replacement in the spring when temperatures are warmer.
4. Spring clean-up is underway and trash pick-up is being done daily as the snow melts.
5. Corey is doing drywall repairs in the basement in preparation for the Fire Department inspection.
6. There have been two issues with corrosion of the cast iron drains in the E Building basement. The drains are being replaced as needed.

A. *Manager's Report*

1. Parking Boss Update – There are 65 owners signed up so far. Owners receive one QR code per vehicle and can park two vehicles in the lot at a time. Owners can request additional QR codes. Enforcement will be stricter once owners have had enough time to become familiar with the system.
2. Condo Control Central Update – The system is up and running. Owners should contact Axiom if they encounter problems accessing any information. The work order system is working well. The meeting notices will be posted.
3. Rekeying – A bid will be provided for rekeying all locks. There will be a master key for each building. The Fire Department would like a keyed lock on every door instead of or integrated with the punch code locks. The project is budgeted for \$10,000, including the Knox boxes (\$5,200).
Action Item: Axiom will inform new purchasers that the lock replacement will be their expense.
Action Item: Nate Smith will obtain pricing for replacing the punch code locks and door handles for affected owners.

VIII. Old Business

A. *Building A Roof Replacement*

The roofing contractor plans to deliver the materials on Monday, April 25th, weather permitting. They will need to block off about 2/3 of the A Building parking lot for the day for staging the crane. Snow was removed from the A Building roof in two spots.

B. *Building B Parking Lot*

A contract will be provided in the next week. There is \$70,000 budgeted for the parking lot. The work will be scheduled in late spring or early summer.

IX. New Business

A. *House Rules*

1. Parking Policy Update to Parking Boss – The Parking Policy was updated to reflect the new Parking Boss system procedures.

B. *Declarations*

The Board has not yet discussed the proposed revisions.

C. *Board Positions Open at Annual Meeting*

Jeff Williams' seat will be up for election for a three-year term. A volunteer is needed to replace him and it would be helpful to elect an owner who lives in Colorado. Jim Penta will be stepping down with one year left in his term and there is an owner who has expressed interest in serving as Treasurer. Tony Thomas and Camille Van Vurst each have one more year remaining in their terms. Ray Dean and Keri Dawn Solner have two years remaining in their terms. Volunteers are also needed to serve on the committees.

Action Item: Axiom will send reminders about the vacancies to all owners by email each month starting in May and by regular mail in May and July.

D. *Boilers*

The Board has been working very closely with Axiom on the boilers. Changes need to be made to the mechanical system for safety reasons. There was a carbon monoxide issue in February. Axiom worked for a week on this problem in the B Building boiler room. The Board consulted with mechanical engineers from Vail and Eagle. It was a \$75,000 unexpected expense in March to re-vent all the boilers to eliminate the carbon monoxide leaks. This work had to be done to prevent a complete shutdown of the property. Every boiler was inspected. The useful life of the boilers was supposed to be about 20 years but the poor water quality has caused corrosion. The Board received the analysis two days ago along with bids for repair or replacement. The Board will meet again in the next week and make a decision by the 14th. The Board will keep the owners updated. Availability of materials is still a major issue. Once all the facts are known, there will be a discussion with the Town regarding the water quality issue. A water softening system could help but it would remove some of the beneficial minerals. Tony Thomas said it is a closed system so the treated water would only be used in the boiler loop. Luke Unruh said the original construction was a direct water line to the cast iron boilers. Glycol and distilled or ionized water will be put into the system. A water softener could be added to the domestic hot

water side to improve the longevity of the equipment. There is one water main to each building.

Owner comments addressed the following:

1. Bear McConnell said he was pleased with how the carbon monoxide problem was handled.
2. Ken Leach said if the leaks can be resolved, there will not be a need to add water to the system. Luke Unruh said Axiom has identified the substantial leaks but it is hard to determine where the smaller ones are located until the large ones are repaired. There are three active zone valve leaks in A Building. The main problem is the loss of glycol out of the bottom of the boilers due to cracked heat exchangers. All leaks in the other buildings have been identified. There is a small leak in E Building that needs to be tracked down after the zone valves are checked. It was noted that the Town is only required to provide safe drinking water and is not required to treat the water to protect mechanical systems.
3. Keri Dawn Solner asked if Axiom ever attends the Town Council Meetings to stay informed of current issues. Luke Unruh said Axiom will try to attend meetings when possible and read the minutes if they cannot attend.

X. Schedule Date for Next Board Meeting

The next Board Meeting was scheduled for Wednesday, June 8, 2022 at 6:00 p.m.

XI. Executive Session

There was no Executive Session.

XII. Adjournment

Motion: Tony Thomas moved to adjourn at 7:31 p.m. Ray Dean seconded and the motion carried.

Approved By: _____ Date: _____
Board Member Signature

**LAKE CLIFFE CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS MEETING
June 8, 2022**

I. Call to Order

The Lake Cliffe Association Board of Directors Meeting was called to order by Tony Thomas at 6:15 p.m. via videoconference.

II. Board Quorum Verification

Board members participating were:

Camille Van Vurst, President, C102

Jim Penta, Treasurer, C307

Jeff Williams, Member, C308

Tony Thomas, Vice President, A204

Keri Dawn Solner, Secretary, F304

Ray Dean, Member, A303

With six Board members participating, a quorum was verified.

III. Homeowners & Guests Present.

Owners participating were: Michael Margolis (B304), Eric Kaler & Irene Fernandez (A205), Bear McConnell (B304), Fred Van Vurst (C102), Roland Gaasch (E102), John Worel (B104), Steve Miller (C302), Jane Johnson (B103), Linda Vumbaco (A305), Irene Parungo (E204), Lin Merage (C206), Mark & Joan McVoy (E303), Kelly Letts (B206), Robert Maxwell (B106), Randy Starr (B202), Barry Rauff (B203), Steve Dazzio (E305), Dianne Bernez (F301), John McDonald (C205), Patti Penta (C307), Linda Gregory & Dick Petersen (B201) and Judy Weisner (C103)

Representing Axiom Management were Perry Unruh, Nate Smith and Luke Unruh. Erika Krainz of Summit Management Resources was recording secretary.

IV. Owner Comments

1. There was a question regarding the timeframe for boiler replacement. The contractor is estimating it will take three weeks. Luke Unruh will request a schedule from the contractor. The Clubhouse showers will be designated for the owners in the affected buildings from 7:00 a.m. – 10:00 pm.
2. An owner commented that a leak from the unit above him discolored his ceiling and it needs to be repaired, asked about the ownership of the road behind Lake Cliffe, expressed disappointment that he was no longer allowed to park his boat, requested that the gate valves in his unit be unlocked and noted that the exterior lights and Buildings A and B have never been replaced. Perry Unruh said Lake Cliffe owns the road that runs by Building A to the gate, but it is a fire lane and parking is not permitted. The road at the back is owned by the Town. Tony Thomas said the boat trailers had to be moved to make space for the vehicles and equipment that will be on site during the boiler replacement.

V. Meeting Minutes to Approve

Motion: Jeff Williams moved to approve the minutes of the April 6, 2022 Board Meeting as presented. Jim Penta seconded and the motion carried.

VI. Financials

A. *April 2022 Year-to-Date Financials*

Jim Penta reviewed the financial report. The Balance Sheet reflected \$59,713 in Operating and \$325,545 in Reserves. There were no past due owners. The significant Operating Statement variances included:

1. Utilities – He projects the Utilities accounts will end the year about \$100,000 over budget, mainly due to gas. The price for natural gas has tripled in the past two years. Camille Van Vurst noted that the new boilers will be more energy efficient, which may reduce the overage.
2. Net Income – He projects net income (including Reserve) will be close to \$100,000, which will offset the overage in Utilities.

VII. Operations Report

A. *Manager's Report*

1. Insurance Claims Old & New – A claim was filed on the Association policy in Building B for a nail that punctured a water line on the third floor. The two units that were damaged are being repaired. The insurance carrier will seek reimbursement from the individual owner policies. Owners were reminded that all contractors must be insured.
2. Boiler Status – Nate Smith has been working with R&H to try to move up the timeline for starting work on Building B but the contractor does not have the staff.
3. Update on Building A Master Boiler – The boiler has been repaired.
4. Building A Roof Update – The roof project will be starting tomorrow. The parking lot will be shut down. The project should take about two weeks, excluding the gutters, heat tape and electrical work for the heat tape. Nate Smith is waiting for a cost estimate for the new circuits. The heat tape will be commercial grade.
5. Board Parking Update – The parking lots are being checked for poachers during the concerts and several violations have been issued. There is no boat or trailer parking while the summer projects are in progress.
6. Special Assessment Vote Update – The Special Assessment passed with approve by more than 51% (77 in favor and two opposed). The Special Assessment totaled \$595,000 and \$397,000 has been received to date.
7. Building B Parking Lot Update – A Peak provided a bid. A second bid is expected from another contractor. This would be a fall project, after the Buildings A, B and C boiler work is completed to avoid damage from the heavy equipment.
Action Item: Nate Smith will follow up with the second contractor tomorrow.
8. Staff Hiring Update – A new staff member Frankie has been hired and she started yesterday. She will be moving in to the employee unit.

VIII. Old Business

A. *Painting and Siding Committee*

Perry Unruh said there has been consideration of forming a committee to inspect the condition of the siding and painting on a seven year cycle and determine which areas need painting but it has never been set up. It may not be feasible to establish this committee. Perry suggested scheduling a property tour with a couple of Board members and management this summer. Jeff Williams, Ray Dean and Jim Penta volunteered to participate.

IX. New Business

A. *Board Policies – Proposed Changes/Update*

In the Board Policies, there were changes to Section M.- Dryer Venting and new language for Window/Sliding Door Replacement.

Motion: Jeff Williams moved to change “external wall” to “any external mounting surface, including the roof”. Tony Thomas seconded and the motion carried.

Motion: Jeff Williams moved to approve the Board Policies as amended. Tony Thomas seconded and the motion carried.

B. *House Rules – Proposed Changes/Update*

In the House Rules, changes were made to Section 3.C. Parking and Vehicles

Motion: Keri Dawn Solner moved to change “Parking Boss” to “Board approved parking program”. The motion was seconded and carried.

Motion: Jeff Williams moved to approve the House Rules as amended. Camille Van Vurst seconded and the motion carried.

C. *Declarations*

There are a number of proposed changes, which will be discussed at the next meeting.

X. Schedule Date for Next Board Meeting

The next Board Meeting was scheduled for Monday, August 8, 2022 at 6:00 p.m.

XI. Executive Session

There was no Executive Session.

XII. Adjournment

Motion: Jeff Williams moved to adjourn at 7:18 p.m. Tony Thomas seconded and the motion carried.

Approved By: _____ Date: _____

Board Member Signature