

SNOWFLAKE CONDOMINIUM ASSOCIATION  
BOARD OF DIRECTOR'S MEETING  
MINUTES  
FEBRUARY 8, 2010

Call to Order:

Rich Hakkarinen, president, called the meeting to order at 10:02 AM, per the pre-determined time and date for the meeting.

Board Members Participating:

Rich Hakkarinen  
Steve Misch  
Nancy Barnett (via telephone)  
Jim West (via telephone)

Others:

Joan Bennett  
Leo Bennett  
Vern Patterson  
Wendell DeShazer – Res. Mgr.  
Tom Malmgren – Carbonate PM

It was noted that Scott Vennum, the second commercial board member, is no longer at Christy Sports and thus that board seat is open.

Prior Meeting Minutes:

Minutes of the prior board meeting held on November 10, 2009 were approved as written and distributed.

Manager's Report:

Tom Malmgren reported that the building has been operating well this winter. The normal day to day issues have been taken care of and no major problems have occurred.

Tom presented to the board a letter from the owner of unit 311 requesting the board consider posting a sign outlining 'quiet hours' for the building. The letter expressed concerns about contact phone numbers to call for late night assistance. The resident manager's phone – 970 968-2065 is the first number to call. Carbonate Property Management has 24 hour availability – 970 968-6854 – Copper Mountain Security is another option, although the Snowflake HOA does not contribute to their operations – 970 390-6888 – and of course the universal emergency number – 911. Tom pointed out that statements in the letter were not 100% accurate, regarding phone contact availability. The board discussed the request and felt that there was not adequate reason to post a sign listing quiet hours. All owners are asked to be observant of others with noise levels and should pass this same request on to their guests.

The board did ask Tom to post contact numbers for building management in the display case on the first level next to the elevator.

**Committee Reports:**

Finance Committee:

Leo Bennett, chairman of the Finance Committee, reported that the financial report submitted by Carbonate was in order and that year to date we are about \$12,000 ahead of budget (mostly utility savings). Leo updated the board that the 'Review' authorized by the board is underway by McMahon & Associates, CPA.

Tom asked the board for a motion to authorize transferring money from the Reserve Fund to the Operating Fund to cover expenses during the current quarter. The annual payment for cable television is the primary reason for this need, since cable for the entire year is paid in full to achieve a 5% discount.

Jim West moved that management be authorized to transfer \$20,000 from the Reserve Fund to the Operating Fund, as a loan, to allow payment of current quarterly expenses. This loan will be repaid from the Operating Fund to the Reserve Fund during the next quarter (April, May, June). This motion was seconded by Steve Misch and passed unanimously (4 yea, 0 no).

Leo suggested that the board consider policies and procedures to minimize exposure, such as two party signature checks. The board asked Leo, as the finance committee chairman, to submit his suggestions to the board as he develops them. He will forward a link to a website that lists some suggested policies.

#### Window Committee:

The Window Committee, represented by Leo Bennett, Joan Bennett and Vern Patterson, presented an update of their activities and progress. A written report was e-mailed to all board members prior to the meeting for review. Rich asked how many bids have been obtained. Leo replied that they have obtained one comprehensive bid without framing being involved and one comprehensive bid without glazing. More details and bids are in process. Leo and Vern explained that several common area windows are being included in this process. Those are in the two stairways, as well as the windows adjacent to the elevator on levels 4 and 5. The windows at the entry doors on ground level are not being proposed to be changed. Unit 203 (owned by the HOA) is also included in the description of 'common area windows' since it is owned by the HOA. Discussion regarding the challenge of inability to match existing frames, if damaged during any renovation, ended with the suggestion of common area frames possibly being used if any of those window frames are changed.

Nancy asked if only the sliders could be changed out leaving adjacent windows. The response was no, as the new glass color will be different. From unit to unit that will not be an issue, but glass immediately adjacent to new glass within the same unit would be a problem.

Leo explained that the biggest problem of air infiltration exists at the patio doors. Based upon existing building codes a fixed piece of glass across the bottom with a slider above is the preferred replacement method. Casement windows were considered but study lead to casements not being possible for a variety of reasons.

Vern explained that a permit for each unit would be required and that it would be the contractor's responsibility to coordinate and obtain the individual building permits. Questions regarding light requirements and ventilation requirement were answered by stating that the slider windows will comply with current code, per discussion with the Summit County Building Department.

Leo reported that the survey sent out to owners resulted in 12 unit owners responding with interest to change out windows. Nine unit owners responded that they had no interest in participating.

Leo and Vern presented a frame sample of what they have obtained from a glass/window contractor in Longmont, explaining the thickness requirements and differences of appearance if used. Unless the entire building were to be changed out uniformly, this definitely presents problems of having differing thicknesses of frames yielding different appearance.

Leo presented a one page draft of Architectural Standards for Windows. It listed frames as being in the discussion stage. Glass weld sections may be replaced with glass or other materials but if not replaced by glass the resulting materials should be the same color as the original glass weld. New glass specifications will need to be identified. This draft suggested some Solar Heat Gain Coefficient and U values.

Leo asked for approval by the board immediately for the conceptual replacement of Patio Doors to include: A combination unit consisting of a one way sliding window 4' x 4' (nominal) over a fixed tempered double pain glass section. Existing safety barriers will be removed and not replaced. Jim West moved to adopt this as presented. Rich seconded the motion and it passed unanimously.

The window committee next explained the suggested authorization for fixed windows on the southwest and northeast sides of the building to be replaced with sliders described above and an additional fixed pane above the slider portion.

Leo explained that this suggested Architectural Standard was a draft only, for review and discussion.

The question as to who the contract for windows should be with, the HOA or the individual owner was discussed. After discussion, the consensus was that the contracts should definitely be between the contractor and the individual owner. The HOA should not be involved.

The window committee recapped progress to date and their planned direction from this point. They will develop a new bid package and start over with new bids and new deadlines. Key issues will be determining if there are any issues with possible asbestos in the caulking around the window frames, wind loading concerns, if a structural engineer will be needed to spec any window frame changes & if so who would be responsible to fund the engineer's cost. The board strongly rejected any HOA responsibility for paying for any engineer study. They stated that this would definitely be the individual owner obligation and if only the 4<sup>th</sup> floor units are in question, then the obligation of the specific 4<sup>th</sup> floor unit owners requiring the engineer analysis.

Vern stated that they will put together new specifications, bids will be required to meet code requirements and individual bidders will be charged with the responsibility of how to solve any wind load issues.

The board thanked the window committee for all of their work.

Leo displayed two different glass samples to the group explaining the qualities of each. A bronze color, matching as close as possible the existing glass is what was presented.

#### Renovation Committee:

Nancy, chairperson of the renovation committee, reported that the renovation committee has been on hold pending door replacement issues, drywall asbestos issues, windows, etc. Joan Bennett, also on the renovation committee, suggested that when Nancy is next in Copper Mountain they need to meet and reactive their efforts. Nancy stated she hopes to be back in March.

#### OLD BUSINESS:

Tom reported that the cracked doors that were scheduled for replacement were completed with the exception of one door on the forth floor. That is in process and Mike Tayloe, of Alpine Lumber, is in communication regarding this matter.

Replacement of the common area heaters in the hallways/stairwells did not occur last year as planned. Tom will seek new bids and explained to the board that the need to separate the plumbing and heating functions from drywall and other repair functions probably needs to happen to encourage bids from heating contractors. The board agreed that this could be separated into two separate contracts. Rich provided Tom with a business card from a Plumbing/Heating contractor that he has had do work and was pleased with the performance.

The Reserve Study authorized by the board is in process. Aspen Reserve is scheduled to do an on-site inspection of the complex on February 15 and 16.

Tom reported that he finally was successful in obtaining ownership/control of the URL. He is working on getting a person to start over with the website, using the original content.

NEW BUSINESS:

The management contract between the Snowflake HOA and Carbonate Real Estate was discussed. Several suggested changes presented to Tom from the board were discussed. Tom responded to a couple of the proposed modifications as being unacceptable. Tom's suggested change regarding ski passes for the resident managers was stated as being unacceptable by Rich, on behalf of the HOA. Tom and Rich will work through the specific areas of concern and report back to the board.

The internal controls that Leo referenced earlier in the meeting will likely be a partial solution vs. having wording in the management contract covering concerns that the board wishes to address.

Next Meeting:

The next board of director's meeting is scheduled for May 10, 2010 at 10 am at the Carbonate Property Management office in Copper Mountain. It was noted that the window committee will likely need to have the board meet prior to that date as the window project moves forward. Leo did mention that he was going to be unavailable from May 1<sup>st</sup> for 5 weeks. Thus, someone else may have to be involved from the finance committee regarding the Reserve Study report. The board agreed to be available, as necessary, for decisions regarding windows.

Adjournment:

There being no further business, the meeting was adjourned at 11:45 AM.

Respectfully submitted,

Accepted,

(accepted 2-12-10)

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Thomas J. Malmgren, Managing Agent

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Rich Hakkarinen, President