

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

Call to order:

Leo Bennett, president, called the meeting to order at 10:05 AM, per the predetermined time and date for the meeting. The meeting was held with those present and two board members via telephone conference call.

Board Members Present:

Leo Bennett  
Steve Misch  
Nancy Barnett (via telephone)  
Jim West (via telephone)

Others:

Tom Malmgren  
Kyle Smith

Website Update:

Leo asked Kyle Smith from Polymath to attend the meeting to report on completing phase 1 of the website reconstructions, and to submit proposals for a phase 2 to create a secure section of the website, and to provide on-going maintenance of the HOA site. Kyle did submit written proposals for both.

After discussion, the board approved the first proposal (phase 2) at a cost of \$500 (motion by Jim West, seconded by Nancy Barnett). Leo explained that his objective is to get rid of paper and to provide owners with great deal of other current information not appropriate for access by the general public, such as committee reports, the management contract and the owner roster. The policy will be to post the current year and prior year minutes and financial information, but archiving anything over two years old. Thus, 8 quarters of materials will be available.

The second proposal was for maintenance/ongoing support at \$100 per year. A limit of 40 documents per year will be the maximum number added by Polymath at this price. Additional will be billed at a rate of \$20 per hour. Steve Misch inquired about the cost of hosting and who paid this fee. Kyle responded that the HOA pays this and it was \$58 per year. Jim West moved and Nancy seconded a motion to approve the maintenance/on-going support contract. This was unanimously approved.

Prior board meeting minutes – review:

The board approved the board meeting minutes of the September 4, 2010 meeting. Motion by Jim, second by Nancy and unanimously approved.

### Annual meeting minutes:

Leo asked if anyone had any comments regarding the annual meeting minutes that were distributed to the membership. No comments were made.

### Treasurer's Report:

Leo Bennett, president and treasurer, provided a written treasurer's report. He recapped the first quarter of income and expenditures for both the operating fund and the capital reserve fund. (Report attached to these minutes).

Leo also provided (attached) a projected Capital Spending forecast.

The board voted to approve a supplemental appropriation of \$75 for the sandblasting that was completed in September. (prior appropriation = \$900).

Three approvals were made prior to the meeting by email:

- \$900 appropriation for sand blasting.
- Resort Internet contract for Television – Wi-Fi service to the complex
- Landscaping cleanup by Neils Lunceford Landscaping - \$890 appropriation.

An appropriation of \$1,975 was approved for painting in common areas which was completed in early October. Motion for approval by Nancy Barnett, second by Jim West and approved by all.

The next item considered by the board was a request by Copper Mountain, the owner of C-1 (Golf shop, Christy Sports) to waive late fees that had been added to the account due to confusion regarding where the statements were to be sent. The board considered this request and agreed to waive the late fees due to the circumstances. Motion by Steve Misch, second by Jim West and passed unanimously. However the board sent a strong message that this will not be repeated and all owners are obligated to make certain that the HOA and management have up to date mailing addresses.

As part of the discussion regarding commercial space C-1 Leo reported that he researched the declaration, condo map and related HOA documents to verify that the owner of the space is responsible for the care and maintenance of Limited Common Elements (LCE) adjacent to the commercial spaces. The deck above Christy's is identified on the map as a LCE. Additionally, the expansion approved at this location (C-1) obligated the owner to maintain all improvements, and is so stated in the revised CCR's.

One specific item that the HOA had in its reserve plan was replacement of the furnaces in C-1, which is heated separately from the balance of the building. The flue cap for these furnaces needs to be replaced currently. Through discussion the board acknowledged that these furnaces should be treated the same as the fan coil units within individual

condominium units. That is, they are the responsibility of the unit owner. Thus, Tom and Steve will follow up with Shedd Webster, division manager for Copper Mountain, Inc., to clarify and discuss the commercial space ownership responsibilities.

Steve Misch was asked to serve as a committee chairman representing the commercial ownership and analyzing how expenses are allocated. Steve cautioned that at this time of year, he has limited time to fulfill this obligation, but agreed to take it on.

#### Manager's Report:

Tom Malmgren reported that he and Jim West have been working on the final changes to the management contract and they are very close to having this completed. The board suggested that something obligating the management company to have oversight responsibilities for the website should be in the contract.

The board was notified by Tom in mid-October that Wendell DeShazer was moving back to Kansas as he purchased a restaurant. However, Cheri Poruznick wished to stay on as manager. The board expressed concern that the job requires two individuals. Cheri communicated that her sister would join her and this was acceptable.

The board asked Tom to make certain all owners receive instructions and related information regarding the transition to the new television and Wi-Fi internet offering, and the accompanying phone and additional HDTV options once all are known. This will be sent out upon receipt from Resort Internet.

A maintenance plan requested by the board has not been developed by Carbonate Property Management as of this date. The board requested this comprise of a list of suggested maintenance items and estimated costs by the next meeting.

Tom reported that the replacement doors have arrived in Denver and the machining and finishing work completed. It is anticipated that they will be delivered in the next day or two and then installed as soon as an installer is lined up.

Cheri has recently communicated a request to purchase a new snowblower. Several options were presented. The board asked that the top three recommendations be submitted, all under \$900, before authorization is granted.

Some heat tape under consideration for replacement at the sloped roof above the Call Center will be submitted once a bid is received.

#### Committee Reports:

Nancy reported that the design committee is progressing with plans and ideas. They are leaning toward a suspended ceiling on level two. The decorator has recommended a possible metal or vinyl grid support system. Leo suggested that we purchase 10% extra ceiling tile for future use as needed and all agreed this to be a good

idea. Signage is being looked into. She stated that she has been in contact with Tom Golej, chairman of the plumbing committee and Tom Loos from Travis Construction has indicated interest in bidding on the entire project (hallways and plumbing). The objective will be to obtain separate bids but we will encourage one contractor submitting them as separate line items in the bidding process. Nancy hopes to have revised scope of work/line items to be bid upon by the 24<sup>th</sup>. It is hoped that a contract can be awarded in January or February (next board meeting).

Tom Golej was not present to report on the Plumbing committee progress. However, he has been in communication with Nancy and the board on an on-going basis, and expects to have bids by the end of the year.

Building exterior – Commercial space C-1 – The discussion earlier regarding responsibility for maintenance of LCE and expansions covered this agenda item.

Landscaping proposal: Leo reported that Barney and Darci Peet, owners of unit 403, have been very active in meeting with landscaping contractors and an architect to try and obtain some long term goals and direction for the exterior of the complex. They were instrumental in the follow up after the annual meeting to guide sandblasting ideas and touch up painting that was accomplished in September. This fall the board did approve Darcie's recommendation of hiring Neils Lunceford Landscaping to do some landscape 'clean-up', weeding and pruning. A proposal was accepted with a cost of \$890. This work was completed and Darcie provided some "before-after" photos. All felt this was a very worthwhile project.

A very thorough and lengthy landscaping framework design plan was submitted to the board by Darcie for this meeting. Unfortunately Leo was the only board member able to review this material prior to the meeting. Tom was instructed to mail the copies received for Nancy and Jim to them, since they were not present at the meeting. Darcie's materials touched on timing of landscape projects, suggested choice of vendors and the overall concept of a "plan" to be implemented in steps and as funds allow. Since the full board did not have a chance to review the materials sent by Darcie for this meeting no action was taken for future landscaping work.

Barney Peet did meet with a local Summit County architect and recommended that the HOA engage the services of this (or another professional) to formulate a long-term plan for the exterior of the building. This would/could include some modifications to certain elements that would make long term maintenance and care of the building easier, and improve the overall appearance.

Both of these proposals have merit. Both also have no funding allocated in the immediate future. The board will have a long range financial planning meeting on February 12, prior to the February 14 scheduled board meeting. At that time, the Peets should have better estimates of the costs of their proposals, and the bid costs of the interior projects will be in hand.

The board thanked the Peets for their time and energy to get some ideas on the table for consideration and stimulating the board to look into the future for the building exterior.

#### Old Business:

Motions for approval of various expenditures were completed during the treasurer's report and were documented for the record.

Hallway/stairwell heaters: No further action/bids have been received for this topic that has been discussed for the past three years. Leo suggested tabling consideration of this project until after bids have been received for the hallway improvement project. All board members continue to be skeptical that the cost / benefit of replacing the heaters at the level of bids received is worthwhile. Alternatives will be considered.

The windows in the upper level sliding glass door of unit 405 are still out of compliance and management was instructed to continue to work with the owners to resolve this matter.

The board requested a bid to remove the 'old garage door' and related brown framework around this opening. A verbal bid from Trophy Garage Door of \$750.00 was communicated to the board. After discussion the board asked management to obtain a 'written proposal' so that there is exact description of the scope of work.

The side door at the end of the lobby hallway was discussed during the annual meeting. Management asked for clarification as to the direction desired for removal of the lock on this door or leaving it as is. The board agreed that removing the lock made sense, since the lobby door on the other end of this hallway is unlocked.

#### New Business:

Bylaws – suggested revisions – Leo had circulated a proposed Bylaws revision to the board prior to the meeting. The revisions primarily eliminated reference to lessee, lessor, leased, etc. that were in the original Bylaws when the building was a Leasehold form of ownership. A provision was added allowing the board to remove a director for non-participation, and for owners to remove a director for any reason. E-mail was specified as an official means of communications to owners. Jim West moved that the Bylaws be amended as presented. Nancy Barnett seconded and the motion passed 4 – 0. The new Bylaws will be posted on the HOA's website: [www.snowflakehoa.com](http://www.snowflakehoa.com). (Note: the previous and current Bylaws provide that changes can be made by the board of directors).

As part of the Bylaws discussion, the mix of directors representing residential and commercial was considered. Currently the Bylaws call for 3 residential and 2 commercial directors. Since the commercial is less than 25% of the association but have

two directors the mix was questioned. Discussion ended with no suggested change to this mix. However, having all commercial director slots filled was stressed, as that has not been the case in the recent past.

Tom and Steve committed to meet with Shedd Webster, a division manager for Copper and contact point for C1, C3, C4, and C5, to identify requirements contained in the condominium documents and to more clearly communicate the commercial space ownership obligations. The intent will be to get Copper Mountain, as commercial space owner, to become more involved with the association goal of upgrading the building.

Next meeting:

The next board of director's meeting will be held February 14, 2011 at 10 AM. Location will be at the office of Carbonate Property Management in Summit House East.

Respectfully submitted,

Accepted,

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Thomas J. Malmgren, Managing Agent

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Leo Bennett, President