

**SNOWFLAKE CONDOMINIUM ASSOCIATION
BOARD OF DIRECTOR'S MEETING
MINUTES
November 14, 2011**

Call to order:

Leo Bennett, president, called the meeting to order at 9:07 AM. The meeting was held in the IT conference room, Snowflake Building, Copper Mountain, CO.

Board Members Present:

Leo Bennett
Nancy Barnett
Steve Misch
Susan Byers

Board Member Absent:

Jim West

Others:

Tom Malmgren
Vision Security – Ed & Roy

Previous Minutes:

Minutes of the meetings of May 17, 2011, June 2, 2011 (telecom), July 14, 2011 (telecom), and September 3, 2011 were reviewed and approved.

Manager's Report:

Tom updated the board regarding a heating system leak that originated in unit 411 in late October. He communicated with the owner of 411, as well as the owners of units 311 and 212 which were impacted by the leak going down beneath the original problem source. Insurance companies have been contacted and adjusters have visited the site. Tom had ServPro on site to clean up the original damage involving water/glycol. The insurance follow up is in process.

The windows at the fourth level (either side of the elevator) have been caulked to attempt to stop the leakage that we have experienced at these locations. However, Tom reported checking after the last snow storm and he still observed some dampness. He will follow up on this.

The board inquired about Cheri, her hours of coverage at the building and expressed concern regarding her 'other job' taking her away from Snowflake duties. Tom responded that Cheri committed to be at Snowflake much more this coming winter. He also reported that he did implement the annual ski pass for Cheri, per the management contract between Snowflake and Carbonate Property Management.

It was noted that the old garage door was removed in early October.

Treasurer's Report:

Leo Bennett submitted the attached Treasurer's Report showing results of the quarter 1, ending September 30, 2011. The operating fund is in the black by \$1,951.

Leo submitted to the board a financial projection for the ceilings project (attached) and a request for two appropriations. One was a supplement for this summer's exterior work in the amount

of \$190 and the other was a supplement for the ceilings project in the amount of \$4,104. Susan moved to approve the requested appropriations. This was seconded by Nancy and passed unanimously.

Leo stated the need for a detailed Capital Planning Meeting, hopefully on a date that will allow Barney Peet to attend and participate, due to his involvement as the exterior improvements committee chairman. Leo suggested a morning session for the Capital Planning and a board of director's meeting following in the afternoon. The board agreed that a Monday in January would be targeted subject to Barney being in Copper Mountain.

Committee Reports:

None.

Old Business:

The ceiling/plumbing project status was discussed by the board. All were complimentary of the work performed to date, noting some items that Leo is working through with the contractor. Leo submitted a DRAFT final report to the board for review and comment. Once the project is completed he will finalize the draft into a completed document. He explained to the other board members that the hallway painting resulted due to water streaks and other marks that occurred to the wall surfaces during the asbestos mitigation process. The contractor volunteered to paint the walls on levels 2 and 5 to mitigate this problem. This was done at the contractor's expense. The color was chosen in 48 hours of frenzied activity by the Decorating Committee. Leo also advised the board that he had provided instructions to the contractor to re-use the existing can bulbs once the new fixtures were installed. We can evaluate and make changes for appearance and uniformity as we proceed into the future. The sconces will get 13W CFL's as soon as the color temperature is selected.

Leo noted that the major issue at the moment was the unauthorized installation of an Armstrong ceiling grid instead of the USG grid which was specified. Both manufacturers warrant their tiles and grids for 30 years when used together, but only for ten years if not, so the error could cost us 20 years of the warranty. The contractor is coming to discuss this Tuesday morning, 11/15.

E-mail motions FY2012-9 through 2012-13 were incorporated into the minutes as a matter of record. Motion by Nancy, second by Susan and passed unanimously. The motions are attached.

Discussion of Alarm System with Vision Security Representatives:

Ed Johnson, Operations/Dispatch Manager and Roy, Engineer, with Vision Security arrived at the meeting to discuss the long range recommendations of replacing the hard wired system with wireless. They explained that the wireless installed at Snowflake for the hallway construction was one of the first installed by their company and that numerous large installations have been completed or are underway by their firm. After a lengthy discussion it was agreed that Vision Security will complete their annual inspection of the Snowflake system, document the status of existing devices and at that time make recommendations as to what should be done immediately and what can be phased in.

New Business:

Leo pointed out that although there was a long history of owners modifying the heating system within their units, there was no formal definition of where the common portion of the system stopped and the owner's portion started. Previous owner modifications have extended into the second floor hall

ceiling. The board agreed that there should be such a definition, and Leo agreed to draft a resolution to define the common portion and submit it for approval by email.

Leo next presented the plumbing schematics that he has continually updated to identify exact location of valves and an accurate depiction of the domestic water system and heating system on the second and fifth floor ceilings. This was reviewed and complimented by all in attendance for the detail and accuracy. A proposed resolution was reviewed titled: Rules for Using Plumbing Shut Offs. This specifies that only the property management is authorized to move the ceiling tiles. Nancy moved that this resolution be adopted. Second by Susan and passed unanimously.

It was noted that there are new 'balance valves' installed on the recirculating line on the fifth floor ceiling, and that they must not be touched by anyone. Once the valves have been set they must remain as set.

Leo presented a revision to the Renovation Rules adopted last spring. The revision clarifies some languages and includes the restriction on handling ceiling tiles by anyone other than property management. Adoption moved by Leo, second by Nancy, passed unanimously.

Susan outlined Copper Mountain's plan for addressing upgrades to the C-1 Space. The improvements list include:

- 1) exterior painting
- 2) Window replacement – (Foxpine Inn side of space)
- 3) Foundation wall concrete – painting or resurfacing
- 4) Stone facing repairs on south wall below windows

Added at board request: 5) Atrium windows

Copper will review this expenditure list at their April budgeting meeting and the scope of work will depend on funding commitments. The board stressed that it is critical that a commitment to carry out these improvements be made.

Other Business:

Tom reported that the elevator service company had recently performed service on the elevator which eliminated the shaking previously experienced.

The attempt to engage Jerry Ortman, attorney, to work on the correction to the percentage share of ownership addendum to the Condominium Declaration has not progressed as desired. Tom was instructed to find out if Jerry has initiated this work and if not find another attorney.

Adjournment:

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

Respectfully submitted,

Accepted,

Thomas J. Malmgren

Leo Bennett

Thomas J. Malmgren, Managing Agent

Leo Bennett, President

Treasurer's Report for Q1 FY2012 - 11/14/2011

Operating Fund:

Income	\$ 207 Over budget
Admin & Professional	839 Under budget
Utilities	697 Under budget
Maintenance	<u>208 Under budget</u>
Total	\$ 1,951 Under budget

Capital Reserve Fund:

This will be discussed in the context of the ceilings project.

Leo Bennett
Treasurer

Projected Project Cost

Ceilings project (10/13/2011)

Contract	80,714.55
CO #1 & 1A Alder	1,651.37
Architect	350.00
Housing - Bender	900.00
Housing - Todd	394.00
Housing - Wayne	95.00
CO Abatement/sconce holes	420.00
CO Overspray abatement	2,936.00
CO Elec code	1,462.00
CO standard grid	(487.00)
Plumbing surprise excess > 600	(200.00) est.
Fixtures excess> 6000)	(2,832.00)
Bulbs, Misc.	200.00 est.
Fire breaks excess>2500	1,000.00 est.
Fire alarm heat sensors	3,113.00
Projected Project Cost	89,716.92
Project Reserve	89,342.00
Uncommitted contingency	(374.92)
% of Reserve	100.42%

11/6/2011 9:18

SNOWFLAKE CONDOMINIUM ASSOCIATION

Email Motions – Fiscal Year Ending 2012, 9/3/2011 Through 11/13/2011

Email Motion 2012-9 – Approve change order for 204 roof.

I move that the change order from Turner Morris Roofing to install plywood for \$1775 be approved, and an additional \$1775 be appropriated from unappropriated reserves to 'Wood shake roof – replace'.

Submitted by: Leo Date: 9/9/2011
Adopted: 4 Yes, 0 no Date: 9/9/2011

Email Motion 2012-10 – Approve revised change order for 204 roof.

I move that email motion 2012-9 be rescinded and replaced with the following:

Resolved, the change order from Turner Morris Roofing dated 9/13/11 in the amount of \$2620 is accepted, and \$2620 is appropriated from unappropriated reserves to the shake roof – replace account.

Submitted by: Leo Date: 9/13/2011
Adopted: 4 Yes, 0 no Date: 9/14/2011

Email Motion 2012-11 – Approve proposal for C1 roof.

Resolved, the proposal from Bill Steel, Roofing Services Inc., to replace the flat roof over C1 for \$6,806 shall be accepted.

Submitted by: Leo Date: 9/19/2011
Withdrawn Date: 9/19/2011

Email Motion 2012-12 – Approve proposal for C1 roof.

Resolved, the proposal from Bill Steel, Roofing Services Inc., to replace the flat roof over C1 for \$6,806 shall be accepted, and \$6806 shall be appropriated for the purpose.

Submitted by: Susan Date: 9/23/2011
Adopted: 4 Yes, 0 No Date: 9/23/2011

Email Motion 2012-13 – Approve Vision Security Proposals

Resolved, the proposal by Visions Security to install a wireless smoke detector fire alarm system in the ceilings of floors two and five for \$11,697 is accepted, and that amount is appropriated from unappropriated reserves to a new component, Wireless Fire Alarm System.

It is further resolved that the proposal by Vision Security to disconnect the existing smoke detectors in the ceilings of floors 2 and 5 and install heat sensors for \$3,113 is accepted and that amount is appropriated from unappropriated reserves to the Asbestos Abatement component.

The Snowflake Property Manger is instructed to sign these proposals for the HOA and to make the initial payments on these proposals on receipt of the respective invoices.

Moved by Leo,
Adopted: 5 Yes, 0 No

Date: 9/30/2011
Date: 10/1/2011

SNOWFLAKE CONDOMINIUM ASSOCIATION, INC.

Rules for Using Plumbing Shut Offs

Recently installed shut off valves in Snowflake allow shutting off hot water, cold water and heat to the units in a stack. Each unit is serviced by two domestic water stacks and one heat supply and return stack. (See drawings). These valves are accessed above the suspended ceiling on the second floor, and in the case of hot water, valves above the ceiling on the fifth floor.

1. Notify the Property Manager. ***All movement of ceiling tiles will be done by Property Management or with the authorization of Property Management. Owners will be billed for repair, replacement or cleaning of ceiling tiles damaged or soiled by unauthorized handling by an owner or an owner's contractor.***
2. Coordinate with the owners of the other units in the stack.
3. Stacks are identified in the schematic drawings. Domestic water stacks are identified by the letters A, B, C, etc. The ID tag is on the HW supply. Heat stacks are identified by the unit number at the bottom of the stack: 201, 202, etc.
4. Stack locations are plotted on the domestic water and heat drawings, and located on the location data sheet.
5. For cold, shut off the valve for the correct stack in the second floor ceiling.
6. For hot, shut off the valve for the correct stack in the second floor ceiling, AND the valve for the same stack in the fifth floor ceiling. ***Do not touch the balancing valve in the fifth floor ceiling.***
7. For heat, shut off the two valves in the correct stack in the second floor ceiling.

For shutoffs related to a commercial unit, see the Property Manager.

Snowflake HOA, Inc.
November 14, 2011

Snowflake Condominium Association

Rules and Guidelines for Owners and Contractors When Working in Snowflake

The following guidelines must be observed by owners and contractors when performing renovation or repair work in Snowflake Condominiums. Adhering to these guidelines will protect common areas and the comfort of all who reside at the complex while work is being done, and limit the potential liability of the Association.

Prior to starting renovation/repair work, owners must submit the attached 'Request for Project Approval' to the Property Manager and certify that they and their contractor (if any) have read and agree to comply with these Guidelines (Owners may certify for their contractors if they wish).

If the project complies with HOA policies and guidelines, the Request for Project Approval will be approved by the Property Manager. If it clearly fails to comply with HOA policies and guidelines, the Property Manager will not approve the request. In case of question, the Property Manager will submit the application to the Executive Board for review.

Repairs of an emergency nature, such as a leaking pipe, electrical short, or a broken window should be dealt with immediately, but the building manager and/or the property manager should be notified as soon as possible.

A. Applicability

These guidelines apply to any project within a residential condominium unit which

- 1 – Involves a Limited Common element (entry door or windows);
- 2 – Impacts a common element (e.g., hallways);
- 2 – Involves moving material or trash through common areas;
- 3 – Has any effect on, or requirement involving, building systems: water, heat, power or alarm;
- 4 – Involves any disturbance of a popcorn ceiling.

B. Owner

The owner has ultimate responsibility for all aspects of the project, including all actions of contractors, compliance with all Association rules and guidelines, and compliance with regulations of government agencies.

C. Resident Manager

The resident manager will monitor the project on behalf of Snowflake owners.

1. A description of what is planned, dates of construction, who is involved, delivery of supplies, and responsibility for oversight of the area must be provided to the resident manager prior to start of construction.
2. Prior permission from the resident manager must be requested to turn off electricity, water or heat for any part of the building, and scheduled to minimally affect the other residents of the building.

3. All handling of ceiling tiles to access water or heat shut off valves will be done by Property Management.
4. Cleanup of common areas must be completed daily and the level of cleanliness accepted by the resident manager.
5. The cost of any additional work done by the resident manager in connection with the construction site will be billed directly to the owner at \$50.00 per hour.
6. The owner must make arrangements with the resident manager for any special parking requirements of the contractor.

D. Guidelines for Projects

1. Projects should be started and completed during slow occupancy times to minimize the impact on rental guests and fellow homeowners. Those times are from the closing of lifts until June 15, and from the end of September until the opening of lifts.
2. Owners must submit certificates of insurance showing that all contractors have liability and workers' compensation insurance coverage.
3. Building permits, if required, are to be obtained and displayed at the unit.
4. The project must comply with all Association Architectural Standards adopted as of the date of approval.
5. Because the building incorporates pre-stressed concrete elements, puncturing or penetrating the surface of the ceiling T-beams or other such elements is expressly prohibited.
6. DAILY clean up of all common areas is required.
7. Owners are ultimately responsible for any damage caused while renovating or repairing.

E. Asbestos Abatement

The popcorn ceilings in the common areas of the building have 3% to 10% friable asbestos containing material (ACM). The hall walls have 3% ACM in the texture and joint compound. Unless the owner of a unit has a formal test showing there to be no ACM in the unit, it will be assumed that the ceilings and walls in the unit have the same proportion of ACM as the common areas do.

1. Owners and contractors working in a unit are responsible for understanding and complying with all State and Federal regulations concerning ACM.
2. If any portion of a popcorn ceiling is to be disturbed, the ACM must be disposed of according to State regulations.
3. If 32 square feet or more of popcorn ceiling is to be disturbed, the owner must obtain a permit for asbestos abatement and have the removal done by a contractor certified for asbestos abatement.
4. If ACM is removed from the unit in an improper manner, such that common areas or another unit are contaminated, the Association will take the steps necessary to abate the contamination at the expense of the owner.
5. The Colorado Department of Public Health and Environment is authorized to levy fines of up to \$25,000 per day for violation of regulation 8B regarding the handling and disposal of ACM. If the Snowflake Association is levied such a fine as a result of the action or inaction of an owner, that fine will be charged back to the owner.
6. These rules apply to work done by an owner or by a contractor.

F. General Rules for Contractors and Owners

1. Hammering, sawing, etc. may not begin before 8 AM nor continue past 6 PM.

2. Dangerous tools such as power saws, air tools, etc. should not be set up and left unattended in common areas in a condition that passersby might operate and be injured by such equipment and tools.
3. There are to be NO modifications to the plumbing, heating or electrical systems outside of the unit.
4. There is to be no consumption of alcoholic beverages on Snowflake property by contractors, subcontractors, or their employees.
5. Dollies must be provided for transportation of material. Association luggage carts are not to be used for transport of project materials, equipment or waste.
6. Boom boxes, radios, etc. are not to be played at a volume that they can be heard in other units. Volume of such items loud enough to be heard over the noise of saws, hammers, etc. is unacceptable.
7. Workmen are asked to leave their children, dogs, cats, etc. at home. When working in and around the complex, the homeowners do not want the contractors' family and pets "hanging around" with them at the building.
8. Major construction debris must be disposed of offsite. The building dumpster is for domestic rubbish only. An extra dumpster can be ordered after coordinating placement with the resident manager.
9. When replacing carpet, contract with your carpet layer to haul away your old carpet and pad.
10. Any use of common areas as temporary staging grounds must be coordinated with and approved by the resident manager. Furniture, old doors, appliances, leftover construction materials etc. are not to be stored in common areas or placed in the dumpster.
11. Do not park in front of the garage entry. Pay attention to NO PARKING signs. They apply to everyone. See C5. Unit parking spaces are reserved for unit owners and their guests.
12. No penetrations are to be made to any hallway wall or ceiling for any reason without the express permission of the Property Manager, which will usually be denied.
13. Any penetrations which are allowed are to be restored to the original condition to the satisfaction of the Property Manager.
14. Any modification of any type to the exterior of the building must have the prior approval of the Property Manager in each case. The Property Manger may elect to refer the request for approval to the Snowflake Executive Board.

G. Penalties and Restitution

An owner in violation of these Guidelines, including failure to apply for project approval, will be subject to daily fines imposed at the discretion of the Executive Board, and for the costs of restoration of damaged areas, or areas modified without permission.

Adopted this 28th day of March, 2011, by the Executive Board of the Snowflake Condominium Association, Inc., to be effective immediately. Amended this 14th day of November, 2011.

/S/ Nancy Barnett
Secretary

Homeowner: _____ Date: / /

Contractor: _____ Date: / /

Snowflake Condominium Association

Request for Project Approval

<u>IDENTIFICATION</u>	UNIT	
Owner applying: _____		
Email Address: _____		
Telephone: W _____	H _____	Cell _____
Planned Start Date: _____	Planned Completion Date: _____	

Name of Project: _____

Project Description: _____

Check and complete all of the following sections which apply:

This project involves replacement of windows which are Limited Common Elements (LCE).

I have read and agree to comply with the Architectural Standard for Window Replacement
Signed: _____

I am requesting a waiver from the Architectural Standard for Window Replacement, as follows:

This project involves a deck which is a LCE, as follows:

This project involves an entry door which is an LCE, as follows:

This project impacts a common element: hallway walls, ceiling, doors, stairwells, garage, sidewalks, other:

Describe: _____

This project involves moving material or trash through common areas (halls, stairwells, elevator, garage, sidewalks).

I understand that I am responsible for:

- Damage resulting from movement of material through those areas;
- Immediate clean up of spilled trash or material;
- Not obstructing common areas, or using common areas for staging without the approval of the building manager.
- Not using Association luggage carts to move material or trash.

Signed: _____

This project requires turning off all or some of the plumbing, heating, power or alarm systems.

Describe system, extent and duration:

This project will involve disturbing (in any way) a popcorn ceiling.

I have read, understood and agree to comply with Section E of the Renovation Guidelines.

Signed: _____

Other description or comments:

I plan to use _____ as the contractor for this work. I have attached certificates of insurance for vehicle and general liability and worker's compensation. The contractor has read and signed a copy of the "Rules and Guidelines for Owners and Contractors when working in Snowflake".

I request approval to proceed with this project. I have read, understand, and agree to comply with the Snowflake Condominium Association's "Rules and Guidelines for Owners and Contractors when working in Snowflake".

Signed: _____

Date: _____

This section for use of the Property Manager

There is an Association Project being done in the same time period. In case of conflict, the Association project will have precedence.

Disposition:

Approved on _____

Rejected on _____ Reason: _____

Forwarded to the Executive Board on _____

Recommendation: _____

Thomas J. Malmgren, Property Manager