

SMC Board Conference Call
March 7th, 2018 4-5 pm MDT (5-6 pm CDT, 6-7 pm EDT)
AGENDA and Notes

Roll Call: Mike Mitchell, Kirk Samsel, Greer Fox, Chris Madigan, Kristin Erikson
MMM: Stan Stokes, Steve Frischmann

AGENDA

1. Approval of notes from previous meetings (8th Nov 2017 and 28th Jan 2018).
Approved.
Note: notes from Jan 2018 onwards to be published on SMC website following Board approval
2. Missing Patio Furniture
 - a. Discussion of Owner reply (Feb 8th e-mail) to Board Letter
 - b. Next Steps
After brief discussion, Board approved a one-time replacement of deck furniture for new owners of D4. Board will send letter to previous owner asking for return of HOA-owned furniture. Next newsletter will contain a reminder to all owners that deck/patio furniture (chairs + small table) is provided by HOA and remains the property of the HOA, not the unit owner. Owners who are selling units are responsible for retention of HOA furniture during any sales transaction.
3. A5 Remodel request
 - a. Discussion of documents in email from Hughes (A5) via Steve
 - b. Decision re approval.
Owner's application was incomplete. Board asked Steve to meet with A-5 owner to review the documents the Board requires (as per the Remodel Appendix in the Rules and Regulations) for the intended remodel and to remind the owner that remodels internal to units, such as this one, are in fact of concern to the Board. Once the proposal is complete, the Board will meet via email or special meeting as needed to consider the proposal and render a decision in as timely a way as possible.
4. Strategic Plan progress
 - a. Updates from Board members re assignments
Mike reviewed assignments: roof and exteriors: Chris, lighting: Kirk; pool: Mike; Conference Room and Office remodel: Mike; Landscaping: Greer. Board members were reminded to use the following outline for consistency: include sections on background, current status, recommendations, alternative considerations. Board members were asked to circulate drafts to one another no later than March 28, giving

Board members one week to review them prior to the telecon on April 4, which will be focused on the Strategic Plan.

Roofing update: As requested at January meeting, MMM obtained recommendations and estimates for replacing shingle roofs with metal (corrugated and fixed-line). Metal > shingle costs by about \$150,000. Fixed-line or fixed-seam metal not recommended; corrugated metal no worse than shingle visually. Metal life expectancy: 50+ years; shingle LE: 20-25 years.

5. Realtor briefing document re renderings

- a. Discussion: what to include, which realtors to approach, timing, what feedback we are seeking, etc.

- b. Next Steps

The primary materials will be the renderings prepared by Chris with the overlay key developed by Kirk along with the diagrams of the Office/Conference Room remodel. These will be shared with realtors from different agencies by individual Board members. Mike will develop a set of questions outlining the feedback we'd like from the realtors and send to Board for feedback. Contact with realtors should be made in late March.

6. Realtor requests for Board Minutes, Annual Owner Meeting Minutes

- a. Discussion of our approach to such enquiries

Board members voiced concern about being queried by realtors because of risk of mis- or over-interpretation and/or potential impact on sale. Board instructed MMM to tell realtors to direct queries to the unit owner in the first instance. Unit owners can access (via the owner webpage) information re the complex, including responses to Realtor FAQ's, the wall project, HOA minutes, Rules and Regulations, contact information for Board members, and the like. If there are questions the Owner cannot answer, the Owner can contact a Board Member or MMM for additional information.

7. D1 Remediation request

- a. Any additional actions needed? Add to Realtor FAQ's?

This item was a request from a potential new owner that the HOA take responsibility for correcting the slope of the floors. The Board confirmed that the HOA undertook the wall project to forestall any further problems, and that units are sold in "as is" condition. No further action needed. Discussion followed about whether monitoring the movement of buildings has continued. It has; pivot points had to be removed from the buildings during the "flues project". New pivot points have been installed and a new baseline survey of these points was completed by Bookcliff Survey Services in Dec. 2016. The Board had previously committed to surveying every two years. A resurvey will therefore be conducted in 4Q2018.

8. Newsletter

- a. Time for another one?
- b. Items for inclusion?

Board agreed that a newsletter in March would be timely. Items for inclusion: HOA annual meeting date, patio/deck furniture (reiteration of Board policy stated at the January 28 2018 meeting) and reminder to owners selling units to leave the furniture behind, realtor inquiries, dogs, posting of Board minutes, and satisfaction with new Comcast service plan, 9a (see below), 9b (see below), 9c, 9d

9. Any Other Business

- a. *From Steve: need to remind owners, renters not to do laundry and run dishwashers after 10 pm*
- b. *From Kirk: reminder that at January 2018 Board meeting, Board approved adding soundproofing as a requirement for any remodels in upper level unit flooring. Mike had volunteered to update the Remodel Guidelines to reflect this policy change.*
- c. *From Steve: Weber Spirit II Barbeque Grills – Board had asked Steve to check on a pricing break for a bulk order (10+) of grills for owners who wish to purchase/replace existing grills. Still obtaining responses from local hardwares. Ash cans have been ordered for all units; waiting on delivery.*
- d. *From Steve: theft of firewood reported by vigilant owner who captured license plate on camera phone. Police followed up; Woodbridge renter readily found with license plate information. MMM decided against pressing charges; thief made restitution. Board grateful to owner.*
- e. *After discussion, Board approved purchased of an additional security camera system (4 digital cameras) which will double capacity at the complex.*
- f. *From Mike: question re pool leak reported at January meeting. Steve indicated it seems not to be a serious leak, with about 1 inch of water loss per week. It can wait until off season to be investigated further as needed.*

Meeting adjourned: 5:02 pm MST.

Next meeting date: **April 4, 2018 3 pm MDT**

| | Where | Jobs done |
|----|-----------------|--|
| 1 | D/E | Steve Replace Wilo circulation pump in heating for D/E bldgs.. It was vibrating loudly. |
| 2 | D/E | Order new motor kit for old wilo pump in order to have a good working spare circ pump. |
| 3 | Common | finish painting the remaining red curbs |
| 4 | D/E | Rebuilt/ cleaned old wilo pump, new motor kit did not fit. Returned motor to factory for refund. |
| 5 | D/E | Replace new wilo pump with old one - works good and is quiet. New pump is now the spare. |
| 6 | A - Gym | thread lock weight bar again. Adjust treadmill belt - ongoing. Mount gym wipe dispenser properly |
| 7 | Upper buildings | Replace bad exterior bulbs |
| 8 | B | Wire in photo sensor for exterior lights (test) |
| 9 | A | program all key cards for 8am - 10pm only access to the front entry door and pool Gate |
| 10 | Common | Post updated insurance documents to website |
| 11 | A | Replace tripping breaker in breaker box |
| 12 | Snowmelt | Design snowmelt re-wire to alternate priority circulation pump with a switch. Order switch. Grease pump motors |
| 13 | A | tighten outlet for heat pads at spa |
| 14 | A gym | Download repair manual for elliptical (error code in display), clean pot on lift motor, adjust lift screw and lube. |
| 15 | A | Re-program key cards to only allow access to the amenity building from 8am-10pm. |
| 16 | A | Install laptop in office to communicate with doorking. This is a workaround to solve the doorking communication issue. |
| 17 | Snowmelt | Install, wire and test priority pump switch on snowmelt control system. All OK |
| 18 | C | Wire in photo sensor for exterior lights. |
| 19 | Common | Investigating possible extra paid-for phone lines not used for fire alarm system. Once sorted out extra lines will be cancelled. |
| 20 | Gym | Ordered weight bench missing parts, received and now mounted on weight bench. |
| 21 | A boilers | 3/7 plumbers scheduled to add new regulators to all boilers, Black hills energy to install larger capacity regulators. |
| 22 | Common | Tech checks phone lines and numbers for the fire alarm system. Excess lines will be cancelled. |
| 23 | D/E | In process of wiring photo cell for exterior lighting. |