

**SMC Board Face to Face Meeting
June 9th, 2018 9am MDT, Building A
AGENDA and Meeting Notes**

ON-SITE: Conference Room, Building A

Roll Call: Mike Mitchell,, Kirk Samsel, Greer Fox, Chris Madigan, Kristin Erikson

MMM: Steve Frischmann, Stan Stokes

AGENDA

1. Approval of notes from previous meetings (2nd May 2018). Approved.
2. Finance Update
 - a. Aging summary – any issues? Yes. Several owners are past due with quarterly assessments. Kristin will call each owner in arrears to remind re late payment plus interest charge. If situation is not corrected, Kristin and/or Mike will contact Paul Taddune (HOA lawyer) for follow-up.
 - b. 2016-7 Audit – complete? Yes. Chris received an e-copy. MMM has hard copy. Will circulate e-copy to full Board.
 - c. Budget year to date – any issues? The operating budget seemed to be on track for 2017-8 and no issues were raised by the Board or MMM. Major maintenance: The majority of the expenditure for 2017-8 has been made already (e.g. short term roof repair, replacing Building A boilers, etc.). Steve asked what financial information should be posted to website: Board suggested monthly Profit and Loss statement along with the approved annual budget.
 - d. 2018-9 Budget Preparation Kristen will work with MMM to prepare by late July for Board discussion at August telecon.
 - i. Operational budget – no major changes likely.
 - ii. Possible capital expenditures – The third of the three scheduled 15% annual increases in major maintenance will be implemented for 2018-9. The Board agreed that limited capital expenditures should be planned for 2018-9 until Owner feedback on the Strategic Plan was received. Hot water heaters in H-I may need to be replaced, since there have been repeated leaks and they are scheduled for replacement in 2020 according to the Reserve Study. Boilers in D-E are due for replacement in 2019 according to the Reserve Study, but there have been no problems reported in the annual inspections up to this date, so this may not be necessary. Painting exterior and replacing roofs are two major capital projects known to be coming due in near term. Greer suggested continuing 15% annual increase in the major maintenance assessment for another 5 years. Board recommended waiting for anticipated owner feedback to survey re. potential capital projects before making any recommendations re. MM funding.

- e. Reserve Study Update – Mike will update and flag necessary projects for discussion at July telecon. Nothing (other than boilers, hot water heaters, roofs and exterior) seems obviously pressing.

3. Strategic Plan

- a. Review/discussion of final drafts of each section (*circulated prior to meeting*).
Board comments/suggestions:
 - Intro V3: simplify wording and Owner feedback options
 - Roofs V4: add “shingles offer wide range of color options; metal roofs are either galvanized zinc (gray) or cor-ten (rust) color”; remove timing options, as immediate-term (2-4 year) replacement is necessary
 - Windows & Doors V1: need to clarify insofar as possible the scope of 1998 window/door replacement.
 - Exterior Cladding V2: add list of properties in SMV with recent exterior remodels; minor wording changes suggested
 - Lighting V2: add fixture counts and estimated costs. Minor wording revisions suggested.
 - Pool V3: No changes suggested.
 - Amenity Building V4: Include sketch plans. Simplify option choices.
 - Landscaping and Grounds V5: Simplify option choices.
 - Financing Options: Need to discuss the potential problem of delinquencies into the HOA loan option
- b. Timings for revisions – ASAP from Board members; circulate among Board for final approvals.
- c. Date for issuance to Owners – Target date remains before the end of June
- d. Plans to manage owner Feedback. Steve will investigate options with Survey Monkey, an easy-to-use on-line survey application. Board wants survey vehicle to provide closed-ended questions re options and timing, plus ability to obtain open-ended feedback (comments) from owners on each section of the Strategic Plan, and a summary of responses to each set of questions.

Chris Madigan left the meeting at 11:53 am. Board broke briefly and resumed at 12:20 pm.

4. Annual Owners Meeting

- a. Announcement of Meeting – MMM will send out meeting announcement according to required timetable.
- b. Plans and timing for various reports (President, Financial, Property Manager). Mike noted that he, Treasurer Kristen, and PM Steve are responsible for drafting the initial report in time for Board feedback at the July telecon and that they should try not to be redundant across reports.
- c. BOD Election
 - i. Request for nominations – MMM will use same letter as drafted last year and send it out asap with response from interested owners by July 31. There is one position open. Chris noted that because of time demands he will not run again, but will be available for consultation on an ad hoc basis.

- ii. Voting as usual, or by mail only? Board approved voting for elections by mail only. There will be no proxies for Board elections. Ballots will be sent to owners ahead of time; owners will vote and return ballot in signed envelope to MMM, who will separate outer envelope from inner, both protecting anonymity and preserving the appropriate weighting (by sq footage) of the ballot. Mike will provide a proposed “process” for Board review.
- c. Anything else? –
 - i. Owners who wish to assign a general proxy for other matters are free to do so.
 - ii. Kirk volunteered to arrange for attendance at HOA meeting via Skype for owners interested in doing so. An announcement of this will be included in June newsletter.
- 5. Soundproofing of floors
 - a. Discussion of options. Mike reviewed the research on this issue that Steve had pulled together, summarized in the “Flooring Sound Suppression” guideline document Steve and Mike drafted. It is impact noise (footfalls, dropped items) from above, as opposed to airborne noise (voice, music) that seems to be the greater problem for owners with units above them.
 - b. Feedback on overview for Board/Owners (*circulated prior to meeting*) The Board agreed that a Delta IIC of 20 or greater would be an appropriate requirement for a soundproofing pad under hard flooring surfaces. It appears that carpeting with a thick underlayer is sufficient to mitigate impact noise, and the Rules and Regulations re soundproofing requirements need to indicate the minimum requirement for carpet underlayer pad.
- 6. Rules and Regulations – review and approval of latest update (*V3 – circulated prior to meeting*)
 - a. Unit ash cans allowed on the deck
 - b. Soundproofing requirement – need to include a minimum thickness for acceptable carpet underlayer.
 - c. No appliances during “quiet hours”
 Revisions were approved as noted.
- 7. FAQ Updates – review and approval (*Circulated prior to meeting*)
 - a. ROFR update - we’ll “certify” ROFR process as required by declarations
 - b. Contract/Title pages – parking spaces, storage space, patio furniture
 Revisions were approved.
- 8. Dog Ownership – should we charge an annual fee as well as a registration fee? (AL 200). The Board agreed that charging an annual fee to Owners of dogs was not justified. After extensive discussion, Board approved 4-0 the following two rule changes:
 - IV. Pet Policies b. Pets of owners’ relatives or partners are permitted for short-term visits of less than two weeks. No guest, long-term lessee, occupant, or renter is permitted to have a pet on the Property even for short visits.
 - IV. Pet Policies j. delete entirely. This removes the weight restriction for pets.

9. Concierge services – what options for Owners needing help (e.g. during arrival/departure)? (AL 222) No one knew of any such service available in Snowmass Village. Owners are advised to ask neighbors or friends for assistance.
10. Proposed Board Document Filing System for Drop Box (AL 33) (*Circulated prior to Meeting*)
 - a. Comments/feedback. Board commented positively on Mike’s filing system for Board documents.
 - b. Next Steps (Board Documents and Maintenance Items) Mike will continue to flesh out his system and deposit his storehouse of Board-related documents into the framework and then deposit to DropBox so that others can do likewise. Agendas and Meeting Notes, among other documents, should also be entered into the Board documents section. Earlier, Kirk had circulated a system for cataloging maintenance items and documents by Building. These are also on Drop Box. MMM will populate this part of Drop Box as time allows
11. Review of Action List items not covered above
 - a. Picnic Bench on upper level – completed? (AL83) Yes.
 - b. Replacement of missing patio chairs (Rappin) – next steps? (AL 134) Board decided that it was likely to cost more to pursue reimbursement from the previous owner than it would to replace the furniture, and agreed that Kirk should place an order for 2 replacement chairs and a table
 - c. Wall Project Summary – update from Mike (AL 137) Mike has spent three days this week going through the massive collection of unorganized paper files in the closet in the conference room where files have been stashed for decades by VPM, SH, FC since the inception of the complex. He has date-ordered all documents worthy of keeping, earmarked the bulk for trash, and still has the wall project documents to plow through.
 - d. Discolored chimney caps – fire risk? (AL 178) MMM to investigate
 - e. Exterior rendering proposals for 2011 – update from Mike (AL178) A Building Exteriors Upgrade document from 2006 has been located. The observations in this concept study (current complex “bland” and “dated” fit very well with the current Boards assessments. The proposed upgrade (including “traditional materials of stone and wood”) agree well with the direction the Board is taking.
 - f. Trees behind upper building – update (AL 187) Fall 2018 is time to plant additional trees.
 - g. Ash cans – replaced? complete? (AL 195) Red cans on stairwells are gone. New ones placed in units.
 - h. Pool Leak – is this a significant problem? (AL 201) No. ¼ inch per week.
 - i. Pull up Bar in Gym – update (AL 205) Will be installed in the next few weeks.
 - j. Install extra CCTV cameras – done? (AL 207) Done
 - k. Building I remodeling – complete? (AL 2018) Done
 - l. C4 replacement glass – complete? (AL 209) Done
 - m. Weatherstripping – repairs complete? (AL 216) Some Units have been done. It takes about 1 hour per Unit to do this properly. MMM will continue this

program during the coming months

- n. Driveway lights – options? (AL 218) Steve discovered lights had been installed incorrectly in 2011. Will systematically repair this error. Steve has also discovered that the lights are dimmable. Reorienting the lights and dimming them should solve the problem of lights being too bright and misdirected.
 - o. Renters dogs in G3 – gone? Fines paid? Complete? (AL 219) Yes.
 - p. Smoke detectors – all checked/replaced as needed? Complete? (AL 221) Yes.
 - q. One Owner (Staertz) not receiving bills – resolved? (AL 223). We believe so, but Owner has not replied to requests to confirm this. Owner will be charged interest on overdue payments.
 - r. Path leading to upper picnic area degrading at base – update (AL 224). Will be attended to in the next few weeks.
12. Dates for Board Meetings through to end September: telecons Wednesdays 4 -6 pm MDT on July 11, Aug 8, Aug 22. On-site all day meeting Sept 21, 9 am. Agenda items: survey results, Budget FY 2019 approval, Major maintenance items
13. Any Other Business
- a. Steve: Parking will be an issue as season progresses. Will obtain, post signage re towing cars parked illegally

Meeting adjourned: 3 pm

Next meeting date: July 11, 4-6 pm MDT telecon

Supporting Documents: emailed 6/3/18

- Soundproofing V3
- Rules and Regs (latest version - V3)
- FAQ Updates (ROFR and Contract/Title pages)
- Board Documents Directory for DropBox
- Action List (6-3-18 version)
- Strategic Plan subsections - emailed 5/27/18