

Final passed 7.5.08

**WOODS MANOR BOARD OF DIRECTORS MEETING**

**May 17, 2008**

**11:00pm**

**WOODS MANOR CLUBHOUSE**

Present: Board of Directors: Jay Rust, Karen Schilling, Wes Cobb, Chuck Sebald  
Len Vest – Tele-Conference

Mountain West Lodging Staff: Nancy Price and Mitch Ringquist

Legal Counsel: Steve Werner by Tele-Conference

Homeowner: Kathleen Rusk

**I. Call to Order-President Jay Rusk called the meeting to order at 11:00am**

**II. Approval of Agenda-Chuck Sebald made the motion to accept the addenda with the following additions and Wes Cobb seconded. All in favor. Passed**

Additions: New Business “E” – Building A Elevator

Change “Other” to “Ongoing” and add items

Pine Beetle Management Program Update, Land Survey, WMA  
Policy Documents

**III. Approval of 03/08/2008 Board Meeting Minutes - Chuck Sebald made the motion to accept the March 8, 2008 Board Minutes as presented and Karen Schilling seconded. All in favor. Passed**

**IV. MWL Employee Introduction - Nancy Price, General Manager Mountain West Lodging, introduced Mitch Ringquist, new office manager.**

**V. WMA and WMI Financial Report – Nancy Price**

April 2008 Financial Report:

Year to date for April 2008, Woods Manor Association is unfavorable to budget (\$599). This variance is due to unbudgeted increases for Utilities (Sewer, Water and Cable) as well as Insurance (the YTD increase in Insurance will be credited back in May). Also, snow removal (parking lot and roofs) was over budget due to the heavy snowfall this season. On the positive ... Electricity expense is down due to the turning off of hall/clubhouse heaters. Income tax budgeted for April to be paid in June, meeting & legal fees not needed this month.

Year to date for April 2008, Woods Manor Interval is favorable to budget \$10,429. This variance is due to a compilation of items. Timeshare dues income is down YTD, property taxes were up over budget and a 50% deposit on (2) Murphy Beds was made in April. On the positive ... Housekeeping and Electricity expense are less due to fewer occupied units, Legal Fees budgeted, for April will be needed in June and the Postage allowance was not utilized in full to date. The new Non-Capital Reserves

stipend contributes significantly to the favorable to budget amount. Without this allowance for unforeseen/under-budgeted expenses and unpaid dues, the favorable to budget would only reflect \$429.

The WMA and the WMI financial reports were accepted by consensus.

## **VI. Maintenance Report – Mitch Ringquist**

- A. **WMA** – Mitch reviewed the Woods Manor Maintenance Log describing work completed and in progress. There were no general major repair expenditures necessitated at this time.

The Board requested the following items added to the Maintenance Tracking Log :

- ❖ Men's restroom pipes freezing
- ❖ Water leak in Building A Garage
- ❖ Management house has damage to eaves and trim still requires paint touchup
- ❖ Fan continuously running in Hot Tub Room
- ❖ Building B garage door panel replaced needs painting

### **B. WMI**

Next week is spring maintenance week for the interval units. The Board requested MWL to coordinate owner's comments that need attention as written on their guest week evaluations into the schedule if not currently noted. Chuck Sebald and Mitch Ringquist will walk the units tomorrow and document needed repairs.

## **VII. Old Business**

- A. **Remodel Update** – Jay reported the remodel project is moving very expeditiously and continually. He remains on site to coordinate contractors and address project details and changes as they occur. The projected current completion estimate is mid June.

Project Over Run Changes:

- ❖ New light fixtures – old fixtures lacked insulation which caused wires to be damaged (fire hazard).
- ❖ ADA fire alarms and smoke detectors – Fire Department required after building remodels
- ❖ Baseboards – Many of the boards were not solid oak and splintered upon removal for new flooring
- ❖ Flat roofs over the dumpsters need to be replaced – water leaking into the clubhouse.

The need for interim funding was discussed as current funds available are from 2 years of the 3 year assessment.

Len Vest made the motion and Chuck Sebald seconded for the WMI to pay their final \$20,000 of the special assessment to the WMA now with the WMA

reimbursing the WMI interest from June 1, 2008 to March 30, 2009 due and payable April 1, 2009. All in favor. Passed

Chuck Sebald made the motion and Wes Cobb seconded to reimburse Jay Rusk for travel to and from Denver at the government rate per mile while acting as Board General Contractor. All in favor. Passed

**B. WM Wireless-** Mr. Eric Geis of “Resort Internet” presented a proposal for wireless internet service to Woods Manor. The Board requested their proposal quote acceptance deadline be extended until after the Annual HOA meeting so we can gather homeowner input. This was agreed upon and placed on the July agenda.

**C. Spa Inspection** – The hot tub was inspected by The Hot Tub Company and sources of sand leakage located. Parts for this and several other minor repairs are on order.

**D. Murphy Beds**

The Board requested MWL to contact all owners that have a Murphy Bed in their unit to alert them that a Murphy Bed had experienced complete mechanical failure –crashed upon a coffee table and thus destroyed the table. For the safety of owners and guests, the Board encourages owners to replace Murphy Beds.

**E. WMI Dues Collection**

Steve Werner reported on ongoing WMI aging accounts turned over to his legal investigation. He recommends there are four that could proceed to court and judgments. There are three owners who can not be located probably because of death and their interests not transferred by the estates.

Chuck Sebald made the motion to authorize Steve Werner to file suit against the recommended four WMI owners and Len Vest seconded. All in favor. Passed

Mr. Werner furthermore suggested the Board consider updating the aging accounts policy and keep owner contact information current. Also, copies of Interval Deeds should be on file with our management company. These administrative procedures would expedite collection.

The Board discussed the WMI Non-Capital Reserve Fund’s need to possibly fund delinquent WMI dues. Jay confirmed the accountant said this was a legal usage but all credits to this fund should be dispersed year end. The Board appointed Len Vest as chairman of a committee to evaluate WMI financial needs and advise the Board for using the NCRF.

**VIII. New Business**

**A. WMI Late Fee Appeals**

The Board reviewed three WMI owners’ appeals of HOA dues late fee charges. Upon review WML had not sent invoices for late fees to WMI owners for January and February 2008. The Board by consensus decided to reimburse or remove late fees on delinquent accounts for January and February 2008. All

other outstanding late fees would be due as 2008 November WMI HOA invoices stated late fees of \$25 per month would be charged each month until account was current. Subsequent monthly statements would reflect dues and late fees until each account was current.

- B. **Flat Roof Leaks** – Jay reported the remodel project had exposed wall leaks in the stairwell walls of the clubhouse from the snow melt on the flat roofs of the dumpster areas which had not been replaced. There also had been minor leaks in areas of Woods Manors new roofs and gutters. The original roof contractor, Turner-Morris, inspected these conditions and will do the necessary repairs..

All leaks occurring in areas of new roofing and gutters will be repaired under the warranty.

The flat roof must be replaced and water runoff redirected. The estimated cost is \$15,000. The snows melt and rain runoff from the driveway also should be re-slopped and snow removed from the carport entrances instead of pushing into piles.

Chuck Sebald made a motion and Wes Cobb seconded to authorize Jay to hire Turner Morris to replace the flat roof and to redirect special assessment allotment of funds. All in favor. Passed

**Steam Room Leaks** – Removing the hall carpet for the remodel of the clubhouse revealed that the steam room is leaking. It will be repaired as part of the remodel project. .

- C. **Men's Clubhouse Shower** - Removing the floor tile for the remodel of the Club House men's shower revealed the shower entrance step had loose tile. It will be repaired with the remodel project.
- D. **Building A Elevator**- Jay reported the Building A elevator had developed squeaks and rocked. Our elevator service company responded. Building B elevator was inspected at the same time. They will follow up with written recommendations. The Board requested the company be re-contacted and work be scheduled as soon as possible.

**IX. Ongoing**

- A. **WMA Pine Beetle Management Program Update** – Our trees are scheduled to be evaluated and sprayed this summer before the beetles fly in July.
- B. **Woods Manor Land Survey** – The snow melt is almost complete enough for a survey to be completed. The Board directed Chuck and Jay to walk the property to locate markers and then schedule the survey work.
- C. **WMA Policy Documents** – The Board has completed the review/update of the By-Laws/Declarations and Rules and Regulations. These documents need to be included in each units' notebook.

**X. Next Meeting –**

- ❖ Denver TBD

- ❖ Annual Homeowners Meeting – July 5, 2008
  - Board 9am Meeting
  - HOA meeting 10am with lunch following
  - MWL will mail notices to all homeowners
- XI. **Adjournment** – 1:57pm

**Executive Board Meeting – Management Company Contract**

Karen -- Please review and if OK send to Nancy. Thank you for working so hard and fast to get the minutes done. Jay

**Second Draft by JR**

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Homeowner: Kathleen Rust

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