

WOODS MANOR MEETING AGENDA

September 6, 2008

11AM

WM Clubhouse

Board of Directors Present: Jay Rust, Karen Schilling, Chuck Sebald, Wes Cobb, Len Vest, and Mary Lee Van Meter by teleconference

Homeowner: Gere Baskin

Four Seasons Management Company: Bob Springer and Steve Erlandson

Call to Order: 11:20 AM

Approval of agenda

The Board approved the agenda with additions by acclamation.

The Board requested Four Seasons to implement the "Maintenance Tracking Record Spreadsheet" developed by the Board in 2007. It was agreed that all communication on such matters would be by email to Four Seasons with copies to the entire Board.

Approval of July 5th, 2008 Meeting Minutes

The Board approved the minutes of the July 5th Board meeting by acclamation.

Financial Report

The Board reviewed the financials. They requested Four Seasons to send computer copies of the financials monthly to the WMA treasurers, Chuck Seabald and Mary Lee Van Meter for backup and in-depth review. The Board thanked Four Seasons for providing a WMA and WMI accounts payable statement with the monthly financial packet. This statement reflects the chargeable expenditures outside the contract which is relevant for accurate budget monitoring by the Board.

Discussion of WMA insurance and phone expenses prompted the Board to request Jay to review the insurance policy fire coverage language to ensure that we have total replacement value. Four Seasons was asked to review the phone bill of all current equipment and appropriate "best bundling" billing by Qwest.

After review of the insurance policy the declarations will be posted on the WMA website so homeowners may review them to determine what may be appropriate for individual unit owners' contents insurance.

Further review of the WMI aging will be studied by Len Vest and Jay Rust. Mary Lee Van Meter will assist Four Seasons in evaluating possible reporting changes of each WMI owners' account status. This will be an ongoing agenda item.

Chuck Sebald made the motion to accept the WMA financial as presented. Karen Schilling seconded the motion. Motion Passed.

Len Vest made the motion to accept the WMI financial as presented. Chuck Sebald seconded the motion. Motion Passed.

Maintenance Report –

The Board discussed with Four Seasons a system appropriate for their company that the Board may use to communicate and track maintenance issues. We mutually agreed to send all requests and progress reports back and forth by email to all Board members.

Steve Erlandson reviewed the maintenance reports for the WMA and WMI as provided in the meeting packets. The Board complimented Four Seasons for their professional transition in managing Woods Manor and appreciation for their proactive attention to detail.

Old Business

- A. **Remodel Update** – Jay Rust reported the final punch list had been completed with all interior common area vendors. The dry wall repair in the clubhouse entry caused by water seepage from the flat roofs will be completed when the roof repairs and replacements are completed.

Karen Schilling thanked the redecorating committee again for their committed efforts in planning and overseeing the design process of the common area remodel. The addition of décor will be planned pending final budget status of the special assessment. They will also evaluate all the original hallway art which has been saved for possible re-hanging in the common area. The remainder can be used in the Interval units.

- B. **WM Wireless** – Wes Cobb reported the board had voted by email to accept the 3 year contract for wireless with Resort Internet. It will be activated by November 2008.
- C. **Flat Roof Replacement** – Steve Erlandson reported that Turner Morris is late starting the project. He is in communication with them and will keep the Board updated.
- D. **Steam Room Leaks** – Steve Erlandson reported this had been initially repaired by replacing the caulking. He will monitor it and has reopened the steam room for usage. The Board requested the steam room tile grout to be evaluated and re-grouted if necessary.
- E. **Mens Clubhouse Shower** – The remodel revealed tiles loose in the men's shower which need to be repaired. The Board requested Steve Erlandson to continue with this and evaluate possible re-grouting of the shower if needed along with the steam room.
- F. **Property Survey** – Chuck Sebald and Jay Rust walked the property and were able to locate many of the survey marking pins. A partial survey will be needed to determine the accuracy of the Woods Manor boundaries. The

Board decided to proceed to post "Private Property" signs at known boundary entrances but delay the survey pending budget expenditures.

New Business

- A. **MWL Invoice** – The Board was presented with a final invoice from Mountain West Lodging for transition time management.

Chuck Sebald made the motion not to pay MWL Invoice # 41 and Karen Schilling seconded it. All in favor. Passed.

- B. **2009 Budget** – Four Seasons presented the Board with a working copy of a 2009 WMI and WMA budgets. Four Seasons estimates that the 2008 budgets will end in a deficient. The proposed initial 2009 budget does reflect that expenditures may exceed income. The Board will meet to study the proposals and evaluate options for in October.

Other

- A. **House Roommate** – The request by Four Seasons for permission of their employee to have a roommate to share living expenses was discussed. Options were shared. The Board request Four Seasons to develop a document addressing our options for the Board to review. The management contract will need to be amended.

B. WMI Maintenance Week Items

The Board requested the following during the fall WMI Maintenance Week:

- ❖ Appropriate light bulb size installed in kitchen spot light to prevent light from shorting out
- ❖ Faucets and handles missing center covers
- ❖ Caulk bath/showers/kitchen areas as needed
- ❖ Detail missing unit art
- ❖ Clean and perform safety check on gas fireplaces

- C. **Homeowner Unit Policy Document Handbooks** – Jay Rust has completed copies of the updated unit WMA Policy Handbooks for each unit homeowner. Four Seasons will insert updated copies for every unit and provide new handbooks where the old one cannot be located.

- D. **Special Assessment Amendment** – Chuck Sebald made the motion to appropriate the Special Assessment funds for flat roof repairs/replacement and WiFi hard ware installation. Wes Cobb seconded. All in favor. Passed

Next Meeting – Budget Work Session and Meeting

- ❖ Saturday October 4, 2008
- ❖ Time 12:00 noon

Adjournment - 5:00pm