

WOODS MANOR ASSOCIATION BOARD MEETING

12:30PM
March 7, 2009
Karen Schilling's Home

Call to Order: 12:38pm

Board of Directors Present: Jay Rust, Karen Schilling, Chuck Sebald, Wes Cobb
and Len Vest

Mary Lee Van Meter and Sid Baskins by teleconference

Four Seasons Management: Bob Springer, present and Steve Erlandson teleconference

Guests: Dee Sebald

Approval of Agenda: Chuck Sebald made the motion to accept agenda as presented and Karen Schilling seconded it. All in favor. Passed

Approval of Board Meeting Minutes: Chuck Sebald made the motion to accept the December 13, 2008 Board Meeting Minutes as corrected to include board email vote on new Rules and Regulations Vandalism Rule and Karen Schilling seconded it. All in favor. Passed

Financial Report: Bob Springer reviewed the February 2009 WMA financials noting Operating funds of \$14,703 in checking and Special Assessment Reserves of \$2,669. The Accounts Receivable amount reflects prepaid dues for 2009 by various Owners. The expenses for WIFI and house repairs were paid from the Assessment Reserves. The Balance sheet also shows the WMI prepayment of 2009 Assessment which will be adjusted off in April when the Assessment is charged to all units. WMA will pay interest to WMI on the loan of the 2009 Special Assessment. The Special Assessment has a balance of \$8,204. The total of WMA cash is \$17,372 (Operating and Reserves combined).

Bob discussed the P&L noting WMA is operating on the 2008 Budget with Len's minor changes and as such, no Budget amount is included for the WIFI income and expense categories. Income is on schedule with the exception of Interest.

Expenses – Legal and accounting is over budget due to the \$2,000 paid for the Appraisal and due to the roof snow removal costs from Turner Morris. Electric costs were under budget. Steve and Bob reviewed FSL efforts to control electric and gas costs. Steve noted garage heaters use natural gas. Jay said the budget may need to be reassessed in May. Wes asked if Electric and Gas could be separated on the P&L. Discussion ensued on expenses and income for the remainder of the year and the cash flow.

WMI financials were reviewed next. Bob noted the cash on hand in three accounts, the Inter-company Prepaid Assessment amount of \$20,000 which will be adjusted off in April and the payment received from Steve Werners office, settling the two past due

weeks. The Board request a letter is sent to delinquent Timeshare Owners which should include quotes from the Declarations and By-Laws and legal processes for collection. FSL was asked to request of Steve Werner, an accounting of monies received and costs associated with the individual cases he is working for collection and about collecting the bounced check from 304B-34.

Year End Financials for WMA and WMI were reviewed and discussion on qualifying WMI reserve expenses. Bob noted the CPA would make these decisions while completing the tax return according to IRS guidelines.

The Board thanked Bob for the detailed financial reports and their efforts to reduce utility and maintenance expenses.

Board Action:

- ❖ The Board agreed by consensus to start legal proceeding for collection on any homeowner account when the late homeowner dues balance is \$1000.
- ❖ Len Vest, Mary Lee Van Meter and Four Seasons Lodging will develop a timeline and process for notification of delinquent WMI accounts preceding legal action. They also will explore with RCI possible incentives for homeowners to keep their dues current.
- ❖ Karen Schilling made a motion which Chuck Sebald seconded to add both an income and expense line item to the 2009 Budget for WIFI. All in favor. Passed
- ❖ Len Vest made a motion which Wes Cobb seconded to transfer \$5,535.83 Assessment Funds deposited upon receipt in WMA Operating Account to Assessment Reserves. All in Favor. Passed
- ❖ Chuck Sebald moved to direct Steve Warner to initiate the legal process to deed back unit weeks to WMI on WMI owner accounts he has investigated and thus determined to be uncollectible. Mary Lee Van Meter seconded. All in favor. Passed.
- ❖ Mary Lee Van Meter moved to invest \$25,000 from WMI Operating Account in a 6 month Bank CD. Chuck Sebald Seconded. All in favor. Passed.
- ❖ Chuck Sebald moved to accept the financial reports as presented by Four Seasons Lodging for both the WMA and WMI. Len Vest seconded. All in favor. Passed.

Maintenance Report:

Steve Erlandson reported the progress on maintenance issues reported by the Board as follows:

	Date issue reported	Description of issue	Who reported	Date confirmed (by FSL)	Date fixed	Checked by
1*	7/1/08	Replace emergency lights as needed	Jay	7/1/08	2/2/09	Steve
2*	7/1/08	Test dry standby pipes in both bldgs.	Jay	7/1/08	12/19/08	Steve
&nb sp;3*	7/1/08	Install lock on women's shower door for supplies	Jay	7/1/08	1/28/09	Bob
4*	12/13/08	Repair/replace CO sniffer in B garage	Chuck	12/13/08	2/20/09	Steve

* denotes completed item that will be eliminated from list

The Board requested the following be added to the list:

- ❖ Remove wall marks around the complex
- ❖ The elevator door in Building A has a deep scratch
- ❖ Check the drainage pipes around the clubhouse need for extension
- ❖ Wordage for sign to post at back exit doors of Bldg A & B to caution owners and guests about ice. Chuck will print them.

Steve reported the following projects for the WMA:

- ❖ Purchase of lock box to store extra building keys
- ❖ Broken/frozen pipe in clubhouse kitchen repaired
- ❖ Door lock installed in storage closet in women's bathroom for walkway snow removal equipment
- ❖ Properly removed old cans of stain and paint from Garage A storage closet

Steve reported the following projects for the WMI:

- ❖ **Remote controls purchased for unit TV's**
- ❖ **Various minor plumbing repairs completed upon report or inspection**
- ❖ **Carbon Monoxide Detectors installed in all units**

Steve reported the following projects for the WMA House:

- ❖ Sealing around the perimeter of the house and foundation in the crawl space
- ❖ Replacing missing insulation in crawl space
- ❖ Sealing with foam insulation around the hose and sprinkler water pipe openings in crawl space.

The Board thanked Four Seasons Lodging for the immaculate cleaning services and their proactive maintenance work.

Old Business:

A. Ebert Appraisal/Insurance Coverage: The appraisal report and Woods Manor complex buildings' insurance coverage was reviewed.

Chuck Sebald made a motion to direct Jay Rust and Four Seasons Lodging to obtain clarity on the Woods Manor Insurance Policy to ensure that we have total replacement cost coverage. Wes Cobb seconded. All in favor. Passed.

Budget Format Recommendations: Four Seasons Staff including Jan Geiss, independent bookkeeper and account, Chuck Sebald, Board co-treasurer and Pat Woods, independent public Account met in December to review income and balance statement titles for the balance sheets of the WMA and WMI, and discuss year end tax/accounting procedures. Their recommendations have been implemented and they are consistent for year end tax reporting.

Chuck Sebald made the motion to accept the report as written and Wes Cobb seconded. All in favor. Passed.

C. Unit Inspections: As requested, Bob Springer presented the Board with a quote for Four Seasons Lodging to perform weekly Unit Inspections on all Woods Manor units. The Board by consensus agreed this additional budget expenditure would not be justified. Individual unit owners may contact Four Seasons if they would like to have this service performed for their unit at the owner's expense.

D. WMI Maintenance Schedule Planning: Four Seasons requested direction from the Board on considering some upgrades for the units. They recommended the Board consider replacing the television sets and consider new washer/dryer sets as requested frequently on the owner/guest evaluation forms from RCI. Both of these items are nearing the end of expected life usage.

The Board decided the replacement priority should be functional over decorative and directed Four Seasons to obtain quotes on these items and email a recommendation. Also, the Board requested a schedule and start year planned for repainting the WMI interior units on a rotating two year plan. This way all units would be repainted every three years which is about normal given the units usage.

E. WMA Maintenance Schedule Planning: Moved to May meeting as Four Seasons Lodging will have more exact maintenance list pending end of ski season. The Board desires to evaluate the budget needs for maintenance as buildings were remodeled last year and some historic routine maintenance may not be necessary this summer.

New Business:

A. Closet Rental Payments: The Board by consensus agreed the WMA rent for rental closets should be billed to owners yearly at the current rate.

B. Dec. '09 Bd.20Mtg. Date: Saturday December 12, 2009 at 12:30pm
Denver, Colorado

C. Renting WMI Weeks: The Board by consensus agreed the WMI weeks which are in default and the WMI owned ones should be rented. They directed Four Seasons Lodging to arrange a rental company and email the details for evaluation before contracting.

D. Other:

1. The Board reviewed homeowner written disputes.
2. Bob Springer presented a budget draft of proposed changes that the Board may need to consider as 2009 progresses. Four Seasons Lodging is monitoring the budget line item expenditures to assist the Board with reducing costs.
3. It was the consensus of the Board that since the Budget is our only pressing issue that the next meeting would be mainly a Budget meeting.

Next Meeting Date: Saturday May 23, 2009 at 12:00pm
Woods Manor Club House, Breckenridge, Colorado

Adjournment: 5:00PM

Executive Board Meeting – Arbitration Award and legal decisions regarding WMI non-payment of dues