

Woods Manor Condominium Association

Board of Directors Meeting  
Sat., May 4, 2013  
Woods Manor Clubhouse

Call to Order: 1:30 pm

Attending: Jay Rust, Karen Shilling, Chuck Sebald, Larry Brutlag, Lisa Cobb, Bob Springer, Michael Walzak

Approval of Agenda: Approved.

Approval of Minutes: Dec. 5, 2012 under review by email and draft will be posted on Woods Manor web site after this review.

**Maintenance Report:**

WMA

- Hot water heater flex hose rupture from A104; B302 roof leak; B301 hot water heater fixed by plumber, billed to owner.
- Common area repair cost ~\$4,500 - \$5,000 due to A104 water damages will be billed to owner. Bills for restoration have not been finalized. Board requested payment status reports from Four Seasons.
- Repaired: locks, spa jet pump, door stops, and garage doors – solenoid burned out, garage lights, window cranks, fire place inspections and cleanings. Internet beaming from Waterhouse, at Main Street to Woods Manor, signal improved. Common area doors painted. Garage air system repaired. Repair B Bldg. roof heat tape. House toilet leak required new gasket.
- A103 stain, caused by possible leak, in ceiling of shower, is being investigated by Four Seasons. Michael explained that it may be caused from unit's shower head.

WMI

- Bed bug covers installed; thermostat replaced; replaced DVD players in units, possibly can be paid by reserve budget; one phone replaced; kitchen drain serviced.

**Financial Report:**

WMA

- Not reconciled for April -- interest may change. Aging that shows as negative indicates some homeowners paid monthly dues in advance.
- Insurance higher and Repairs and Maintenance over budget.
- Electricity and gas lower than budget management lowering heaters in area not in use and lower gas prices.
- Aging report: 103B has small past due amount from a repair; 301B will be charged late fees if not paid within the month; ownership of 203A questioned, Lisa will check records on deeds for 203A ownership.
- The Board questioned several items on the Profit and Loss statement. Bob explained that time share dues are shown in full 1<sup>st</sup> quarter since all dues are supposed to be paid at the beginning of the year; Gain/loss are for weeks owned by association; dues owed on balance sheet are paper transfers. Gain/loss and bad debt items are two tracking methods of debts needing to be written off.

WMI

- Housekeeping in WMI is higher because weeks more heavily used in the winter. The Board questioned several items on the Profit and Loss statement. Bob explained that time share dues are shown in full 1<sup>st</sup> quarter since all dues are supposed to be paid at the beginning of the year; Gain/loss are for weeks owned by association; dues owed on balance sheet are paper transfers. Gain/loss and bad debt items are two tracking methods of debts needing to be written off.
- Reserve expenses are adjusted at year end for taxation purposes.
- More WMI owners are in arrears than last year. Some owners pay late at the time they plan on using their week. They will be charged late fees.

**OLD BUSINESS**

**Exterior Rock Facing:**

- Rock facing may need to be stripped down and reapplied due to rocks falling off over the last few years. Cost is estimated to be \$50-\$70K. Perhaps roof extensions by chimneys would keep water away from rock facing.
- Capstone on rock faced walls should be installed.
- Four Seasons will have the facing re-inspected and request repair options after area snow has melted.

**Asphalt (sewer line work and seal coating):**

- Jay requested several smaller potholes be patched at the same time that drive is repaired from the Asgard sewer work.
- Sealing the asphalt driveway will require cars to be parked in a neighboring properties parking lot. Pedestrians can walk on the asphalt after a couple of hours. Notices will be posted for those staying in their units during the time work is being done. Electric line needs to be fixed before asphalt patch can be done.

**WMI Spring Maintenance Wk. Work:**

- Furniture will be inventoried for replacement.

- Jetted tubs have potential to crack. This happened in some units. Replacements are top the remodeling priority.

**Unit Window Replacements:**

- Not all screens may need to be replaced. Owners may have some missing screens in storage.
- Four Seasons has a bid for \$12,500 which includes: repairing cranks, new screens, weather stripping, replacing fogged windows. Approved unanimously by the Board.

**Unit Door Seals:**

- Report sent to Board last November 2012. Costs need to be finalized. Board approved this maintenance repair.

**Balcony Repairs:**

- Board reviewed the Deck Door Inventory/Assessment report done by Four Seasons. The report rates decks, rails, doors by letter grades A – F. Chuck moved to approve the work identified on the report. Karen seconded. Passed unanimously.

**Back Walkways to Clubhouse:**

- Bob reported the recommendations from an engineer to properly repair the concrete sidewalks. He will request a bid from the asphalt company hired to do the driveway repairs. Budget may not allow this work to be done this year.

**NEW BUSINESS**

**Water Heater and valve replacements:**

- Bob explained that we need to work on how this will be scheduled and done, by whom, contact homeowners and their managing agents. No permits required. Larger water heaters will fit in units' space. Washer/dryers will have to be removed. Hoses may need to be replaced in whole owner units as well. Larry suggested 65 gallon tanks are best since unit guests fill jetted tubs.
- Vast majority of units have gate water line valves which have leaked in many units. Owners will be given an option to replace these valves with ball valves.
- Life of hot water heaters in Breckenridge is somewhere between 10-15 years. Owners will be given options to replace their tanks.
- Many units have original washer/dryers. This will also be on the order list that will be sent to homeowners this month.

**Unit Water Leak:**

- Separate letter will be sent to homeowners requesting consideration to replace braided aluminum hot water tank hoses with rigid copper connections. A first floor unit's hose ruptured causing severe water damage.
- See WMA maintenance report. Repairs made to common areas almost completed. Bill sent to homeowner. Further bills that have not yet been submitted will also be forwarded to the homeowner.

**Other**

- Handrail to house from parking lot requested by Jay Reinhart. Board approved using same style as building rails. Light above sign stating private residence was requested. Board requested that information stating homeowners need to use the phone to make requests of management company, not to knock on Jay's door, should be included in next bill as a reminder. This information should be put on bills to all homeowners. Rental agencies need to know this so that renters are also aware of proper procedures. Homeowners will be charged individually for any personal requests made directly to the management company and its employees that are beyond its contracted duties with Woods Manor HOA.
- Homeowner annual meeting date is July 6, 2013. Announcements to be sent out, including the agenda, proxy sheets and yearly reminders. Larry and Chuck are up for re-election.
- Help requested on getting answers to email questions/concerns. Board will discuss a better way to respond. Need policy about requests to switch time share weeks. Board asked Four Seasons to let homeowners know that requests will be considered by the Board and responded to as soon as possible.
  - Better WiFi signal? Bob stated that we can change the system so that a login is required before you are connected on any piece of technology like a phone, kindle, etc. Board requested this be done.
- Web site requests to Board now goes to Larry and Four Seasons, this can be changed. Larry and Four Seasons will work on a new procedure to address requests.

**Next Bd. Meeting:**

- July 6, 2013, Board meets at 12 noon, WM Clubhouse. HOA annual meeting starts at 1pm.

**Adjournment:** 3:30 pm