

WOODS MANOR BOARD MEETING

Woods Manor Clubhouse

12:00 noon

July 6, 2013

Present: Jay Rust, Larry Brutlag, Lisa Cobb, Karen Schilling, Chuck Sebald.

Homeowner: Paul (need last name from Steve)

Four Seasons Management: Steve Erlandson

Call to order: 12:07 pm

OLD BUSINESS

- a. Concrete replacement (back walks) & repairs (front stairs):
 - i. Steve stated: Back walks slope can be changed but not to 1.5%. One bid of \$16K would replace the entire walkway from the buildings to the clubhouse of A & B building. Metzger Bros. bid is \$14.5K.
 - ii. Four Seasons would prep area by removing railing and protecting the roof over the dumpsters, then replace it.
 - iii. This as a high priority capital need due to potential severe damage to the roof supports over the dumpsters.
- b. Building exterior rock repairs:
 - i. Bid for top sections of chimneys repairs and sealing is \$4500. Jay asked Steve to schedule this for early September in order to ensure outside temperatures that would allow proper drying.
 - ii. Larry motioned, Chuck seconded to approve this work.
 - iii. Board discussed longevity of these repairs and decided we need periodic inspections to ensure that the chimneys remain safe. Reserve of \$5,700 is available for payment. Motion passed.
- c. Window & deck door repairs:
 - i. All windows repaired and glass replacement is expected to be completed by the end of next week. Total cost is \$13,725, half was paid as a down payment. Reserves will fund the second half.
- d. Deck repairs:
 - ii. Steven stated that replacing boards with new ones won't match stain or size. Safety and aesthetics issues were discussed. Many of the vertical supports are very dry. The beams all seem solid.
 - iii. Larry asks if an engineering study before we decide is needed. Karen requested a structural report. Steven stated that a structural report would be necessary if the Board's direction is to replace all the decks not for repairs recommended by Four Seasons. Windows contract included many of the doors that need repair.
 - iv. Funding for this project was discussed.

- v. Front stairs, window repairs, rock facing project costs is \$13,725. Board agreed to talk with owners about back walkways and decks repairs at the annual meeting.
 - vi. Chuck motioned approve front steps repairs at approx. \$3K, Karen seconded. Motion passed.
- e. HOA reimbursed for 104A hot water heater's flex hose rupture water damages repairs costs.
- f. Asphalt patching & sealing – patching done last fall and sealing last spring.
- g. Window washing cost estimated at \$35, \$45, \$70, \$100 depending on the unit size.
- Owners will be sent order sheets and payment will be billed to their invoice/statement.
- h. House hand rail bid for the steps: \$1,405 for one, \$2810 for 2 rails.

NEW BUSINESS

- a. Reviewed capital improvement plans
- b. Reviewed annual meeting packets
- c. Reviewed status of owners units work orders: Hot water heater connections/tanks, unit valves and washer/dryer replacement. Life of water heaters are 10-12 years max in Breck. Hard water sediments cause heaters not to be efficient. WMI replacements are scheduled for this fall's maintenance week

Meeting adjourned and to be extended after HOA meeting.

Meeting reconvened at 4:05 pm, Woods Manor Clubhouse:

1. Discussion about lock boxes. Waiting for further information before can making a decision. Will be discussed again at next board meeting.
2. Tub replacements, due to cracking concerns, in timeshares: Can we fast-track? Reserves are available for unit remodel expenses. Steve will obtain separate bids to replace tubs (jetted and cast iron) and tile around tub areas, frameless shower and new tile, floor tile, countertop. Lisa volunteered to work with the selected general contractor, include solid surround on tub, not plastic.

3. Homeowners association is responsible for the dryer vents to the exterior from the floor access. HOA should check all of the vents. Four Seasons will obtain bids for inspection and cleaning from the exterior of the building.
4. Larry will submit two or more timeshare weeks to our attorney to start foreclosure.
5. Assessment letter will go out July 15 to homeowners. Lisa volunteered to draft the letter and send it to Jay for editing.
6. Time share swap question:
 - a. Request was made to swap a week; Board unanimously agreed that the Board is unable to swap or rent weeks.
 - b. Board will continue to discuss the options available to make timeshare weeks owned by the HOA and those that are in foreclosure available to be rented.

Next Board meeting: Sat., August 31, 2013, 12:30pm, Woods Manor Clubhouse.

Meeting adjourned at 5:06 pm.