

## WOODS MANOR BOARD MEETING

### AGENDA

Woods Manor Clubhouse  
12:00 pm  
July 5, 2014

- I. Call to Order: 12:03 pm.
- II. Approval of Agenda: Lisa moved to approve, Larry 2<sup>nd</sup>. Approved.
- III. Ratify Bd. Mtg. Minutes 5/3/14  
Corrections:
  - pg. 2 Larry requested to delete the sentence starting “BC Services...”
  - pg. 3 Correct sentence to read :  
“Savings from bundling...would allow the board to consider modification of the 2014 budget.”  
Larry moved to approved. Chuck 2<sup>nd</sup>. Ratified.
- IV. Maintenance Report
  - a. WMA
    - a. Mature trees were sprayed.
    - b. Alarm & sprinkler tests, -- all ok.
    - c. Larger trees that are more susceptible were treated: hormone patch. Our trees are in good condition. Treatment cost covering our 4 acres: \$1650. Beetle infected trees are still in the Four Seasons Village area.
    - d. Roof leak into storage closet has been repaired.
    - e. Grounds clean-up, garages, window ledges scraped & repaired. Jay asked about product: Rock Hard that can be purchased from BBC. Product is recommended to repair wood and other surfaces.
    - f. Jay removed dandelions, weeds, aspen suckers, trimmed shrubs . . . To be done, thin out aspen grove between Bldg. B and Asguard House, saplings too tightly growing together. Cut out winter kill from shrubbery. Rest of work will be lighter. Mustard plants were pulled after blooming before going to seeds. Board agreed to compensate Jay at the rate of \$30 per hour for his labor. He will send work and time reports to the Board and Four Seasons. Lisa will also turn in receipt and report on new beds by signs.
  - b. WMI
    - a. Minor plumbing repairs done. Helped using cable boxes. Tub in A102 jets are not working, others not failing. Concerns about tubes cracking, due to not having proper support beneath them, were discussed. Steve said that bathroom-plumbing failures are beginning to occur.
    - b. Cox’s daughter asked Jay to inspect her balcony railing, suspects the railing may fail. It has been re-secured by 4S a couple of years ago Steve will inspect the railing and do repairs if needed.
- V. Financial Report
  - a. WMA

- a. Balance sheet – Asgard House requested their refunding their \$5,000 escrow deposit. Driveway asphalt did not settle over the year since it was dug up to repair Asgard's sewer line. Jay moved to approve, Larry 2<sup>nd</sup>. All approve.
  - b. Grounds Maintenance is over budget because of tree spraying. Snow removal is over budget too. Elevators: Bldg. A's elevator door did not open on the third floor Jay Reinhart reset the elevator. There is an emergency phone in the elevators. Steve will call elevator maintenance to request inspections.
  - c. Larry agreed to research the Board's decision to fund from reserves all expenditures that cost over \$500 and report back to the Board.
  - d. Reserve expenses: Bldg. A's garage door needed major repairs. Altitude Garage door was able to reuse most parts. Structural study needed is needed for balconies flooring and railings and back walkways drainage problems. Board agreed to hire an engineer and architect to prepare recommendations, after on site inspections, for repairs/redesign.
  - e. Jay agreed to research firms and their past performance.
  - f. \$351 spent on repairing the house roof, funded from operating: budget.
- b. WMI
- a. Operating budget is tight may not be enough to cover expenses for the rest of this year.
  - b. WMI \$73,000 cash includes prepaids of \$7,500, leaving cash of \$65,500 to cover remaining expenses for 2014. Expenses for ½ year are \$72,900. Thus operating funds are likely to be short \$7,400. Options to cover possible year end shortfall will be discussed this fall.
  - c. \$16,900 is additional late fees for accounts our lawyer is working on. This should be expensed as a bad debt, an uncollectable account amount. Not many responses from letter sent out 2 months ago to WMI owners that are three months late in paying this years dues. Board asks Steve to submit these uncollected accounts for collection to BC services. Larry asked for amounts to be broken out as a line item. We will need to increase write offs. Financials are for review only, not final, and accepted as such.

## VI. New Business

- a. 2014 WMA & WMI Annual meeting packets/Agenda/Proxies/Board Elections discussed.
- b. Updated remodel policy will be handed out and discussed at the annual mtg.
- c. Many more WMI take back requests have been received. Larry agreed to contact these owners to determine what problems exists and problem solve options for the Board's considerations.

## VII. Old Business

- a. Back Walkways to Clubhouse Steve reported that back drainage issues are affecting both buildings, garages, clubhouse. Two bids for the work have been submitted. The job has grown in size and cost. The Board agreed that the scope of work needs engineer findings and recommendations.
- b. Rock Facings: regular inspects and repair work as needed.
- c. Front Stair repairs completed.
- d. TV signal line repairs completed.
- e. Other projects: dryer vent cleaning, WMI sleepers, furniture, baths, clubhouse use policy have been revised as of the May board meeting and posted on the website.

## VIII. Other

- a. Steve will introduce Michael as the new Four Seasons partner at the

annual meeting.

X. Adjourn at 1:07