

**Draft 2 JR**  
**Woods Manor Condominium Association**

**Board of Directors Meeting**  
**Sat., April 28, 2012**  
**12:30pm**  
**Woods Manor Clubhouse**

**Board of Directors Present:** Jay Rust, Chuck Sebald, Lisa Cobb, Karen Schilling, Larry Brutlag

**Four Seasons Management:** Bob Springer

**Homeowners Present/Comment:** None

**Call to Order:** President Jay Rust called the meeting to order at 12:30pm

**Approval of Agenda:** Approved by consensus with the two additions to "Other".

**Approval of Minutes Jan. 28, 2012:** Chuck made the motion to approve the minutes. Karen Schilling seconded the motion. Motion passed.

**Maintenance Report:**

**WMA:** Bob reported the following projects have been finished to date this year:

- Elevator mechanical rooms-installed fire extinguishers, self locking knobs and door closers per inspector
- Removed snow/ice from A&B roofs that drifted over gutters/dripping on walks
- Replaced leaking jet pump seal
- Replaced broken ping pong paddles
- Power-washed men's shower mats
- Replaced spa mechanical room light/box-from old leaks
- Replaced heat tape A side clubhouse from top roof to flat roof
- Replaced faulty turbine vent on B roof
- Properly disposed of old HOA paint
- Replaced 2 stairwell door closers A building 1<sup>st</sup> floor
- Turned off all heat tapes/heaters
- Raked lawn/pick up trash as it dries.

**Scheduled:**

- Clean-out garages
- Start irrigation
- Lawn thatch/aerator on May 9

**WMI:**

- Replace all carbon monoxide batteries

- Minor plumbing, electrical repairs and unclogged drains
- B203 trace leak to kitchen faucet shutoff valve, replaced valve
- B203 replaced dripping kitchen faucet
- B203 trace leak to washing machine shut off valves, replace valves
- Meet painters for units' bidding tour

### **Spring Maintenance:**

- Repair loose door thresholds, kitchen inventory items, spot clean carpet
- Tighten headboards, adjust shower doors
- Remove nonfunctional fireplace tools
- The Board reviewed the painting bids as presented by Four Seasons.

Larry made the motion to accept the paint bid from J. PlacePainting, Inc., Denver, CO with the following modification of specifications: semi-gloss or comparable paint for the kitchens and bathrooms, paint with a qualifying "green" industry product, use egg shell paint for remainder of the unit and WMI pay for unit cleaning for painters lodging. The bid of \$9,530 could be modified up to \$2,000 without further Board approval. Lisa seconded. Motion Passed.

Bob said two units will be painted each week beginning at Spring Maintenance week and additional units pending availability of units and the Paint Company.

- Mattress Installation Project: Chuck made the motion to accept the Blue River Mattresses Company bid of \$6,938.79 for 12 new mattresses (excluding the new Murphy beds) and to modify the accompanying protection cover to include "bed bug" resistant protection. Lisa seconded. Motion passed.
- Woodwork touchup project: The Board contracted Four Seasons to touch up the baseboards and doors upon completion of painting. The cabinets are oiled once a year during maintenance week.

### **Financial Report:**

**WMA:** WMA cash flow continues to be very low due to WMA aging, legal, elevator maintenance. The legal charges reflect WMA policy reviews currently in progress. All legal charges for water leak repairs collection is charged to 302A. There still remains an additional \$4,800 work to be completed on the elevator systems as per the inspection report.

The WMA carpet loan to the WMI is payable in May and the \$3,681.76 will be paid from the Special Assessment Reserve account.

The Board request Bob to further work with the accountant to add information to the WMA financial reports so income and payables can be clearly traced.

Chuck Sebald made the motion to have Four Seasons, per ThyssenKrupp Elevator Inspection Report mandate, contract the installation of "Half-Latch" stops for the elevator doors. The cost is \$4,721 and will be funded by the Special Assessment Reserve account. Completion is requested by the end of August. The system will be re-inspected in October 2012. Lisa Cobb seconded. Motion passed.

**WMI:** Repair and Maintenance is over budget due to water leak repairs in several units at the washer and/or hot water heater shut off valves. The Board requested Four Seasons to evaluate the age and condition of the water heaters and plumbing to determine if replacement and or repairs are needed.

The Board requested that the current dues write off amount of \$45,000 be reflected on the WMI Balance Sheet. This would reduce the WMI Equity Ledger.

WMI aging continues to be a strain to the budget process. There are 42 weeks that are not current with dues. The Board requested that the 2013 Budget needs to reflect WMI HOA dues that account for the association owned units. Bob reported that BC Service collection agency currently requests several legal decisions from the Board to move towards closure.

The Board requested Bob to contact the WMA Internet provider and cable suppliers for review of current plan and changes that could be available to improve/update service. The advent of guests both at WMA and surrounding complexes owning multiple devices which automatically connect to WMA signal reduce the Internet signal strength of logged in usage.

The Comcast cable service is a “Bulk Account” “daisy chained” system and can cause inconsistent picture quality. Owners may call and work with Comcast directly to convert to a “home run” connection.

Chuck made the motion to accept the WMA and WMI financial reports. Karen seconded. Motion passed.

#### **Old Business:**

**Updated the Conflict of Interest Policy:** Lisa made the motion to accept the Conflict of Interest Policy as presented. Chuck seconded. Motion passed.

**Collection Policy:** Lisa made the motion to accept the Collection Policy as presented. Chuck seconded. Motion passed.

**Remodel Policy:** Chuck made the motion to accept the revised Remodel Policy as presented. Larry seconded. Motion passed.

**Woods Manor Web Site:** Larry and Lisa will be the new coweb site masters. Larry has been able to transition our old account with “GoDaddy” software which was single individual account managed to “GoDaddy Tonight” which would be a business account and allow for multiple managers. They will be working now to upgrade the site and post current documents and information. It should be operational within a few weeks. Jay thanked them and requested we all review and make suggestions. The cost is \$213.00 for a three year contract.

**Unit Floor Policy:** Lisa reported that her call to the Town of Breckenridge (TOB) determined that noise abatement is a common concern and that HOAs' have developed owner remodel/replacement policies. TOB recommended the project have a structural engineer report so there would be professional determination of best materials to use. The Board requested more research to evaluate current rating systems of floor materials and local precedence before setting WM guidelines. Lisa and Chuck agree to do additional research and report back to the Board.

**WM Capital Plan:** The Board continued to refine the WMA and WMI Capital Plans to come into line with reserve budgeting. Summer projects were confirmed. Jay thanked Larry and Four Seasons for their diligent work to gather and organize current costs for planning capital improvements.

**Unit Windows:** Bob reported there are 12 broken seals, 12 broken or cracked windows, various missing cranks and weather stripping repairs along with 28 lost screens and 24 torn or bent screens. It was decided to have Four Seasons now compile actual costs to repair the glass, weather stripping and crank mechanisms issues. Homeowners are responsible for their units' screens.

**Time Share Units' New Mattress/interior painting:** See WMI Maintenance Report above.

**Status of Collections from delinquent time share owners:** See WMI Financial Report above.

**New Business:**

**Board Meeting Policy:** Chuck made the motion to accept the Board Meeting Policy as presented. Larry seconded. Motion passed.

**Enforcement Policy:** Larry made the motion to accept the Enforcement Policy as presented. Chuck seconded. Motion passed.

**WM 2012 Annual Meeting:** The Board will be reporting on the following:

- Three Board positions are up for re-election. Jay Rust, Chuck Sebald and Karen Schilling agree to serve again. The Homeowner meeting packet mail will include information for candidacy requests.
- Larry will give a report on the WM Capital Plans and then post on the website.
- Four Seasons will give the Maintenance Report and Financial Report.
- Larry and Chuck will discuss future capital projects funding.
- Jay will give presidents overview report on WM and the Town of Breckenridge.
- The Board will review the new WMA policy documents which has been worked on and Board approved this year.

**Summer Projects:** The Board decided two projects are possible this summer. Asphalt repairs may include reinforcing the area in front of the dumpsters near the garage entrances. The second one will be addressing the window glass replacement, operation mechanisms and weather stripping. The

extent of each will be determined after Four Seasons has bids for the Board to review.

Another project that the Board has been addressing is the upgrading of the decks. The 2011 painting has improved the condition of the floors and rails along with Four Seasons reinforcement of railings project last year. Lisa agreed to contact the TOB to determine what can be done without totally replacing the entire decks.

**Other:**

**Unit 301A Remodel Request:** Karen made the motion to accept the flooring replacement plan as presented by 301A owners. The packet was complete with contractor documents, material specifications and unit drawings. The replacement does not require a building permit. Larry seconded. Motion passed. Chuck Sebald recused himself.

**Ratify Four Seasons Contract:** Larry made the motion to ratify a new three year contract with Four Seasons Management Company for WMA and WMI. Chuck seconded. Motion passed.

Jay again thanked Four Seasons for their dedicated professional work for Woods Manor and for our continuing proactive working relationship.

**Next Bd. Meeting:** Annual HOA Meeting July 7, 2012. 1:00pm  
Board Meeting July 7, 2012. 12:00pm

**Adjournment:** Adjourned 5:00pm

**Executive Session:** Legal matters

**WMA website:** [www.woodsmanorcondos.com](http://www.woodsmanorcondos.com)

**WMA Address:**

Woods Manor-WMA  
Attn: Board of Directors  
PO Box 4863  
Breckenridge, CO 80424

**WMA Phone:**

Four Seasons Lodging  
WMA Management Company  
1-970-453-1403