

WOODS MANOR BOARD MEETING

Denver
1:30 pm
May 17, 2015

- I. Call to Order 1:30
- II. Approval of Agenda Chuck motions to approve,
Lisa seconds. 101A request added to agenda.
All approved.
- III. Approved Feb. 7, 2015, meeting minutes.
Lisa suggested that bear raids be discussed with builder at 24th.
Motioned Karen, Chuck 2nded. All approved.
- IV. Maintenance Report
 - a. WMA
 - Replaced several emergency lights in garages, and transformers.
 - Swept both garages and hosed them out
 - Clean up as snow allows.
 - Lisa asked if front entry perennials survived, Michael says they are started to show and bud out.
 - Driveway landscape lights, left one damaged this winter, had to replace junction box and rewire and repair. Conduits breaking down, snow near them may have buried all winter.
 - 4S check others, other in good shape
 - Drip near 303A fireplace, roof near chimney needed caulking – dry, repaired. Had scheduled to repair all gutter seams, so this was done as part of that job.
 - Karen asked about 302A cracked corner drywall. Checked roof above, no signs of damage. Maybe some of the construction behind our property caused the hairline crack. Cost to repair crack would be minor.
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 - b. WMI
 - 203B master bath replaced. Stored paint used for walls that were repaired; enough for remaining tub replacements.
 - 102B tub replacement work will begin on May 18 and 304B in June. Fall maintenance week is scheduled for the remaining 3 units' replacements.

- 101A tub was replaced due to a floor surface crack.
- Garage water leak drywall repairs: a small seam needs mudding and paint; homeowner will be billed, and homeowner was notified.
- Two refurbished digital cable boxes failed and were replaced in 204B and 303B.
- Broken frame in the 204B dryer lint trap replaced at \$125 cost.
- Maintenance week began yesterday – checking inventory, will do paint touch-up, checking doorknobs to decks – if stiff will lubricate. Cracked outlets and outlet covers will be replaced.
- Units will be inventoried and items replace if needed.

V. Financial Report

a. WMA

- Operating P&L – offices expenses are over for month because new checks were ordered.
- Snow removal budget very close this year, only needed one front loader remove large snow piles.
- Operating supplies - \$885.97 – due to emergency light purchase replacements.
- Utilities – over slightly for electricity. All heat tapes turned off. Natural gas has been up and down, but under budget and should remain so.
- Reserve P&L earned \$6 interest.
- Replace clubhouse walkways estimated at \$20K only for concrete replacement. Drainage control options work would be an additional cost.

b. WMI

- Approved \$70K transfer to money market account.
- Estimate \$750 for maintenance weeks in the Spring & Fall.
- Gas slightly over, all else falling in line.
- \$1305 housekeeping fee transferred from year before adjusted as requested.
- \$20K paid out as deposits to buy tubs, faucets, tile as agreed in contract. Additional invoice will be coming from contractor for extra work required to be able to properly install tubs and do required tile repairs. First tub job went seamlessly. Brian Hume is the contractor.
- Aging for WMI: 4S sent out a demand letter to 12 owners that did not pay this years dues. Two have since paid in last two weeks. Many responded that they received the letter. Those owners that do not remit payment in 30 days will be sent to collections. A list is being tallied and will be turned

over to Larry for submission at end of month. Unit10216 account is paid.

Chuck motioned to accept financials, Karen 2nd, all approve

VI. Pine Beetle Spraying

Pete, BioBalance, cannot guarantee there wouldn't be beetle infestation problems, but he will inspect the pine tree and submit a proposal; probably less than in the past. Jay will forward the proposal to Board and request an email vote.

VII. WMI Delinquencies Status

Covered under WMI aging above. Reviewed collection procedures: issue should first be sent to Larry, cc to Jay, and include contact information. If Larry cannot respond immediately, Jay agreed to work with owner. Michael submitted collections' suit authorization requested for 20346B. The Board decided that the Association's attorney be authorized to take the next appropriate actions instead of the collection agency's request.

VIII. 2015 Annual Meeting – July 25, Saturday.

Notices need to be out 30 days ahead of time. 4S will send out meeting packets before June 6. Jay will be send to 4S: an introductory letter, an agenda and proxy form. Capital improvements will be on agenda (decks and railings; architectural review). Jay, Chuck and Karen's Board positions are up.

IX. Next Meeting 5-24-15

Meeting with 10:00am with Ski Country and 1:00pm with Mark of WoodMark Builders.

XI. Other

a. Bear strikes at dumpsters need to be part of discussion with architect.

b. Must have increment payment option available for homeowners, policy will need to be revised.

c. Grill request from 101A: Karen says previous requests not approved for many reasons. Repairing deck of clubhouse is being discussed with Mark, WoodMark Builders. Don't currently have a location available for an outside grill. Bear problems are possible with a grill on the clubhouse deck. Only storage unit available is in garage. Not recommended due to safety concerns. Grilling on driveway may cause grease and oil stains on general common elements. Grilling in back of Bldgs. A&B may cause smoke and odor concerns due to intruding into bedroom windows of units. Not fair to allow exception for one that has been denied other owners. Discussion led to the conclusion that it is not feasible at this time, with current conditions on the property, to approved 101A's request. There are grills available down Broken Lance that can be used. 4S will notify 101A accordingly.

d. Michael and Steve talked about continuing to Oct. 1st to help Woods Manor with transition to new management company. Jay will work with 4S on an extension management contract for Board review and approval.

XII. Adjourned at 2:20 pm