

**CINNAMON RIDGE III CONDOMINIUM ASSOCIATION
ANNUAL HOMEOWNER MEETING**

July 18, 2020

Meeting Conducted via ZOOM

I. CALL TO ORDER

The Cinnamon Ridge III Condominium Association Annual Homeowner Meeting was called to order at 1:03 p.m. on Zoom.

II. INTRODUCTIONS/PROOF OF NOTICE/QUORUM

Board Members Participating Were:

Mike Black, President, D222

Kevin Donofrio, Secretary, C112

Mike Pederson, Vice Pres., B101/D124

Fred Davison, Director, C312

Homeowners Participating Were:

Sandy Pederson, B101/D124

Lee Johnson, B103

Mario Martinez, B304

Sandy Saul, C311

Joy Black, D222

Andrew Vest, B102

Maggie & Steve Moore, B104

Kris Waheed, C212

Deborah & Lee Johnson, D103

Representing Summit Resort Group was Kevin Lovett. Erika Krainz of Summit Management Resources was recording secretary.

Notice of the meeting was sent June 18, 2020. With eight unit represented in person and ten by proxy, a quorum was confirmed.

III. PRESIDENT'S REPORT

Michael Black thanked the owners for attending the annual meeting and thanked the ownership for their support throughout the year. He reported that the Association continues to remain healthy and that the Board's mantra continues to be to strive for strong property maintenance and financial management to result in financial stability and predictability as well as competitive property appearance. He noted that the Board tries to preserve the Special Assessments process for major capital projects such as siding replacement and painting. It has been a stable year for the Association in terms of the facility and financials. B Building west siding and window work was recently completed. The northside painting and unit door locks continue to track in the capital plan and will be discussed further later in the meeting. There will not be a work party this year. The work done over the past years to the trees and shrubs is apparent and the property looks really nice. He thanked Kevin Lovett for his continued prudent financial management and strong project management, James and his team for their on-site work and the office staff for their support.

IV. APPROVAL OF PREVIOUS MEETING MINUTES

Motion: Fred Davison moved to approve the minutes of the June 29, 2019 Homeowner Meeting as presented. Michael Black seconded and the motion carried.

V. FINANCIALS

A. 2019 Year-End Review

As of December 31, 2019, the Association had an Operating balance of \$29,929, \$19,734 in the Reserve money market account and \$73,744 in the Reserve account.

The December 2019 Profit and Loss statement reflected that the Association ended the year \$1,218 favorable to budget in operating expenses.

Motion: Steve Moore moved to ratify the transfer of the \$1,218 surplus to Reserves. Mike Pederson seconded and the motion carried.

B. 2020 Year-to-Date Review

As of April 30, 2020, the Association had an Operating balance of \$22,719, \$19,744 in the Reserve money market account and \$79,636 in the Reserve account.

The April Profit and Loss statement reflected that the Association was \$9,438 favorable to budget in operating expenses. It was noted that \$7,404 of the savings was due to timing of the sewer bill, resulting in an actual variance of \$2,034 favorable to budget.

C. Special Assessment

The current \$1,000 Special Assessment was noted, with \$500 due on November 1, 2020 and \$500 due on April 1, 2021.

VI. MANAGING AGENTS REPORT

Kevin Lovett thanked the Board for their work on project planning and his staff for their work at the property.

A. Completed General Projects

1. Sprayed the trees.
2. Renewed the Association insurance.
3. Completed annual fire system and boiler inspections and fireplace/chimney/dryer vent inspections and cleaning.
4. Touched up the paint on the buildings.
5. Washed the exterior windows.

B. Completed Capital Projects

1. Repaired the parking lot asphalt, 2019.
2. Repaired the roof, 2019.
3. Replaced siding and windows on B – West Side, 2020, C and D Buildings, 2019.
4. Refreshed the fire sprinkler system fluid.
5. Replaced the water heater in B Building.
6. Painted the B Building roof.
7. Installed an additional bike rack.

C. *Future Projects*

1. Northside Exterior Painting & Unit Front Door Locks - Michael Black reported that the Board is rethinking the sequence of painting project and door lock replacement. The Northside Painting project is slated for this summer as has been tracked in the board and HOA meetings and the Capital Plan for 1 1/2 years. The current Saflok system, as has been reported before, is becoming obsolete and repair / replacement parts are difficult to procure as well as somewhat costly. Therefore, the requirement for new unit lock system replacement has also been tracking for the similar period of time and targeted to be accomplished in 2021 or 2022. Because of the continuing maintenance costs and inconveniences to owners / renters, as well as the desirability and trend of card-less entry because of the COVID protocols the Board is considering replacing the door locks first, before the Northside Painting project. It is intended to install the new locks by this fall. The new system will be a keypad operated system and would eliminate the need for key card distribution, allow for connection over wi-fi and provide the ability to change the codes through an app. The unit doors (and unit storage doors) would be painted in conjunction with the unit new lock installation rather than with the more extensive Northside Painting project. The new locks would be commercial grade and also have a brass key override in case of an electronic failure. The Association, rental management companies and owners would be able to generate keypad access codes. Changing the project sequence would not affect the current Special Assessment (that would now fund the new lock project) and what would have been an Assessment for the new locks in 2021 or 2022 will now fund the Northside Painting.

A question was raised regarding owners opting to keep the current locks. Kevin Lovett responded that the unit door locks are a Common Area element similar to internet and tv service systems. The new unit door lock system is a required association-wide element. Additionally, it is appropriate to only have one back-of-house lock management system to maintain as well as one key system for safety checks and any emergency access needs.

Action Item: There was support for the idea of switching the timing for the lock and painting projects. It was decided to move forward with new lock system project. The Board will complete the review of competitive lock and door painting proposals. The Oct 2020 Reserve Budget and Capital Plan will reflect the revised project timing.

The timing options of the Northside Painting project will be discussed by the Board. If the painting is accomplished in 2021 (as currently planned), it would double up the assessment. It would be a total of \$2,000 (current and future) over 1.5 years instead of the current \$1,000 and future \$1000 the following year. If the painting is rescheduled for 2022 then the two assessments (current and future) would be a combined \$2000 over two years. Reference the previously published Reserve Budget and Capital Plans. The Board will take the owner comments into consideration.

Note that the Northside Painting project includes: Painting the building wood siding, soffits, and related trims the 'red' color; Painting the walkway railings, walkway support timbers, face of walkway siding, stair treads, wood and steel handrails, and related items the new 'brown' color (ie the new rear deck tower color); Repaint the stucco surfaces the same as its existing color; New or refreshed unit numbers and door bell buttons.

2. C and D Building Carpet Replacement – Replacement of the walkway carpets on C and D Buildings is part of the Northside Painting project. It will be done after the painting has been completed.
3. Hot Tub Structure Carpet and Subfloor Replacement - Michael Black reported that major repair or renovation of the hot tub facility has been shown on the Capital Plan for 2027. He noted that the upper tub (which is of just residential quality), the structure below the tubs, as well as the plumbing and electrical infrastructure is really showing their age since all these items are highly exposed to the elements. The near-term goal is to keep the hot tub, structure, and systems functional as long as possible to provide a break between assessments. The Board is considering commissioning a master plan for the hot tub area in 2022 or 2023 to provide a guide for changes that can be made when actual major repairs or extensive renovation is required. Input from the ownership will be solicited during the master plan process.

Andrew Vest commented that the upper hot tub goes down frequently during periods of high occupancy. The jet switches trip the breaker if activated in short sequence, the filtration is not adequate and the heating element is not powerful enough to reheat the water quickly. Michael Black said that breakers can become aged and trip prematurely and may need replacement. Kevin Lovett will look into this. Kevin Lovett noted that the upper hot tub is residential grade and the only way to fix the filtration would be full replacement. The filtration for both hot tubs has been enhanced by adding Bromine feeders which were installed in February for both tubs to improve the cleaning and should reduce the frequency of draining and filling.

Action Item: Signage will be added at the gate to indicate when the hot tub water has not yet recovered back up to temperature along with instructions for use of the jet buttons.

D. Reminders

1. Owners are encouraged to keep the woodwork around their unit windows treated to prevent damage and premature window failure. Windows should be closed when owners or guests leave the unit to prevent water intrusion.
Action Item: Kevin Lovett will post instructions for proper window care on the website.
2. Owners and guests should display their parking passes in their vehicles.
3. Owners should review the House Rules with their guests.
4. Owners planning an interior unit remodel are required to complete and submit a Unit Modification Request document and ensure the original Impact Isolation

Class (IIC) and Sound Transmission Class (STC) ratings through the floor systems are maintained as a courtesy to downstairs neighbors.

5. Replacement thermostats are required to be compatible with the heating system and should be installed by a licensed professional.
6. Owners are responsible for their smoke detectors. They must meet code and be compatible with other detectors in the unit. They should be installed by a licensed professional.
7. Only owners are allowed to have pets. Pets must conform to the County leash ordinance and owners must pick up after them.
8. Smoking (of any kind) is not permitted on the decks. Owners are responsible for informing their rental management company of all rules.

E. Owner Education

The Association policy is carried by Farmer's. Owners should have an H06 policy that covers unit contents, liability coverage and coverage for any Association insurance deductible. The Association policy includes 150% of the building replacement value and there is a \$15 million umbrella policy. There is a letter posted on the website that provides an explanation of all coverage.

VII. OLD BUSINESS

A. Electric Vehicle Policy

The Electric Vehicle Outlet Policy was adopted last fall to address installation of outlets on Association property. The Policy was developed from professionally prepared 'templates' for such installations and with review and input from the Association's legal counsel and insurance provider. The policy requires a professionally prepared design documents. The package of outlet documents (design and operation acknowledgements) will become record documents for the Association property to run with the life of the installation.

VIII. NEW BUSINESS

A. Ice in Driveway

Andrew Vest commented that there is a severe ice accumulation in the parking lot between B and C Buildings. He believes the cause is storage of the snow that is shoveled from the pathways in the ditch. He suggested storing the snow somewhere else and addressing the ice. Kevin Lovett reported that the on-site will monitor the condition during the winter for enhanced mitigation procedures.

B. Recognitions

Several owners recognized the Board and management team for their work at the property.

IX. ELECTION OF DIRECTORS

The terms of Fred Davison and Kevin Donofrio expired this year and they were willing to run again. Ballots were sent out prior to the meeting and both incumbents were re-elected.

X. NEXT ANNUAL MEETING DATE

The next Annual Meeting will be held on Saturday, June 26, 2021.

XI. ADJOURNMENT

Motion: Fred Davison moved to adjourn the meeting at 2:23 p.m. Kevin Donofrio seconded and the motion carried.

Approved By: _____ Date: _____
Board Member Signature