



**Anchorage West Condominium Association
Board Meeting**

**November 2, 2022 2:00 PM
ZOOM VIDEO CONFERENCE
SRG CONFERENCE ROOM**

Minutes – Draft

I. Property Walk

- A. The property walk began at 2:00
- B. Attendees at the property walk were:
 - a. Bruce Douglas, #91
 - b. Jim Sebben, #63
 - c. Melissa Barrett, #84
 - d. Kevin Lovett, SRG
 - e. Steve Wahl, SRG
 - f. Chris Riley, SRG
- C. Existing roof dates need to be updated on the reserve budget
- D. What is to be done about the south building unidentified leak?
 - a. Tech-One is installing a water meter to track the volume of the leak
 - b. Have a contractor track the heat signature this winter since it may show better with cold temperatures
- E. Kevin asked the board to come up with a wish list so it can be prioritized and added to the reserve budget for planning purposes
- F. Siding and window boxes are potential capital projects
- G. The boat lot should be kept safe and maintained for now. No need to resurface soon. Possibly add a concrete drain pan to the middle of the parking lot to encourage water to flow off the lot.
- H. Was a new hot tub cover ordered?
- I. Pool/Hot Tub concrete edging and tile strip. Check on who can do this.
- J. Call Alpine Pool in the Spring to make sure we are on schedule
- K. All rusted areas of the new support structures for the steps should be painted.

II. Board of Directors Meeting - Call to order

- A. The meeting was called to order at 3:03.
- B. Attendees at the meeting, or attending via Zoom, were:
 - a. Bruce Douglas, #91
 - b. Jim Sebben, #63
 - c. Melissa Barrett, #84
 - d. Kevin Lovett, SRG
 - e. Steve Wahl, SRG

III. Owners Forum

- A. A meeting notice was posted on the Anchorage West website
- B. Other than board members, no owners were present at the meeting

IV. Review and Approve Minutes from July 15, 2022 Board meeting

- A. The minutes were included in the meeting packet sent to the BOD in advance of the meeting
- B. A motion to approve the 7/15/22 meeting minutes was made by Jim Sebben, seconded by Bruce Douglas, and approved unanimously.

V. Financials

- A. June – May fiscal year
- B. Review YTD financial report
 - a. Financial Report as of August 31, 2022
 - b. August 31, 2022 close financials report that we have \$7,090 in Operating and \$42,189 in reserves.
 - c. August financials report \$82,645 of actual YTD expenditures vs \$80,360 of budgeted expenditures resulting in an expense overage of \$2,285 (3%) to date.
 - d. Areas of significant expense variance
 - i. 501 Management Fee, \$1,942 over budget
 - ii. 504 Water & Sewer \$1,960 under budget
 - iii. 515 Building Maint; \$6,346 over budget
 - iv. 516 Boiler and Heat R & M; \$3,628 over budget
 - v. 535 Pool maint; \$4,298 over
 - vi. 570 Property Taxes; \$2,300 under budget
 - vii. 630 Rubbish Removal; \$1,081 under budget
 - viii. 850 Reserve Transfer Exp; \$10,105 under budget
 - e. Reserve Assessment
 - i. No reserve transfers have been made for 2022 due to a low operating fund balance
 - ii. The BOD approved a \$1,000 special assessment per home which will be billed on Dec. 1, 2022 and due Dec. 15, 2022
 - iii. The reasoning for this SA was that operating expenses have increased more than the 10% budgeted including a large increase from gas and snow plowing. \$787 of this assessment will go toward operating expenses with \$213 going toward reserves.
 - iv. Board members have received pushback from two owners about the special assessment. The budget was created prior to the Ukrainian war which significantly affected gas rates. Inflation is much higher than anticipated when the budget was initially drafted in January 2022.
 - v. It is the opinion of the BOD that the special assessment will catch up the expenses. This needs to be assessed in the Spring and considered as part of the 2023 budget.
 - vi. SRG is to get an estimate on all necessary pool repairs.
 - f. Future Reserve Expenditures
 - i. Cona Engineering will evaluate the structural integrity of all three buildings.
 - ii. A bid for the pool deck resurface is needed
 - iii. BOD has asked for a bid on siding, roof fascia and railing replacement. The stucco was viewed as still begin in good condition.

VI. Ratify Board Actions via email

- 8.18.22 Pool Resurface Proposal Approval
- 8.31.22 AW Building Inspection Approval
- 8.30.22 Pool Deck Deposit Cancellation Approval
- 9.22.22 Timberline Trash Renewal Approval

9/30/22 Snow Contract Approval

- A. A motion to approve the board actions listed above via email was made by Bruce Douglas, seconded by Jim Sebben and approved unanimously.

VII. Old Business

- A. Key Audit Completed
- B. Fire Extinguisher Inspections Completed
 - a. Fire & Safety of Denver 6/1/22
- C. Large chimney Cowl Cap Replaced
 - a. Turner Morris 7/15/22
- D. Chimney Heat Shield/Inspections, Complete
 - a. Midtown Chimney Sweeps 8/29/22
 - b. All wood burning owners were billed for inspections
 - c. Electric fireplace at #123 was repaired
 - d. Electric gas fireplace owners were not included in the heat shield inspections/cleanings
- E. Backflow Testing
 - a. Completed on 7/21/22
- F. Pool Resurface, Deferred Until Spring 2023
- G. Railing Top Painting, Completed
- H. Zone Valve Project Continues
 - a. More replacement zone valves have been stocked
- I. Roof Inspection/Maintenance, Completed 7/22/22
- J. Pool Gate Locks Updated/Repaired
- K. Kayak Rack Repaired
- L. 71/72/73 pipe scale removal, ran into resistance this fall from an owner. There are strong concerns about damaging the pipe if this is done. This should be reviewed with the board again in the spring. We recently had to take care of a clog at 71 which was 40' down the drain. Jim Sebben posed an idea that due to slow seasonal use of the upper units, there may be a lack of water flowing through the pipe and heavier winter usage may improve the situation.
- M. Boiler Inspections Completed
 - a. 6/7/22 Tech-One

VIII. New Business

- A. Colorado HB1137 Legislative Bills, policy updates
 - a. Covenant Rule Enforcement
 - b. Conduct of Meetings
 - c. Collection Policy
 - d. Copy of Altitude Law response to board questions was included in the meeting packet
 - e. Maris Davies or Altitude Law had previously stated in a response that "The policy does allow for recordation of Board meetings solely for the purpose of clarifying minutes. Any records should delete after use for the minutes.

IX. Next Meeting Date

Thursday, February 23 at 11:00

X. Adjournment

- A. Motion to adjourn the meeting was made by Bruce Douglass, the motion was seconded by Melissa Barrett and was approved unanimously.
- B. The meeting adjourned at 3:37