

**BROOK FOREST ASSOCIATION  
ANNUAL HOMEOWNER MEETING  
July 3, 2021**

**I. CALL TO ORDER & INTRODUCTIONS**

The meeting was called to order by Kevin Carson at 9:01 a.m. via videoconference.

Board members participating were:

Matthew McElhiney, President, 140D  
Doyle Tinkey, Member, 130C  
Fred Hearty, Member, 140B

Dan Doran, Secretary, 140F  
Carol Goett, Member, 150B

Owners participating were:

Michelle & Jason Becker, 130A  
Paula & Bruce Barta, 140A  
Deb Doran, 140F  
Nancy Berg-Audette, 150C

Louann Tinkey, 130C  
Colleen McElhiney, 140D  
Jean Abbott, 150A

Proxies were received from Falinis (130B) and Collings (130D).

Representing Summit Resort Group were Kevin Carson and Kevin Lovett. Kimberly Douglas of Summit Management Resources was recording secretary.

With units represented in person or by proxy, a quorum was confirmed.

**II. PROOF OF NOTIFICATION/PROXY**

Notice of the meeting was sent June 3, 2021.

**III. APPROVE MINUTES OF LAST ANNUAL MEETING**

**Motion:** Matthew McElhiney moved to approve the minutes of the July 6, 2020 Annual Meeting as presented. Carol Goett seconded and the motion carried.

**IV. FINANCIAL REPORT**

A. *2021 Year-to-Date Financials*

Kevin Carson reported that as of May 31, 2021, the Operating balance was \$7,458 and the Reserve balance was \$27,843. The Roof Reserve account balance was \$266,170. Expenses were \$2,436 unfavorable to budget, mainly due to timing of the landscaping invoices. Snow Removal was \$204 favorable to budget. All Reserve contributions have been made for 2021 and all owners were current or prepaid on dues.

**V. MANAGING AGENT'S REPORT**

Kevin Carson reported on the following:

A. *Completed Projects*

1. Treated the trees.

2. Inspected the fire extinguishers.
3. Repaired the 130 Building water spigot.
4. Repaired roof leaks.
5. Painted the 140 Building.
6. Painted horizontal surfaces and decks of 130 Building.
7. Seal coated the asphalt.

*B. Pending Projects*

1. Roof replacement.
2. Downed tree removal.
3. Arborist walk-through to assess other areas of concern.

*C. Reminders*

1. Owners are encouraged to have their chimneys cleaned and inspected annually. Consider It Done (970/420-9867) can provide this service.
2. Rise and Shine (970/668-0916) or Consider It Done can provide window washing service.
3. Timber Wolf (970/390-0574) can provide firewood.
4. Vehicles should not be parked in a manner that impedes access for other owners or guests.

## **VI. ROOF REPLACEMENT UPDATE**

Matthew McElhiney reported that the roof replacement will begin the end of July or beginning of August, a week earlier than anticipated. Each building will take two to three weeks and the project should be completed sometime in September. The project is nearly paid in full. Some owners are past due with their payments for the Special Assessment and are asked to make payments as soon as possible.

The Board met with Turner Morris to discuss cost, heat tape and power concerns. They inquired about delaying the installation of the gutters and downspouts, which would be a \$20,000 expense. Turner Morris indicated they could be added in a future year and the Board decided to postpone this part of the project as there will be sufficient funds to pay for them at a later date. This will provide contingency funds to cover the cost for any plywood decking that may need to be replaced.

The following points were discussed:

1. The change to the scope of work will save a considerable amount of energy. There had been concern about the capacity due to an old transformer.
2. The hot edge over the pedestrian areas combined with snow fences should mitigate the falling ice issue, which was a top priority for this project, along with preventing leaks.
3. Electrical usage will need to be monitored over the winter. SRG will likely need to coordinate with Xcel. Owners may need to authorize Xcel to provide all utility bills to SRG. Usage from the year prior will be compared with usage in the upcoming year after running the hot edge, in order to see how much more it will cost over time, and to help determine capacity.

**Action Item:** The Board will reach out to owners to determine usage during the winter months.

- Action Item:** SRG will provide updates from Turner Morris to owners. Kevin Carson will be the primary contact.
4. There was concern that the roof replacement will impact parking. It is acceptable for residents and guests to park on the road as long as they do not park overnight. Garages should be used as well.
  5. **Action Item:** Kevin Carson will meet with Turner Morris before materials are delivered to determine where they will be stored, and make sure workers and owners will be updated regarding parking.
  5. Residents and guests should keep clear of construction as much as possible for safety purposes.

## VII. APPOINTMENT OF DIRECTORS

The Board members are elected on an annual basis. All current Board members indicated their willingness to serve an additional term. There were no other nominations from the floor.

**Motion:** Michelle Becker moved to re-elect the current Board members by acclamation. Jean Abbott seconded and the motion carried.

Owners expressed gratitude to the Board for their work on the roof replacement and the Board recognized SRG for their assistance with this project.

## VIII. OWNER EDUCATION

Kevin Carson reviewed information regarding the processing of insurance claims. He referred to a flow chart owners can reference in the meeting packet. Owners can contact him with any questions.

There have not been any insurance claims this year. There was a question regarding which insurance would cover potential injuries of workers, guests, and residents during the roof replacement.

**Action Item:** Kevin Carson will check with Turner Morris about insurance coverage. He will also find out what their bonding scope and scale is for the project and report to the Board.

## IX. ANNUAL DISCLOSURE

Summit Resort Group is required per HB 1254 and CCIOA to inform all owners annually of the management fee, as well as other potential additional charges. All documents are posted on the website, including Board minutes, governing documents, and the Conflict of Interest Policy.

The Board has renewed the SRG management agreement through March 21 2023. SRG has locked the rate for this contract. The Board expressed desire to continue working with SRG, due in part to how they have helped facilitate the roofing project.

## X. SET NEXT MEETING DATE

There was discussion about holding the meeting in June by videoconference to allow more time for planning of summer projects and scheduling an owner picnic, possibly on the July 4<sup>th</sup> weekend.

**Motion:** Fred Hearty moved to set the meeting date to Wednesday, June 8, 2022 at 5:00 p.m. Dan Doran seconded and the motion carried.

**Action Item:** Kevin Carson will send an email reminder about meeting date. It will also be included in the post-meeting mailers with a copy of the minutes.

## **XI. ASSOCIATION BUSINESS**

Owner discussion addressed the following topics:

1. Carol Goett mentioned that the Board decided to delay painting for this year since it is not currently necessary and it will allow funds to accumulate, eliminating the need for another Special Assessment.
2. The Board took \$50,000 out of Reserves to contribute to the cost of the roof replacement in order to lighten the financial burden of the Special Assessment for owners.
3. The new roof color will be antique bronze instead of blue. It will be helpful to have the discussion among owners about redoing the trim and potentially changing the color when the painters are present. It will be difficult to decide on a color before the roof is completed. If it is possible to redo the trim on all buildings at once, the Board would prefer to go that route. However, it may be necessary to stagger the painting schedule building by building.

## **XII. ADJOURNMENT**

The meeting was adjourned for an owner's only forum at 9:50 a.m. and SRG signed off.

## **XIII. OWNERS ONLY FORUM**

Matthew McElhiney moved to adjourn the forum at 9:55 a.m. The motion was seconded and carried.

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_  
Board Member Signature