

**BROOK FOREST ASSOCIATION
BOARD OF DIRECTORS MEETING
May 16, 2022**

I. CALL TO ORDER & INTRODUCTIONS

The meeting was called to order at 3:05 p.m. via videoconference.

Board members participating were:

Matt McElhiney, President, #140D

Fred Hearty, Member, #140B

Dan Doran, Secretary, #140F

Carol Goett, #150B

Representing Summit Resort Group were Kevin Lovett and Kevin Carson. Erika Krainz of Summit Management Resources transcribed the minutes from recording.

II. APPROVE MINUTES 12-2-21 BOARD MEETING

Motion: Dan Doran moved to approve the minutes of the December 2, 2021 Board Meeting as presented. Carol Goett seconded and the motion carried.

III. RATIFY ACTIONS VIA E-MAIL

A. *Building Painting Approval – 2/14/22*

B. *2021 Tax Return Approval – 3/7/22*

C. *Insurance Renewal – 3/20/22*

D. *Tree Treatments – 4/27/22*

Motion: Fred Hearty moved to ratify the Board actions taken via e-mail. Dan Doran seconded and the motion carried.

IV. FINANCIAL REPORT

A. *March 2022 Year-to-Date Financials*

As of March 31, 2022, Operating balance was \$11,224, the Reserve balance was \$33,746 and the Roof Reserve balance was \$68,803. The Association was operating \$920 favorable to budget, but this did not reflect the proposed \$300 reimbursement to owners providing power for the heat tape. All Reserve contribution were made and there were no owner delinquencies.

V. MANAGING AGENT'S REPORT

A. *Completed Projects*

1. Spring clean-up.
2. 2021 tax return filed.
3. Insurance renewal.
4. Hot edge sub-meters installed.

B. Pending Projects

1. Connect common area lighting to new electrical sub-meters.
2. Hot edge reimbursement.
3. Irrigation start-up.
4. Building painting.

VI. ASSOCIATION BUSINESS

A. Building Painting

The proposal from DR Custom for full repainting of the 130 Building and changing the trim color on all buildings was approved. They would like to start pressure washing this week. They recommended WoodScapes Exterior Acrylic Solid Color House Stain for the trim. The Board narrowed down the selection to Acadia Blue or Chesapeake. Carol Goett requested that the exposed conduit be painted as part of the project.

Action Item: Kevin Carson will ask DR Custom to paint samples of both colors.

Action Item: Kevin Carson will send notice to owners that the painting project will start this week.

Action Item: Kevin Carson will request a bid for painting the conduit on all buildings with the same color as the building siding.

B. Turner Morris Snow Fence Proposal

Turner Morris provided a bid of \$1,702 to install snow fence on one section of the 150 Building roof to protect the two skylights from falling snow. It was noted that there has not been skylight damage from falling snow or ice in 40 years.

Action Item: Kevin Carson will ask Turner Morris to look at the other sections of roof with similar configurations to provide a recommendation regarding the risk for damage.

C. Hot Edge Reimbursement

The Board agreed to twice annual reimbursements based on actual usage on January 31st and May 31st.

Action Item: Kevin Carson will notify the owners of the payment schedule.

D. Heated Gutters and Downspouts

The heated gutters and downspouts were removed from the roof installation, reducing the cost by \$20,278. Kevin Carson would need to request updated pricing if the Board decides they want to proceed with this installation. One question is if the transformer can handle the additional load from the heating elements. Kevin is trying to obtain the peak load information from Xcel Energy. He suggested asking Turner Morris to work with Xcel since they have an account and can more easily access the information. Triangle Electric can work with Turner Morris on the installation.

Action Item: Kevin Carson will request an updated bid from Turner Morris for gutter, downspout and heat tape installation and ask them to work with Triangle Electric on the heat tape.

E. 2022 Projects/Landscaping

Other than building painting, the only other Capital project scheduled is landscape refurbishment for \$4,000. Fred Hearty said the sod areas damaged by plowing and snow

storage should be re-seeded. The Board agreed not to pursue an irrigation upgrade this year.

F. 130C Boiler Noise

The boiler noise has returned. It may be caused by a bearing in the system.

Action Item: Kevin Carson will contact the affected owner and will help him to get a contractor back out to look at the boiler.

G. Annual Meeting Prep

All Board members indicated their willingness to run for additional terms. The proposed agenda was reviewed.

H. Recycling

Summit County is considering mandatory recycling for all businesses and associations. The recycling requirement would be based on a ratio related to the size of the dumpster. This initiative has been proposed but a vote has not yet occurred.

VII. SET NEXT MEETING DATE

A. Annual Meeting

The Annual Meeting will be held on Wednesday, June 8, 2022 at 5:00 p.m. via Zoom.

B. Next Board Meeting

The next Board Meeting date was not set.

VIII. ADJOURNMENT

Motion: A motion was made to adjourn at 4:23 p.m. The motion was seconded and carried.

Approved By: _____
Board Member Signature

Date: _____