

CINNAMON RIDGE II CONDOMINIUM ASSOCIATION
ANNUAL HOMEOWNER MEETING
October 7, 2023
Meeting Conducted via Zoom

I. CALL TO ORDER/INTRODUCTIONS/DETERMINATION OF QUORUM

The Cinnamon Ridge II Condominium Association Annual Homeowner Meeting was called to order at 9:03 a.m. via videoconference.

Board Members Participating Were:

Jonathan Barr, A03

Ward Rikala, A01

Homeowners Participating Were:

Mary Cramer, A06

Rick Zimmermann, A10

Michael Reid, A11

Eugene Ford, A12

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

With owners participating or represented by proxy, a quorum was confirmed.

II. APPROVAL OF PREVIOUS ANNUAL MEETING MINUTES

Motion: Jonathan Barr moved to approve the October 2, 2022 Annual Meeting minutes as presented. The motion was seconded and carried.

III. TREASURER'S/FINANCIAL REPORT

A. 2023 Year-to-Date Balance Sheet

As of August 31, 2023, the Association had an Operating balance of \$7,320 and \$1,599 in Reserves for a total of \$8,920. A \$96,000 Special Assessment is being collected for roof repairs, roof replacement in the spring and extra funding support for future building needs.

B. 2023 Year-to-Date Profit & Loss

The August Profit and Loss statement reflected that the Association was \$6 favorable to budget in Operating expenses. There were overages in Insurance (\$836) due to a rate increase, Repairs & Maintenance (\$577), Security (\$749) due to invoice timing and Landscaping (\$1,181) due to a 2022 invoice paid in 2023. There were savings in Water & Sewer (\$469).

Motion: Jonathan Barr moved to approve the August 31, 2023 financials as presented. Rick Zimmerman seconded and the motion carried.

C. 2023 Budget

The year to date budget reflects a total of \$49,799 expensed compared to a total annual budget of \$72,876. The Association is currently operating \$6 under budget as reported above. The Association was unfavorable to budget for the first two months of the year but

favorable to budget for the next six. The \$747/month Reserve contributions were not made in March, April, May, June or August.

D. 2024 Budget

Drafting of the 2024 Budget is in progress. Once it has been finalized by the Board, the membership will be notified and a meeting will be scheduled for ratification.

IV. MANAGING AGENTS REPORT

A. Completed Projects

1. Irrigation backflow testing was completed.
2. Fire safety equipment was inspected and updated.
3. Fireplace inspections were completed in January 2023.
4. Ace Sewer and Drain jetted all the main vertical stacks and horizontal drain lines. They found that many of the main drain lines were coated in grease and garbage disposal waste.
5. Water sensors were installed in all lower units under kitchen sinks and the mechanical room for water detection notification for faster response from backups.

B. Ongoing Projects

1. Roof replacement is scheduled in the spring of 2024.

C. Items to Report

1. There was a kitchen backup in Unit 6.
2. There were two backups in the mechanical room.
3. There was a kitchen backup in Unit 1.
4. There was a ceiling/wall leak in Unit 10.
5. Allied Security inspected the third level units to locate a smoke detector that was taken down and reinstalled improperly by an owner or guest, sending an alarm signal to the fire panel.

V. OLD BUSINESS

A. Garbage Disposal Backups

There are frequent backups caused by improper use of the garbage disposal, especially during high occupancy periods. Noah Orth recommended that owners who rent post a sign regarding items that should not be put down the garbage disposal.

Mary Cramer recommended garbage disposal replacement since many of them are probably original.

B. Water Heater Replacement

In July 2022, the Board approved replacement of one of the two hot water heaters located in the mechanical room. Proposals were received and a contract was signed with Design Mechanical for replacement. Upon further inspection by Design Mechanical, they determined that the mechanical room subfloor and gypcrete base was rotted through and needed to be replaced to support the weight of the new water heater. In addition, the water

heater that was being replaced was located behind a second water heater in the mechanical room, and it would have to be removed to replace the failed water heater. The base of the second water heater was also rotting out and had to be replaced.

After receiving proposals for two like-for-like water heater replacements, Design Mechanical determined that the commercial water heater sizing had changed and two water heaters would no longer fit in the space. They obtained specs for a single water heater that would be able to support the usage and fit the mechanical room space.

The original replacement estimate for a single water heater was \$17,570 each but the revised bid for the one larger water heater was \$41,773, an increase of \$24,203. After negotiation, a new contracted price of \$35,231 was approved along with a payment plan to help the Association out financially, which is where the majority of the Reserves were used, along with the replacement of the subfloor and gypcrete base. The expected life of the new water heater is 12 – 15 years. There will be annual preventative maintenance to prolong the useful life.

VI. NEW BUSINESS/MEMBERS OPEN FORUM

A. Roof Repairs

A roof inspection was completed. Several areas were identified where the rubber roof membrane was starting to lift and pull away from the structure. Several proposals were received for the needed repairs and roof replacement was suggested. Whippo Roofing has completed the repairs.

B. 2024 Roof Replacement

Whippo Roofing was awarded the roof replacement contract to take place in spring 2024.

C. Pet Policy Update

The Pet Policy will be updated in spring 2024 to restrict pets to owners only. This action is being taken due to guest pets barking when left alone in units, dog waste not being picked up and dogs off leash.

Mary Cramer was not in favor of this policy and felt problem pets should be dealt with on an individual basis. She was also concerned about the potential impact on rental revenue. Noah Orth will add this topic to the next Board agenda.

D. Security Checks & Authorization Form

Unit security checks are provided by Summit Resort Group. Security checks take place weekly during the winter months and biweekly during the summer months. Security checks are important to identify potential issues before they become larger and more costly to repair. The authorization form will be distributed to the ownership and owners are asked to complete and return the form to SRG indicating if they would or would not like security checks.

E. Association Future Financial Funding

The Board is currently reviewing 2023 estimated year-end figures for drafting and approving the 2024 Budget. It has been noted that the Association has been budgeting too tightly and it is recommended to allow some leeway for account overages.

VII. OWNER EDUCATION

A. Insurance Claim Process

All owners are required to have their own homeowners policy. It is very important for all owners to contact SRG with any issues that may need inspection or if an insurance claim is opened. An insurance claim flowchart regarding leaks was provided in the meeting packet. All issues should be reported to SRG for inspection and records.

B. Owner Open Forum

Owner comments addressed the following:

1. Some siding on the east side and trim on the front side are loose. Noah Orth will have a contractor inspect the siding and secure any loose boards.
2. The light outside Unit 7 in the hallway is falling off. Noah Orth will have the light secured.
3. The light bulb between Units 1 and 2 is dim. Noah Orth will follow up.
4. There was a request to inform owners about the timing for the roof replacement and a recommendation to try to schedule the work in May during low occupancy. Noah Orth will forward the schedule to all owners once established.

VIII. ELECTION OF DIRECTORS

All current Board member terms expired this year and they were all willing to run for re-election. There were no other nominations from the floor.

Motion: Mary Cramer moved to re-elect Robert Paterno, Ward Rikala and Jonathan Barr by acclamation. Eugene Ford seconded and the motion carried.

IX. NEXT ANNUAL MEETING DATE

The 2024 Annual Meeting date will be set by the Board and will be posted on the website.

X. ADJOURNMENT

Motion: Ward Rikala moved to adjourn the meeting at 9:43 a.m. Michael Reid seconded and the motion carried.

Approved By: _____ Date: _____
Board Member Signature