

**BROOK FOREST
BOARD OF DIRECTORS MEETING
June 17th, 2020**

I. CALL TO ORDER

The meeting was called to order at 3:04pm.

Board members in attendance via Zoom were Matt McElhiney, Dan Doran, Fred Hearty, Carol Goett and Doyle Tinkey. Representing Summit Resort Group were Kevin Lovett, Katie Kuhn, and Kevin Carson.

A quorum was present.

II. OWNERS FORUM

No owners, other than board members, were in attendance.

III. APPROVE PREVIOUS MEETING MINUTES

Matt moved to approve the minutes of the June 17, 2020 Board Meeting. Doyle seconded and the motion carried.

IV. FINANCIALS

The financials were reviewed as follows:

- I. April 30, 2020 close financials report that we have \$4,235 in Operating, and \$50,704 in the Reserve Account.
- II. April 30, 2020 Profit and Loss reports \$26,985 of actual expenditures versus \$25,553 of budgeted expenditures. This results in an unfavorable variance of \$1,432.

The biggest area of variance was snow removal which was \$1,140 over budget year to date.

III. All reserve contributions were made

IV. A/R is good! All dues are current. Negatives are prepaid.

V. The roof special assessment will be put into a separate reserve fund.

V. MANAGING AGENTS REPORT

Katie Kuhn reported on the following;

Completed

- None since last meeting

Pending

- Roof vent repairs- repairs were completed except for 130B and 150B since they were occupied. SRG will reach out to owners and schedule the repairs. It was noted that this is done by a plumbing company and not roofers.

VI. OLD BUSINESS

- Roof Replacement

- The board continued to explore the possibility of replacing the roofs as early as 2021. The discussion included but was not limited to repair v.s. replacement, type of materials, permitting and snow load requirements, funding options, heat tape options, and resurfacing options.
- It was mentioned that we should speak to an engineer before changing the design of the roof.
- The Board suggested a few edits to the roof replacement overview sheet prepared by SRG.
- We will not be voting on roof replacement at the Annual Meeting, options and rationale for the accelerated replacement timeline will be presented to owners.
- Doyle will look into snow load requirements.
- It was noted that the siding on the 130 building has still not been repaired. SRG will have this scheduled ASAP.

VII. NEW BUSINESS

- No new business

VIII. NEXT MEETING DATE

The next meeting date is July 1st at 3pm.

IX. ADJOURNMENT

With no further business, at 4:12 the meeting was adjourned.

Approved By: _____
Board Member Signature

Date: _____