

**BROOK FOREST  
BOARD OF DIRECTORS MEETING  
June 3<sup>rd</sup>, 2020**

**I. CALL TO ORDER**

The meeting was called to order at 3:02pm.

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

A quorum was present.

**II. OWNERS FORUM**

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

**III. APPROVE PREVIOUS MEETING MINUTES**

Fred moved to approve the minutes of the February 17, 2020 Board Meeting. Dan 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

- Fire extinguisher inspection
- 2019 tax returns
- Farmers insurance renewal

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.

- Deck painting was approved from DR Custom in 2019 which was not completed due to weather. The total cost is \$1,950 for the 130 and 140 deck horizontals. We are waiting to hear on scheduling.

#### **VI. OLD BUSINESS**

- Siding repairs for the 130 building have been completed by NorthWest Roofing during the roof inspection. It was also repaired this fall but had been damaged again.
- Matt moved to approve painting of the 140 building by DR Custom for \$12,300. Fred seconded and the motion carried, with Doyle opposed.
- Matt moved to approve crack seal and sealcoating by Jet Black for \$2,200, and not re-stripe. Fred seconded and the motion carried.

#### **VII. NEW BUSINESS**

- Snow removal costs for the 2019/2020 season were reviewed. It was noted that the budget for snow removal should be increased on the next year's budget.
- The roof inspection report from Northwest was reviewed. They noted that the roof was in bad shape and needed replacement. The finish is worn, the screws are coming loose, and the underlayment has likely failed which will contribute to leaks. There were multiple roof leaks this winter. The roof replacement was discussed and the Board asked for revised bids to include the electric cost to add common area meters and heat tape, and a "worst case" scenario of costs to replace all the plywood on the roofs so the Board can determine the contingency amount. The Board would also like information on the differences of shingle and metal roofs, to include life expectancy, maintenance changes, permit requirements, etc...

The Board is exploring the possibility of replacing the roof as early as 2021. The roofs will need repairs this summer to get through one more winter. SRG will get pricing from NorthWest.

#### **VIII. NEXT MEETING DATE**

The next meeting date is June 17<sup>th</sup> at 3pm.

#### **IX. ADJOURNMENT**

With no further business, at 4:45 the meeting was adjourned.

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

Date: \_\_\_\_\_