

**CINNAMON RIDGE III CONDOMINIUM ASSOCIATION  
BOARD OF DIRECTORS MEETING  
January 9, 2021**

**I. CALL TO ORDER**

The meeting was called to order at 9:02 am.

Board members Kevin Donofrio, Mike Black, Fred Davison, Mike Pedersen, and Grant Hogarth attend via zoom conference. A quorum was present. Kevin Lovett was present on behalf of Summit Resort Group.

**II. OWNERS FORUM**

Notice of the meeting and meeting agenda were posted on the website. There were no Owners present other than Board members.

**III. APPROVE PREVIOUS MEETING MINUTES**

The minutes from the October 21, 2020 Board meeting were reviewed. Fred Davison made a motion to approve the minutes as presented. Mike Black seconded and with all in favor, the motion carried.

**IV. FINANCIAL REVIEW**

Kevin Lovett reported on financials as follows:

*November 30, 2020 Month End Financials;*

The November 30, 2020 close financials balance sheet reports \$39,578 in the operating account, \$19,750 in the Money Market reserve account and \$32,479 in the Alpine Bank reserve account.

The November 30, 2020 close P & L reports \$172,255 of actual expenditures vs \$181,431 of budgeted expenditures resulting in a \$9,175 expense underage. Individual expense line-item variances were reviewed.

SRG will send 2020 yearend financials to the Board for review as soon as they are completed.

*Accounts Receivable;* The Board discussed accounts receivable and special assessment collection status. SRG will investigate and report to the Board.

*Budget 2021;* It was noted that the 2021 Budget was ratified at the November 10, 2020 Budget Ratification Meeting.

*2020 Year End Tax Return;* Preparation of the 2020 yearend tax return is pending.

**V. MANAGING AGENT'S REPORT**

Kevin Lovett presented the following manager's report:

*Completed items were reported on as follows:*

-Boiler Inspection / Maintenance; It was noted that an inspection of all boilers has been completed as well as follow up maintenance to include replacement of B building pump and ignitor and system fluid cleaning and glycol addition, C building conduit repair, drain repair and gas valve replacement as well D building glycol addition. It was noted that additional funds have been added to the capital reserve plan in future years for system fluid cleaning and glycol additions. SRG noted that since the fluid cleaning in the B building, four zone valves have failed and have been replaced.

-Fire Sprinkler system inspection; The 2020 annual fire sprinkler system inspection has been completed by WSFP. The report recommends the replacement of flow switches in the B building due to leaking during the test; SRG has been monitoring and there is no current leak. SRG discussed this with WSFP and WSFP reports that if there is no leak, then no need to replace and recommends continued monitoring. WSFP also reports that the system is due for the FDC Hydro Test; this will be completed in Spring/ early summer 2021.

-Fireplace cleaning and inspection; The 2020 inspection and cleaning of all unit fireplaces (to include both wood and gas) has been completed and repair items noted have been sent to owners. There were no “dangerous conditions” reported.

-Heat tape section replacement, B Building; The section of heat tape on the north end of the B Building failed and has been replaced.

-Plumbing main line leak unit 101; A leak occurred on a main plumbing line running in the wall of unit 101. The pipe leak and corresponding drywall repairs have been completed.

-Backflow testing; The 2020 annual water backflow test and inspection has been completed. All backflows passed with no repairs needed.

-Hot tub lower, motor replacement; A pump motor on the lower hot tub has been replaced.

*Report / pending items were reviewed as follows:*

*-Annual Items*

-HB 1254; Per HB 1254 requirements, SRG presented the annual management fee disclosure

-Conflict of Interest Policy; Per CCIOA requirements, the Board reviewed the Conflict-of-Interest Policy

-Annual disclosures; It was noted that the required Annual Disclosure that Cinnamon Ridge 3 Association Documents can be found on the Association Website are made by way of including the Association website link in the annual owner meeting notice, the post annual owner meeting mailer and in other mailers

-Hot tub facility closure status; SRG reported that there has been no change to state restrictions. The hot tubs will remain closed at this time.

-Addition of electrical outlets on C Building; Two electrical outlets will be added on the “parking lot side” of the C Building front walkway to allow for an improved heat tape power source.

-CO Detectors; SRG will check each unit to ensure a CO detector is in place in each unit.

## **VI. RATIFY BOARD ACTIONS VIA EMAIL**

Fred Davison moved to approve the following actions previously taken via email:

-11-27-20 Unit 102, Owner Daughter Dog in unit; approved

-10-27-20 Special Assessment amount for 3 Bedroom units door project; the Board approved billing equal amount as 2-bedroom units

Mike Pederson seconds and the motion passed.

## **VII. OLD BUSINESS**

The following Old Business item was discussed:

A. Door painting and door lock replacement; It was noted that the unit entry door, unit ski locker door and common mechanical/ storage door painting and lock replacement has been completed. There are three follow up items to be discussed with RemoteLock; email notifications, “hot links” customization and request to discontinue emails to owners with regard to annual service fee “receipt” notices (as the HOA pays for the service, there is no need to confuse Owners with individual receipt notices). Additionally, unit 222 lock will be replaced due to the lock engaging intermittently and a warranty claim will be made on the lock. Unit 101 door will be adjusted as it currently is allowing cold air draft.

## **VIII. NEW BUSINESS**

The following New Business items were discussed:

A. Capital Reserve Plan Review / 2021 Projects; The Board and management reviewed the Capital Reserve Plan and discussed projects. The two main projects for 2021 include:

-Northside Exterior Painting

-Carpet Replacement of the C and D Building front common walkways

SRG is working to obtain cost estimates for these projects.

The possible project of adding a heat tape/ gutter/ downspout and snow retention system above an approximate 10-foot section of roof line on the parking lot side of the D building was discussed; SRG will obtain costs estimates.

B. Paint colors; Paint colors for the 2021 northside painting project were reviewed. Paint color selections (including the other recently completed painting) are based on the “Color Option 2” Board prepared by the design architect during the color study previously completed. The board

noted positive feedback has been received from members of the ownership for the southside color program that developed the brown 'deck tower' building elements to break up the red. The continuation of the Option 2 brings the same and consistent program to the northside. The primary color adjustment from the current building colors is that the new brown color of the Option 2 will be applied to the walkway facias, railings and related posts to develop a 'walkway system' building element to complement the 'deck tower' element. The architect's color program utilized the new gray as a trim / minor accent color. Besides the doors, the grey will be used on the shaped wood stair hand railings and the metal hand railings.

Kevin Donofrio noted however the board has received negative responses from owner(s) that the multiple colors (ie the addition of the new brown color) are a negative representation of the attractiveness of the property and represent a circus like façade and that for the record that he would like to obtain additional Owner feedback and reject the brown color proposed for the front side and proposed the door grey color instead to minimize over colorization.

Upon discussion, the majority agreed to remain with "Option 2" color program of the architect's design.

**IX. SET NEXT MEETING DATE**

The next Board of Directors meeting will be held April 17, 2021 at 9:00 am.

**X. ADJOURNMENT**

With no further business the meeting adjourned at 10:35 am.

Approved: \_\_\_\_\_4-17-21\_\_\_\_\_