

**DRAKE LANDING CONDOMINIUM ASSOCIATION  
BOARD OF DIRECTORS' MEETING  
Tuesday, December 2, 2025**

**I. Call to Order**

The meeting was called to order at 9:02 am. Board members Tim Colton, Paula Stjernholm, Brooks Rarden, and Stephanie Bristley attended via zoom. Representing Summit Resort Group were Kevin Lovett & Kathrine Johnson.

**II. Owners Forum**

Notice of the meeting was posted on the website on November 25, 2025. Owner of Unit B1 attended the zoom meeting.

**III. Approval of Minutes**

The next item of business was the review of the BOD meeting minutes from August 21, 2025. Upon review, a motion was made to approve the minutes as presented; Paula approved, and Tim seconded, and the motion carried.

**IV. Financials**

Association financials were reviewed as follows:

*Year to Date:*

October 31, 2025, close financials report that Drake Landing has \$27,451.61 in Operating, \$55,210.04 in the Alpine Reserves and \$157,709.29 in the Edward Jones Reserve CD.

October 31, 2025, Profit & Loss vs Budget reports \$281,764 of actual expenditures vs \$277,359 of budgeted expenses, over budget by (\$4,155) or 1.56% over budget.

**V. Ratify Board Actions Via Email**

Tim moved to ratify the following actions taken via email:

11/17/2025 Unit A06 Remodel, approved. (New owner).

10/06/2025 Snowplow contract, approved.

10/02/2025 Recycling enclosure repair, approved.

Brooks seconded, and the motion passed.

**VI. Old Business**

The following Old Business items were discussed:

Trash enclosure, signage

*Trash Shed #2 Solar Power*

The trash shed #2 solar power quote from Innovative Solar was \$7,300. Gordan asked where the panels would be located, and Tim said they would be at the corner of the East side of the building. Brooks commented that the power may run along the West Side of Building D. Paula inquired about the maintenance needs of the solar panel system, and Tim said the maintenance is minimal. Still, he expressed a slight concern that the component could be stolen. SRG will meet

with the representative of Innovative Solar and determine the electrical tie-in cost once the solar power system is in place. SRG is also to investigate the cost of tying in electrical through the grass area.

*Completed items:*

Snowplow agreement approved.

Snow stakes installed.

Collection policy approved.

Staining back side of wood beams of B building

Asphalt Striping completed –

It was noted that the Western front roadway of Building A & E was missed and will be completed next season.

Recycling enclosure repair – paid by Timberline.

ADA parking signs installed, one of two.

Recycle sheet distribution completed.

*Pending items*

One ADA Parking signage – BW Enterprises to install ASAP.

**VII. New Business**

The following New Business items were discussed:

*SRG CAM Introduction – Kathrine Johnson*

The Board members welcomed the new addition to the SRG team.

*Next Meeting Date/ Times are as follows:*

Tuesday, February 10, 2026, at 9:00 am via zoom.

Tuesday, May 19, 2026:

10:00 am for the on-site property walk-through.

1:00 pm thereafter to discuss walk-through discoveries.

Tuesday, August 11, 2026, at 9:00 am via zoom. (Budget Meeting)

Thursday, October 17, 2026, at 10:00 am via zoom. (Annual Meeting)

*Designation of the Board Officers*

Tim made a motion to offer another member the President position. No one responded and Tim made another motion to keep the exiting officer designations as-is. All members agreed and the motion passed. Tim made a motion to appoint Stephanie Bristley as Treasurer. Stephanie approved and Brooks seconded, and the motion carried.

Officer designation is as follows:

Tim Colton, President

Paula Stjernholm, Vice President

Brooks Rarden, Secretary

Stephanie Bristley, Treasurer

In addition to the Officer appointment and designation, the Board members discussed how they can offer greater transparency to all members, including those who want to be more involved, those who wish to understand the overview, and those who take a back seat in the management of the community. Tim made a motion to send a message out to the owners explaining the partnership between Drake Landing HOA and the Summit Resort Group team. SRG will draft this message for BOD final approval.

*SRG Management Tasks*

Exhibit A of the Property Management Agreement between Summit Resort Group and Drake Landing Condominiums, was reviewed in detail. The property management agreement was renewed and executed in September 2025. Brooks noted the \$5,000 cost savings from removing the Pool/Spa nightly lockdown. Brooks also asked how the site manager's hours are calculated. SRG confirmed that the hours are accounted for by the Exhibit A list of responsibilities and the time required to service each. SRG also confirmed that the management fee includes numerous services, i.e., accounting, project management, operational oversight, budgeting, and Community Association Manager costs.

*Building B Water Escape Event*

The Owner of unit B17 reported a water leak in their home, and SRG responded by dispatching the managers to the location. Additionally, SRG called Summit's Finest Restoration to assess the water damage. Once the SRG team determined that the leak was not coming from the above unit, Premier Plumbing identified the leak source as two pinhole leaks in the 1" domestic water line above the ceiling in Unit B17. Premier Plumbing temporarily patched both pinholes and is scheduled to replace a section of the line on Friday, December 5, 2025. In the meantime, Summit's Finest Restoration team installed equipment (dryers and blowers) in the unit, and once it was determined there were no friable asbestos particles, they removed the wet materials. The equipment was left in place throughout the week/weekend, and by Monday, December 1, Summit's Finest reported that the affected areas had thoroughly dried. SRG is awaiting a quote to reconstruct the affected areas and will send the information to the Board.

During the investigation, Premier Plumbing found that one of the boilers located in Building B is losing water. They are scheduled to come and investigate the issue when they replace the section of domestic pipe. SRG will report the findings as soon as they are discovered.

The Owner of Unit B1 confirmed that the cold-water domestic pipe had a leak and the connection from the main to this unit and expressed concern the integrity of the domestic water lines. Also, there was a comment that Building A & E had pin hole leaks on the first floor several years ago and that domestic line was entirely replaced.

*Building A Water Escape Event*

The Owner of Unit A05 reported an active water leak in her dental office, and the SRG team immediately responded to the building. Leo's Construction caused the water leak while working on unit A06 above. The workers nailed the baseboard in place, and the nail penetrated the plastic radiant floor tubing located inside the wall. On-Site Restoration and Premier Plumbing were dispatched and arrived shortly thereafter to begin the repair and remediation. On-Site Restoration reported that wet material was removed from the ceiling and dried over the weekend with their restoration equipment. JM Drywall submitted a bid to reconstruct at \$1,500. Invoices for both remediation and rebuild will be forwarded to the insurance claim adjustor for Leo's Construction.

The Owner of Unit B1 stated the hot water takes at least a minute to come through their faucet. SRG will ask Premier Plumbing whether the motor pump is working sufficiently to move the heated domestic water closed loop, or whether the newly identified issue with the boiler is part of the issue. Stephanie and Tim both agreed, and Tim asked if the boiler temperature setting could also be checked.

*Semi-Annual Change of Lock Codes*

The lock codes to three (3) trash huts and the community building will be changed from 3214 to 5123. Allen Locksmith was called and the new code is scheduled to occur before the holidays. SRG will notify all Owners of the date and new code.

**VIII. Next Board Meeting Date**

The next Board meeting will take place Tuesday, February 10, 2026, at 9:00 am via zoom.

**IX. Adjournment**

With no further business, Tim made a motion to adjourn the meeting at 10:19 am. Brooks seconded and the motion carried.

Approved: \_\_\_\_\_