

Maintenance Committee Meeting

MINUTES & NOTES

Scheduled for September 15, 2021, Tuesday 2:00 pm (by: Zoom)

Attendance: Dennis Murphy (Chair), Patti Tofe, Pete Shaub, Hubbard Helm, Keith McBrearty, Kevin Lovett. Owners Present: Keith Willy and Carmen Quenzer, owners of units 203 F & 302 E

A quorum was present.

Prior minutes were adopted via email.

The meeting commenced at 2:00 pm, MT

Site Manager Report: (by Keith McBrearty)

1. Hot tub sand filter repairs by Snowshoe, Inc. **completed**
2. Hot tub procedures- we typically have 2 out of 3 hot tubs open to allow for one tub to be heating or sanitizing due to heavy use and for fresh water is required weekly
3. Currently working on garage door painting of bottom door panels
4. Next will be painting touch ups around complex – dumpster building and spa areas
5. Hot tub deck sanding **completed**
6. Hot tub deck staining (penetrating stain) **completed**
7. D bldg fire sprinkler **was repaired** with no damage. During original construction a nail went through the sprinkler piping and had not leaked until disturbed by construction
8. Bats B bldg inspected and repairs **completed** to roof (Dennis)
9. **Replaced** D bldg fire sprinkler control panel monitoring system
10. Fire sprinkler inspection scheduled 10/26-27th ALL DAY, ALL UNITS
11. Low temp (sensors for insurance remediation plan will be) installed 10/4-8th and possible 11th. The sensors will be monitored by Allied Security and if a sensor drops below the trigger temperature, members of Summit Property Management team will be called first. If they are unavailable, Pete Schaub will be called
12. Landscaping. This year we made changes with landscaping, we took care of numerous flower bed areas that had not been worked on in a couple of years: D bldg, front entrance – A bldg - B bldg. We added hanging flower baskets, put the whiskey barrels back out. Weeding in areas that had not been weeded in 1-2 years, mostly due to construction. Started seeding and repairing our lakeside lawn. Numerous homeowners have complemented the landscaping program this year.
13. Extra fertilizer of lawn (Dennis)
14. **Removed** tree in flower bed in front of C bldg (Dennis)
15. Clean-n-Green will be trimming all shrubs for fall
16. Ceres landscaping will winterize irrigation system

General Maintenance Report:

1. The final few Pella replacement windows are on order and will be installed by Excellent Construction next month. Excellent Construction will be taking apart the existing window and investigating whether they were manufactures for high altitude glass (so far only the guest bedroom windows were manufactured incorrectly). Hub will be coordinating with Ed Storako for this effort.

2. The flaking wainscoting stones have been replaced and other minor stone repairs completed. Edward's Stone provided the stone. There is extra stone available for replacing if there is damage such as from snow plows.
3. Flood repair work is progressing (80 -90%) on units 304D and 204D. Unit 104D has been started.
4. Building A, B, C, & D roof vent repairs have been completed. Flashing tightening and extra metal screws to bar bat entry have been completed on Buildings A & B. Also, Buildings C & D will be completed by the end of September.
 - a. We cannot get rid of the loafing bats in our area. Bat houses were considered but that would attract more bats. The roof/attic ventilation performed last year and this year in Buildings A – D helped seal up places where bats could get through. Buildings E & F will be evaluated in 2022. Keep windows and doors closed!
5. Painting of the metal chimney stacks has been contracted and is scheduled for completion this season.
6. A proposal from Excellent Construction has been requested to add gutters and downspouts to the west end of Building B & C to correct heavy rain water flowing onto ground floor patios.
7. The emergency "Low Temperature" sensor system installation is underway for all units.

Committee Actions:

1. It was discussed and agreed that the practice of operating 2 SPA tubs at a time would be continued.
2. The fire panel in Building D was replaced with a cost of \$1,814. It was discussed and agreed to purchase one new fire safety panel, due to faulty operations and age. It was also agreed to request the Finance Committee to budget one panel replacement per year until all old panels are upgraded.
3. Keith informed that the fire sprinkler inspections would be conducted October 26 and 27th.
4. Patti discussed the over budget landscape amount in 2021 currently about \$16,000, even more than what Neils Lunceford proposed. She commented condo sales with higher property values owners have greater expectation about grounds and landscape upkeep. The BOD and property manage have received many favorable comments about the landscaping this year!
5. It was agreed to continue with Clean-n-Green in conjunction with Keith's staff for flowers and shrubbery landscaping next year.
6. Discussed focusing on getting rid of clover in the grass. This is a common problem in Summit County.
7. Suggested trimming the aspens around the lights.
8. It was agreed that the Maintenance Committee Chairman will be the direct report person for the Maintenance Manager.
9. It was agreed to use the same paint/stain product on one landing in the A Building as a test, prior to re-painting all vestibules and stairs. Consider using more pigment for this area.
10. Discussed the possibility of using Summit Property Maintenance for all hand shoveling during the 2021 – 2022 season. Keith has favorably discussed this with Emore. Confirmed this would include shoveling the flat garage roofs. Keith to make proposal to the committee.

Owner requests:

1. A unit owner has reported that their skylights are cloudy and may need replacing. This matter was discussed. It is a complicated process to be replaced and it is integral to the roof. Need to determine whether this is an owner responsibility or if it is a common limited element and part of the roof. It was decided that this was a matter for Board decisions and for the determination

of owner or HOA responsibility for payment. This item is referred to the Board of Directors for further action.

2. A unit owner inquired about the possibility of adding air conditioning to their unit. Various Committee members discussed the potential problems with such a modification and that this type of modification has not been approved in the past. There was no interest in pursuing this modification by any Committee members. This request was tabled.

Next meeting is scheduled for October 26, 2021 at 4:00 pm, MT.

The meeting was adjourned at 3:34 pm, MT

Dennis M Murphy, Chairman

Attachments:

Updated Maintenance Committee Priorities list

Maintenance Reserves worksheet