

**LAGOON TOWNHOMES CONDOMINIUM ASSOCIATION**  
**BOARD OF DIRECTORS MEETING**  
**November 22, 2019**

**I. CALL TO ORDER**

The meeting was called to order at 4:00 pm.

Board members in attendance were:

Patrick Tully – 738E  
David O'Sadnick – 734B  
Dan Robertson – 753B  
Jacque Carbone – 749-1D – on conference call  
Marie O'Rahilly – 739C – on conference call

Owners in attendance were:

Dick & Marianne Candelmo – 724B  
Jim Powell – 746B  
Terry Bisiar – 742D  
Tim & Jorja Krause – 749-1F  
Mary Harter – 749-3C  
Maureen McCullough – 740B  
Diane Foote – 738A – on conference call  
Beth Gregory – 749-2A – on conference call  
Sharon Schneider – 749-2B – on conference call

Representing Summit Resort Group were Kelly Schneweis and Mark Conley.

**II. APPROVAL OF PREVIOUS MEETING MINUTES**

The Board reviewed the minutes from the September 2019 Board Meeting. Upon review, a motion was made to approve the minutes. The motion was seconded and with all in favor, the motion carried.

**III. OWNER OPEN FORUM**

Notice of the meeting was posted on the website and emailed to Owners.

An owner suggested landscaping improvements behind building 742 in the common area. The enhancement of brick pavers and flowers was discussed. The Board mentioned pavers were not appropriate and the biggest concern for the area is water and drainage. The Board recommended a plan for review. Also, the same owner commented on the progress of the interior improvements. He suggested installing a common area door with windows. The Board agreed that lighting in the common hallways was dark but did not think door replacement was necessary. SRG staff will be replacing the common area light bulbs to daylight to "brighten-up" the hallways. Finally, the owner mentioned interest in serving on the Board and filling the vacant position. The Board requested a personal biography to be emailed for review.

An owner in building 724 also commented on the dark lighting and suggested a daylight bulb on the fixture at the top of the stairs. SRG suggested for owners to inspect Building 704 as an example of a completed hallway. The same owner presented information about a leak that occurred in their property and the process it took to file with their insurance company. They suggested that the HOA Insurance and the declaration have the same language when referring to responsibility. Another owner commented that owners should file a claim with the HOA insurance and if expenses exceed the \$10,000 deductible, then the owner would be responsible for up to \$10,000 of repairs. SRG commented to owners to have both owners contact their insurance companies and the insurance companies work together on a resolution for repairs and expenses.

An owner mentioned there were no issues or concerns to present. They noted they were leaving the meeting at 5pm.

An owner from Building 749 discussed the concern with removing personal door mats from the common hallway. The Board notified owner that this is a discussion topic under Old Business, and they will address the topic later in the meeting. Also, the same owner mentioned the garage door noise from the commercial door was loud in their property. SRG will work on getting a proposal on possible solutions to alleviate the noise.

An owner in Building 749 expressed concern of excess heat in their property. They mentioned temperatures around 85 degrees. The Board suggested the owner to contact an HVAC company to inspect the zone valves in property.

#### **IV. REGULAR BUSINESS**

##### **A. Financial Report:**

Year to Date Financials; October 31, 2019 close financials were reviewed as follows:

Balance Sheet:

October 31, 2019 Balance sheet reports:

Operating Account, Alpine	\$110,345.13
Reserve Account, Alpine	\$29,410.35
Wells Fargo Reserves	\$231,940.84
US Bank Reserve	\$165,513.09
Easter Co Bank CD's	\$206,380.87

Profit and Loss:

October 31, 2019 close Profit and Loss statement reports \$226,791.78 of actual expenditures vs. \$237,874.07 of budgeted expenditures resulting in a \$11,082.29 favorable variance year to date.

The year to date General Ledger was presented and areas of major expense variance were reviewed.

The accounts receivable report for Department B Units Special Assessment was presented. There are 2 remaining payments outstanding and 1 unit is on a payment plan. SRG will continue efforts to collect assessments.

##### **B. Ratify Actions via Email:**

There was a motion to ratify the following actions via email:

9-25-19 Emore Inc. snowplow Contract approved.

The motion was seconded and with all in favor, the motion passed.

The Board suggested for SRG to list Action Via Email items directly on the agenda for future meetings.

##### **C. Insurance Renewal:**

Nick Strong from Farmers Insurance attended by phone for the insurance updated portion of the meeting. He reported that Lagoon Townhomes HOA insurance policy renews January 1, 2020. Nick reviewed the coverage details. Nick noted that Lagoon has a separate D & O (Directors and Officers) insurance policy that renews on April 1, 2020. Nick expressed his appreciation for the Board of Directors attention to risk management and HOA efforts to prevent loss. Nick reported that the Association is insured to \$250 per square foot and the policy is written on an "inclusive basis", meaning that the HOA policy Nick reported that the HOA has a \$10,000 deductible. Nick stated that the Lagoon Townhomes HOA policy is "primary" in accordance with Colorado Legislative

requirements, and that if there is a loss, once the damage exceeds \$10,000, the HOA policy will be triggered.

The Building Ordinance “additional cost of construction” coverage was discussed. The Building Ordinance, also referred to as “code upgrade coverage”, coverage value at Lagoon Townhomes is currently at \$1million. To increase the Building Ordinance “additional cost of construction” coverage to \$2million; the estimated increase in premium would be \$786.

Nick Strong reviewed an additional Travelers Crime Policy also referred to as Fidelity, Employee Dishonesty, coverage. The Travelers Crime quoted at 1million encompassed a premium of \$1,201. For coverage of \$950,000 the premium was \$1,168. The current Farmers \$800,000 Employee Dishonesty premium is \$552.

The Board decided to further review the insurance policies proposals provided by Farmers Insurance and they will vote by email. It was further noted that insurance information is posted on the Lagoon HOA website. Nick Strong was thanked for his efforts.

## V. **PROPERTY UPDATE**

The following property update items were reviewed:

- A. Baluster Replacement: SRG reported the following baluster updates.  
The “phase 2” baluster replacement has 6 remaining balusters to install at building 762. It was noted the maintenance committee previously approved a “phase 3” of balusters via email. “Phase 3” consists of 5 additional balusters to be replace at building 738 for an estimated expense of \$9,025. The contractor is working on obtaining permits with plans to proceed with the installation soon to follow.
- B. Boilers: SRG reported on completed repairs from the previous quarterly boiler inspection report provided by Breckenridge Mechanical. The clubhouse boiler pressure relief valve was replaced. Building 741 boiler glycol was filled and a union and hy vent were replaced. Building 743 boiler glycol was filled. Building 749 boiler pressure relief valve and union were replaced. SRG will continue to monitor boilers for full functionality.
- C. Thermostat Update: The status of the in unit “WIFI” thermostat and Temp-Stick was stated. It was noted that less than 5 owners have not installed either the thermostat or temp-stick. There was a motion for SRG to install temp-sticks in the units at the expense of the owners for all outstanding properties. The motioned was seconded and with all in favor the motion carried. SRG will notify owners.
- D. Storm Door Survey: SRG has previously communicated to non-compliant storm door owners to replace existing storm door by Jan 2020. SRG will send an additional reminder to owners with non-compliant storm doors on December 10th. There are 9 non-compliant storm doors remaining.
- E. Managing Agents Report: The following managing agents reported items were reviewed:

SRG reported on the following completed items:

- Security Checks completed for September and October
- Middle School Access met with principals
- Irrigation blow out
- Snow stakes installed
- 718 entryway door painted

- Tree inspection
- 749 Building CO System fan motor replacement
- Heat Tape inspection
- Paint/ replace pool roof shingles on North side
- 749 Building Improvements, carpet and paint
- 749 building removed artwork – paint touch up
- 740C window replacement
- 740D – Thermostat setup
- 742A – deck stability repair
- Sand for ice melt
- Painted pool room bathrooms and entryway
- Replaced caulking around pool
- Replaced sand in both hot tub filters
- Replaced leaking fill valve for pool
- Installed poo bag station near 722 Building
- New code for 749 building access activated
- 753 Building – chimney trim repaired
- Repaired broken tile at clubhouse entryway
- Clubhouse dumpster bear bar repaired
- Repaired broken tile near hot tub
- Clubhouse – replaced zone valve
- 749-1E deck beam crack was inspected

SRG reported on the following pending items:

The tree spraying around the lagoon complex is out for bid. Once obtained, SRG will Submit to the Maintenance Committee for review. Tree spraying will be schedule in Spring 2020.

Drywall repairs for 734B, 743B, 749-3C, and 730B garage will be completed.

Leaning light posts around the Lagoon will be repaired/ replaced. SRG will obtain bids to present to the Maintenance Committee. It was noted to recycle the brick.

Building 766 fence needs repairs and stabilization, or possible replacement. SRG will present bids to the Maintenance Committee.

Regrading near Building 724 steps will be completed Spring 2020.

Exterior unit letters will be inspected and replaced by a case by case basis. It was noted to replace all unit letters per building, so they are uniformed.

The drainage and regrading concerns around the pool building will be inspected. SRG will submit bids to the Maintenance Committee for review.

The heat tape will be inspected and monitored.

Building 766 brick work repairs are still underway. Once the brick is purchased, then repairs will follow.

Building 742 snow stops will be installed once contractor is scheduled.

The deck stability inspection will be completed by SRG and necessary repairs will be reported to the maintenance committee for review.

It was requested that SRG add ON/OFF signs near the hot tub jets.

SRG reported on the following items:

SRG reported the following properties are not keyed to the master key system and unit access is needed: 708D, 725D, 726A, 727G, 734A, 735D, 739A, 754A. The Board requested SRG to send an official notice to non-compliant owners to replace locks by December 31, 2019. If the locks are not replaced SRG will hire a locksmith to replace at the owner expense. SRG will inspect all locks at the property for access in December 2019.

## **VI. COMMITTEE UPDATES**

### **A. Maintenance Committee**

The Maintenance Committee provided the following update:

Department B Interior Improvements: Painting and new carpet for Department B Units is in progress. SRG noted that the hallways will be cleaned for the holiday, however paint and carpet will not be completed in most hallways before the holiday.

It was noted that weather stripping installation is in progress for all common area doors.

There was a discussion of uniformed door mats. SRG requested specific information to properly inform owners of approved options. There was a motion to approve two brands of floor mats: Mohawk or Gorilla Grip Mats. The approved 4 colors are Black Maze, Charcoal, Beige, and Taupe. The approved mat size is 29"x17". The motion was seconded and with all in favor passed. SRG will notify owners of the approved door mats and specifications.

SRG informed the Board that owners were previously notified to remove all personal items from the common hallways in Department B Units and Building 749 by November 25<sup>th</sup>. SRG will monitor hallways.

Pool structural beams: The pool beam replacement project was delayed, and the pool opening is scheduled for November 27<sup>th</sup>. The Board requested SRG to ensure absolute safety before opening. SRG noted the repair is not complete, but the area will be tapped off and safe for owners and guests to access the pool and hot tubs. SRG informed the Board of a minor setback with the exterior boiler needing a repair to heat the pool properly. The Maintenance Committee approved the necessary repairs. The pool is filled, but temperatures are cooler than desired until the repair is complete.

Also, SRG suggested a redesign of the area where the beams were installed to include benches on the North wall. SRG will present bids to the maintenance committee for review. It was noted that materials should be Trex board to match the hot tub decking to prevent rot and the need to paint annually.

Bridge Repair: SRG reported on the bridge repair status. The bridge concrete forms have been poured and the beams were installed. The Board requested SRG to follow up with contractors about leveling the beams before piecing the bridge back together. The anticipated completion of the bridge repair project is mid-December.

Exterior painting: The “phase 2” painting scheduling for 2020 summer includes the following buildings: 718,722,726,732,738,741,745,746,749,753,758,762,766. The scope includes painting siding, trim, soffits, fascia, garage doors, unit doors, chimneys, and previously painted foundations and railings. SRG presented 3 bids for review. The Board requested SRG to reach out to contractors to “tighten-up” the quotes. Once new bids are collected, SRG will inform the Maintenance Committee.

Asphalt/Concrete Repairs: SRG established a priority list for asphalt and concrete repairs. A bid from A-Peak Asphalt was reviewed which suggested 3-inch milling and overlay on Meadow Creek Drive, as “phase 1”. The Board would like to reevaluate troubled areas in the Spring.

New dumpster enclosure across from 747: The new dumpster enclosure was awarded to Kinghorn Consultants, LLC at an estimated cost of \$19,097.40 at the Sept 2019 Board meeting. SRG will schedule in the spring/ summer 2020.

Drainage issues: The drainage concerns were discussed. SRG will coordinate a “dig-out” to alleviate the drainage issue near neighboring property.

Brick Repairs: SRG presented the brick repair update. Mortar work was completed in various areas of the complex. SRG suggested to schedule a representative from Summit Brick Company to inspect the property to match the brick.

Trim and siding repairs: A list of trim and siding repairs around various buildings was presented to the Board. SRG will coordinate necessary repairs.

Roof and Gutter Repairs: Building 742 snow stops install are scheduled with Turner Morris. Roof Inspection will be scheduled in the spring. SRG will monitor heat tape.

## **VII. OLD BUSINESS**

The following Old Business items were discussed:

749 Deck Separation: The deck separation and engineering report was reviewed. The report findings stated no visible indication that the foundation walls had settled or moved. However, the decks in units 3B and 3C have dropped 2 inches. It is recommended for the deck beams be jacked up to level and the 6x6 columns below the lowest level decks should be replaced at the correct lengths. SRG presented a bid from Empire Works Reconstruction and Painting for an estimated expense of \$4,890. There was a motion to award Empire Works the job. The motion was seconded and with all in favor, the motion passed. SRG will schedule.

746 Building Crack: The building crack was reviewed. SRG will continue search for documentation of previous repair work and submit to the engineer for review.

745C Chimney Replacement: The previous chimney repair included only 3 sides to receive metal cladding leaving the front side of the chimney with shingles. Building 745 will be painted in spring/summer 2020 and it was determined to not replace the 4<sup>th</sup> side with metal cladding as it was not a problem area.

Door Mats and artwork for building 749: The approved door mats have the following specifications. Brand: Mohawk or Gorilla Grip; Colors: Black Maze, Charcoal, Beige, and Taupe; Size: 29” x17”. Door mats should not have excess designs such as writing or animal paw prints. Uniformed artwork for building 749 will be pursued.

Dumpster Enclosure near 730 Building: SRG will collect a design plan and present to the Maintenance Committee for review.

**VIII. NEW BUSINESS**

The following new business items were discussed:

Management Agreement Renewal: The management agreement with Summit Resort Group is written to automatically renew starting Jan. 1, 2020. The Board commended SRG for their efforts. SRG showed gratitude to have the opportunity to work for Lagoon Townhomes Association for another year.

Pool Roof Drywall Repair: The pool ceiling near the North side of the building has brown streaks from previous roof leaks. Since then, the roof has been repaired, however there is an area of drywall on the ceiling that needs to be replaced. SRG will collect bids to present to the Maintenance Committee for review.

Reserves Assessment: There was a discussion to levy a special assessment to all 175 owners to contribute to the underfunded reserves account. The funding is for major maintenance repairs and replacements which is consistent with the professional Reserve Study. There was a motion to levy a Special Assessment to all unit owners in the amount of \$1200 due January 1, 2020. The Board approved a payment installment plan opportunity not to exceed 6 months in the amount of \$200 per month with the final payment due by June 1, 2020. The motion was seconded and with all in favor, the motion passed.

The decision to go with the special assessment instead of an increase of dues makes Lagoon a more attractive option compared to other HOA's in the area, for purchase, by keeping the monthly assessment low. It was noted that all the homeowners present were in favor of the small special assessment.

Welcome Packet: SRG presented the welcome packet to the Board for review. SRG will add the welcome packet to the website for new homeowners.

**IX. NEXT MEETING DATE**

The next Board of Directors meeting will be held on January 31, 2020.

**X. ADJOURNMENT**

With no further business, the meeting was adjourned at 6:08 pm.

Approved: 1-31-20