

LAGOON TOWNHOMES CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS MEETING
July 10, 2020

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
Marie O'Rahilly – 739C
Dan Robertson – 753B

Owners in attendance were:

George Thomas – 725A	Kenneth and Margaret Fearday – 746A
Connie Wade – 727D	John Woods – 745C
Matthew Fischer – 727H	Doug Mosow – 747A
Diane and Richard Foote – 738A	Max and Nicole Stappler – 749-1E
Jim Conely – 716D	Mary Harter – 749-3D

Representing Summit Resort Group were Kelly Schneweis, Kevin Lovett and Mark Conley.

II. APPROVAL OF PREVIOUS MEETING MINUTES

The Board reviewed the minutes from the May 2020 Board Meeting. Upon review, a motion was made to approve the minutes. The motion was seconded and with all in favor, the motion carried. The May 2020 Board Meeting Minutes were approved.

III. OWNER OPEN FORUM

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

An owner from 745 Building wanted to know more information about the pool reclosure. It was noted that this is a topic under Old Business and updates will be discussed then.

An owner in 749 Building expressed concerns with the building plumbing and piping structure after having an inspection within their unit. SRG will have Design Mechanical inspect the building and units for recommendations. It was noted that plumbing within each unit, according to the Declarations, would be the responsibility of the homeowner.

An owner from 738 Building had concerns about late fees on their account. SRG will discuss with owner.

A few owners reported they were only joining the conference call to listen.

An owner from 727 building wanted to remind SRG and the Board that asphalt repairs as well as roof soffit repairs were needed. SRG has both items noted and plan to have corrected this summer.

IV. REGULAR BUSINESS

A. Financial Report:

Year to Date Financials; May 31, 2020 close financials were reviewed as follows:

Balance Sheet:

May 31, 2020 Balance sheet reports:

Operating Account, Alpine	\$131,595.79
Reserve Account, Alpine	\$88,537.86
Wells Fargo Reserves	\$234,978.95

First Bank Reserve	\$240,628.16
Easter Co Bank CD's	\$213,755.86

Profit and Loss:

May 30, 2020 close Profit and Loss statement reports \$664,359.33 of actual expenditures vs. \$640,886.63 of budgeted expenditures resulting in an unfavorable balance of \$23,472.70 year to date.

It was noted the previous financial report at the 5/29/20 Board meeting was incorrect because of the inclusion of 750A insurance claim collected funds which caused the variance against the profit and loss report. This has since been corrected. The 750A insurance claim has now been added to the Balance Sheet as a liability.

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

The accounts receivable report for delinquent accounts was presented. There are a few owners who have fallen behind on dues and are past due on the special assessment due June 1, 2020. All owners have been notified. SRG will continue to pursue payment collection.

Late Fees Discussion, Collection Policy:

The Board and SRG discussed the Collection Policy. It was determined to enforce the late fee policy to delinquent accounts. It was agreed after 30 days of past due a fee of \$10 will be added and for 60 days past due an additional fee of \$25 will be added to delinquent accounts. SRG will remind owners with delinquent accounts about missing payments.

B. Ratify Actions via Email:

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

6/11/20 Pool Duct Cleaning approved.

6/29/20 Lagoon 2020-2021 Budget approved.

7/2/20 Pool, Clubhouse, and Fitness room - reclosure approved.

The motion was seconded and with one opposing vote, to pool closure, and 3 approving votes, the motion passed.

V. PROPERTY UPDATE

The following property update items were reviewed:

A. Managing Agents Report

SRG reported on the following completed items:

- Add Maintenance / Contractor code
- Department B carpet vents installed
- Department B painted common area doors
- Department B trim and hallways finished
- 708 common hallway light switched rewired
- 731C reattached heat tape
- 703 steps concrete and tile repairs
- Pool Beam Painted
- 749 Luggage cart - wheels repaired
- 743 Gutter Repair
- Fish Stocking
- Carpet Cleaning for Common areas Dept C and Dept B

- Repaired 749-1D leak, drywall repairs, carpet cleaning
- 749 Building drywall repaired from hole in wall on 3rd level near emergency exit
- 749 Building deck jacking project
- Pool Heat Exchanger replaced
- Tree spraying
- 739 Building – landscaping regrading and planters installed
- Exterior painting 2020-2021 building
- Fox Structural Engineering 746, 749 decks, pool area observation inspections
- Pool Duct cleaning and filters replaced
- Reclass of financial items – additional hours, 750A insurance claim
- 718B roof vent pipe repaired

SRG reported on the following pending items:

SRG will program fitness room door for owners to utilize key card for access. The fitness room is closed due to the COVID-19 situation until further notice.

Building 745 exterior vent coverings will be installed on the side wall.

SRG will work through trim and siding repairs list.

SRG will obtain bids for pool ceiling drywall repairs and submit to the maintenance committee for review. It was suggested to do other pool maintenance items during this time because the pool will need to be drained. This is a Fall project.

The brick damaged on buildings 747 and 720 will be repaired and paid for by the plowing company.

Building 726 gutter repair request and heat tape will be inspected. Also siding will be repaired by painting contractor.

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

Building 747 concrete slab in front of garage will be inspected by the maintenance committee.

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.

Drywall repairs for 730B garage will be completed.

Xcel will reseed parking lot on Lagoon Drive.

Asphalt around a manhole cover near building 746 will be resealed.

SRG will coordinate landscaping companies to bid the retaining wall repair near 749 building.

Regrading near Building 724 steps will be completed Fall or next Spring.

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

766 Building brick work concerns will be reviewed with brick contractor.

739B heat tape keeps tripping breaker and will be inspected.

The siding is peeling on unit 701 near upper deck. SRG will coordinate repairs.

Entryway ice issues for units 743E and 743F will be inspected and SRG has informed Turner Morris to inspect for gutter recommendations. It was noted that roof and gutter repairs will be discussed under Old Business.

Drainage concerns near unit 725H will be inspected by the maintenance committee and reviewed.

SRG reported on the following items:

SRG reported drywall repairs are necessary for 718B closet ceiling, 727D entryway and 723D master bedroom. SRG will work on coordinating repairs.

- B. Deck Inspections: SRG will begin the deck inspection late Summer or Fall.
- C. Boilers: SRG reported there were no new recommend repairs for boilers.
- D. Thermostat Update: SRG is waiting to install the remaining 3 Temp-Sticks for units 704A, 716B, and 739A. As caution in response to the COVID-19 virus, SRG will not enter units until it is deemed safe. Owners will be expensed for the installation. Also, SRG will send a notification to owners to resend a test alert for winter preparation.
- E. Storm Doors: There is 1 outstanding storm doors that needs to be removed, replaced, or painted. SRG will follow up with the owner of 757D.
- F. Unit Access: There are 4 outstanding properties that need to update entryway locks to the master key system: 708C, 708D, 727G, and 736D. SRG will follow up with locksmith about the HOA paying for rekey and rebilling owners. It was noted 727G is an HOA expense previously approved.
- G. Frozen pipes: Ongoing frozen pipe concerns in units 718D, 726A, 727H, and 722F. It was determined that there is a gap between units that is not insulated where a draft of cold air freezes the pipe. The frozen pipe is a common line which is freezing from the main. SRG will have the area camera scoped to determine foam insulation solutions and follow up with the maintenance committee.
- H. 749 Building Deck Separation: SRG reported the deck jacking project was completed on May 27th. Fox Engineering reviewed the work and approved according to the plans. However, it was recommended to replace (3) – 2x6 in the post under the first level deck to treated wood. SRG will look for bids and report back to the maintenance committee.
- I. New Dumpster Enclosure across from 747 Building: The new dumpster enclosure installation will begin mid-July.
- J. Tennis Court: The Tennis Court crack seal will be scheduled this summer.

VI. COMMITTEE UPDATES

A. Maintenance Committee

The Maintenance Committee provided the following update:

Exterior painting: The “phase 2” painting scheduling for 2020 summer was completed. The final payment to contractor is pending. SRG will walk the buildings and inspect for completion. It was noted the contractor may have over sprayed around building 749. SRG will follow up with the contractor about the concern. SRG is working on bids for next year.

Asphalt/Concrete Repairs: The Board reviewed bids from APEAK Asphalt and Jet-Black. There was a motion to award Jet-Black the job in the amount of \$22,800. The motion was seconded, and all were in favor and the motion passed. It was suggested to have Jet-Black inspect the asphalt near 746 building due to asphalt flaking. They may have to patch this area prior to seal coating. SRG will notify contractor.

Drainage issues: The drainage concerns were discussed. The Town has not followed up with SRG about neighboring property. Near building 722 is considered high priority for safety. Repairs will be expensed to the Reserves Budget.

Brick Repairs: The Brick Mason will be scheduled for mortar work at 746 building. SRG will work on scheduling priority repairs with the Mason. The damage from the plow company will be completed first. The Board suggested repairing the most obvious areas first. The white residue has proven to be challenging to remove. The brick stain suggestion was not a feasible solution.

Roof and Gutter Repairs: The roof report proposal prepared by Turner Morris was reviewed. It was noted 743D gutter work in the proposal was previous repaired and to remove this item from the repairs. After discussion there was a motion to approve the Turner Morris proposal for roof repairs in the amount of \$89,552. The motion was seconded and with all in favor, the motion passed. SRG will schedule roof repair work with Turner Morris.

A proposal from Consider it Done was reviewed for roof vent repairs which is a service Turner Morris does not provide. After discussion, there was a motion to approve Consider it Done proposal of \$3,085 for roof vent repairs on buildings 732,735,737,743,747 and 757. The motion was seconded and with all in favor, the motion passed. SRG will schedule vent repairs.

VII. OLD BUSINESS

The following Old Business items were discussed:

746 Building Crack: The warranty site visit with Complete Basement Systems and DL Engineering to inspect previous work determined the need to install more piers around the building. The Board requested mortar work to be completed this summer. The Board also discussed removing the tree between building 746 and 738 building and develop a plan to regrade the slope to allow water to divert away from 746 building. It was suggested to remove the grass away from the building and place rock to the drip line. The Board anticipates the pier foundation work to being next summer or the following. SRG will coordinate tree remove and inspect area with landscaping contractors for bids.

Snow Storage: There have been no further updates from the Town about snow storage. Members from the maintenance committee will continue to pursue. The maintenance committee will prepare and application to submit to the Town for review.

757 Berm Landscaping and Foundation: Building 757 berm landscaping was discussed. SRG has started to prepare the area and regrade. SRG will work with the homeowner on landscaping plans. SRG will coordinate Fox Engineering to inspect 757 Building foundation concerns.

Fireplace inspections and dryer vent cleaning: The tentative date for the fireplace inspections and dryer vent cleaning is August 25th and 26th. Each service is \$65 to be billed to the homeowner. SRG will notify owners.

749-1C Frozen Bathroom Pipe: The Board reviewed R&H mechanical proposal. It was requested to submit another proposal for review. SRG will work to collect additional proposals.

Roof shed repairs: Three proposals were reviewed for roof shed repairs for 708, 724, and 730 buildings. The Board asked for Summit Color Services to resubmit their bid to include materials listed. This will be a fall project. SRG will follow up with the maintenance committee once bid is received.

723D roof and siding repair: The Board reviewed the siding estimate for Summit Color Services for the siding repair. This work is to be completed after the roof repairs. It was noted that the building will be painted next year, and the siding should be painted this year to match the current building shade. Summit Color services was awarded the job.

Pool/Fitness Room (air circulation) – COVID-19: There was a discussion about the common area facilities reclosure. SRG reported there are no insurance policies that cover infectious diseases. Farmers insurance is diligently hunting for coverage. State mandates require the pool area to be cleaned every hour by a third-party contractor. Also required is a reservation system with a pool attendant to monitor occupancy levels. The fitness room must be cleaned after every use. SRG reported it is the HOA's responsibility to meet the state guidelines exactly how they are written and not the "users" responsibility. It was determined to reclose the pools to protect the HOA and individual Board members from liability claims. Also, the financial obligation to hire a full-time attendant, as well as a full-time cleaning company is not feasible. The common area facilities will remain closed until further updates are received from the State and County.

VIII. NEW BUSINESS

The following new business items were discussed:

Sunshade Discussion: There have been 2 ARC applications received for sunshades at 739 Building. A committee was formed to work on a proposal of rules to submit to the Board for review. The Board requested to receive the proposed rules no later than Aug. 1, 2020.

730 Building -relocate Dumpster: Relocating the dumpster near 730 building was discussed. The concern is dust and proximity to 730 building. It was recommended to move the dumpster between 758 and 766 buildings. The dumpster will need to be placed closer to the fence. SRG will work with the Board and Waste Management on placement.

Skid Steer Tire replacement: The skid steer has 3 tires that need to be replaced. The Board reviewed the proposal from Ski Country Auto Repair for tire replacement. SRG was approved to proceed with the proposal in the amount of \$1,072.38.

727D Entryway water: SRG notified the Board of water intrusion in the entryway of 727D. Drywall repairs were scheduled, and the asphalt crack fill and seal coating scheduled this summer should prevent water pooling.

743D gutter repair and heat tape: SRG presented an option to install a snow bar retention system and heat tape in the area above 743D to help with ice buildup on asphalt below. There was a motion to approve the proposal from Turner Morris in the amount of \$2,835 as an area to test this winter. The motion was seconded and with all in favor approved. SRG will schedule and monitor area this winter.

727 Heat Tape and roof: SRG presented a proposal to replace heat tape for 727 building. After discussion, the Board would like to review roof replacement options. SRG will work on obtaining bids.

Department B and Department C Common Area Cleanings: The cleaning company was previously informed to pause all cleanings. SRG discussed with the Board frequency of cleanings. It was determined to schedule Xtreme Cleaning at 1 time per month during the summer and 2 times per month during the winter. SRG will coordinate cleanings.

Annual Meeting Discussion: The Board was presented an example of annual meeting documents to send as notice to owners. The annual meeting is scheduled for 10AM on August 22, 2020. SRG will send out notice. Also discussed was Board nominations and voting. SRG is approved to receive votes by secret ballot by email. The annual meeting will be held via Zoom video conference due to state mandates and social distancing requirements.

IX. NEXT MEETING DATE

The next Board of Directors meeting will be held in September 2020.

X. ADJOURNMENT

With no further business, the meeting was adjourned at 6:06 pm.

Approved: 9-25-20