

**LAGOON TOWNHOMES CONDOMINIUM ASSOCIATION**  
**BOARD OF DIRECTORS MEETING**  
**September 25, 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  
Hal Roseman – 742A  
Jamie Cox – 742D  
Dan Robertson – 753B

Owners in attendance were:

Richard Birney – 725C	Ken Raggio – 757A
Diane and Richard Foote – 738A	Beth Gregory – 749 – 2A
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 July 10, 2020 and August 27, 2020 Board Meeting. Upon review, a motion was made by Dan Robertson (753B) to approve the minutes. The motion was seconded by Patrick Tully (738E) and with all in favor, the motion carried. The July and August 2020 Board Meeting Minutes were approved.

**III. OWNER OPEN FORUM**

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

Richard Birney (725C) expressed interest in the fitness room opening. Kelly Schneweis (SRG) explained current State mandates and cleaning requirements. Responsibility of State Mandates falls on the HOA and would require an additional employee to monitor the occupancy and clean the equipment after every use. Signed waivers do not protect the HOA. Dan Robertson (753B) presented a reservation system suggestion which would include a sign-up sheet, a liability waiver, and limited hours of operation. David O'Sadnick (734B) commented on Board personal liability and requested legal advice. Marie (739C) would like information on expense to hire an attendant. SRG will continue to stay informed with COVID-19 restrictions for HOA's and keep the board informed. Ken Raggio (757A) commented about the Board realizing there will be a vaccine at some point and encourage owners and guests to get the vaccine.

All other owners attending the meeting were joining to listen and learn more about the community and association happenings.

**IV. REGULAR BUSINESS**

**A. Financial Report:**

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

Balance Sheet:

July 31, 2020 Balance sheet reports:

Operating Account, Alpine	\$115,718.26
Reserve Account, Alpine	\$110,466.85
Wells Fargo Reserves	\$234,996.39
First Bank Reserve	\$240,640.62

Eastern Co Bank CD's	\$107,381.85
7004 Eastern Co Bank CD's	\$108,239.09

Profit and Loss:

July 31, 2020 close Profit and Loss statement reports \$61,685.41 of actual expenditures vs. \$59,038.20 of budgeted expenditures resulting in an unfavorable balance of \$2,647.21 year to date.

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

All Reserves transfers are current year to date.

There are a few delinquent accounts and SRG has assessed late fees and following the Collection Policy.

SRG reported the need to transfer funds to the Alpine Reserves account SRG will work with the Treasurer to determine the appropriate amount and will proceed with the transfer.

B. Ratify Actions via Email:

There was a motion by Dan Robertson (753B) to ratify the following actions via email:

- 7/21/20 Motor home 727A request was denied.
- 7/28/20 Unit 738A remove late fees was approved.
- 8/24/20 Entryway signs was approved.
- 9/16/20 Tenant (745B) Service Dog was approved.
- 9/22/20 Roof Sheds – Kinghorn was approved.

The motion was seconded by Marie O'Rahilly (739C) and with all in favor, the motion passed.

**V. PROPERTY UPDATE**

The following property update items were reviewed:

A. Managing Agents Report: SRG reported on the following completed items:

- |  |  |
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| - 703 deck repairs   | - 743D gutter repair, heat tape repair                             |
| - 708B light switch repair                                   | - 749 garage door keypad replaced                                  |
| - Unit access - 708C, 708D, 727G, 736D, 757A                 | - 749 garage door tracks serviced                                  |
| - 718A - windows unsealed from painting                      | - 749 building drywall repair on 3rd floor                         |
| - 718B - roof, old ceiling damage in closet, drywall repairs | - 749-1F removed bulk items stored under deck                      |
| - 722B roof vent repaired                                    | - 749 building – elevator light diffusers replaced.                |
| - 723D roof sidewall repair                                  | - 749 building ant mitigation                                      |
| - 725 building pest mitigation, ground squirrels             | - 749 1D leak repair recirc line, drywall repaired, carpet cleaned |
| - 726A - Touch up paint front door                           | - 757A – berm landscaping  |
| - 726 A&B insulation and draft testing                       | - Fireplace and dryer vent inspections                             |
| - 727 G&H insulation and draft testing                       | - Pool heat turned off and hot tubs drained                        |
| - 727D - drywall repairs for entrance                        | - Irrigation blow out  |
| - 730B – garage drywall from irrigation system repaired      | - Backflow testing   |
| - 735 tree removal   | - Lagoon pond electrical work                                      |
| - 737 asphalt patch repaired                                 | - Pool Air-Duct cleaning   |
| - 739 building needs 10-20 bags of mulch                     |  |

- Sprinkler Consultation Report
- 4x4 post leaning on the south side of Lagoon repaired
- Meadow Creek Asphalt crack fill and seal coat
- Dumpster Enclosure
- Sunshade guidelines developed
- Skid steer tire replacement

SRG reported on a list of pending items for the Board to review which included all owner requests as well as major and minor maintenance repairs that have been noted throughout the entire property. Patrick Tully (738A) commented about 757D storm door painting. SRG is scheduled to paint the door for the homeowner, at their expense, in the next week or two.

- B. Deck Inspections: SRG will begin the deck inspection in the next couple of weeks and focus on brick buildings first. Once report is complete it will be reviewed with the Board to develop a plan.
- C. Boilers: SRG reported on recommend and scheduled repairs for boilers. Building 743 repair scheduled to replace mixing valve and spring check valve on Oct. 1<sup>st</sup>. Owners will be notified. Building 741 has encountered multiple pinhole leaks. One pinhole leak was repaired and the other is scheduled for Tuesday Sept. 29. This leak is on the domestic hot water line after the mixing valve. SRG is inspecting drywall repair needs and will schedule.

## **VI. COMMITTEE UPDATES**

### **A. Maintenance Committee**

The Maintenance Committee provided the following update:

Asphalt/Concrete Repairs: Patchwork and asphalt repairs are needed in various areas on Lagoon Drive. SRG will schedule APEAK to review and determine the urgency of repairs. Asphalt and concrete repairs near buildings 704, 708, 716, 720, 724 will be evaluated with the drainage concerns for next summer repairs. Dave O'Sadnick (734B) wants SRG to ensure at least 3-inch depth is being completed on all asphalt patch repair work. SRG will also schedule drainage evaluation and notify the Board of reports. The evaluation should include landscaping regrading and tree removal. Make a longer plan and set a priority list.

Brick Repairs: SRG reported to focus on the underlining issues first such as drainage and roof and gutter concerns to deviate the water away from buildings. Water pooling and building settling are causing brick cracking. SRG will work on minor repairs and mortar work first. Other major repairs will be completed after drainage and gutter work is complete.

It was noted that Marie and SRG will work on developing a capital plan for major reserve funding projects in correlation with the reserve study.

Drainage issues: The drainage concerns were discussed. SRG will meet with RKR, drainage contractor, to develop a plan.

Exterior painting: SRG has submitted RFP's to preferred contractors. Bid collection is in progress.

Landscaping: 746 Building tree was removed. The stump will be ground down and removed. SRG will work with tree removal contractor to address other trees around the property that are causing issues. The goal is to move water collection away from buildings.

Roof and Gutter Repairs: Turner Morris is expected to begin repairs in early October. SRG staff is working closely with Turner Morris to confirm work is being completed on each building as outlined in the approved proposal.

## **VII. OLD BUSINESS**

The following Old Business items were discussed:

Roof shed repairs: The Board approved Kinghorn Consultants to complete the work. We anticipate repairs to be completed before heavy snow.

746 Building Crack: Previously discussed and reviewed at the July Board meeting. The Board would like to have Strategic Fence review the plans provided by Complete Basement and submit a proposal for comparison. After review with Fox Engineering, SRG, and Dave O'Sadnick (734B), there are no interior unit cracking concerns. The Board would like to monitor movement for the next 6-9 months. Mortar work must be completed before to evaluate movement. SRG will coordinate mortar work quickly.

757 Berm Landscaping and Foundation: The structural engineer inspection was completed. SRG will work on scheduling a contractor to evaluate the current foundation to determine soil and rock composition. It is important to determine the type of geology under the wing walls. It is suggested to shore-up the decks, remove the wing walls, dig out the old foundation and install a new foundation. It will be less expensive to do a new stem wall. Push piers may be more expensive. It is recommended to proceed at a depth of 18"-24" to pour a new foundation. The side of the hill near 757 building has large boulders and granite and if we try push piers, we might not get very far. Bring in a soils engineer, but do not need to do preliminary soil testing. Put in option 2 so the decks are supported. It was noted this does not impact the structural soundness of the building, only the decks and wing-walls. Construction anticipated for next summer. There is no imminent danger of collapse. SRG will work on preliminary evaluation of option 2 with contractors and report to the Board.

749-1C Frozen Bathroom Pipe: Black Bear services is scheduled next Tuesday to inspect the ongoing frozen pipe issue. SRG will report proposal to the maintenance committee for review. The repair should be completed before winter.

Snow Storage: There have been no further updates from the Town about snow storage. A permit application will be prepared and submitted to the Town for review.

730 Building Dumpster: The Board determined to table the discussion to relocate the dumpster.

Pool/Fitness Room (air circulation) – COVID-19: This was previously discussed earlier in the meeting. There was an inquiry from a homeowner to rent the clubhouse for a party of 30 people. It was determined to not permit the party and encourage the homeowner to utilize outside space due to COVID-19 restrictions.

## **VIII. NEW BUSINESS**

The following new business items were discussed:

Snow Plowing Contract: The Board review the snow plowing contract from Emore for the winter season. The Board would like to review the contract from two seasons prior. SRG will work on an additional bid and submit the contract from two season prior from Alpine Specialty for review and vote by email.

Security Cameras and software update: The Board discussed updating the security camera system. SRG will research options and present to the Board for recommendations. It was suggested to put cameras on the dumpsters and better signage. SRG will purchase dummy cameras and signage for dumpsters.

Trash and Recycling: Recycling container size was discussed. It was determined a 4-yard dumpster would be sufficient. SRG is working on obtaining recycling service bids and to determine frequency of service. Also presented was the need for asphalt repairs in front of the new dumpster enclosure. APEAK bid was reviewed. It was determined to review further and vote by email.

Future Meetings via Zoom: The Board discussed holding future meetings via zoom until state mandates are lifted and will consider continue to operate via zoom to allow owners who are remote to attend.

Pool Potential Leak: SRG reported information suggesting there could be a potential leak from the pool. A bid for a pool leak detection inspection was reviewed. There was a motion by Patrick Tully (738E) to proceed with the pool leak detection service in the about of \$1200. Jamie Cox (742D) seconded the motion and with all in favor, the motion carried. SRG will work on scheduling and report findings to the Board.

Speed Bump: This item was not discussed.

708 Foundation and Deck Concerns: SRG presented information suggesting 708 foundation should be inspected by the maintenance committee and possible the structural Engineer. SRG is working on the deck inspection report in the next few weeks.

738C Flooring Materials and Sound Transmission: An owner inquired about flooring materials and if sound transmission requirements were established by the ARC committee. SRG will send the Board example guidelines to review. It was noted the construction of the units may be lacking efficient insulation and having guidelines to include sound baring insulation, moving forward, would benefit the association.

**IX. NEXT MEETING DATE**

The next Board of Directors meeting will be held November 20, 2020.

**X. ADJOURNMENT**

With no further business, the meeting was adjourned at 5:45 pm.

Approved: 11-20-20