

Date: May 14, 2026

Time: 5:30 PM (MT)

Location: Zoom

Attendees: Keith Willy, Pete Shaub, Bob Seibert, Lisa Kosloski, Steven Gross, Sally DeLong, Jack Kriss

## CALL TO ORDER

Meeting called to order; quorum confirmed.

## APPROVAL OF PRIOR MINUTES

Motion: Approve April 9, 2026 minutes

Second: Yes

Vote: Unanimous approval

## AGENDA DISCUSSION

### 1. Parking Lot / Survey / Drainage (Vendors Identified)

- Civil engineering outreach included multiple firms; most declined due to workload.
- Civil Insight (Breckenridge) expressed interest but requires topo survey prior to engagement.
- Topographic survey quote received from Range West (Jess) at ~\$8,000, plus optional ~\$2,500 for utility mapping.
- Additional surveyor (Edwards-based) being pursued for second quote.

### Paving / Asphalt Inputs:

- Harris Asphalt & Paving (Castle Rock): verbal estimate ~\$5-\$5.50/sq ft (~\$350K-\$385K total for ~70,000 sq ft).
- Esquivel: site-measured estimate ~67,926 sq ft at ~\$374,951 plus mobilization.
- A1 Peak Asphalt: preliminary estimate ~\$800K (higher spec/thickness).

### Conclusion:

- Committee agreed drainage engineering must precede paving.

### 2. Common Area Lighting & Stairwell Cleaning (Status Clarified)

- Buffalo Mountain Managers (Jack Kriss) confirmed:
  - Stairwell washing is in progress during the same period as lighting review.
  - Team has been trained on lighting systems (timers, solenoids).
  - Full inspection and bulb replacement underway.
- All lighting and stairwell cleaning to be completed by end of the following week, prior to Memorial Day.
- Scope limited to bulb replacement and troubleshooting; fixture replacement excluded unless necessary.

### 3. Landscaping (Sally DeLong)

- Weed control and fertilization scheduled for near-term execution.
- Annual flowers suspended due to water restrictions (Frisco water conditions noted).

### 4. Hot Tub Building – Structural Engineering (Firm Identified)

- Initial engineer unavailable.
- Previously approved engagement confirmed:
  - JR Harris Engineering (Denver) – not-to-exceed approximately \$5,000.
- Hunter Engineering (Will Hunter) identified as alternate but NOT engaged.

### 5. Common Area Grills

- Vendor models considered:
  - Weber Spirit E325 (selected)

- Char-Broil Commercial considered but not selected
- Plan confirmed: install two units; third location deferred.

#### 6. Window Screens

- Owner notice finalized for release.

#### 7. Fire System (Element Fire / Allied Monitoring)

- Allied Monitoring identified failure conditions.
- Element Fire to perform repairs:
  - Flow switch failure (Building E)
  - Tamper switch failure (Building B)
- System remains operational due to redundant flow monitoring design.

#### 8. Heat Tape System (Ten Mile Electric – Invoice #1382)

- Contractor: Ten Mile Electric
- Scope: troubleshooting across all garage heat tape systems (\$900 labor)

##### Findings:

- Failed units: G202A, G202B, G301C (overheating, cracking, breaker trips)
- Functional units: G204A, G201B, G303C, G202D, G302D
- Partial issue: G201D (improper connection)
- Issues identified:
  - Improper wiring and termination
  - Inconsistent breaker sizing (30A, 40A, 50A observed) 50A noted as system spec.
  - Shared circuits in some cases
  - Failures concentrated near junction boxes

##### Related System Providers:

- Original installation referenced (Taylor Electric)
- Inspection conducted by Ten Mile Electric

##### Committee Direction:

- Targeted pilot repair approach preferred over full replacement
- Further diagnostic excavation recommended before system-wide investment

#### 9. Project Manager RFP (Firms Identified)

##### Firms Evaluated:

- Providence Construction (John Collins)
- Buffalo Mountain Managers (Jack Kriss)
- Action Builders (Ron Walsh)
- Criterium Engineering (preconstruction only – John Kona)

##### Committee Conclusion:

- Providence Construction connected with RFP scope and technical requirements
- Buffalo Mountain pulled RFP after meeting conclusion.

#### 10. Other Items

- Touch-up painting: Areas around garbage wood trim and hot tub entry door as well as other areas observed in walkthrough, Buffalo Mountain to complete at no additional cost
- Stone façade: prior vendor repair failed; new contractor search required

### BOARD MOTIONS IDENTIFIED (FOR FUTURE BOARD ACTION)

1. Approve engagement of Range West (or alternate) for topographic survey.
2. Approve pilot heat tape repair/testing with Ten Mile Electric.
3. Approve use of external project manager (Owner's Representative model).
4. Approve selection of Providence Construction.

## FOLLOW-UP ACTION ITEMS

### Parking Lot / Survey / Drainage:

- Steve Gross: Disclose current pricing to second survey (Edwards surveyor) and ask if they can be competitive.
- Keith Willy: If Edwards surveyor cannot be competitive, Draft Board motion to approve survey. If Edwards can be competitive, get confirmation of timing of bid and work to be performed. If Edwards-based surveyor can be timely in deliver of quote and performance of work, await their bid before submitting motion.
- Pete Shaub: Coordinate site walkthrough and identify drainage hot spots

### Common Area Lighting & Cleaning:

- Jack Kriss (Buffalo Mountain): Complete stairwell cleaning AND lighting repairs by end of next week (pre-Memorial Day)

### Hot Tub Structural:

- Bob S.: Coordinate JR Harris site visit and report

### Grills:

- Jack Kriss: Install two Weber grills and deploy propane tanks.

### Window Screens:

- Keith Willy: Issue owner notice

### Fire System:

- Jack Kriss: Schedule Element Fire to replace failed switches

### Heat Tape System:

- Jack Kriss: Obtain estimate from Ten Mile Electric for pilot repair to include installation of controller, proper calibration of amperage of box and wiring correction addressing direct connection of heat tape to electrical box.
- Committee: Evaluate pilot outcome

### Project Manager:

- Keith Willy: Draft Board motions
- Steve Gross: Finalize comparison analysis
- Pete Shaub: Lead onboarding coordination with Providence Construction

### Other:

- Jack Kriss: Identify qualified contractor for stone façade repair

## ADJOURNMENT

Meeting adjourned.