

**Mt. Victoria Lodge Association
Board of Directors Meeting
2/2/2024 2:00PM**

Agenda

Zoom Link: [Mt. Victoria Lodge BOD Meeting](#)
(Click link to join)

1. **Call to Order / Introductions:** The Mt. Victoria Lodge 2/2/2024 Board of Directors Meeting was called to order at 2:06PM
 - **Introduction of Board Members Present:** Brent Bunte, Pete Campbell, Sean Andrish, Doris Heim
 - **Introduction of Ownership Present:** N/A
 - **Summit Resort Group Members Present:** Noah Orth

2. **Regular Business**
 1. **Financials:** Mt. Victoria Lodge December 2023 ([Full Set](#))
 - a. [Mt. Victoria Lodge Balance Statement December 2023](#)
 - i. The Mt. Victoria Lodge December 2023 balance statement reports:
 1. Operating - \$12,483.56
 2. Reserves - \$25,822.40
 3. Total Checking & Savings - \$38,306.26
 - b. [Mt. Victoria Profit / Loss Budget Statement December 2023](#)
 - i. The Mt. Victoria Profit & Loss Statement reports a total of \$116,321.21 of actual expenditures vs \$115,552.95 of budgeted expenditures resulting in a budget deficit of \$768.26
 - ii. **Major areas of significant over expense (\$500) variance include:**
 1. Garage Maintenance \$1,552.47
 2. Alarm / Fire Maintenance \$820.69
 3. Insurance Expense \$1,440.79
 4. Landscaping & Grounds \$923.63
 5. Snow Plowing Services \$970.00

- iii. **Major areas of significant budget surplus (\$500) variance include:**
 - 1. Building Repair & Maintenance \$3,024.47
 - 2. Snow Removal Other (Roof) \$2,000

- iv. **Mt. Victoria Lodge December 2023 Accounts Receivable**
 - 1. Noah made notation that BigHorn Rentals was delinquent \$286.81. Noah indicated that he had reached out to BigHorn Rentals for payment.

- v. **Mt. Victoria Year to Date General Ledger**
 - 1. Boards review

- vi. **Noteables**
 - 1. The Association was able to make up any end of year missing reserve transfers totalling \$30,663.60

- vii. **Board Discussion:**
 - 1. Dorris Heim inquired about the three garage door repairs that occurred in which seemed to be the same.
 - a. Noah indicated that there is the operator, wireless module as well the physical touch pad. Noah indicated that there was a control board within the operator that was replaced to work with the updated touchpad which works off of a wireless module.
 - i. Dorris thanked Noah for the explanation

- viii. **Brent Bunte motioned to approve the December 2023 Financials as presented, Sean Andrish seconded the motion, motion carried with no dissent.**

2. New Business

- a. **2024 Annual Meeting Date**
 - i. The 2023 Annual Meeting was scheduled for August 19th at 9:00AM – If the board wanted to keep their annual meeting on the same weekend in 2024 the scheduled date would be August 17th 2024 at 9:00AM. The other option since most

associations have moved to a zoom meeting we could do a weeknight option.

ii. Board Discussion:

1. Brent Bunte commented that the thought around a weekend night meeting would open up the weekend for families.
2. Dorris Heim's only concern with a weekend night meeting was the time difference
3. Sean Andrish was indifferent
 - a. The board requested Noah to send out a questionnaire to the ownership regarding a weekend night vs a saturday morning.

b. Items of Annual Preventative Maintenance

i. Mechanical Rooms (3 Boilers / 2 Hot Water Heaters / Fire Suppression)

1. Noah indicated that with the association this past year replacing hot water tanks and other equipment within the mechanical room the association may want to consider an annual preventative maintenance plan to prolong the life of the equipment as well not to have major outages.
 - a. The estimated cost to complete was \$2,000
 - i. Brent agreed as to what was spent last year on upgrades that a PM should be completed and inquired from Noah if the association should have a monthly, biannual or annual inspection completed.
 1. Noah indicated that for the size of the association either bi annual or annual would be best as an HVAC Technician can always be called out for minor issues however the idea is to catch the major issues before they occur.
 2. Dorris inquired about the radiant floor heater and if those get

inspected as they had a heating issue.

3. Noah indicated that the ball valve shut offs should be exercised as well zone valves and thermostats should be checked for operation.
4. Brent inquired about responsibility.
5. Noah stated that if it was a thermostat, or zone valve issue it would be owners responsibility however if the issue had to do within the mechanics such as a pump it would fall under the association's responsibility.
6. Noah indicated that if an owner needed preferred vendors regarding HVAC as well Plumbing SRG has a list of preferred vendors.

ii. Fire Suppression annual inspection

- a. Western States Fire Protection annual inspection total was \$1,290.00

iii. Roof Inspections (Including Heat Tape & Gutters)

1. Board inquire on how heat tape worked

- a. Heat tape is about \$12 a linear foot to install. Once installed it is powered by either 120 or 240 volts depending on the run needed to provide coverage. The cost associated with heat tape is the association's electricity utility. Electricity is expensive however in most cases in Colorado, heat tape is needed to prevent cornice build up of ice dams at roofs edges. Heat tape has a life expectancy of 10 years however effective expectancy is more like 7 years. When the association has roof inspections completed it is suggested that heat tape is also inspected. Kingdom Roofing during the 2023 roof inspection inspected for age and

operation. SRG goes around and completes a touch test to see if the heat tape is warm once power is turned on to the heat tape prior to the winter season.

- i. Sean commented on the cost of electricity to power the heat tape. Is it worth not to run heat tape but to deal with minor unit roof leak repairs that occur? Sean stated that he has had snow and ice hanging over his roofs edge for years with no leaks and that if the association was looking to save some money this could be an area to do so.
- ii. Noah indicated that he has viewed more associations with ice dams in areas that did not have heat tape.
- iii. Doris inquired if there was a possibility of roof damage when snow and ice were removed from the roof.
 1. Noah stated that snow and ice is removed with plastic scoop shovels as well plastic mallets and no metal sledge hammers as one would think. Noah also indicated that there were companies that have steam systems however it has been said when adding more water to large amounts of snow and ice the hot steam can freeze and cause issues.
- iv. Noah indicated that most associations when a roof is being replaced heat tape as well gutters are replaced and then repairs are then made going forward.
 1. Brent stated that when snow and ice removal is needed to have it completed to protect the association from leaks.

iv. Exterior Siding

1. Dr. Custom completes a walkthrough each spring to determine if the building needs the UV protective coating applied. 2 summers ago the entire building was stained in which a plan was put into place for a protective UV seal coating to be applied to the sides that are in need.
 - a. Dr. Custom completes a spring summer walkthrough of all of his projects to see whether the UV coating needed to be updated.

v. Garage Door / Dumpster Enclosure

1. SRG does a visual inspection of the garage doors cables and operation. The garage door track and wheels are lubricated. If cables are fraying it is suggested that they are replaced to prevent from breaking and further damaging the garage door and track.
2. There are several garage door companies that are available for major repairs or replacement due to age and use.

vi. Elevator

1. Thyssenkrupp is your contracted elevator service provider. Northwest Colorado Council of Governments (NWCOGG) state inspects the elevator and any deficiencies are brought to attention which would need to be updated. TK through their service contract provides service and maintenance.

c. 2024 Project Proposals

i. [Carpet Cleaning Proposal](#)

1. Mountain Pride \$432.64
 - a. Sean stated that the carpet has not been cleaned in sometime and is due.
 - i. Doris agreed

ii. **Brent made a motion to approve the carpet cleaning proposal by Mountain Pride.**

1. **Sean seconded the motion**

a. **Noah will schedule the common area carpet cleaning**

ii. **Exterior / Interior Window Washing**

1. [P4 Services Proposal](#)

2. Interior - Time and material \$88.00 per hour

a. Sean indicated that window cleaning did not take place the previous year and should be completed and should be an annual item to be taken care of.

i. **Sean motioned to approve the P4 Services proposal for window washing, Brent Bunte seconded the motion.**

1. Brent also commented that a notification should go out to the ownership asking owners if they would like their interior windows to be completed as well.

a. Noah indicated that once the cleaning service is scheduled a notification would go out to the ownership asking who would like their interior completed.

iii. **Roof Inspection / Repairs**

1. Should be completed in 2024 to prolong the life of the roof.

2. Note: Unit H roof leak at a transition. It was noted that the shingles in that area were very brittle and a suggestion of having metal transmissions installed at the next replacement.

iv. [Hallway Painting Proposal](#)

1. Dr Custom

- a. Hallways \$3,350 Same color
- b. Hallways \$4,275 Color change
- c. Restrooms \$785 Same Color
- d. Restrooms \$975 Color Change
 - i. The board was undecided whether to move forward with common hallway interior painting. Noah suggested that since Brent and Doris and the rest of the board were onsite to do a walkthrough to determine the need for painting.
 - 1. The board agreed

v. Garage Lighting on Motion Sensors

- 1. Noah met with Drake Electric and it was advised against for two reasons. Security and safety purposes and having T8 fluorescent light bulbs w ballasts would wear out the ballasts in the fixtures going on and off more frequently. It was stated that if you are looking to save a few pennies to switch the fixtures out to LED lighting but again savings would be at a minimum.
 - a. Pete commented that the association would certainly save money on utility costs.
 - b. The board inquired what fixture replacement would be
 - i. Noah to get costs

vi. Insurance Pricing

- 1. Mt. Victoria's insurance renewal date is April 1st. At this time it is too early however we will shop the market for insurance. Note: Based on your current coverage and SRG's book of business with Farmers it will be hard to find another company that can match or even beat their pricing however we do shop the market. As the board is aware insurance premiums are only increasing as well getting tighter and tighter with restrictions when it comes to condominium type buildings. Noah made the board aware from discussion with the Kinser Agency that in 2025

renewals that open flame equipment would be prohibited.

a. Doris inquired if there are frequent instances where fires occur from BBQs or heaters.

i. Noah indicated that this is coming not from insurance agencies however the National Fire Protection Association.

d. Fire System Deficiency Repair Proposals

i. Western States Fire Protection

1. [Report](#)

2. [Proposal](#)

ii. Element Fire Sprinkler Service

1. Estimate being revised

iii. Noah indicated that in speaking with all fire systems contractors regarding the associations recorded deficiencies that with aging suppression systems you are more likely to find annual deficiencies and that repairs should be budgeted for annually.

e. [Review Capital Expense History](#)

i. Noah commented that he had been working on historical reserve expenses. Noah provided the board with all expenses from 2010 to 2023. Noah stated that the association has recently completed a professional reserve study and the association will be able to utilize that information into the future capital plan.

f. [2023 Association Reserve Study](#)

g. [Doris Heim 2024 Capital Plan](#)

i. Doris went through her Exel worksheets and addressed the reserve account, going through all the financials in how much was put into reserves as well how much was spent from reserves and what the ending balance was and numbers did not add up.

1. Noah indicated that he also was having trouble with the numbers from 2010 on matching up as well with Doris's worksheet numbers; however would follow up with the SRG accounting team to verify numbers.

- a. Brent commented on the work that Doris had completed and requested that Noah speak to the SRG accounting team to reconcile money in and money out.
 - i. Noah stated that the next step was to go back to the accounting team for them to review.
 - 1. Doris inquired about the special assessment for 2023 that the total of 25,000.
 - a. Noah indicated that \$10,000 went to operating and \$15,000 went to reserves

3. Miscellaneous Discussion

a. Code change Date

- i. Board decided June 1st
 - 1. Current code 351 board suggested that SRG to choose code

4. Next Board Meeting Date: TBD

- 5. Adjournment:** A motion was made to adjourn the Mt. Victoria Lodge 2/2/2024 Board of Directors Meeting at 3:24PM