

**Mt. Victoria Lodge Association
Board of Directors Meeting
5/2/2024 2:00PM**

Agenda

Zoom Link: [Mt. Victoria Lodge BOD Meeting](#)

(Click link to join)

1. **Call to Order / Introductions:** The Mt. Victoria Lodge Board of Directors Meeting was called to order at 2:04PM
 - **Introduction of Board Members Present:** Brent Bunte, Pete Campbell, Sean Andrish, Doris Heim
 - **Introduction of Ownership Present:**
 - **Summit Resort Group Members Present:** Noah Orth

2. [Approval of 2/2/2024 Meeting Minutes](#)
 - **Pete Campbell made a motion to approve the 2/2/2024 meeting minutes are presented, Brent Bunte seconded the motion. Motion was carried with no dissent.**

3. **Regular Business**
 1. **Financials:** Mt. Victoria Lodge March 2024 ([Full Set](#))
 - a. [Mt. Victoria Lodge Balance Statement March 2024](#)
 - i. The Mt.Victoria Lodge March 2024 balance statement reports:
 1. Operating - \$12,766.81
 2. Reserves - \$32,261.88
 3. Total Checking & Savings - \$45,028.49
 - b. [Mt. Victoria Profit / Loss Budget Statement March 2024](#)
 - i. The Mt. Victoria Profit & Loss Statement reports a total of \$36,805.94 of actual expenditures vs \$34,357.23 of budgeted expenditures resulting in a budget deficit of \$2,448.71
 - ii. **Major areas of significant over expense (\$500) variance include:**
 1. Alarm / Fire Maintenance - \$2,038.94
 2. Landscaping & Grounds - \$762.41
 3. Legal & Accounting - \$675.53

iii. **Major areas of significant budget surplus (\$500) variance include:**

1. Building Repairs & Maintenance - \$562.67

iv. **Mt. Victoria Lodge March 2024 Accounts Receivable**

1. All owners dues are current
2. Big Horn Rental Trash \$1,257.32

v. **Mt. Victoria Lodge 2024 Monthly Expense Worksheet**

1. Association has been operating over budget in the months of January through March.
 - a. Noah commented that being early in the association's fiscal year many overages are due to cashflow and how funds were balanced throughout the year.

vi. **Mt. Victoria Year to Date General Ledger**

1. Boards review
 - a. Noah indicated that the board review and that if anything needing reclassification to let him know
 - i. Doris Heim indicated that the electric snow shovel battery replacement should be reclassified to 5310
 - b. Sean Andrish inquired what Snow Removal other was
 - i. Noah indicated that was for snow and ice roof removal from over unit H leak.
 - c. Brent asked what items had been spent through reserves
 - i. Noah indicated that there were two items.
 1. Mechanical room pump and sensor replacement
 2. Fire Suppression System Leak Repair in Unit B
 3. Brent inquired that he believed the Mechanical room pump and

sensor should be an operating expense

a. The rest of the board agreed

i. 1507 reclass to 5050

vii. Financial Noteables

1. All reserve transfers of \$2,555.30 have been made in the months of January through March.

viii. Brent Bunte motioned to approve the March 2024 financials as presented, Sean Andrish seconded the motion. Motion passed with no dissent.

2. Old Business:

a. Annual Meeting Date Set

i. A questionnaire was sent out to the ownership in which only one response was given for a weekend night meeting. The board has set the annual meeting date for:

1. Tuesday August 20th 2024 6:30PM Zoom

b. Building Code Change Date

i. Noah indicated that a notification would be sent out to the ownership updating them on the new code which would be changed on June 3rd.

c. Western States Fire Protection

i. Noah commented that WSFP completed the fire suppression deficiencies that were reported. The original proposal was for \$12,000 plus in which WSFP came in under budget at \$9,333.00.

1. Noah made note to the board that with an aging building and suppression system future deficiencies are likely to occur in which the association is going to want to budget for.

3. New Business:

i. Annual Preventative Maintenance

1. Mechanical Room

- a. Preventative Maintenance inspection will be scheduled for Summer / Fall 2024

2. Roof Inspection (Roof / Gutters & Heat Tape)

- a. Kingdom Roofing to be schedule for summer 2024 roof inspection and repair work
 - i. 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.

1. Pete Campbell motioned for the roof inspection and repairs to be completed, Brent Bunte seconded the motion, motion carried with no dissent.

- a. Noah indicated that he would point out where the roof leak occurred and the reported brittle shingles were located as well as gutters and heat tape inspection for proper operation.

3. Exterior Siding

- a. Noah indicated to the board that Dave with Dr. Custom will inspect to see if there are any siding concerns or updates needed.

4. Garage Door / Dumpster Enclosure

- a. SRG will inspect garage door cables for ware as well lubricate the track wheels
 - i. [Garage door cable](#)
- b. SRG will inspect the dumpster enclosure for proper operation

- i. Brent Bunte stated that he believed that a garage door cable was replaced in the last year or two.
 1. Noah indicated that a frayed cable was replaced and would have to confirm the date however Noah stated that commercial associations will have garage door companies such as Mountain Access Garage, Vortex or DH Pace do preventive maintenance on the garage door annually due to the garage door opening and closing so often.
 2. Pete Cambell agreed that with a commercial garage door the usage is greater however does not recall that cables needed to be replaced annually.
 3. Sean Andrish inquired if the cable is rubbing on something
 4. Doris Heim commented on who installed the previous cable and was it installed correctly.
 - a. Noah indicated that upon Dale's inspection that nothing was rubbing on the cable and that SRG replaced that other side that was fraying.
 - b. Noah indicated that the board could have one of the garage contractors inspect however receiving proposals the board would be looking at over \$1000 to do so whereas SRG could complete this at \$250 per cable as they had the tools to do so.

- c. Noah suggested to the board to have the cables replaced so they were both fresh and monitor how long the cables lasted as well he would speak to his garage tech regarding spring tension and so on.
 - ii. **Pete Campbell motioned to have the cables replaced as it is a serious safety concern. A cable failure could cause significant damage and cost to repair, Sean Andrish seconded the motion. Motion carried with no dissent.**

5. Elevator

- a. Noah stated that Thyssenkrupp is the association's contracted elevator service provider and completes inspections throughout the year. The state also completes an annual inspection which may need to be addressed to be in compliance in which TK completes within their contract.
- b. **2024 Project Proposals**
 - i. [Carpet Cleaning Proposal](#)
 - 1. Mountain Pride scheduled for June 10th 2024
 - ii. **Exterior / Interior Window Washing**
 - 1. [P4 Services Proposal](#)
 - a. Noah is awaiting scheduling from P4
 - b. Interior - Time and material \$88.00 per hour
 - c. Once the service is scheduled, notification will go out to the ownership to see if any individual owners would like the inside of their unit completed
 - i. P4 indicated late June early July
 - iii. [Hallway Painting Proposal](#) **(Revisit board tabled)**
 - 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 going to do a walk to determine if common hallway painting was needed.
- e. Board Discussion
 - i. Sean stated that he walked through and stated that the second floor has a few scrapes but nothing major. The third floor it was noticed that there were a couple of larger black marks on one side of the hall but it was ok.
 - ii. Doris stated she walked through her level and stated there were some dingy spots however felt that walking through with some Mr. Clean Magic Erasers may do the trick to get rid of some of the marks.
 - iii. Brent also did a walk when he was here and stated that he agreed with Doris in that there were a few spots that were dingy however felt that it would be a good discussion for 2025 budget prep however it was not bad.
 - 1. Doris indicated that it would be a good discussion point to the ownership for the annual meeting.
 - iv. Pete suggested that we speak with Dr. Custom to get a proposal to complete clean up and touch up and not full painting.
 - 1. Noah indicated that he would have Dale inspect and utilize a magic eraser for scuffs as well as reach out to Dave with Dr. Custom for a proposal on touch ups.

iv. Garage Lighting on Motion Sensors (Revisit)

1. 33 total garage fixtures
 - a. Current T8 fluorescent light bulbs with ballasts
 - b. 13 on one side
 - c. 14 down the middle
 - d. 6 other other side
2. Prime Lights Motion Sensor LED Replacement Fixtures
 - a. \$2,458 plus electrician installation costs could probably get away with less fixtures due to being LED
 - b. Board Discussion
 - i. Sean inquired from Pete what was being installed today.
 1. Pete stated that per code for about the last 8 years LED is installed. Pete indicated that the return on investment was unknown to him however in the long run would save the association money on utilities.
 2. Doris inquired if the exterior lights were LED.
 - a. Noah indicated that LED bulbs are purchased for the exterior fixtures
 3. Brent asked Pete if LED bulbs can be used in the current fixtures.
 - a. Pete indicated that the current fluorescent light fixtures operate on a ballast which would need to be removed. Pete indicated that there were LED kits that could be purchased.
 - i. Noah indicated that another association looked into LED

replacement kits and the cost was more for an electrician to complete this than just buying LED fixtures.

4. Noah indicated that he would take some measurements and work with Prime lights to see the number of lights that would be needed for the space and report back to the board.

v. Summit Fire & EMS Inspections

1. [Campbell Construction](#)
2. [BigHornRentals](#)

a. SRG is taking a count of missed fire extinguishers as well as inspecting the illuminated exit lights that are non-functioning. The reset of the deficiencies are business responsibility.

i. The SRG team was over to inspect and the non illuminated exit signs needed to be replaced however it would be the responsibility of the business owner. SRG is happy to replace and bill the business per their approval.

ii. I have inquired with Summit Fire & EMS if the missed extinguishers can be completed as the annual fire equipment inspection is to take place mid to late June.

1. Awaiting their response.

vi. [Capital Plan 2023 End](#)

1. 2024 items

a. **Roof Inspection / Repairs (include Gutter and Heat Tape \$2,000**

i. **Board approved**

b. **Garage Door \$2,000**

**2. Listed total capital plan costs
\$14,700**

vii. Insurance Renewal Documents

1. [2024 Association Insurance Summary](#)
2. [2024 MVL Insurance Owners letter](#)
 - a. 2025 Renewal April 1st 2025 will prohibit open flame equipment

4. Miscellaneous Discussion

a. Owners notification items

- i. Insurance Summary
- ii. Insurance Owners letter
- iii. 2025 Open flame equipment
- iv. Door Code change June 3rd 2024
- v. Exercise in unit radiant floor heat shut offs
- vi. Annual Meeting Date

b. Landscaping

- i. Sean brought to attention the upkeep to the south side entrance as that is a main entrance as well the grass trimming is kept up with on the North side.

c. Trash

- i. Doris noted that it seems that with trash costs being over budget, she noticed that trucks back up and discard trash. Sean stated that he noticed it as well.
 1. Noah indicated that it could be coming from BigHorn staff or potentially from the public. Noah indicated that if we were able to get a photo of the license plate.
 2. Brent stated that this was a big issue for him as well and we should look into a fake or real camera.
 - a. Pete suggested that the association look into a simple wifi camera to keep an eye on it.
 - i. Noah is going to look into it.

5. Next Board Meeting Date

- a. **Board of Directors Meeting:** July 30th 3:00PM
- b. **Association Annual Meeting:** Tuesday August 20th 2024 6:30PM
Zoom

6. Adjournment: The Mt. Victoria Lodge 5/2/2024 Board of Directors Meeting was adjourned at 3:20PM