

**Prospect Point Townhomes  
Minutes Board of Directors Meeting  
February 28, 2023  
3:00 pm  
SRG Office/ ZOOM**

**I. Call to order.**

- A. The meeting was called to order at 3:01
- B. A meeting notice was posted to the HOA website in advance of the meeting.
- C. Meeting attendees:
  - a. Dave Benson, 1520A President
  - b. Garrett Poulos, 1522B Vice President
  - c. Ron Borchert, 1512A Director
  - d. Bill Word, 1512B Secretary/Treasurer
  - e. Jeanne Belli, 1510C Director
  - f. Pete Catalano, 1508E Director
  - g. Bob Roggow, 1508C Director
  - h. Judy Lawten, 1506A
  - i. Tom Murray, 1510A
  - j. Jim Johnson, 1504C
  - k. Eric Eckberg, 1508A
  - l. Sam Iwata, 1502C
  - m. Kevin Lovett, SRG
  - n. Steve Wahl, SRG
- D. Quorum was achieved.

**II. Owners Forum**

Most owners attending the meeting stated that they were interested in the siding project and wanted to learn more about the plan and any potential special assessments.

**III. Review and Approve Minutes of Last Meeting Minutes**

January 11, 2023 Board Meeting

A Board member requested that the comment in VII. a. regarding long-term cost projections for siding be deleted due to inaccurate math calculations. With the above the above change, the January 11<sup>th</sup> minutes were unanimously approved.

**IV. Treasurer's / Financial Report (October-September Fiscal Year)**

- A. January 2023 ME Financials
  - a. \$45,064 in operating account, \$33,284 in the reserve account and \$138,233 in the Siding reserve account. \$171,517 total reserves.
  - b. Jan. ME resulted in \$58,695 in operating expenses vs. a budget of \$62,79 which was \$4,101 or 6.8% below budget YTD.
    - i. Major variances
      - 1. 508 Repair & Maint. \$ 465 over budget
      - 2. 525 Landscaping \$1,120 over budget
      - 3. 545 Irrigation Water \$3,529 under budget
      - 4. 574 Snow Removal Ice \$1,109 under budget
      - 5. 575 Contingency \$ 920 under budget
  - c. All reserve contributions have been made by owners YTD.

- d. Long term reserves plans include
  - i. Roof and ice management and heat tape maintenance
  - ii. Asphalt repairs/replacement
  - iii. Landscaping
  - iv. Siding

**V. Managing Agent's Report**

**SRG Status**

- Kevin Lovett has no plans to sell the business
- Kevin continues to be involved with Prospect Point Townhomes HOA business
- Staff has been added to assist Kevin with managing PPT HOA.

**SRG Role**

- Kevin Lovett noted that property management has become increasingly challenging over the last three years. Throughout the county, more calls are required to get contractors to respond when needed while at the same time properties are getting older and require a lot more attention.
- He reiterated that SRG acts as a listener and facilitator and actions taken are at the direction from the board and that Prospect Point Townhomes is the HOA, not SRG.

**Contractor status in Summit County**

- Kevin further noted that Summit County contractors continue to have full schedules and can be difficult to get proposals from and complete projects on time.

**VI. Ratify Board Actions Via Email**

No board actions via email were ratified at the meeting

**VII. Trees/ Landscaping (Tree planting, replacement, landscape improvement)**

At the request of a homeowner for a landscaping improvement in a northeast corner of Point Drive, SRG volunteered to obtain bids for that request. Over several months, SRG was able to obtain two bids from landscapers for \$7,486 and \$7,410 respectively and those bids were forwarded to the board. After an extended discussion a motion was made and seconded that this and all landscaping projects be tabled until the Board can devote adequate time to do a more comprehensive review of the current Landscaping policy and determine what budget considerations need to be made in the future. That motion passed unanimously. With that decision, the Board will be able to focus on the impending long-term plan for a siding replacement in Prospect Point.

**VIII. Siding replacement / inspection**

As has been noted at several previous annual meetings by both SRG and the Board, at some point in the future, the existing cedar siding on all the buildings will need replacement. This year the Board has had a number of discussions regarding how to proceed with a reasonable plan to both determine the projected life of the current siding and to begin building a reserve fund to address this significant cost to owners.

As previously reported, SRH and the Board received a ballpark cost estimate for full replacement from AGS in 2022. That estimate indicated a cost of replacing the siding for all 11 buildings was roughly -\$2.8 - \$2.9M for Hardie and \$2.5M for cedar siding. AGS recommend factoring in about a 10% increase year-over-year, but noted that they had seen about 30% increases in siding last year.

In January the Board requested more information regarding the current state and longevity of the current siding before proceeding with any further plans or decisions. SRG sent out requests for bids to siding companies to do an analysis of the current siding.

Two bids were received in the \$10,000 -\$12,000 range. At this meeting the board reviewed the scope and costs of those two bids and unanimously voted to reject both bids as too detailed and too costly.

After further discussion, the Board directed SRG to resubmit a request for bids to at least 4 different companies at a cost of no more than \$5,000. The primary purpose of those bids is to obtain a reasonable “best estimate” of the life of the current siding. Two bids were expanded to include a broader “Reserve Study” of that addresses all the HOA’s existing reserves for other major or long-term needs such as asphalt, painting schedules, and landscaping needs, etc. The Board will meet in roughly four weeks when all bids have been received to review the scope and costs and award a bid to one company to complete this assessment.

Additionally, the Board held a discussion regarding how and when to begin building a reserve for funding the siding replacement. A number of ideas, various scenarios and proposals were discussed. It was agreed that this was an urgent need and a plan for an assessment should begin in the next budget year. However, the Board determined that specifics regarding a special assessment would be dependent and would thus wait on a contractor’s analysis of the life of the current siding and the cost estimates for the replacement.

#### **IX. Paint bids**

RFPs were sent to four vendors to paint three buildings, 1508/1510/1512.

The Board currently has received only two of those bids for \$42,980 and \$67,389. After additional bids are received the Board will award one bid for painting to begin during the summer. Kevin noted that painting costs have risen substantially since last year and we should expect increased painting costs to remain at high levels. He also reminded the Board that last year’s cost was \$43,150 for five Buildings, 1514/1516/1518/1520/1522 plus 1502-1506 plus 1502 and 1502 decks.

#### **X. Communication to Owners**

The Board agreed to provide a short update to all owners summarizing issues and decisions made by the board and will continue to provide such brief updates to owners after each meeting this year regarding issues and decisions made by the board. Dave Benson as president will generate these updates and after review and feedback from the Board and SRG will then send out to all owners.

#### **XI. Next Meeting Date**

The next BOD meeting will be held after SRG has the four siding project scope bids in hand. This will take place the last week of March or the first week of April. This will be a one item meeting to discuss the siding project and potential special assessments related to this project.

#### **XI. Adjournment**

A motion and second was made to adjourn and approved unanimously. The meeting was adjourned at 5:15 p.m.