

**SNOWDANCE MANOR CONDOMINIUM ASSOCIATION  
ANNUAL OWNER MEETING  
September 15, 2018**

**I. CALL TO ORDER**

President Marie Cramer called the meeting to order at 9:08 am in the Snowdance Manor Lobby.

**II. INTRODUCTIONS / PROOF OF NOTICE/ QUORUM**

Introductions of meeting attendees was completed.

Board members present included:

President Marie Cramer, Unit 402  
Secretary Joan Reedy, Unit 303  
Treasurer Paul Tosetti, Unit 207

Owners present included:

Eugene Smaciarz, Unit 104  
Neil and Sonja Christiansen, Unit 208  
Jaci Spencer, Unit 209  
Greg and Rachel Robinson, Unit 301  
Don and Charlotte Steffens, Unit 304  
Scott Geiger, Unit 305  
Thomas and Kimbra Eldridge, Unit 401  
Howard Cramer, Unit 402  
Cyrus Keel, Unit 407  
Tom Erpenbeck, Unit 408  
Peter and Rita McConnell, Unit 409

Owners represented by proxy included:

Unit 101  
Unit 102  
Unit 202  
Unit 204  
Unit 302  
Unit 306  
Unit 308  
Unit 406

Proof of meeting notice was presented.

With 13 Units represented in person and 8 by proxy, a quorum was present.

Kevin Lovett and Mark Conley were present on behalf of property management.

### **III. APPROVE PREVIOUS MEETING MINUTES**

The minutes from the September 16, 2017 Annual Owner Meeting were presented. Tom Erpenbeck noted a change to page 2; item number 3 under the Managers Report should state:

“Partial Ownership

Unit 408 2BR+Loft /3Bth13-Week/ yr. \$125,000

Unit 408 2BR+Loft /3Bth26-Week/ yr. \$250,000”

With the noted change, Scott Geiger of Unit 305 moved to approve the minutes from the 2017 Annual Owner Meeting; Gene Smaciarz of Unit 104 seconds and the motion passed.

### **IV. FINANCIAL REVIEW**

Financials were reported on as follows:

#### *Year to Date Financials:*

June 30, 2018, 2017-18 fiscal year end, close financials Balance Sheet reports \$10,236 in Operating, \$46,122 in Alpine Bank reserves and \$281,324 in Vanguard Investments resulting in \$337,683 of total cash in the bank or investment accounts. Paul noted that the Balance Sheet report is a snapshot as of a specific point in time; in this case, as of June 30, 2018.

The Profit and Loss vs Budget reports \$196,228 of actual expenditures vs \$203,294 of budgeted expenditures resulting in an expense underage of 3.5% or \$7,065 year to date with a \$6,872 year to date NOI. June financials report \$47,697 of reserve revenues vs. \$184,351 of actual reserve expense; this results in year to date reserve net income of -\$136,239. Overall year to date net income of -\$129,781. This reflects the significant expense of the roof replacement completed this past year. Paul noted that the Profit and Loss statement is a report over time; a report of 12 months of revenues and expenses (the 2017-18 fiscal year).

It was noted that all Owners are current on dues.

#### *Operating and Capital Reserve Accounts/ Budgets:*

The Operating and Capital Reserve Accounts were discussed. It was noted that the Operating Account is for routine items such as ongoing utilities and maintenance. The Capital Reserve Account is for significant improvements.

#### *2018-19 Budget:*

It was noted that the approved 2018-19 budget was included in the packet and that there was no change to dues.

#### *Capital Reserve Budget:*

The Capital Reserve plan was reviewed and discussed. It was again noted that the roof replacement project completed this past fiscal year resulted in significant expense to include some overage versus budget as improvements to the roof were

completed to include extending the roof drip edge (which will result in savings over time with regard to minimizing damage to siding) as well as installation of “hot edge” material (essentially heat tape installed within metal panels at the roof eaves) which will help prevent ice dam build ups. Two future major expenses are identified on the capital reserve plan; Elevator replacement and Siding replacement. Money is currently being set aside for these projects.

The Financial Strength of the Association was discussed. It was noted that the financial strength of the Association is shown by “percent funded of reserves”. The goal is to avoid future special assessments while having a good balance of current dues levels being manageable and competitive with the market. Paul noted that the Association overall Reserve funding strength is less than in past years due to the roof replacement expense costing more than expected and the fact that dues were not increased. In the future, one of two things must happen, either curtail expenses or increase funding.

Elevator replacement was further discussed. It was noted that the current elevator has exceeded its “on paper” life expectancy. It was noted that the existing elevator is working properly with no known issues and is inspected and serviced quarterly per the elevator agreement with Thyssenkrupp. Per the Capital Reserve plan, funds are allocated for replacement within the next 6 years. It was noted that Thyssenkrupp reports that they service many elevators that are older than our in full time residence buildings that do not have any issue.

A question was raised with regard to the philosophy of how major repairs/ improvements are approved and completed- is it a Board or Owner decision? It was noted that for emergencies and general upkeep, the Board will approve projects and expenditures. For improvements, discussion with Owners will take place.

A question was raised with regard to the additional Unit 401 dues as noted on the dues worksheet. This additional amount billed to Unit 401 is associated with the Unit 401 entry remodel which extended the Unit entry into the hallway to make it “flush” with the 4<sup>th</sup> floor hallway wall. It was noted that this remodel effort was a benefit to the HOA as it created a clean “flush” aesthetic appearance on the 4<sup>th</sup> floor consistent with other unit entries, allowed the HOA to accept additional dues and also reduced the amount of square footage of carpet / wall that the HOA was to maintain (carpet replacement/ cleaning and wall painting).

A question was raised with regard to the storage closet billings. It was noted that there are currently three closets established for storage for Owners to rent. Rent is \$50 per closet per quarter. They are rented on a 1<sup>st</sup> come 1<sup>st</sup> serve basis. It was noted that until this past Spring 2018, two of the three closets sat empty; now, all three are rented and there is one Unit Owner on the waiting list. Additional storage is possibly available throughout the building to include a possible storage area for bikes. The Board will discuss these options further.

A question was raised with regard to replacement of the two common water heaters in the basement that serve the common bathrooms- according to the reserve plan, they have exceeded their useful life. It was noted that they are still functioning, are commercial, and if they leak, they are on a concrete floor with no unit below (so damage should be minimal). When the heaters are replaced, they will be replaced with just one heater.

## **V. MANAGING AGENT'S REPORT**

Kevin Lovett thanked the Owners for allowing SRG to assist with Management Duties at Snowdance Manor. Kevin also thanked the Board of Directors for their great effort this past year with projects and assisting SRG with becoming familiar with the property. Kevin thanked Mark Conley for his great work around the complex!

The following managing agents report was presented:

Completed Items; in addition to the routine day to day items, the following items were reported on as complete:

- Roof Replacement
- Management Company Transition
- In unit fireplace / chimney cleans and inspections
- Annual fire systems inspections (sprinklers / alarms/ extinguishers)
- In unit plumbing inspections (coordinate for individual owners upon request)
- Complex rekey
- Common area carpet cleaning
- Parking lot clean/ re-striping
- Hot tub pump repair
- Annual tree treatments
- Re- mulch of flower beds
- Routine drain cleaning / sump pump inspections
- Hallway touch up painting (on-going)
- Parking pass distribution in 2017-18; (new passes will be issued for 2018-19)
- Entry wood work re-staining

Report items; the following report item was discussed:

- Insurance; it was noted that the HOA insurance renewal was completed again this past summer. Coverage continues with American Family. A coverage summary was distributed. Owners were reminded to ensure that their insurance policy covers damage outside of their Unit (to common area or to another Unit) resulting from water damage (or any other damage) that is caused by failure of an item within their Unit. The HOA is not responsible for damage caused to any units nor common area from which the damage stemmed from failure of an item within a Unit.

Pending items; the following pending items were reviewed:

- Responsible Governance Policies; it was noted that the Board is currently working to adopt Responsible Governance Policies. Once the draft is completed, Owners will be sent the policies for review and comment.

- Projects; the following projects are slated for 2018:

-Pool Area Remodel, Interior and Exterior; The exterior area outside of the pool will be improved to include removal and replacement of the existing retaining wall. Improvements to the interior of the pool area are under discussion to include improvements to the bar area (granite counter top install, and installation of a wall mount flat screen TV) and lighting enhancements.

-Garage lighting; Improvements to the parking garage lighting to include light fixture replacement with brighter and more efficient light fixtures and the addition of motion sensors on the lights.

-Fire Systems expansion tank; An expansion tank will be installed on the garage fire sprinkler system.

-Landing deck from parking structure to 3<sup>rd</sup> floor; The landing from the 3<sup>rd</sup> floor to the top of the parking lot structure will be improved.

Owner Education; SRG presented an Owner Education piece about Technology and Social Media Security.

## **VI. OLD BUSINESS**

The following Old Business items were discussed:

A. Storage areas; as discussed above, the possibility of adding additional storage areas for Owner use will continue to be explored.

B. Parking security gate; the addition of a parking gate at the entry to the garage was discussed. The Owners also discussed the possibility of allowing only one parking spot per Unit Owner. For this next season, the Owners agreed to monitor and enforce parking rules.

C. Unit Living room door/ window replacement “pre-approved” models; replacement Unit living door/ window assemblies have been shopped. Multiple models were viewed, and cost estimates obtained. Upon investigation, the “pre-approved” model for replacement is the Marvin brand, either the swinging door (which is the current configuration) or the sliding door option. Gravina Windows and Siding is the “pre-approved” contractor for ordering and installation. It was noted that there is a discount if multiple Units order at the same time. A mailer will be sent to Unit Owners informing them of the “pre-approved” product and pricing and Owners interested in will be asked to inform Management by a certain date to set up a group order.

D. Water heater replacement (in unit guidelines); Owners are encouraged to replace their unit water heaters once the warranty period has expired. “Catch pans” along with a functional drain are to be installed under the water heater to effectively mitigate water in the event the water heater leaks.

E. Smoking; the Owners discussed smoking at the building. Smoking is prohibited in common areas. The Board was asked to investigate prohibiting smoking on unit balconies.

F. Balcony Maintenance; a question was posed as to the responsibility of individual Unit balconies. It was noted that Owners are to keep clean, shovel and prevent deterioration but as an “LCE”, the balconies are owned by the HOA. An Owner noted that the carpet on his Unit balcony needed stretching and another Owner noted that the plywood on the ceiling above his balcony had water stains; these will be investigated.

## **VII. NEW BUSINESS**

The Following New Business items were discussed:

A. Unit Remodels Encumbering Common Space; this portion of the meeting began with review of the provided handout which states:

“The Snowdance Manor Governing Documents, Section 7. state “The Common Elements shall be owned in common by all of the Owners of the Condominium Units and shall remain undivided, and no Owner shall bring any action for partition or division of the Common Elements. Further, all Owners and the Association covenant that, except as provided in Section 21 here or, they shall neither by act nor omission seek to abandon, subdivide, encumber, sell, or transfer the common elements without first obtaining the written consent of 67% of the first mortgagees of the individual Condominium Units...”  
(note, section 21 is the “Damage Destruction Obsolescence or Condemnation” Clause).

At Snowdance Manor, from original construction, there exist within the building “GCE” (General Common Element) space in certain attic areas of the 4<sup>th</sup> floor. These areas are typically 5 ft x 10 ft “void” areas within the building which are not actively used. These areas are part of the original design and structure of the building.

Interest has been expressed from a unit Owner to remodel their unit and make their unit larger by including one of these void “GCE” spaces into their unit. The current stance from the Board of Directors is to not permit unit remodels which encumber these common spaces within the building for two primary reasons, Building Function and Ownership. It is unknown what impact a change to the building structure and design will have on the building and surrounding units and there are legal “ownership and platting” changes that would need to be made to the HOA documents.

Additionally, an Owner has a concern with regard to a remodel project completed in a 4<sup>th</sup> floor unit (Unit 402) in which the Board and County Building and Planning Departments have approved.”

The Snowdance Board of Directors stated their desire to obtain Owner feedback with regard to these items as any changes to the Building Plat would require Owner approval.

It was noted that any changes to use/ ownership of the 4<sup>th</sup> floor would only benefit 4<sup>th</sup> floor Owners.

The importance of “not negatively impacting” the function of the building nor the fire safety of the building was emphasized by all present.

Upon discussion, the Owners were generally “ok” with maximizing Unit space for 4<sup>th</sup> floor Unit Owners as long as it did not negatively impact the building nor cause any expense to the HOA nor other Owners to include 4<sup>th</sup> floor Owners not interested in participating. Additionally, any changes must be properly completed with the County Building and Planning Departments.

A volunteer “4<sup>th</sup> Floor Subcommittee” will be established by those interested to investigate further; the committee will report to the Snowdance Manor Board of Directors. The Board of Directors will oversee the committee. The committee is not permitted to spend any HOA funds nor engage the Association into any agreements. The tasks of the committee will be to investigate the impact to the building any modification to the 4<sup>th</sup> floor “void” GCE spaces would have on building function and safety and the to investigate the proper process by which the “void” GCE space may be used by an individual Unit Owner (to include document amendment, replotting, unit dues modification, etc.).

Additionally, the Owners discussed a remodel project completed in Unit 402 that involved changing access to attic space within the Unit. Building permits were pulled and work approved by the County. The Owner consensus was to not pursue any changes nor spend any HOA funds with regard to further investigation into this remodel project.

**VIII. OPEN DISCUSSION**

A. Building address; discussion took place with regard to changing the building address. An Owner volunteered to investigate the possibility of this.

**IX. BOARD OF MANAGERS ELECTION**

The term of Joan Reedy was up for renewal this year. Tom Erpenbeck moved to re-elect Joan to the Board for another term; Greg Robinson seconds and the motion passed.

**X. SET NEXT MEETING DATE**

The 2019 Annual Owner Meeting will be held in mid-September 2019.

**XI. ADJOURNMENT**

With no further business the meeting adjourned at 12:07 pm.

Approved: \_\_\_\_\_ Date: \_\_\_\_\_