

**Tarn Landing
Board of Directors Meeting
March 27, 2020**

I. Call to Order

The meeting was called to order at 10:04 am. Board members present via conference call were Dave Owens, Anthony Newman and Jeff Scott. Representing Summit Resort Group were Deb Borel and Kevin Lovett. A quorum was present.

II. Introductions/ Owners Forum

It was noted that there were no owners, other than board members, present. Notice of the meeting was posted on the website.

III. Approve Minutes from the September Board Meetings

The board reviewed the minutes from the June 12, 2019 and October 19, 2019 Board of Directors meetings. Jeff made a motion to approve the minutes as presented. Dave seconded, and the motion carried. The annual meeting minutes were included in the meeting packet. They will be approved at the 2020 Annual meeting.

IV. Financials

SRG presented the following:

Financial Report as of December 31, 2019 fiscal year end close

December 2019 close financials report that Tarn Landing has \$40,315.50 in Operating and \$63,905.63 in Reserves.

December 2019 reports that the association is \$5,299.85 under budget in Operating expenses.

Jeff made a motion to transfer the operating surplus of \$5,299.85 into Reserves. Dave seconded, and the motion carried.

Financial Report as of February 2020 close

February 2020 close financials report that Tarn Landing has \$54,279.34 in Operating and 74,630.02 in Reserves

February 2020 reports that Tarn Landing is \$1,710.87 over budget in Operating expenses. It was noted that the main reason for this is the replacement of the flow switch in buildings A and C.

As of February close, all Reserve contributions have been made, and all Owners are current in paying dues.

Capital Plan

The board reviewed the capital plan.

- This plan is used as a tool to layout future expenses and determine funding needs for major repairs, replacement items and improvements, as they are needed.
- Deb discussed the projects the Capital plan indicated for 2020.
 - Roof Repairs and Maintenance - \$2,500 allocated – This will be used if needed.
 - Exterior Painting - \$40,000 allocated – This will be done this summer.
 - Wood Siding Repair - \$2,100 allocated – This will be completed in conjunction with the staining of the buildings
 - Deck Staining - \$5,500 allocated
 - Dumpster Enclosure Painting - \$10,000 allocated
 - Entrance Sign - \$1,000 allocated – This will be moved to 2021.
 - Asphalt Crack Fill, Seal Coat and Restripe - \$4,500 allocated – the extent of the asphalt work will be determined at the spring walk around.
 - Asphalt Crack Fill - \$1,200 allocated
 - Irrigation System - \$500 allocated – This will be used if needed.
 - Mulch - \$1,700 allocated – This will most likely not be needed this year.
 - A Building Domestic Boiler - \$28,000 allocated
 - Exterior Lights - \$6,000 allocated – This will be extended to 2021.

V. **Managing Agents Report**

A. Completed Items

- i. Sent Post Annual Meeting Mailer to Owners
- ii. Roof Snow and Ice Removal as Needed – Much roof snow removal has been necessary this year.
- iii. Snow blow back as needed
- iv. Sent Owners of upper A building units a check to cover heat tape costs
- v. Annual back flow testing complete
- vi. Boiler inspections complete
- vii. Concrete replacement complete
- viii. Annual alarm and sprinkler testing complete
- ix. Rekeyed boiler rooms and installed deadbolts on all mechanical room doors.

B. Pending Items

- i. Annual fire extinguisher inspection will take place in April or May – timing is virus driven

C. Report Items

- i. Hot tub code will be changed in May
- ii. Upcoming HOA Expenses if two House Bills pass
 1. Mandatory annual audit
 2. Mandatory board education
 3. Mandatory Professional Reserve Study done and updated every 5 years
 4. Fire sprinkler Hydro testing done every 5 years

5. Mandatory hot tub logging (currently the law is to test all commercial hot tubs every 2 hours around the clock for temperature and pH balance) – The board agreed that the hot tub will not be opened until this has been installed. SRG will obtain a bid from The Hot Tub Company and a board vote will be taken via email.

VI. Motions via Email

Dave made a motion to approve the following actions via email that have taken place since the last board meeting.

- A. 7/30/19 – Approval of Rules Amendment
- B. 9/3/19 – Approval of 2020 Budget to send to owners
- C. 9/16/19 – Approval of Waste Management trash contract
- D. 10/1/19 – Approval for BobbyCat to plow for 19-20 season
- E. 10/28/19 – Approval not to upgrade to HD TV
- F. 11/8/19 – Adoption of House Rules
- G. 11/19/19 – Approval to have three dogs in A6

Anthony seconded, and the motion carried.

VII. Old Business

- A. Boiler Room Repairs from January 2013 to present – The Board reviewed the list of repairs that have been completed and noted that each year, the necessary repairs lessen due to new equipment.

VIII. New Business

- A. Annual Requirements
 - a. HB 1254 – Per Colorado Legislation, SRG presented the annual Management Fee Disclosure to the Board.
 - b. Annual Disclosure - it was noted that the “Annual Disclosure” of all HOA documents is completed multiple times per year. This is accomplished by way of multiple mailers to all Owners throughout the year (to include within 90 days of the fiscal year), stating that all HOA documents may be found online at the HOA’s website.
- B. 2020 Spring Walk Around – This will take place in the Summer. SRG will touch base with board at the beginning of June to determine a date and time for the walk through.
- C. Painting – The board reviewed a painting bid from DR Custom. Jeff made a motion to approve DR Custom to stain the buildings with SW Duration Stain, using the dry coat method of application. Dave seconded, and the motion carried.
- D. Weed and Tree Spray – Anthony made a motion to hire Ascent Tree and Turf Services to complete tree and turf spraying for 2020. Dave seconded, and the motion carried.
- E. Landscaping – Dave made a motion to hire Neils Lunceford for necessary pruning this year. Jeff seconded, and the motion carried. They will be paid in full for a 5% discount.
- F. 2019 Tax Return was approved by the board. SRG will sign on their behalf.
- G. Owner Email – The board reviewed an email from an owner regarding a mesh stair tread cover to block the sound from people going up and down the stairs.

The board agreed that placing treads on the stairs is a liability due to possible ice buildup. They agreed that this request will not be approved.

- H. Phoenix Automatic Sprinkler Bid – The board reviewed the deficiencies that were discovered when the fire sprinkler testing was done. SRG will obtain a bid from Phoenix to have all the repairs completed. They will vote on the proposal via email.
- I. “A” Building Domestic Boiler Replacement – Jeff made a motion to replace the domestic boiler in the A building. Dave seconded, and the motion carried.

A. Next Meeting Date

The next Board of Directors meeting will be held when necessary. Board will be polled in early June to set a walk-through date.

B. Adjournment

With no further business, a motion was made a seconded to adjourn at 11:09 am.

Approved by

Date