

**Timberline Cove  
Board of Directors Meeting  
1/23/2023 2:00PM  
Zoom Link: [Timberline Cove Board Meeting](#)  
(Click to Join)**

- 1. Call to order:** The Timberline Cove Board of Directors Meeting was called to order at 2:03PM
- 2. Introduction of those present and determination of quorum:**
  - a. Timberline Cove Board Members Present:** Paul Joliat, Tim Kiehl, Steve Gustafson, Ed Chang
  - b. Timberline Cove Ownership Present:** Marjorie Cave, Barb & Paul Delgraco
  - c. Summit Resort Group Members Present:** Kevin Lovett, Noah Orth
- 3. Approve New 2023 Meeting Schedule**
  - i. 1/23/2023 2:00PM
  - ii. 3/27/2023 2:00PM
  - iii. 5/24/2023 2:00PM
  - iv. 7/24/2023 2:00PM
  - v. 9/11/2023 10:00AM (Annual Meeting)
  - vi. 9/21/2023 2:00PM (Post Annual Meeting)
  - vii. 10/23/2023 2:00PM
    - 1.** The board unanimously approved the board of directors meeting dates and times.
- 4. Regular Business:**
  - a. Financials - [Timberline Cove Full Set](#)**
    - i. [Timberline Cove Balance Statement](#)**
      - 1.** The TLC December 31st 2022 balance statement reports
        - a.** Operating: \$3,420.45
        - b.** Reserves: 228,311.14
        - c.** Total Checkings and Servings: \$231,731.59
        - d.** Total Current Assets: \$233,656.09
          - i. Steve inquired from Kevin L and Noah if any of SRG other associations had opened up money market or CD's.
            - 1.** Kevin L - stated that they would be happy to inquire as all SRG would need to know is amount and who would be the signer

2. Tim stated that his understanding was that CD's are for a certain period of time such as 3,6,9,12 months whereas money market rates you had a little more flexibility
  - a. Kevin L stated that you get a better return on CD's. Kevin stated talking about commercial
    - i. The board had requested getting CD's and money market rates
      1. Paul J stated that whether it would be a CD or MM that would have a bearing of how much money would be determined the association could put in
      2. Tim K had a question as to end of year reserve balance based on reserve study report
        - a. December 31st financials shows 228,311.14 compared to the reserve study showing and end of year \$215,000.00

ii. **Timberline Cove Profit / Loss Budget Statement**

1. **The Timberline Cove Profit and Loss statement reports:** A total of \$296,464.40 of actual expenditures vs \$300,192.00 of budgeted expenditures resulting in a budget surplus of \$3,727.60
2. **Major areas of significant over expense variance include:**
  - a. Gas \$8,272.46
  - b. Security / Fire System \$2,778.35
  - c. Window Cleaning \$1,595.00
3. **Major areas of significant budget surplus variance include:**
  - a. Legal & Accounting \$2,641.30
  - b. Cable TV \$1,573.14
  - c. Common Electricity Utility \$1,786.87
  - d. Repair & Maintenance \$966.82
  - e. Grounds \$3,660.86
  - f. Hot Tub \$1,632.00
  - g. Elevator \$2,869.00
    - i. Noah commented on that Peak Elevator is no longer servicing the mountain region and was not serving the property which is why there is a large surplus. The association had signed a new contract with Thyssenkrupp.

h. Mechanical PM \$1,093.00

- i. Tim K - had a question regarding unit 410 selling in 2022 - isn't there a 3 month reserve income that would be presented on the 2022 financials.

- 1. Noah to follow up

- ii. Tim K - had brought to the board attention a contract with Tiger Gas in that either a 1,2, or 3 year contract was signed and to see if that contract had lapsed and to get new rates

- 1. Noah found a contract that was from December 2021 to December of 2022 however is going to follow up with Tiger Gas for new rates to present to the board.

iii. [Timberline Cove Accounts Receivable](#)

- 1. All dues are current

iv. [Timberline Cove General Ledger](#)

- v. **The board of directors unanimously approved the December 31st 2022 financial as presented.**

**5. Old Business:**

**a. Breck Mechanical – Hot Tub Boiler Venting**

- i. Completed
- ii. PDJ: Request return by Breck Mechanical to apply high temperature caulk on exterior for professional installation appearance and assurance of watertight and animal proof installation.



**b. Cancellation of Breck Mechanical PM agreement / Execution of new mechanical PM agreement**

- i. The Breckenridge Mechanical Contract has been concluded
- ii. The PSI proposed contract has not been signed with PSI due to labor shortages which the board of directors wanted to speak about if it was indeed worth having a contract.
  - 1. The board question whether it was worth having a contract
    - a. Both Noah and Kevin spoke regarding the associations building that it would be best to have a contract for emergency purposes and reporting of known issues that can be replaced in a timely manor as well having 1 entity instead of several vendors replacing parts
      - i. Paul J - commented in that he liked the proposal in that it was less money and biannual instead of quarterly.
      - ii. The board wanted to see if we could add some clauses to the proposal in that having one technicians doing the PM work for ongoing knowledge of the operations of the mechanical room.
        - 1. The board moved to approve the PSI service contract however wanted to make sure there was a clause to be able to cancel contract for PSI not following service obligations of PM and proper reports

**c. New hot tub covers installed**

- i. Bob Cave and Paul Fretz installed the new hot tub covers however it was noted that owners / guests were taking out the rubber stoppers which allows for air to create bubbles.
  - 1. Paul J stated that the rubber stoppers were put in place as a temporary measure to quiet down the jets and pumps. Paul is experimenting with other means as plugs which would allow for air but keep the decibel levels down.

**d. Xcel Charging Station Contract**

- i. Job Cost: \$12,250.00
- ii. CA Awarded: \$13,440.00 (4 ports at 9.6kW/port, 38.4kW total)
- iii. Net Cost: \$0.00
- iv. This estimate is contingent upon: N/A
- v. To be installed: 75kVA transformer
- vi. Existing Load: 0kW

- vii. New Load: 38.4kW
- viii. Overall Leftover Load: 36.6kW
  - 1. [Schedule Rate Information for Timberline Cove](#)
  - 2. [Equipment location](#)
    - a. Paul J spoke regarding the EV stations and noticed that the neighbors were in process of installing charging stations as well. Paul stated that he would rather stay ahead of the game as who knows what future costs may look like as the number of EV vehicles continue to grow.
      - i. Paul mentioned that we would have to speak with Xcel Energy regarding implementing certain criteria for the association to go along with the charging stations.
        - 1. 11:00PM to 7:00AM availability to owners where daytime hours would be open to anyone
        - 2. Tim K commented on the project stating that the program can be complicated however felt that the leasing option of the 2 dual port charging stations was best due to maintenance. Doing the math it would cost the association \$334.00 per month. Tim stated that he was unable to determine if the association would be able to offset that amount at any extent through ownership and outside ownership charging their vehicles.
          - a. Paul mention to the board that the \$334 was the fixed coasted however the variable cost was the cost of electricity
        - 3. The board had inquired about setting up a zoom meeting to discuss their questions with Xcel

**e. Garage door added to generator proposal**

- i. Drake Electric: Verbal - No more than \$2,500 based on time and material but would charge less if labor time came in under would charge per the completed jon
- ii. Cain Electric: Verbal - \$1,500 to \$2,000 unless labor time was more
  - 1. **Paul Joliat made a motion to move forward with Cain Electric, Steve Gustafson and Tim Kiehl seconded the motion, motion carried with no dissent**

**f. Column cap repairs / limestone replacement cap update**

- i. Mason Contractors were busy during the fall of 2022 which was tabled until the springtime of the year (Noah getting bids for spring)
  - 1. Tim Kiehl commented to stay on top of it as it was something that repairs and or replacement was need to prevent further damage

**g. Fire sprinkler deficiency repairs implementation schedule (in 2023 operating budget)**

- i. [Western States Fire Protection delinquency proposal](#) (to be completed in 2023) \$9,410.00
  - 1. Paul Joliat commented on that the board had already agreed to have the deficiencies taken care of and motioned to approved to be completed.
    - a. Steve G asked the board if they were thinking this would be a reserve expense?
      - i. Paul J - Commented that the board knew that this expense was coming and budgeted for it in operating in 2023

**h. Overhead garage door cable replacement and spring adjustment**

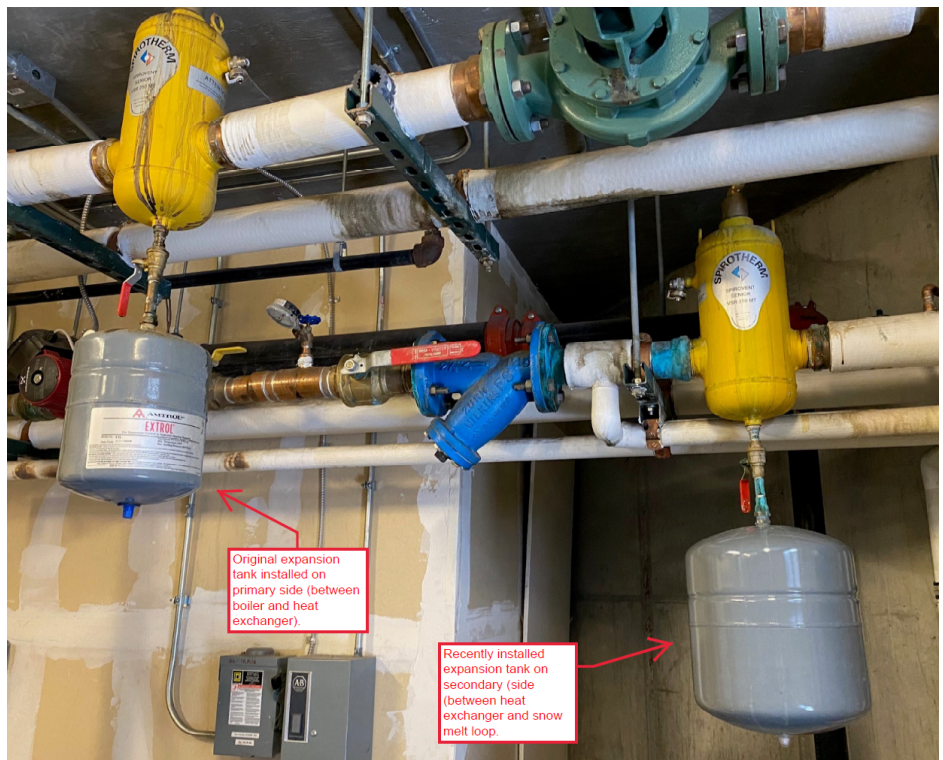
- i. Noah commented on the fraying of the cable on the garage doors in which Vortex wanted \$2300 to replace the cables were SRG has a staff member Brian Carver that is able to perform this service in which SRG would charge \$500 to complete.
  - 1. Steve G - mentioned to the board that in 2023 based on their capital improvement plan the garage door was listed to be replaced
    - a. Paul J - Stated that he had inspected and noticed that besides the fraying of cables that the garage door was functioning and in good condition
    - b. **The board unanimously approved of the work to be completed**

**i. Lobby entry keypad currently not functioning**

- i. Noah commented that the electronic lock to the left of the elevator was not functioning properly as when the code was entered it would flash green however the mechanism was not engaging.
  - 1. The board agreed to have vortex inspect and provide a repair and or proposal to replace

**j. Open items/issues**

- i. Snowmelt System and Reznor ceiling heater repairs have been completed by PSI
  1. Paul Fretz believes that the primary expansion tank is also undersized and needs to be looked at for operation purposes. Noah stated that PSI was going to be scheduling their first Preventative Maintenance inspection and at that time would be inspecting the expansion tank sizes and anything that they felt that needed to be addressed
    - a. Tim Kiehl stated that he agreed with the path forward however requested that Paul Fretz was also onsite so that PSI is able to go over items with.



**6. New Business:**

**a. Unit 309 ceiling closet leak update & repair responsibility discussion**

- i. Noah spoke in regard to the updated repairs to the unit's closet. PSI had come out to give a better understanding on how the water lines operated through the building as well as replacing the leaking joint. Flood cuts were completed and the area was dried. A drywall contractor has patched, taped, mudded and textured for final finish. A building contractor is going to come back in and put in standard shelving which was more cost effective then putting back was was originally in the closet space.



1. Paul J - Commented that he felt the board was all in agreement that the responsibility was on the HOA as it was a joint leak on the hot water circulation line. All were in agreement
2. Tim K - inquired if the engineering report that Martin Koopers had created showing individual shut offs was tested and where that process was at
  - a. Noah stated that shut off valves were labeled in the garage as well in units however the one issue in order to shut off stacks and or individual units was the recirculating line. Paul Fretz and Martin did a test and although turning off ball valves to the units recirculation line was not shut off so the theory did not work. Noah commented that PSI stated that it was best to shut the building shut off.
3. The board spoke in regard to allowing full time owners / board members the ability to turn off the water to the building.
  - a. The board felt that it was best that board members were shown the process in which to shut off the water however not owners for liability purposes.
    - i. Lock box with key to be installed and shut off instructions on the back of the mechanical room door to be posted for the board members.
    - ii. Tags will be ordered and installed in the garage

**b. Steve Gustafson - Insurance Valuation discussion**

- i. Steve spoke in regards to the insurance audit proposals that were received as well how Farmers based on cost and coverage has been the best choice. Steve stated that they board felt it was important to have another appraisal completed due to the fact that market values have increased to \$800 to \$1000 a square foot. Steve went on to state that in a 2013 the evaluation that was completed stated the building value was worth 17,550,000. Due to increase in inflation and construction costs having a present day evaluation completed there was no change to the building evaluation. Steve mentioned that the current building coverage was at 19 million dollars and \$395 ITV a square foot, which means this building only has 48,000 square feet. Steve stated that the square footage of 48,000 is very close to the number that is listed in the 2013 report as well as taxable square feet which is 48,518 feet roughly. Steve stated that the association had an inclusive policy which was the best type of coverage to have. In conclusion Steve felt that the association had very adequate coverage at \$395 per square foot. ITV shows that the renewal dates include entire buildings common areas. Per the 2022 evaluation 69,992 square feet which uses the common spaces and values the



property at \$17,550,000 and that if the GRC within our 2023 renewal that he is comfortable moving forward.

1. Paul J - Ask Steve if he felt that it was important to send the evaluation to Nick Strong at the Kinser Agency and to make them aware the the total square footage is incorrect based on architectural plans
  - a. Steve stated yes to have them review it
  - b. Kevin stated that we should be transparent with Kinser and he believed that the numbers that are evaluated are livable square footage as primary and garage space is valued a lot less. Kevin also stated that Farmers was no longer covering any association over \$25,000,000
  - c. Tim K - stated that we really cannot control whether the association is over 25 million however we need to be completely transparent and to confirm that we have the right level of coverage based of off total square footage
  - d. [Timberline Cove 2022 Insurance Audit Summary](#)

**c. Miscellaneous mechanical and drywall repairs**

- i. Noah spoke in regards to the two photos that were presented by Paul Joliat in the mechanical and electrical room in that what the board was seeing was a drip system that would help prevent sewage smell due to dry drains. It was a drip system that had leaked to the cold temperatures in the mechanical room. Breckenridge Mechanical was not able fix it thus PSI is ordering the parts to do so in which the drywall would then be patch on the electrical side as well as an access panel would be installed in the mechanical side.

**ii. Mechanical Room:**



**iii. Electric Room:**



**d. Winter Newsletter**

- i. Paul J- mentioned that he had been working on a newsletter to the ownership that he would like to be sent out on 2/1/2022. Paul was hoping that Steve as the treasurer would be willing to put together a brief summary on the associations finances and that if anyone else had anything they wanted to contribute Paul would be happy to add it to the letter.

## **7. Miscellaneous Discussion:**

- a. Spring / Summer Project Bids
  - i. Column cap repair/replacement proposals
  - ii. Roofing Inspection proposal
  - iii. Roofing estimate from Turner Morris (for capital plan)
    - 1. Paul J - stated that he would like to have a roof inspection completed in order to be able to plug numbers into the capital plan to have a better idea as to the replacement budget. Paul stated that if a company is willing to come out without fee to give a roof replacement estimate, life expectancy, and minor repairs proposals he would be for it.
      - a. Noah is going to reach out to Northwest Roofing and Summit Roofing and Gutter
- b. Greenscapes
  - i. Review of 2022 maintenance agreement.
    - 1. Paul Stated that he was not there to review what was completed. Tim K - stated that he had asked Sherry as she worked with Greenscapes and she stated that she would not redo what was completed this last year as it was felt the value was not there.
    - 2. Noah mentioned that Paul Fretz stated that the detail that once was there is no longer maybe due to labor shortage
  - ii. 2023 services / needs. Board to make decisions.
    - 1. Paul J - stated to the board that in 2023 that the board should make final decisions whereas owners would have to present and get approved services from vendors.
      - a. The board was in complete agreement
- c. **Owner Spruce-up and social**
  - i. Any volunteers to run and manage as Paul J was going to be away during the July 4th weekend.
    - 1. The board discussed adding it to the newsletter, having a signup sheet.

2. Steve G - asked who was going to head up the ordering of flowers and so on however stated that he was to think about being the point person for the 2023 Spruce Up and Social.

**8. Owner Open Forum:**

- a. Paul and Barb Delgrego - Barb mentioned that they were having water shut off issues in their unit in getting dripping.
  - i. Paul J- commented that in his discussions with Paul Fretz was it has been noticed due to the hard water cartridges have been failing due to age. Paul is going to include a blurb in the newsletter that we can try to coordinate a shut off with the association.

**9. Next Board of Directors Meeting Date:** March 27th 2023 2:00PM

**10. Adjournment:**

- a. **Motion to Adjourn: The 1/23/2023 Timberline Cove Board of Directors Meeting was adjourned at 3:57PM**