

**Timberline Cove
Board of Directors Meeting
1/29/2024 2:00PM**

**Zoom Link: [Timberline Cove Board Meeting](#)
(Click to Join)**

1. **Call to order:** The Timberline Cove 1/29/2024 Board of Directors Meeting was called to order at 2:02PM

2. **Introduction of those present and determination of quorum:**
 - a. **Timberline Cove Board Members Present:** Paul Joliat, Tim Kiehl, Steve Gustafson, Barb DelGrego, Bob Cave
 - b. **Timberline Cove Ownership Present:** N/A
 - c. **Summit Resort Group Members Present:** Kevin Lovett, Noah Orth

3. [Timberline Cove 9/11/2023 Board Meeting Minutes](#)
4. [Timberline Cove 10/23/2023 Board Meeting Minutes](#)
 - a. **The 10/23/2023 Board of Directors Meeting Minutes were approved via email on 1/31/2024**

5. **Regular Business:**
 - a. **Financials - Timberline Cove December 2023 ([Full Set](#))**
 - i. [Timberline Cove December2023 Balance Statement](#)

The TLC December 2023 balance statement reports

 - a. Operating: \$3,916.90
 - b. Reserves: \$106,208.91
 2. [Edward Jones Statements](#)
 - a. Edward Jones CD: \$100,006.85 noted that maturity date is February 21st 2024
 - b. Edward Jones 3 Month CD: \$77,650
 - c. Total Checkings and Servings: \$285,132.66
 3. Boards comments:
 - a. Tim stated that before making a decision on the CD the board may want to have a better understanding of the costs for the structural columns as that may have some determination as to what money the association would like to tie up.
 - b. Steve commented that accounting had the 2024 special assessment in 2023.

- i. It was stated that the board had requested the invoice to be sent to the ownership prior to the end of the year which is why it was viewed on the December 2023 financials.
 - ii. [Timberline Cove Profit / Loss Budget Statement December 2023](#)
 - 1. **The Timberline Cove Profit and Loss statement reports:**
 - a. A total of \$320,611.62 of actual expenditures vs \$320,799.00 of budgeted expenditures resulting in a budget deficit of \$187.38
 - b. **Major areas of significant budget over expense variance include (\$500 or more):**
 - i. Sewer - \$2,314.00
 - ii. Trash Removal - \$1,543.87
 - iii. Snow Removal - \$691.75
 - iv. Gas - \$1,899.30
 - v. Repair & Maintenance - \$10,834.51
 - vi. Grounds - \$6,601.74
 - vii. Hot Tub - \$1,310.07
 - a. **Major areas of significant budget surplus (\$500) variance include (\$500 or more):**
 - i. Legal & Accounting - \$3,710.00
 - ii. Cable TV - \$1,405.19
 - iii. Internet - \$522.00
 - iv. Security & Fire - \$2,574.05
 - v. Hot Tub Chemicals - \$705.26
 - vi. Elevator - \$851.38
 - vii. Window Cleaning - \$2,678.00
 - viii. Mechanical Preventive Maintenance - \$4,539.44
 - ix. Board Discretionary - \$500.00
- ii. **Financial Notables**
 - 1. The association missed 1 reserve transfer in the amount of \$8,213.00 and was unable to make it up at the end of the year.
 - 2. The association has a current liability of dues to reserves of \$5,500

- iii. Board Comments;
 - 1. Steve G noted that the association was \$13,800 behind including the borrowed \$5,500.
 - 2. Paul Joliat inquired if the association was legally required to make the \$8,213 reserve transfer up
 - a. Noah stated that the association is not required to pay the reserve transfer back, however suggested that the borrowed money would be paid back.
 - i. Paul Joliat stated that he would be in favor of paying the \$5,500 back and not making the missed contribution back.
 - ii. Tim Kiehl brought to the board's attention that we should follow up with the agency that completed the financial audit as there was discussion on cost basis for when owners sell their unit and that the board does not want to mislead the ownership as to stating what would be completed.
 - 1. Paul J stated that his recollection was that if the association had a surplus in operating that the association was bound to transfer that amount into reserves.
 - a. Noah is going to inquire with Stuhr & Associates and report back to the board.
 - 2. Paul and Tim stated that instead of trying to make up the transfer, split the owed dues to reserve \$5,500 over the next months. \$1,100 per month for the next 5 months.
- iv. [Timberline Cove December 2023 General Ledger](#)
 - 1. Board to Review
- v. [Timberline Cove December 2023 AR Report](#)
 - 1. All dues are current
 - a. Paul J inquired the total amount reflected in the accounts receivable statement of \$70,085 is different then what it shows on the balance statement.

- i. The balance statement reflected a total of \$69,997 in the special assessment receivable as well as \$88.00 of accounts receivable giving total a total accounts receivable of \$70,085

- vi. **Motion to Approve the December 2023 Financials as presented**
 - 1. **Paul Joliat motioned to approve the December 2023 financials presented, Tim Kiehl seconded the motion, motion passed with no dissent.**

6. Old Business:

a. Snowmelt system:

- i. PSI provided a time and material proposal for snowmelt leak detection of \$298 to identify where leak (s) are coming from.
 - 1. The board was unanimous in spending the estimated \$298 in finding where the leak is occurring to be able to determine next steps.
 - a. Paul J requested that a grease pencil or china marker was used to monitor the loss of the glycol tank.
 - i. Noah indicated that a grease pencil had been purchased and being used.

b. Fireplace control recall ([Tracking Spreadsheet](#)): Units affected 202, 204, 205, 302, 305 & 404.

- i. **[TLC Fireplace Controls Assessment](#)**
- ii. **[Second Inspection with photos and serial numbers](#)**
 - 1. Barb Delgrego's contact Heat N Glo representative response. Bard dated that she was awaiting what the board wanted to do regarding unit cleanings along with the control swap outs.
 - 2. Noah stated that he had talked to Chim Chimney and for gas fireplace inspections there is a \$45.00 charge and then an additional charge if the owner wanted their fireplace cleaned.
 - a. Board Discussion
 - i. Tim Kiehl stated that he agreed with Paul's email comments that the association should

mandate having fireplace inspections occurring.

1. Steve G agreed that fireplaces should be inspected every 3 to 4 years for proper operation however going forward would like to see the inspection be a budgeted item on a 3 to 4 year basis.
 - a.
2. The boards agreed that Heat N Glo would do the units needing controller swap outs and reach out to Chim Chimney for the mandated inspection and cleaning.
3. Tim commented that in the future the board can budget for inspection and cleaning to be completed however it needs to be completed this year.
 - a. Paul commented that for 2024 the board budgeted \$5,000 for contingency and believes that the board will use the contingency funds for the 2024 year.
 - i. **The board unanimously agreed that a New House Rule be put in place that every 4 years units gas fireplaces are inspected and cleaned for proper operation. Notation: Any noted repairs outside of the inspection and cleaning will be the responsibility of the owner.**
 - ii. **Summary: Barb is going to reach out to Heat N Glo to schedule the controller swap outs. Noah is going to reach out to Chim Chimney to**

have all units' fireplaces inspected and cleaned for proper operation.

c. Elevator emergency phone:

- i. Elevator Phone Replacement and GFCI have been replaced and operational. Cost for phone replacement \$1,854.66 account 677 (reclass?).
 - 1. The board approved the invoice be paid from operating
- ii. Keys were in place and were not noticed by the inspector.
 - 1. TK has submitted the corrections to the deficiencies to NWCCOG and a certificate was granted.

d. Column twisting remediation:

- i. [Montauk Inc](#)
 - 1. [Brace Drawings](#)
- ii. **Travis Construction**
 - 1. Have not heard back since January 5th 2024 with follow ups
- iii. [EmpireWorks Proposal](#)
- iv. **Board Discussion**
 - 1. Bob C inquired if what is being proposed is for every column in the building how is the contractor going to take in consideration for those columns that are twisted and how to keep the metal fabrication square and plumb and not to look out of line.
 - a. It was stated that any beam in which fabrication was needed to be completed onsite and finished with powder coat offsite and then installed so there should be no major out of alignment issues.
 - 2. Barb D inquired about how the vertical twisted beams would be reattached to the roof.
 - a. Paul J clarified that there is a vertical metal plate within the beam which is connected to the horizontal beams that also have a metal plate in them. What is occurring is that the wood beams themselves are twisting in which the corbels were coming loose. The new 90 degree metal brackets would be secured with lag bolts or through bolts.

system as the compressor was still running. It was stated the next step was to fill the system with water and inspect for leaks. The board wanted to get an idea of how often the compressor was running in which full time resident Bob C said he would inspect as well Barb D stated that they were going to be intown for a while and would also attempt to monitor.

5. Noah spoke in regards to running a GoPro Camera in the fire suppression room overnight as currently it would be difficult to know when it was running unless previously it was running every 13 minutes or less.
6. Tim spoke in regards to the drum drain that was brought to attention.
 - a. Noah indicated that the drum drain was dry and that WSFP stated that if there was moisture that would be a good indication of a leak which there was not.
7. Tim also talked about the possibility of other companies being able to complete inspections in which Noah mentioned Phoenix Fire Systems out of Denver as well as Element Fire Protection and that when annual inspection time came would reach out for proposals.

e. Concrete & Epoxy Repair

- i. Noah commented that he met with the below contractors to provide a proposal regarding resurfacing the lower level as well as the second floor including the interior halfway leaving to the hot tub. Noah makes the board aware that epoxy is a completely different product to the current high traffic coating. With epoxy flooring the slab would have to be ground down to open up the concrete pours as it could not be guaranteed that flaking would not occur. With a high traffic coating there would be sufficient preparation and then coating applied.

1. [U&A Construction LLC](#)
 2. [EmpireWorks](#)
 3. **Spartan Floor Coatings**
 4. 1st floor interior hallway, exterior hallway, front entrance and 2nd floor \$22,500 to \$30,000 all levels \$36,000. The price is based on square footage. The more square footage the cheaper the price.
 5. **ReNew Painting**
- ii. **Dr. Custom**
1. Flooring and paint applications
 - a. 3 Coats - 1 solid and 2 clear color match with shark grip texture additive.
 - i. [Proposal](#) \$5,450.00
 2. Board Comments:
 - a. Paul stated what was driving the recoating is the need for concrete repairs along the edging.
 - i. Noah indicated that in speaking with the contractors that the minimal amount of cracking that occurred would not so much reflect the coating price.
 - b. Bob C wanted to make sure that there was a color match
 - c. Tim commented on preparation as with high traffic coating that it sounded like Dr. Custom was going to powerwash whereas with epoxy it would have to be ground down to the concrete pores.
 - d. Steve G inquired that if the proposals were for all floors
 - i. The proposals are for the 1st and 2nd floors only. The other floors are currently not done and do not feel the need to do them outside of concrete repairs.
 - e. Paul stated that he liked the cost of Dr. Custom proposal however in the proposal it did not say anything regarding concrete repairs.
 - i. Noah is going to follow up with Dr. Custom regarding concrete repairs.

7. New Business:

a. Cell Services

- i. Fire Panel Monitoring Allied Security - \$199.00 for the unit and \$30.00 per month which would bring it to \$59.95 per month
- ii. [Elevator Proposal](#) - \$4,786
- iii. Gas Meter - Tiger Gas stated that a hardwired connection would be needed however Comcast could potentially provide an analog line in which the association could tie into their bundle which would be \$10.00 per month.
- iv. Board discussion
 1. Paul stated that the association was currently paying Centurylink 425.00 per month for 5 landlines. Paul indicated that he is only aware of 3 lines that are being utilized and if we could figure out what the other two lines were serving. The thought was that the 5 line bundle was with the development of the building and that only 3 lines were being used.
 - a. Noah is going to inquire how many lines are being used and what they are servicing.
 2. The board discussed the initial investment being more expensive however in the long run the association would be saving

b. [Mechanical Rooms Painting Proposal](#)

- i. The board discussed the painting proposal and the board decided that the painting project of the mechanical rooms would be a great community work day project.

8. Miscellaneous Discussion:

a. [Timberline Cove Repair & Maintenance Tracker](#)

- i. Paul had requested the two spa signs in incorporated into one and replaced due to its condition
- ii. Barb brought to attention spa signage for guest and renter use as hot tub closure hours are not being followed.
- iii. Steve G inquired about the sectional replacement of the parking lot
 1. Noah indicated that A-Peak shuts down for the winter months however when they are back up and running for the spring a proposal would be received.

b. Board requests of Jon

- i. Can we remove/dispose of the filter housing and miscellaneous components located in the mechanical equipment room that have been removed by PSI?
 1. Completed
- ii. Can we relocate the shingles currently located in the mechanical equipment room to the storage room where the rest of the building supplies are?
 1. Completed
- iii. Can we reinstall the burner cover plate on the snowmelt boiler?
 1. Completed
- iv. When Jon is taking photos in unit 202, can you please have him turn off the patio light which has been on 24/7 since October?
 1. Completed
- v. Garage Cleanliness:
 1. Barb D brought to the attention of the board that the garage was in need of some clean up as vehicles are bringing in outside debris. The board had stated that SRG's former property manager would spray it out with a garden hose when needed.
 - a. Noah indicated that he would speak to Jon and set something up with him so that the garage was sprayed down when needed.
 - b. Noah also mentioned that it had been noticed that more and more owners items are being stored in the garage such as tires in bags and things of that nature were in past discussions with the board the consideration of rubbermaid lockers to be placed per unit and anything that fit in the locker was the space that the owners would be able to store items to continue to make the garage look tidy.
 - i. The board agreed that this might be a discussion point for the owners during the annual meeting open forum on the idea. There is concern with things like bottles of oil viewed and the concern if a fire inspection occurred it could cause an issue.
- vi. Tim inquired about the electronic door locks and operation.

1. Noah stated that SRGs service team was able to take apart the two electronic locks in question and lubricate the electronic locks internals.
- vii. Tim inquired about heat tape and how it works as it was noticed that the lower roof edge above the main entrance access ramp did not seem to be working as snow and ice were overhanging the gutters.
 1. Noah stated that he and Jon spoke about this issue and that that heat tape was indeed working as it is creating a channel within the gutter and downspout however due to wind a cornice was building over the top of the gutter. Noah stated that Jon was going to roof rake that roof's edge whereas in the future we may want to think about having 3 foot zig zags installed along the edge of the roof.
- viii. Steve G inquired if SRG had heard anything from Farmers regarding insurance premiums.
 1. Noah stated that SRG has been in contact with Farmers and will be meeting the Kinser Agency on March 1st to discuss SRGs book of business. We will have more information around that time.

c. 2024 Meeting Dates Reviewed (Monday's @ 2:00 PM Mountain Time)

- i. January 29th, 2024
- ii. April 1st 2024
- iii. May 20th 2024
- iv. July 29th 2024 (Budget Prep - Start)
- v. August 12th 2024 (Budget Discussions)
- vi. August 26th 2024 (Budget Prep - Final)
- vii. September 9th 2024 (Annual Meeting Walk Thru)
- viii. September 14th 2024 (Annual Meeting)
- ix. October 28th 2024

9. Next Meeting Date:

- a. Monday April 1st 2024 2:00PM

10. Adjournment:

- a. The Timberline Cove 1/29/2024 Board of Directors Meeting was adjourned at 4:03PM