

**Timberline Cove
Board of Directors Meeting
4/7/2025 2:00PM
Zoom Link: [Timberline Cove Board Meeting](#)
(Click to Join)**

1. The Timberline Cove Board of Directors had a meeting with Fire Element Fire and Sprinkler Services regarding their current Dry fire suppression system surrounding current condition, repairs needed as well replacement options.
 - a. **Element Fire and Sprinkler Service Discussion:**
 - i. **Nitrogen System Replacement**
 - ii. **Dry Fire Suppression System / Repairs**
 - iii. **Element Fire Sprinkler Service Report and Repair Proposals**
 - a. [Annual Inspection Report](#)
 - b. [Deficiency Repairs Proposal](#)
 - c. [Attic Leak Repairs Proposal](#)
 - d. [Nitrogen System Proposal](#)
2. **Call to order: The Timberline Cove 4/7/2025 Board of Directors Meeting was called to order at 2:44PM**
3. **Introduction of those present and determination of quorum:**
 - a. **Timberline Cove Board Members Present:** Paul Jolat, Tim Kiehl, Barb DelGrego, Steve Gustafson, Art Smithson
 - b. **Timberline Cove Ownership Present:**
 - c. **Summit Resort Group Members Present:** Noah Orth
4. **[Timberline Cove 1/27/2025 Meeting Minutes](#)**
 - a. **Steve Gustafson made a motion to approve the 1/27/2025 Meeting Minutes, The motion was seconded by Paul Joliat, motion passed with no dissent.**
5. **Regular Business:**
 - a. **Financials - Timberline Cove February 2025 ([Full Set](#))**

Paul Joliat Financial Notes: Account 670 Fire/Security. Per 07-29-24 meeting agenda/minutes, the following cellular charges were presented:
Allied Security - Fire - \$59.95 per month Correct in GL
Comcast - Gas Meter - \$47.90 per month \$81.54 in GL
Noah is going to look into the difference as to what was quoted.
Kings 3 - Elevator - \$65.00 per month Correct in GL

i. [Timberline Cove February 2025 Balance Statement](#)

The TLC February 2025 balance statement reports the following accounts

- a. [Alpine Operating](#): \$30,353.60
- b. [Alpine Reserves](#): \$75,658.49
- c. [Edward Jones Received Bank Statement](#)
- d. Edward Jones 12 Month CD 4.75%:
\$105,000.00
- e. Edward Jones 3 Month CD 4.45%: \$0.00
- f. Edward Jones 3 Month CD \$0.00
- g. Edward Jones Cash / Mutual Funds
\$285,090.73
- h. Total Checkings and Servings: \$496,102.82

ii. [Timberline Cove Profit / Loss Budget Statement February 2025](#)

1. The Timberline Cove February 2025 Profit and Loss statement reports:

- a. A total of \$64,036.71 of actual expenditures vs \$67,740.00 of budgeted expenditures resulting in a budget surplus of \$3,703.29

2. Major areas of significant budget over expense variance include:

- a. Security / Fire System - \$3,291.86
 - i. Annual Budget - \$15,200.00
 - ii. Paul Joliat Notes: Acct 670 Fire / Security
 - 1. 2025: Element Annual Fire Inspection
\$6,010.00
 - 2. 2023: Western States \$5,015.00
 - 3. 2022: Western States \$4,775.00
 - 4. 2021: Western States \$1,820.00
 - 5. 2020: Western States \$1,525.00

3. Major areas of significant budget surplus (\$500) variance include:

- a. Legal & Accounting - \$555.11
- b. Trash Removal - \$769.06
- c. Snow Removal -\$813.50
- d. Gas - \$3,738.82
- e. Repair & Maintenance - \$634.65

4. P&L Notables:

- a. All reserve transfers of \$9,302.00 have been made through February 2025
- b. [Timberline Cove Match 18th 2025 General Ledger](#)
 - i. Board Review
- c. [Timberline Cove February 2025 AR Report](#)
 - i. [Updated 4/4/2025 AR Report](#)
 - 1. All dues current
 - 2. All Special Assessments Paid
- d. **Board Discussion:**
 - i. Tim Kiehl commented that the board recently approved renewing a 3 Month CD and with the current financial uncertainty he felt ok with going with a 3 month CD as the fluctuation of interest rates.
 - 1. Noah is going to confirm rates with Edward Jones and report back to the board.
 - ii. Tim inquired regarding the Comcast Contract Update and when that would take effect as it looked like it would save the association some money.
 - 1. Noah indicated that he was awaiting response from the mountain region sales representative to confirm. Noah indicated as soon as he heard back he would present the contract for signature to the board.
 - iii. Tim commented that the board received tax return documents in which the board approved what this completed?
 - 1. Paul Joliat indicated that it was executed
 - iv. Tim praised the ownership regarding all owners who were currently paying off unit special assessment amounts as it goes to show the quality of owners that the association has.
- e. **Motion to approve the Timberline Cove February 2025 Financials**
 - i. **Steve Gustafson made a motion to approve the February 2025 Financials as presented and discussed, Tim Kiehl seconded the motion, motion passed with no dissent.**

6. Old Business:

- a. **Updated Hot Tub Signage**
 - i. Paul Joliat presented to the board updated hot tub signage in which the board approved. Paul indicated that once the signage was received that Paul would install.

b. Landscaping Project Proposals

- i. Proposals in process
 - 1. Strategic Fence
 - 2. Rocky Top Landscaping
 - 3. Greenscapes
 - 4. BobbyCat Landscaping
 - 5. Home Sweet Home Landscaping

ii. Board Discussion

- 1. Barb DelGrego indicated that she received an email from an owner indicating that the shrubs on the South East corner were flowering and beautiful which in removing would take away from that area and to spend the associations money on a project like that would be frivolous.
 - a. Paul Joliat commented that we have been attempting to gather proposals for the last 6 months with very little success. With that said the flowers are blooming nicely however Paul indicated that it would be nice if those owners that enjoyed the beauty would help during the community clean up day in trimming them due to all the prickles. Paul indicated that over the years that he and Steve Gustafson have been the ones managing the bushes as well we have an erosion issue in that corner which still needs to be completed as it is beyond a volunteer project.
 - b. Barb indicated the other question from the owner was why the board chooses to spend more money on annual flowers than perennials.
 - i. Paul commented that in reviewing invoices there has been more dollars spent on perennials vs annuals. Paul indicated that every year we have been trying to reduce the number of annuals.
 - ii. Barb commented that within her own personal home landscaping expenses she did not believe that the association's flower budget was out of the unordinary and that the community work day is always fun.

c. Open Flame Policy (House Rules Update)

- i. Paul Joliat to review and update to be posted to the website

1. Paul indicated that he had not gotten around to it; however was going to utilize the verbiage that the insurance company recommends, send it to the board for review and approval and implement the policy within the association's rules and regulations.

d. Vertical Post Project

- i. Contract has been signed with EmpireWorks
 1. Estimated start time May 2025
 - a. When Noah receives firm date he will notify the board as well ownership
 2. Board Discussion:
 - a. Paul inquired if there has been any communication with EmpireWorks if any of the fabrication and powder coating can occur prior?
 - i. Noah indicated that EmpireWorks is planning on completing any fabrication they could complete off site however any fabrication needed due to the twisting post to keep brackets straight would be completed onsite.

e. Financial Audit Proposal

- i. Awaiting proposal contract to be signed from Jim Hinkle

f. Mountain Meadows Response Letter

- i. Paul Joliat Notes: Paul had a phone conversation with Pat Keogh on 03-28-25.
- ii. Was provided a copy of an email sent by Kevin Lovett to Leanne Shaw of Summit HOA Services on 11-15-21 confirming that TLC was paying \$507.20 per month, and confirmed that we had 30 units. This was the point when Mountain Meadows realized that they were being overcharged as they had only 24 units.
- iii. Pat is asking that we reconsider a one time payment to Mountain Meadows in the amount of \$5,000.00
- iv. Board Discussion:
 1. Tim Kiehl thanked Paul for having a conversation with the Mountain Meadows Board President however commented that he is still struggling regarding the fact that TLC did not have any indication that anything was wrong as each association and their individual management companies are responsible for maintaining their own finances.
 2. Tim further commented that the shared easement was put in place by the county and that Waste Management was billing

per the easement agreement of TLC 55% and MM 45% that this would be between Mountain Meadows and Waste Management. Tim indicated that Noah put together a spreadsheet of expenses between TLC and Waste Management and there is so much inconsistency that he could see why something like this occurred.

3. The board further discussed and agreed that we want to be good neighbors and that if there is a compromise and rationale as to how to work this out they would do so.
 - a. Tim made a suggestion as to acquiring financials to review to be able to have some stance with the TLC ownership to have understanding as to payment to Mountain Meadows.
 - i. Paul inquired how far back do we want to go in creating a spreadsheet to analyze and compare TLC vs MM expenses or are we just opening up a can of worms?
 1. Art Smithson agreed that the board needed to acquire finances to be able to determine what was being charged to each association by Waste Management as both associations could have been double charged for services.
 2. Paul indicated that he would reach back out to the Mountain Meadows Board President to discuss a compromise in receiving some invoice documentation to be able to compare and justify the cost to the TLC ownership based on what is found.
 - a. Art commented it would be interesting to know what size dumpster they are being charged for as well as recycling as our invoices state that we are being charged for a 4 yard dumpster and 2 96 gallon recycling totes whereas at some point they had a 6 yard dumpster onsite.

- i. Paul is going to reach out for discussion.

g. Lobby wall repairs / door stop install

- i. Repairs completed \$585.00 [Photo](#)
- ii. Floor door stop has since been installed and no report of others have broken
- iii. Path forward if others are found broken to replace with a magnetic type stop and holder
- iv. Board Discussion:
 - 1. Paul inquired about the damaged drywall per the cost of repairs as to a simple patch. Paul indicated that there should have been a doorstop in place to prevent something like this from happening initially however that wasn't the case.
 - a. Noah indicated that the damage was cut out and support was placed behind and then patch and not just a cover patch being in place. Noah indicated that SRG has a handful of drywallers they use however will use Helmer for the quality that is presented as well his costs are more reasonable than others.

h. Spa Timers replacement

- i. 60 minute timers have been replaced with 15 minute timers

i. Unit 305 leak repair cost

- i. Premier Plumbing \$280.00
- ii. Drywall Repairs \$1,930.00
 - 1. Paid from repairs and maintenance. Does the board want this reclassified?
 - a. The board confirmed to be paid from operating
- iii. Board discussion
 - 1. A water regulating valve was removed for a straight piece of copper pipe which Paul questioned if there was any concern around the removal of the regulating valve.
 - a. Noah indicated that he would follow up with the plumber and provide an answer for the board.
 - 2. Barb indicated that she was in the unit and commented that the total price of repair seemed to be high.
 - a. Noah indicated that there were ceiling and wall drywall repairs that were needed as well carpet reinstallation along with pad and insulation replacement. Noah also indicates that the ceilings drywall are double layered.

- ## j. PSI Updates

- ### iii. Snowmelt System

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- i. Tim agreed as it would be good to have this information in writing to be placed in an operational manual so that if any issues in the future come up the association has a place to start.

k. Summit Resort Group TLC Website Password Protection Update

- i. Owners Password (8 Characters) (Example TimberlineCove89)
- ii. Realtor Password (8 Characters)
- iii. Sensitive documents protection
 - 1. Noah indicated that he followed up with SRGs webmaster and the association could certainly place one password to serve as the protection for the website and not having individual documents password protected however Noah indicated that the webmaster suggested having one for the owner and one for a realestate agent.
 - 2. Board Discussion
 - a. Paul commented that the reason for the discussion was for two reasons. Each time an owner wants to view financials they have to input a password to view can get to be inefficient and second as our meeting minutes are not password protected in which financials are linked for view.
 - b. Paul questioned what realtors typically would need to view.
 - i. Noah indicated that in most cases is governing documents along with financials
 - c. Paul inquired length of password
 - i. Noah stated that the webmaster recommended 8 characters or more.
 - d. Paul inquired if password security can be multi leveled between owner and realtor.
 - i. Noah indicated that SRG does not go to that level as any documents that the board felt that needed to be secured could be password protected. Noah indicated that different passwords can be used for access however there was no tiering.
 - ii. Noah commented that several associations have their own websites in which their boards manage however when it comes to the basis of

what is mandatory to be presented to the ownership it is placed on the SRG association website.

- iii. Tim commented that he was going to review the current website and see what can be done to better organize and have something to present for the next board meeting.

7. New Business:

a. Beautification Sub-Committee Update: Barb

i. Board Discussion:

- 1. Barb indicated that the hotel applied for a liquor licence during a town council meeting which got faulty heated
- 2. Barb indicated that the Town was monitoring the hotel
- 3. Bard indicated that the committee was looking for a town cochange as to what is being done at the hotel however is still in the towns lawyers hands.

- a. Paul thanked Barb and the committee for the work and time that has been put into this process.

- i. Barb indicated that they would be keeping an eye on items that are occurring and report back to the board.

b. Insurance 4/1/2025 Renewal

- i. Completed
- ii. Cole Willard of Mountain West Insurance was unable to provide a proposal for Timberline Cove.

c. Edward Jones CD Maturity

- i. \$110,000.00 3 Month CD completed on 4/3/2025
- ii. To take effect on 4/9/2025

d. Proposed New Owner Welcome Letter

i. Current New Owners Documents

- 1. Updated Owners Letter Proposal (Provided by Barb)

ii. Board Discussion

- 1. Tim thanked Barb for spearheading the document and had a couple of items.
 - a. Was it a hard or electronic copy that goes out to the ownership as links could be provided within the document

- b. Paul inquired if there was a new owners pack as he would assume the governing documents would be provided within that packet
 - i. Noah indicated they were not however to lead new owners to the website for new owners to acclimate themselves with the website and those documents.
 - 1. The board compared the current document alongside what Barb put together and are going to review both further to integrate one another.

e. Recreation Path Plowing Responsibility / Damage

- i. Spoke with Chris from the Town of Frisco and he has forwarded this onto their community services officer as he stated that recpaths are unique in the town as some of the paths have easements and some do not. Chirs inspected the damage and believed whether easement or not felt that the grass would come back nicely in the spring as he would have staff over to clean up any plowing debris.
- ii. [Photo 1](#)
- iii. [Photo 2](#)
- iv. [Photo 3](#)
- v. [Photo 4](#)
 - 1. Board Discussion:
 - a. Barb indicated that closer to the divide road two of the larger rocks have been plowed together instead of being spread apart. Barb also indicated that in February Barb had picked up some pavers that they plowed closer towards the bridge as well as some edging that was run over. Barb believes that fill should be brought in and reseeding be completed due to the damage.
 - i. Noah indicated that we first have to determine if there is an easement and if there is then the Town would not be held responsible in which the association would need to finance the damage if they so choose to.
 - 1. Paul did confirm that there is a 15 foot easement in place in that the rec path is centered within those 15 feet.

2. Noah indicated that they would take a closer look come spring to see what all damage might need attention.

f. Remote Lock Replacement Proposal

i. Total association locks 87

1. **Units - 30**
2. **Ski Lockers - 30**
3. **Others - 22**

ii. [TLC Remote Lock Presentation](#)

iii. [KIC Data Sheet](#)

1. 4500 series recommended for the association's application \$489.02 per lock grade 3.
2. 5500 series grade 2
3. 6500 grade 1
4. [Schlage Encode Deadbolt](#) - \$259.00 per lock / grade 1 level
5. [Schlage Encode Lever](#) - \$280.00 per lock grade 1 level

iv. Fees

1. **Licencing Fees** - \$96.00 per lock per year
2. **1 Time onboarding fee** - \$250
3. **Wifi module X 3** - \$150.00

v. Board Discussion:

1. Noah commented that in researching replacement locks for the association, several were annual based fees for the ability through a software for owners to be able to monitor and make changes to their units' locks. Noah indicated there was another option available which did not have annual service fees however would have to investigate with a locksmith to see if it would be possible with the door and lock set up the association currently had.
 - a. The board was in agreement that they wanted to stay aware from annual service fees as the board did not feel it was their responsibility to provide a lock for owners to have the ability to make changes remotely however wanted to make sure all units were safe and secure.
 - b. Noah indicated that the board would want a lock whether electronic or not physical key access for emergency purposes. Noah indicated that there were 3 types of lock
 - i. Service provided lock with annual fees

- ii. Electronic deadbolt and door handle setup
 - iii. Electronic lever lock
- c. The board was in agreement to look for a lock that does not have an annual fee as most electronic locks today owners would be able to set up via wifi to allow them to set codes and or monitor via mobile device.
 - i. Noah indicated that he would continue to work on options for the board.

g. Corporate Transparency Act

- i. [Timberline Cove BOI Filing](#)
- ii. As of March 2, 2025, the U.S. Treasury Department announced it will not enforce the Corporate Transparency Act (CTA) against U.S. citizens or domestic reporting companies, and will be issuing a proposed rulemaking to narrow the scope of the rule to foreign reporting companies only. This means that the initial deadline for reporting beneficial ownership information, which was January 1, 2025, has been effectively suspended, and community associations in Colorado, like those in Dillon, are not currently required to file their BOI reports.

8. Miscellaneous Discussion:

- a. Paul Joliat had reached out to Dr. Custom regarding modifying the 2024 painting proposal to include only floors in hallway to hot tubs and hot tub bathroom with option to paint ceilings and walls in hallway.
 - i. Paul indicated that in January of 2024 Dr. Custom provided a proposal for exterior common hallway walkways as well the hallways leading to the hot tubs. Paul indicated the indoor common hallways needs some attention in which was the purpose to get an updated proposal for review.
- b. Barb inquired from the board if any further action needed to be discussed based around the Town of Frisco inspection of the association's water. Barb indicated that the Town stated that any hot water over time is going to take a toll on pipes. Barb indicated they could do further testing however the association would have to pay for it.
 - i. Tim inquired from Noah if any other associations are battling pin hole leaks and what the solution was.

1. Noah commented that several of his aging associations he manages do have pin hole leaks that occur as it has said that Summit County does have hot water which is a contributing factor. Noah indicated that associations continue in many cases to have preventative maintenance completed in flush water heaters and storage tanks to rid of sediment.
 - a. Noah commented that the board recalled that the association had a filter system in place to reduce the amount of sediment running through the pipes however was affecting the flow to units thus was removed and bypassed. Noah's opinion was that if pinhole leaks were occurring continuously and often the board may want to have a plumber replace the joints where solder points are failing in these particular areas, however a leak is typically unknown until it occurs.
 - b. Tim commented that in past discussion regarding the filter system alongside the possibility of installing a water softener system would either of those solve the problem.
 - i. Noah indicated in speaking with plumbers a filter system will remove sediment that would flow through the association's plumbing however would not solve pinhole leaks from occurring and it was advised that the association would be wasting their money on a water softening system for a building such as Timberline Cove.
 - ii. The board was in agreement to continue to monitor and take no further action as we would be chasing the unknown.
 - c. Paul asked if Noah could update the action tracker link
Noah would do so

9. Next Meeting Date:

- a. June 2nd 2:00PM

10. Adjournment: The Timberline Cove 4/7/2025 Board of Directors Meeting was adjourned at 4:51PM