

**Timberline Cove**  
**Board of Directors Meeting Minutes**  
**6/2/2025 2:00PM**  
**Zoom Link: [Timberline Cove Board Meeting](#)**  
(Click to Join)

1. **Call to order: The Timberline Cove 6/2/2025 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, Art Smithson
  - b. **Timberline Cove Ownership Present:** N/A
  - c. **Summit Resort Group Members Present:** Noah Orth
3. **[Timberline Cove 4/7/2025 Meeting Minutes](#)**
  - a. **Tim Kiehl made a motion to approve the 4/7/2025 Board of Directors Meeting Minutes as presented, Paul Joliat seconded the motion. Motion passed with no dissent.**
4. **Regular Business:**
  - a. **Financials - Timberline Cove April 2025 [\(Full Set\)](#)**
    - i. **[Timberline Cove April 2025 Balance Statement](#)**
    - ii. **[Timberline Cove April 2025 Bank Statements](#)**
    - iii. The TLC April 2025 balance statement reports the following accounts
      - i. Alpine Operating: \$30,462.20
      - ii. Alpine Reserves: \$160,417.51
      - iii. Edward Jones 12 Month CD 4.75%: \$110,000.00
      - iv. Edward Jones 3 Month CD 4.45%: \$0.00
      - v. Edward Jones Cash / Mutual Funds \$287,116.09
      - vi. Total Checkings and Savings: \$587,995.80
  - iv. **[Timberline Cove Profit / Loss Budget Statement April 2025](#)**
    1. **The Timberline Cove April 2025 Profit and Loss statement reports:**
      - a. A total of \$124,142.51 of actual expenditures vs \$135,233.00 of budgeted expenditures resulting in a budget surplus of \$11,090.49

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

- a. Security / Fire System - \$2,184.82
  - i. Annual Budget - \$15,200.00
- b. Repair and Maintenance - \$539.35
  - i. Annual Budget - \$9,996.00

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

- a. Legal & Accounting - \$593.86
- b. Trash Removal - \$1,084.73
- c. Gas - \$9,960.95

**4. Financial Notables:**

- a. All reserve transfers of \$9,302.00 have been made through April 2025
- b. [Timberline Cove April 2025 Accounts Receivable](#)
  - i. All dues current
  - ii. All assessment payments are current
- c. [Timberline Cove General Ledger YTD Through May 20, 2025](#)
  - i. Board Review / Reclassifications
- d. [Timberline Cove 2025 Monthly Expense Worksheet](#)
- e. Board Financial Discussion
  - i. Paul Joliat suggested removing the 12 month and 3 month percentages as they change frequently.
    - 1. The board was all in agreement
  - ii. Tim Kiehl commented that the association is in really good shape however it is very unusual that we have not had any capital expenses to date even though several projects are occurring mid to late summer.
  - iii. Tim commented that the ownership should see that the board is being wise when it comes to investments and maximising earnings.
  - iv. Tim commented that there have not been any reserve expenses to date.
    - 1. Noah stated that the most recent reserve expense statement that was just recently received was from Dr. Custom in the amount of \$2,775 for the common hallway floor, walls, ceiling and spa area bathroom to be completed.
      - a. Noah also indicated that the East and South approved clear coat project is scheduled for mid to late August

as Dave was booked in July. That capital improvement project was in the amount of \$36,400.

- b. Noah also commented that the vertical post capital improvement brace project will total \$15,430.04 and is estimated to start on the week of July 7th.

**v. Motion to approve April 2025 Financials**

- 1. **Paul Joliat made a motion to approve the April 2025 financials as presented, Tim Kiehl seconded the motion, motion passed with no dissent.**

**5. Old Business:**

**a. Financial Audit Start Date**

- i. Noah indicated that the engagement letter was signed and sent to Hinkle and Company on 5/1/2025

**b. Edward Jones Update**

- i. Noah indicated that the investment account balance was as follows: 12 month CD had \$110,000, 3 month CD at \$247,000. The association opened up another 3 month CD which was not currently shown in statements at around 41,000 and a little over \$300 in mutual funds.
  - 1. The board requested an update of year to day as well current rates report from Edward Jones.

**c. New Owners Welcome Letter**

- i. [Board second revisions](#)
- i. Board review / third revisions to be presented
  - 1. Noah indicated that Barb and the board were going to make third revisions to post to the website and or distribute to the ownership.
    - a. The board commented that this was not completed in which Tim was going to review and revise both the original as well as what Barb had put together.
      - i. The board would review and discuss during the upcoming meeting.

**d. Recreation Path Damage**

- i. The board discussed that the original plow damage that was brought to attention was no longer an issue due to spring growth. The other question that was brought to attention was a boulder that was moved.

1. Noah indicated that he spoke with Kevin Curry and they would attempt to move it back and BobbyCat Snowplowing stated that he would be happy to assist as well.
2. Paul inquired if the Town of Frisco could be contracted to have the boulder moved back since they moved it with one of their plows.
  - a. Noah would follow up with the Town of Frisco.

**a. Corporate Transparency Act**

- i. No current action needed

**e. House rules update to reflect outdoor grilling policy**

- i. Paul is going to revisit and get a draft completed for the board to review, approve and posted to the website.

**f. Waste Management / Mountain Meadows billing**

i. Shared Invoicing Documents

1. Paul was in touch with Summit HOA Services who manages Mountain Meadows who provided historical comparative invoicing when Waste Management was the contracted waste removal company in which Paul indicated that with Waste Management distributing invoicing to both Timberline Cove as well Mountain Meadows the easement percent agreement fell through. Today with Summit Resort Groups accounting department managing the invoicing with new service provider Timberline Cove Waste there should be no further issue.
2. Paul was in agreement based on the comparative numbers received and the request from Mountain Meadows of \$5,000 to settle this discrepancy as Paul indicated that this could have been going on for years prior and agreed with approving the \$5,000 payment to Mountain Meadows.
  - a. Tim Kiehl was also in agreement with Paul and the documentation of the comparative numbers shows the discrepancy in which the board would have the basis to discuss with the Timberline Cove Ownership

- 5**

- iv. BobbyCat Landscaping
  - 1. Awaiting Proposal
- v. Board Discussion
  - 1. Paul commented that through board discussion regarding the South East corner erosion and the concerns of members of the board to remove the current shrubs that were in place, that as a path forwards we simplify the scope just to the rock erosion issues.
    - a. Noah to follow up with contractors
- i. EmpireWorks Vertical Post Update**
  - i. EmpireWorks Estimated Project Start Date: July 7th 2025
    - 1. Paul indicated that before the project starts that EmpireWorks and Cona Engineering have approved the design as Cona Engineering's original recommendations called for through bolts and EmpireWorks is using lag bolts.
      - a. Noah stated that he would confirm with EmpireWork of sign off by Cona Engineering
        - i. Original Cost: \$11,936.44
        - ii. Change Order: \$3,493.60 - 6 additional braces (South Side)
        - iii. Total Project Cost: \$15,430.04
- j. Dry Fire Suppression System Update**
  - i. No update to report however Noah has been in touch with Element Fire and they are working on the 3 option proposal.
    - 1. Paul inquired if we could follow up with Jared on the cost of the annual inspection as there seemed to be some questions during the meeting.
- k. Association Lock Replacement**
  - i. Noah is working with a local locksmith Allen Wisniewski as well Zach Carlson with Allegion as well Brandon Sawyer of Alpine Lock and Safe to provide the board with lock options where a service fee would not be needed.
    - 1. Noah will provide the board details once received
- l. Dr. Custom Painting and Staining**
  - i. Common hallway and bathroom space completed
  - ii. Awaiting exterior scheduling

## **6. New Business:**

### **a. Beautification Sub-Committee Update**

- i. Art Smithson is going to send Barb some photos that he gathered of commercial vehicles and asphalt equipment that were starting to show up at the back of the hotel across the street.
- ii. Paul commented that through Barb's work and communication with the city that he believes that the city is engaged and are no longer going to put up with it. Paul commented that if the association sees anything to get photos to be reported to the town contract.

### **b. Association Open Action Tracker**

- i. Noah indicated that he would update the action tracker that he utilizes with his staff so that the board would be able to view and or add to action items.

### **c. Website Reorganization**

- i. [Email Discussion Points](#)
- ii. [Website Update Excel Document](#)
- iii. Board Discussion
  1. Paul commented that the reason for the initial discussion was that it was a bit cumbersome to review financials, that for each document you had to type in the password and if there was a more efficient way so that a password did not need to be typed in for each document.
  2. Noah indicated that a single password to the website link could be put in place thus not having the need to password protect each individual document. Noah spoke in regard to the association's website, as a simple website set up as Summit Resort Group is required to present certain items to the ownership for review. Noah indicated that there are several associations that build their own more complex websites and manage them internally and that it was up to the board to determine how much information in terms of years worth that is provided. An example would be financials in that they could post several years or months worth however they have to be viewable to the ownership.
    - a. The board inquired that owners were the ones that needed to view information. Noah also commented on real estate agents for unit resale in which most times agents will reach out to him for information needed and or the website password for viewing.

- b. Noah indicated that if an owner and or real estate agent is looking for historical information they would reach out to obtain.
- 3. Tim Kiehl walked the members of the board through board discussion points regarding the current website as well as a draft as to reorganizing the website.
- 4. Tim commented that he believed there were two options.
  - 1. To complete to have the main link password protected or
  - 2. Password protect every sensitive document including meeting minutes due to the financial links.
- a. Art Smithson commented that it only makes sense as to password protect website links as he remembered when purchasing they were given the password to review documents and like Noah commented if an outside entity is looking for information they are going to contact SRG.
  - b. Paul inquired if SRG has had any discussion regarding updating their technology regarding the website and having folders.
    - i. Noah commented that again the basis of the website is to remain simple and to provide the ownership with the required information. The conversation has come up before however if anyone is in need of information SRG is able to provide it to them in a timely manner with request understanding that there would be a step from the owner to reach out. Noah indicated that cannot speak for SRG and the current web technology that they are using and that would be a discussion that he is willing to have with Kevin Lovett.
    - ii. Paul talked about a secondary level of access where the board could view all documents within a folder however we do not have the structure to do so.
      - 1. Noah indicated that the goal is to be transparent because the moment the board would create a “Board Section” that is password protected for the board then the owners are going to inquire



what the board is viewing and the ownership is not.

iii. **Path Forward**

1. The board discussed the goal is to downsize and simplify to make the website more user friendly / organized for viewing. The board members present felt that password protecting the entire website link would be the best option along with organizing however before a decision was made to have a final discussion with the remaining members of the board to determine an appropriate password.
2. Paul thanked Tim for all of his work putting the presentation together.

d. **Asphalt parking Lot Maintenance**

- i. The board inquired if the parking lot needed crack seal completed in 2025.
  1. Noah indicated that he had completed a walk and did not view anything that stood out. Noah indicated that he would have Jet Black inspect as well to report if there was a need.

e. **Roof Inspection & Maintenance**

- i. Noah indicated that in 2023 roof repairs and maintenance were completed however many associations that he manages with budget annually for minor roof repairs and maintenance to be completed.
- ii. Board Discussion
  1. The board was in agreement that preventative maintenance is a key factor in protecting and prolonging the useful life of the roof.
    - a. Noah commented that he works with several roofing contractors who would be willing to complete a site visit and inspection report and provide a repairs proposal if needed.
      - i. The board was in agreement in receiving a current condition report.
      - ii. [Kingdom Roofing 2023 Inspection](#)
      - iii. [Kingdom Roofing 2023 Repairs](#)
      - iv.

f. **Garage Clean Out**

i. 6/10/2025

1. Noah has coordinated with Kevin Curry and he will be pressure washing the garage on 6/16. Noah will be sending notification to the ownership for vehicles to be removed.

g. **Hot Tub Filters**

- i. Kevin brought to attention that both tubs are building debris often which would indicate that the filtration system needs to be cleaned or replaced. Noah is going to have a service tech inspect the filters and price for replacement.

1. Board Discussion

- a. Art Smithson inquired if there was a way to quiet down the hot tub pumps
  - i. Paul commented that it is a design flaw with the system.
  - ii. Noah commented that there were air intake ports within the tub which in the past were blocked off with rubber stoppers however then there would be no bubbles and guests would pull them out and throw them.
  - iii. Noah commented that this had been looked into however no real solution.

**7. Miscellaneous Discussion:**

- a. Paul mentioned that he would be in touch through the 16th of June and is happy to schedule a meeting with contractors to go over items if needed.
- b. Paul mentioned window cleaning and vent cleaning scheduled
  - i. Noah commented that he had reached out to contractors for proposals for the board to review.
  - ii. Noah also commented that he is awaiting for the date for Consider It Done to compete vent cleaning
    1. Art Smithson indicated that he had been paying more attention to the power vent noise and indicated that it goes on and off several times when drying a load of laundry.
      - a. Paul indicated that the powervent functions by a pressure switch and once it goes on it should remain on so there has to be something wrong.
        - i. Noah indicated that he was going to have Mike with CID inspect for proper operation and or provide replacement numbers.

- c. The board requested that meeting minutes be completed 1 to 2 weeks prior from the date of the meeting so that upcoming meeting discussions and approvals would be distinct in the board's mind.

**8. Next Meeting Date:**

- a. Board of Directors meeting: July 28th 2025 2:00PM
- b. Annual Meeting: September 13th 2025 9:00AM

**9. Adjournment: The Timberline Cove 6/2/2025 Board of Director meeting was adjourned at 4:04PM**