

Timberline Cove
Board of Directors Meeting
7/29/2024 2:00PM
Zoom Link: [Timberline Cove Board Meeting](#)
(Click to Join)

- 1. Call to order: The Timberline Cove July 29th 2024 Board of Directors Meeting was called to order at 2:00PM**

- 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:** Art Smithson
 - c. Summit Resort Group Members Present:** Noah Orth

- 3. [Timberline Cove 5/20/2024 Meeting Minutes](#)**
 - a. Meeting Minutes Updates
 - i. Shared Trash Agreement Percentages: Timberline Cove 55% Mountain Meadows 45%
 - ii. Steve Gustafson made an insurance correction
 - b. Tim Kiehl made a motion to approve the May 20th 2024 Meeting Minutes as presented, Paul Joliat seconded the motion. Motion carried with no dissent**

- 4. Regular Business:**
 - a. Financials**
 - i. Timberline Cove June 2024 ([Full Set](#))
 - 1. [Timberline Cove June 2024 Balance Statement](#)**
 - a. The TLC June 2024 balance statement reports
 - a. Operating: \$8,647.48
 - i. [Alpine June 2024 Operating Bank Statement](#)
 - b. Reserves: \$161,338.49
 - i. [Alpine June 2024 Reserve Bank Statement](#)
 - 2. [Edward Jones Statements](#)**
 - a. Edward Jones 12 month 4.75%: \$233,000.00
 - i. Expires March 2025
 - b. Edward Jones Cash/ Mutual Funds \$1,816.79
 - c. Edward Jones 3 month 4.45%: \$0.00
 - i. Note: Maturity Value \$128,000.00
 1. Expires September 16th 2024
 - d. Total Checkings and Servings: \$404,802.76
 - 3. [Timberline Cove Profit / Loss Statement June 2024](#)**
 - a. The Timberline Cove June 2024 Profit and Loss Statement reports a total of \$167,156.71 of actual expenditures vs \$175,176.00 of budgeted expenditures resulting in a budget surplus of \$8,019.29

- b. Major areas of significant over expense variance of \$500 or more include:**
 - i. Trash Removal \$849.95
 - ii. Elevator \$2,328.66
 - 1. Annual budget of \$4,300 monthly elevator inspections and phone replacement
 - iii. Window Cleaning \$3,355.00 Payment procession will view this in July financials

- c. Major areas of significant budget surplus variance \$500 or more include:**
 - i. Legal & Accounting \$766.85
 - ii. Insurance \$1,599.15
 - iii. Sewer \$722.00
 - iv. Cable TV \$654.02
 - v. Gas \$4,676.19
 - vi. Repair & Maintenance \$1,530.41
 - vii. Grounds \$2,508.24
 - viii. Hot Tub \$872.00

4. Financial Notables

- a. June 2024 reserve transfer was completed

5. Timberline Cove June 2024 General Ledger

- a. Board Review

6. Timberline Cove June 2024 AR Report

- a. All dues are current
- b. Delinquent Assessment Payments:
 - i. 206, 303, 310, 407

7. Timberline Cove 2024 Monthly Expense Worksheet

8. Board Discussion

- a. Tim Kiehl commented that the \$5,500 dues to reserves from operating is being paid off however it is not shown on the general ledger.
 - i. Noah is going to inquire from accounting and get back to the board
- b. The A/R summary indicates that they are 6 units behind on their special assessment payment however on the agenda it shows 4.

- i. Noah indicated that he had reached out to accounting to get an update as to owners who had made payment after financials were completed which is what was being viewed.
- c. Tim Kiehl inquired if the reported interest on the P&L of \$10,852 was actual or just realized.
 - i. Noah indicated that it should be actual however would confirm with Edward Jones
- d. Tim Kiehl inquired about the elevator expenses as they are much more than budgeted as was it the new normal going forward.
 - i. Noah stated that the phone replacement is included in account 677 for \$1,854.66 which was an unknown expense.
- e. Paul Joliat inquired if updated assessment statements were being mailed to owners that have not paid on assessments and if interest and late fees were being applied.
 - i. Noah indicated that SRG's accounting team does send out monthly reminder assessment and dues statements as well as phone calls are made to those owners who are delinquent. Noah also stated that interest and late fees are applied per the collection policy.
 - 1. The board agreed that any owner unless there is a special circumstance that is brought to attention and late fees should be applied due to the time that the ownership has had to pay on the assessment.

9. Steve Gustafson made a motion to approve the June 2024 financials as presented, Tim Kiehl seconded the motion. Motion carried with no dissent

5. Old Business:

a. Waste Management / Timberline Waste Services Change Update

- i. Timberline Waste Service Equipment in place
- ii. Invoice protocol agreement between Timberline Cove and Mountain Meadows signed
- iii. Board discussion
 - 1. Paul Joliat inquired the protocol agreement was signed and in place
 - a. Noah indicated that the Mountain Meadows Board president was traveling however when signed Noah would present it to the board.
 - b. Tim Kiehl inquired where that signed document would live
 - i. Noah indicated that Paul had requested a copy as it would be filed in SRGs documents under signed contracts and agreements.
 - c. Tim Kiehl inquired if the updated document also included agreed upon maintenance.
 - i. Noah indicated that in speaking with the Mountain Meadows Community Manager that the MM boards stated that those items already lived within the easement agreement so if TLC wanted anything signed it would just have to be around

agreeing on the invoice process as they did not want to have to have lawyers to review a board drafted agreement.

b. Dry Fire Suppression System Replacement Proposal

- i. Element Fire Sprinkler - Met onsite and they took measurements awaiting proposal
- ii. Western State Fire Protection - Have followed up on 3 different occasions with no response
- iii. Cintas - July 9th was second follow up and they were in process if scheduling inspection
- iv. Board Discussion
 - 1. Paul Joliat Commented that the compression is not running as frequently as was, however could change this coming winter with climate change as it seemed that most of the issues occur during the cooler temperatures.

c. Mountain West Insurance Update

- i. Cole Willard has not followed up with an update on insurance proposals. I followed up with him on the 16th of July and had no response. The last time we spoke he stated that the one proposal he had received was significantly higher in premium price then the association was paying today.
- ii. Board Discussion:
 - 1. Steve Gustafson inquired if we had been in contact with Farmers regarding the premium increase for 2025.
 - a. Noah indicated that the discussion he has had with the Mamich Agency was that Farmers were increasing their rates to be more inline with other carriers and that associations would likely see a 35% to 40% for associations without positive claims.
 - 2. Tim Kiehl commented that we want to make sure that we are getting covered for the correct square footage amount
 - a. Stave Gustafson commented that he had continued to look into this and in many cases what is being covered is the livable taxable square footage.
 - i. Paul Joliat commented that in speaking with Nick Strong of at the time Kinser Agency stated they were comfortable with that 50,000 square foot amount.
 - b. Tim and Steve both talked about budgeting purposes in planning for a 40% increase.

d. Snowmelt Manifold Repairs

- i. Front (Parking lot Side) - Completed July 1
- ii. Back (Hot Tub Side) - Scheduled for August 2nd
- iii. Board Discussion
 - 1. Paul Joliat wanted to make sure the system was pressure tested prior to new glycol being installed. It was also mentioned that PSI was hired out

first to find where the leaks were coming from and after repairs are made we should be airtight.

e. Unit Gas Fireplace Inspection / Cleaning

- i. Chim Chiminee Report
- ii. Follow up inspection fire box and glass cleaning August 2nd 1:00PM
 - 1. Units 102, 103, 202, 203, 204, 205, 302, 305, 404, 405
- iii. Board Discussion
 - 1. Paul Joliat indicated that as a baseline all units should be inspected and cleaned per the request and that if the facade needed to be removed it should be removed as then it would not be a completed inspection.
 - a. Noah indicated that in speaking to Karl of Chim Chiminee that he would not take on the liability of removing the facade and the to have some of the masonry grout chip off where he would have to hire someone to fix as he only completes inspections and cleanings. Noah indicated that even if the board approved a project of inspection and cleaning, owners would still have to give approval for a contractor to complete a job if there was concern of damage or the association would have to pay for any damage that would occur.

f. Garage CO2 Detector Inspection

- i. Tabled from 5/20 meeting
- i. 3 CO2 reported in working order however CO2 detector models are discontinued and out of date of 10 year lifespan. Suggestion is to update at \$615 per detector total cost \$1,845.
- ii. Board Discussion
 - 1. Paul Joliat indicated that as they were all just serviced and working now, I suggest we plan on a replacement in 2025. We had \$11,200 budgeted for 2023; adjust amount and push to 2025?
 - a. Steve Gustafason agreed and inquired if it was for full unit replacement or repairs.
 - i. Paul stated full replaced as the current detector model has been discontinued
 - 1. Steve stated that he was in the garage when two motorcycles were running and the fans kicked on so there is confirmation that the system is working.

g. Exterior Window Cleaning

- i. Completed June 17th \$3,395.00

h. Hot Tub Rules Signage Update

- i. Board was going to review to have updated signage verbiage installed
- ii. Board Discussion
 - 1. Paul Joliat indicated that Jon had sent him two images of the signage and is going to put together a draft on updating the signage.

6. New Business:

a. Timberline Cove HOA Board Training

- i. PowerPoint prepared by Tim Kiehl
 - 1. Tim Kiehl suggested that since we had a full agenda to see if we had time at the end and come back to it.
 - a. Paul agreed as it is a really really well done document in which the board should review.
 - b. Steve agreed

b. Structure Vertical Beam Twisting Proposals

- i. Both structural engineering firms spoke with Eric Smith the Associations Architect
- ii. Ascent proposal \$3,500
- iii. Anthem proposal \$800-\$1,300
 - 1. Board approved to have Anthem complete a second inspection report, scheduled for onsite meeting 7/24/2024.
 - 2. Noah met with Caan from Anthem on 7/24/2024 onsite and inspected units on the 4th, 3rd and 2nd floors. Awaiting report.
 - 3. Noah gave a brief description of what was viewed and discussed and that once the board had time to review the report back able to take action with anything proposed.
- iv. Board Discussion
 - 1. Paul Joliat wanted to get board discussion based on reports received in order to protect everyone's interests.
 - a. Tim Kiehl commented whether we have anything in writing regarding the report and actions needed.
 - i. Paul indicated that they had not received anything in writing however the thought was for the board to review the incoming report from Anthem and then go back to Empire Works with an updated scope of work as they were the low bidder to the original scope of work.
 - ii. Pathforward - Get eyes on the report and then communicate with Empire Works as a rescope if necessary.

c. Cellular Project

i. Cellular Project

- 1. 2024 Centurylink Estimated Year End \$5,233.94
 - a. **Allied Security** \$69.95 per month / Annually \$839.40 (1time \$199.00 installation fee)
 - b. **Gas Comcast** \$47.90 per month / annually \$574.80 (1 time \$99.00 installation fee)
 - c. **Elevator Kings 3** -\$65.00 per month / annually \$780 (no installation fee)
 - i. Installation fees - \$298.00
 - ii. **TK Elevator Proposal** - \$4,786.00 down to \$2,605.47 plus \$55.00 per month
 - d. Board Discussion

- i. Art Smithson inquired why all 3 services could not be monitored by one company.
 - 1. Noah indicated that comcast was not able to offer all 3 monitoring services as they were only able to offer a connection service for gas however would reconfirm.
 - a. Art stated monitoring was the key term and not just the connection
 - 2. Barb DelGrego inquired if Kings III was going to take over the monitoring and if they were going to take over inspections.
 - a. Noah indicated that they are only a monitoring service where Thyssenkrupp would continue to service the elevator.
- ii. **Paul Joliat made a motion to approve the change over from Centurylink hardwired phone connections to cellular, Bob Cave seconded the motion. Motion passed with no dissent.**

d. Unit Entry Concrete Walkway Project

- i. Rockies Builders
 - 1. Board to review proposal
 - a. \$3,130.00
 - b. 2,650.00
- ii. Board Discussion
 - 1. Tim Kiehl inquired as to what line items the proposal would consist of the failing concrete.
 - a. Noah indicated the first two line items
 - 2. Tim inquired if the concrete sealer at an additional cost of \$2,500 was needed.
 - a. Noah commented that the sealer was a protectant for the current 3rd and 4th floors concrete walkways
 - i. Bob Cave mentioned that as a suggestion to have the concrete edging and caulking completed and if needed the concrete sealer could be completed the following year.
 - 3. Paul Joliat stated that he was in agreement of just completing the first two line items at this time.
 - a. Steve Gustafson agreed
 - 4. The board agreed to move forward with the first two line items of the proposal (Concrete edging replacement and Eding sealing) and then based on their performance we can bring them back the following year if the need for high traffic coating is needed.
 - 5. **Tim Kiehl made a motion to have the concrete edging and edge sealing completed, Steve gustafson seconded the motion, motion carried with no dissent.**

e. Asphalt Crack Seal, Seal Coat , Replacement numbers

- i. [Jet Black](#) - \$9,540 (crack / seal & restriping)
 - 1. Paul Joliat Note: \$7,390.00 cost in 2022. Suggest this be adjusted in reserve study to an every other year item.
- ii. [DCPS](#) - \$11,062.50 (crack / seal & restriping) \$144,625 4 inch mill and overlay
- iii. A-Peak - to busy to provide a proposal

f. Board Discussion

- i. Steve Gustafson agreed that the board have the crackseal, sealcoating and stripping completed.
- ii. Steve inquired if the \$144,625 is what would be considered by replacement from A-Peak.
 - 1. Noah indicated that DCPS has indicated a 4Mil overlay and from experience a replacement is to dig down to underlayment and a rapport. Noah commented that DCPS said the parking lot was in good condition, however heaving was noticed and that grinding and patches would be needed in the future.
 - 2. Barb inquired if the garage needed to be restriped
 - a. The board was going to inspect and make a decision as to the need
- iii. **Tim Kiehl made a motion to complete the asphalt crackseal, sealcoating and striping, Paul Joliat, Steve Gustafson and Bob Cave seconded the motion, approved with no dissent.**

g. [Dr. Custom Exterior Staining Inspection](#)

- i. Railing Caps - \$6,690
- ii. Board Discussion
 - 1. Bob Cave inquired when Dr. Custom was out completing the staining of the building railing caps were not completed then.
 - a. Noah commented that railing caps and railing systems were touched up a welding joints as an as needed basis which was a big issue from the owners as new product was placed over old in which did not look complete.
 - i. Tim Kiehl commented that the board agreed for financial reasons that the railing caps and system were only being touched up to protect the metal.
 - b. Paul Joliat stated that there are two sets of prices one for lite sand and seal and then full restoration. The other line item was for touch up. Are there going to be 4 5 or 6 units that will need full restoration
 - i. Noah to inquire.
 - 2. **Steve Gustafson made a motion to approve the 6,690 for railing cap work. Bob Cave seconded the motion. Motion passes with no dissent.**

h. Landscaping Project 2025

- i. Rocky Top Landscaping \$8,400 (does not include fencing which is currently being priced out)
- ii. GreenScapes - Awaiting Proposal
- iii. Board Discussion
 1. Paul Joliat commented that there were certain items that were occurring in that particular area once in which the metal edging had been pulled from the ground due to the rock eroding. The Shores over in that area are in need as well. The pricker bushes are getting harder to work on during the community work day and the thought was to show off the building on that side as there is a lot of biking and walking traffic. The intention is to receive proposals for future work 2025/2026.
 - a. Tim Kiehl had a question regarding fencing shown would it be a privacy / decorative style to hide the generator.
 - i. Paul stated that over the years that both he and Steve have attempted to maintain the pricker bushes and it is just getting to the point that something better needs to be in place in that area.
 - ii. Paul indicated that the idea of the fencing would be a similar style of the hot tub fencing in a red color to match but would also be able to be removable for maintenance.

i. Gutters & downspout follow up

- i. Leo's Roofing and Gutters indicated that the gutters were undersized for the length of run of the roofs. He recommends that replacement 6 inch gutters be installed.
- ii. Downspouts - the company that installed the gutters used rivets as fasteners at joints in which a length of the rivet is blocking the inside of the joint causing blockages
- iii. Board Discussion
 1. Paul Joliat inquired if it would be best to hold off until roof replacement for updated gutters to be taken care of.
 - a. Noah indicated that most associations will replace all gutters and heat tape during the time of roof replacement unless updated heat tape was added in recently and or based on current condition.
 2. Steve Gustafson inquired if the amount of rainfall that was coming out of the gutters was not due to a clogged gutter but volume of water.
 - a. Noah indicated that after a second inspection the gutter was not clogged and the volume of water from the pitch of the roof and smaller gutters was suggested to increase to a 6 inch gutter.
 3. Bob Cave mentioned that one thing to remember is that type of rain may happen 2 or 3 times a season and not an everyday occurrence.
 4. Tim Kiehl was in favor of waiting to determine what to do and deal with overflow until the time of roof replacement.

j. Unit Owner 205 & 303 dryer power vent vibration

- i. Paul Joliat stated that he had a power vent unit that is accessible through an access panel and if Consider It Done can investigate initially on August 7th as there may be lint of something offsetting the propeller.
- ii. Art Smithson commented that in his unit that is vibrating and making noise.
 - 1. Noah is going to have a Consider It Done inspection on 8/7/2024.

k. Vent Cleaning

- i. Scheduled for August 7th; same price as last year: \$95/unit, \$2,850.00 total.
 - 1. Paul Joliat commented it is the only service that has not gone up in price.

l. Proposed Unit Entry Policy

- i. Policy discussion/suggestions/modifications
- ii. [Supporting Declarations 5.5 & 5.8](#)
- iii. Board Discussion
 - 1. Tim Kiehl commented the association needed to give support to Summit Resort Group based on the support declarations and owners needed to understand that they live within an HOA community. If emergency access is needed Summit Resort Group needs to maintain emergency access to protect all owners as well if a service is being provided a proper notification of 48 hours is needed via email for unit access.
 - 2. Steve Gustafson inquired if legal needed to get involved
 - a. Paul Joliat stated that the governing documents state it is in 5.5 under General maintenance easement.
 - 3. Noah indicated that Summit Resort Group is only trying to help the ownership with planned services as well to get to emergencies in a timely manner to prevent further damage and not to absent any owner.

m. Board Vacancy

- i. Bob Cave indicated that he would be stepping down from his position on the board as of the end of the month.
 - 1. Paul Joliat and the rest of the board thanked Bob for his time and service while on the board as the board is grateful in having a full time resident on the board keeping a watch over the association.
 - a. Bob indicated that he would still be willing to help as could
 - 2. **Paul Joliat spoke in regards to filling Bob's remaining term in which the association's governing documents allow for the board to assign a member of the association a replacement. Paul Joliat made a motion to assign Art Smithson to the remainder of Bobs term, Tim Kiehl seconding the motion, motion passed with no dissent.**

7. Miscellaneous:

- a. Vacuum died Jon request for a replacement
 - i. **Board approved replacement**

- b. Bob Cave - Hot Tub Covers look ratty and for the expense of the soft covers I feel they should be replaced.
 - i. Paul Joliat agreed as each cover was a cut to size thermal blanket and were very inexpensive.
 - ii. **Bob Cave motioned to replace 2 new hot tub covers, Paul Joliat seconded the motion. Motion carried with no dissent.**

8. Next Meeting Dates:

- a. Board of Directors Meeting August 12th 2:00PM (Budget Discussion)
- b. Board of Directors Meeting August 26th 2:00 PM (Budget Prep - Final)
- c. Board of Directors Meeting September 9th 2:00PM (Annual Meeting Walk Thru)
- d. Annual Meeting 9/14/2024 10:00AM

9. Adjournment: The Timberline Cove 7/29/2024 Board of Directors meeting was adjourned at 4:16PM