

**Timberline Cove
Board of Directors Meeting
9/11/2023 2:00PM
Zoom Link: [Timberline Cove Board Meeting](#)
(Click to Join)**

- 1. Call to order: The Timberline Cove 9/11/2023 Board of Directors Meeting was called to order at 2:04PM**

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

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

The TLC July 2023 balance statement reports

 - a. Operating:** \$23,791.84
 - b. Reserves:** \$101,906.49
 - c. Edward Jones Received Bank Statement (Not July Update as of yet)**
 - d. Edward Jones CD:** \$100,006.85
 - e. Edward Jones 3 Month Money Market:** \$75,000
 - f. Total Checkings and Servings:** \$300,705.18
 - ii. [Timberline Cove Profit / Loss Budget Statement July 2023](#)**
 - 1. The Timberline Cove Profit and Loss statement reports:**
 - a. A total of \$188,423.32 of actual expenditures vs \$186,796.00 of budgeted expenditures resulting in a budget deficit of \$1,627.32**
 - b. Major areas of significant budget over expense variance include:**
 - a. Sewer - \$1,735.50 - Increase is based on quarterly billing cycle**
 - b. Trash Removal - \$666.74 - Everything is consistent, two extra pick ups were completed**
 - c. Snow Removal - \$1,209.00**
 - d. Gas - \$3,154.59 - Fluctuating increases**
 - e. Common Electricity - \$944.96 use increases**

- f. **Repair & Maintenance** - \$3,706.52 - Annual Budget of \$5,300 year to date \$6,997.52 has been spent
- g. **Grounds** \$6,492.56 - Project being reclassified to reserve account
- h. Hot Tub - \$1,982.29 - Pump repairs
- i. Elevator - \$868.62 - New TK Elevator contract slight increase

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

- a. Legal & Accounting - \$2,835.00
- b. Water - \$610.70
- c. Cable TV - \$860.59
- d. Security & Fire System - \$3,296.35 - board budgeted deficiency repairs to be completed summer 2023
- e. Chemicals - \$400.34
- f. Mechanical Preventative Maintenance - \$2,709.92

ii. [Timberline Cove July 2023 AR Report](#)

- 1. All dues are current

iii. Board Comments:

- 1. Tim Kiehl wanted to make note that the association is one reserve transfer short through the end of July 2023.
- 2. The boards hope is to be able to catch up in August / September
 - a. **Motion to Approve July 2023 Financials as presented**
 - i. **Tim Kiehl motioned to approve the July 2023 financials, Steve Gustafson seconded the motion, motion carried.**

4. Old Business:

a. Western States Fire Protection Update

- i. 2022 Deficiencies - Repairs have been made and Noah is working with Todd Lowe and Nick Young regarding the completion of 2022 deficiencies and 2023 deficiencies. Noah is awaiting final report for both completion and anything needing to be addressed from 2023s common inspection.
- ii. 2023 Inspection - Common area inspection has been completed / residential in unit scheduled for October 5th
 - 1. Paul stated that the dry system has leaks until those leaks are repaired the compressor will continue to run more and more frequently potentially causing further damage.
 - 2. The board budgeted for the deficiencies to be repaired out of operating by Western States.

3. Time inquired about in unit sprinkler inspections and that if more than a certain percent were found leaking that they they would all have to be replaced.
4. Bob Cave inquired if the sprinkler head replacement was currently in the budget
 - a. Paul stated not at the current time however once the updated report was given the association we will be able to determine a path forward.

b. Montauk - Masonry Work

- i. September 6th - 8th was onsite repairing and replacing items addressed as well cleanup and caulking occurred. It was stated that contractor walkthrough would occur this week and address any other items needed to be completed as the request for the green color paint code which I have confirmed with Dr. Custom
 1. Noah reported that Steve and Noah met the contractor onsite to go over what was completed to date as well as what needs to take place prior to final payment.
 - a. Tim Kiehl stated that before a final payment goes out a suggestion with the board members are present onsite do a final walkthrough
 - b. Steve Commented that during the walkthrough in discussion with the contractor that the contractor was not satisfied with the end result and was planning on making corrections before the project is to be stated complete.
 - c. Paul stated that since the majority of the board would be on site lets try to schedule a walkthrough with Montauk on September 21st or 22nd
 - d. Steve brought up that Matt had reported that some of the reason why there were some inconsistencies was due to the twisting of the columns but they did their best to customize the limestone to fit.

c. Prime Diesel

- i. They are scheduling a fall PM and Auto Test startup - Jared would be in touch (waiting to hear back for scheduling)
 1. The board suggested that the auto test was scheduled for a weekday if possible and once a month.
- ii. **Plumbing Systems Inc Mechanical Room Repairs**
- iii. Noah was in touch with PSI and the repairs are going to be made along side of the associations fall preventative maintenance inspection

1. Noah brought to the boards attention three items that Plumbing System Inc is going to address. 1. Mechanical Room Upgrades - PSI was awaiting for parts to arrive to be scheduled. 2. Fall Preventative Maintenance and 3. A proposal on the water softening system.

d. Plumbing Systems Inc Water Softener Update

- i. PSI's engineer team was out to inspect the current system as well as understand the plumbing operations via the plumbing schematics as well as gather numbers for how many units / bathrooms / vanities / showers. They are waiting to hear back from the Town of Friscos water department on total water usage

e. Plumbing Systems Inc Mechanical Room Fall PM

- i. PSI was on site the week of September 4th - 8th in which they started their PM inspection

f. Deck Structure Repairs

- i. Brian Waite Enterprises has completed the deck support facia separation project. Units that were repaired are the following 203, 206, 207, 209, 304 408, 409

g. Asphalt Repairs

- i. A-Peak confirmed that this is not a cut patch as this is what is called a skin patch. The skin patch is just to cover the hump. It was measured at 55 linear feet just to the hump of the heaving.
- ii. Noah commented on A-Peaks findings that the problem is believed to be summer moisture from the irrigation system as well as the winter heated walkway condensation that is causing moisture to get under the road base due to the grade and where all the water sits.
 1. Tim inquired about the irrigation system and the small portion of the grass that the system is servicing and to remove it or not run the irrigation system to prevent the heaving from occurring
 2. Noah commented that A-Peak believed that the irrigation system and the overwatering was getting under the roadbase causing the issue along with the condensation that occurred from a heated walkway. Noah also pointed out that if the board looked around the heated walkway areas that you could see heaving occurring. It was A-Peaks recommendation to go with xeriscaping or to turn off the heated walkways to prevent further damage.
 3. A-peak also mentioned that they did not want to cut into the roadbase as that would only make matters worse.

- a. Tim inquired that if the association went with the skin patch that it would only be a bandaid and how long would it last.
- b. Paul stated he would be in favor with trying the skin patch to limit liability and to cut costs
 - i. Bob Cave was in agreement as the patch may hold for several years.
 - ii. Steve Gustafson also agreed with Paul to have the skin patch completed.
 - 1. Paul commented that he did not necessarily agree that the irrigation was the issues however was the significant rainfall that Summit County Received
 - 2. Tim and Barb both agreed to move forward.
 - 3. The board inquired about getting some budget numbers for replacement.

4. Hot Tub / Garage Spigot Keys

- iii. Spigot keys were purchased and attached with wires to the spigot base for owners use

h. Deck Structure Report

- i. I have followed up with Joe ONeil with Criterium Cona Engineers and he stated that there was some Q&A out that he is waiting for a reply on however is looking to have a full report back to us in two weeks
 - 1. Noah to report back to the board once update was received

i. Lobby Common Door Stopper Replacement

- i. [Completed](#)

j. Kingdom Roofing

- i. Roof repairs started this past weekend (9th and 10th and was told to be completed by Wed September 13th)

k. Summit Roofing and Gutters

- i. [Completed](#)

5. New Business:

a. [2023 Annual Meeting Agenda WalkThrough](#)

- i. Noah walked the board through the annual meeting agenda and completed edits or additions needed to present to the ownership.
- ii. Barb DelGrego inquired about the increase in operating expenses as well as Capital Improvements and from the feedback that she had been receiving from other owners is why not spread that over an amount of time instead of all in one lump sum.

1. Paul clarified that the \$70,000 ways to build the reserve account for future spending
 - a. Tim commented that the association was never in danger of being over funded as we are always in a catch up mode. Tim said he was fine earmarking the \$70,000 for Roof Replacement and Gutters however the goal is to continue to build up our base reserve contribution number.
 - b. Paul stated that the board is going based on a professional reserve study from Association Reserves which is guiding the board as to the figures that are being presented. It would be nice to be 100% funded however having a healthy fund of 60 to 70% is more realistic.

6. Miscellaneous Discussion:

- a. Tim commented outside the the wooden beams twisting its been noticed that there is some significant cracking in which one of his deck railing supports is no longer being supported due to the large crack
 - i. Bob Cave stated that this was very normal in that it was called “Checking” unsightly but very normal. Fluctuations in temperature and moisture levels, both in the atmosphere and in the wood, will cause the material to expand and contract.
- b. Barb DelGrego noticed that the SRG team was changing out the dusk to dawn light bulbs.
 - i. Noah stated that the dusk to dawn light bulb installation was completed however we may receive some questions as some lights being on and some off based on darkness in certain areas of the building at different times.
- c. Bob Inquired about window cleaning that was budgeted for however was not being completed
 - i. Paul commented in that the association just did not have enough to complete this and that it has been schedule for early next year as well the board approved a contingency in the budget so items like this would not be missed

7. Next Meeting Dates:

- a. **Board of Directors Meeting 10/23/2023 2:00PM**
- b. **Annual Meeting 9/16/2023 10:00AM Zoom**

8. Adjournment:

- a. **The Timberline Cove 9/11/2023 Board of Directors meeting was adjourned at 3:32PM**