

**Snowcrest Condominium Unit Owner Association, Inc.**  
**August 5, 2016**

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**EXECUTIVE BOARD MEETING  
AGENDA**

**ITEMS OF DISCUSSION:**

**1.0 CALL TO ORDER**

**2.0 APPROVAL OF MINUTES OF BOARD MEETING OF MAY 28, 2016 MEETING**

**3.0 FINANCIAL REPORT**

**4.0 OPERATIONS/RESIDENT MANAGER REPORT/RECOMMENDATIONS**

**4.1 SUMMER WORKLIST**

**5.0 DECORATING COMMITTEE REPORT**

**6.0 LANDSCAPING COMMITTEE REPORT**

**7.0 EXTERIOR COMMITTEE**

**8.0 SOCIAL COMMITTEE**

**9.0 APPEARANCE COMMITTEE**

**10.0 OLD BUSINESS**

**10.1 STATUS OF HOT TUBS**

**10.2 WOODSHED**

**11.0 NEW BUSINESS**

**12.0 OTHER ITEMS PROPERLY BROUGHT BEFORE THE BOARD**

**13.0 INFORMATIONAL ITEM**

**12.1 EXECUTIVE COMMITTEE MEETING**

**14.0 ADJOURN**

**EXECUTIVE BOARD MEETING  
MINUTES**

**NOTE:** The following is the writer's interpretation of the discussions and actions occurring at the referenced meeting. Any corrections, additions, or deletions should be noted to the writer within 10 days of the distribution date. Appropriate handouts and documents are available on the website. Copies of all handouts and documents are available upon request.

**DISTRIBUTION:** Board members and owners via website.

**ATTENDEES:** Board Members: Kandy Ramos, David Roach, Cris Trout, Sherry Martin, John Krause, Bryan Dye, Gregg Reed, Dale Kohlrieser and Sherry Martin. Proxies were received from Lisa Dandelet, David Tickner, Bill Brookhart and Terri Shelton. Also attending was George Hurley (Resident Manager).

**ITEMS OF DISCUSSION:**

**1.0 CALL TO ORDER**

David Roach called the meeting to order at 7:35 PM. He assigned Kandy Ramos to take the Minutes in the absence of Terri Shelton. After roll call, it was determined that a quorum was present.

David Roach introduced George Hurley, our new Resident Manager.

**2.0 APPROVAL OF MINUTES OF BOARD MEETING OF MAY 28, 2016**

**BOARD ACTION REQUIRED**

David Roach stated that he would entertain a motion to approve the Minutes of the above meeting. He noted that the Minutes have been previously sent to Board Members. John Krause so moved. Cris Trout \ seconded. There was no further discussion. Motion carried.

**3.0 FINANCIAL REPORT**

Kandy Ramos presented the Financial Report for Board approval. She noted that we are in good financial condition, but we are expecting about a \$35 per month increase in sewer rate which is expected to occur in February 2017. We will have to address this increase when Association Dues are determined at the October Executive Board Meeting. Bryan Dye moved to accept the Financial Report. Gregg Reed seconded. There was no further discussion. Motion carried.

**4.0 OPERATIONS/RESIDENT MANAGER REPORT/RECOMMENDATIONS**

David Roach reviewed the report provided by Lisa Dandelet. At the April 2, 2016 meeting, the Board approved \$1,000 to change 13 locks in the building. At the May 28, 2016 meeting, it was decided that we should change the mechanical locks to electronic locks. Terri Shelton volunteered to look into them and discuss it at this meeting. However, in the interim, with the departure of David Painter and the fact that we nearly lost a lawnmower due to a misunderstanding, it was necessary to go ahead and change the locks to electronic locks. The actual number of locks to be changed was 14 and the total cost of the locks exceeded the original estimate of mechanical locks by \$682.08. Therefore, David Roach stated that he would entertain a motion to approve this additional amount of funds to cover the costs. He noted that this will save us money in the long run, as we will not have to replace locks whenever we have a new Resident Manager. John Krause so moved. Bryan Dye seconded. There was no further discussion. Motion carried.

David Roach continued the report and noted that there is an area of wood shingle that has separated and George has replaced it. Exterior steps were painted prior to the meeting. He noted that parts of the steps on

the south side entrance need to be replaced. George Hurley indicated that we need a freeze-proof faucet installed on 1 exterior faucet which he is going to do. We have a drip under the building. George is aware of it, and is going to take steps to make repairs. This will require shutting off the water to the building for at least one day. It is anticipated that this will be done in late October or early November and the Homeowners will be notified.

George is also going to repair the exterior doors and will work with Dale Kohlrieser to complete this work. The lack of heat in the rooms where the previous hot tub heaters were located needs to be addressed. We need to look at a safe, permanent heat source for these areas to prevent frozen pipes. New locks have been ordered for maintenance areas and George will install them. George is working with Kevin to get the cameras operational. After existing system is fixed, we need to see about installing the additional cameras that were approved for the ends of the building to help deter dog issues in the winter. George has replaced 5 TV receivers since he has arrived. He has addressed the temperature issue in the room that has been causing the problem. George Hurley reported that the elevators have been inspected this past week.

George Hurley stated that he needs an extension ladder as ours has disappeared. Sherry Martin suggested that we purchase an engraving tool to hopefully prevent such loss of equipment. David Roach stated that he would entertain a motion to authorize the purchase of an extension ladder and engraving tool at a cost not to exceed \$600. Cris Trout so moved. Gregg Reed seconded. There was no further discussion. Motion carried.

#### **4.1 SUMMER WORKLIST**

The Summer Worklist was reviewed.

GET HOT TUBS RUNNING PROPERLY. (ONGOING)  
RESTRAP DRAINS UNDER BUILDING. (ONGOING 75% COMPLETED)  
REPLACE SIDING WHERE NEEDED (COMPLETED)  
REPLACE STONE AROUND ENTRANCE. (ONGOING)  
STEAM CLEAN ALL COMMON AREAS (SEPT/OCT)  
DRESS UP LANDSCAPING (ON GOING)  
TOUCH UP PAINT WHERE NEEDED (INTERIOR AND EXTERIOR) (COMPLETED)  
CLEAN UP FALLEN TREES (COMPLETED)  
REPLACE THE FLUORESCENT LIGHTS IN THE HOT TUB AREAS 16 fixtures  
CHECK ON DIFFERENT FIXTURE OPTIONS (STILL NEEDS to be ADDRESSED)  
ROOF COATING ON THE FIREPLACE CHASES (COMPLETED)  
ROOF COATING ON ATRIUMS (ONGOING)  
CLEAN THE ROOF ABOVE THE HOT TUBS (ONGOING)  
SPRING CLEAN THROUGH-OUT THE BUILDING (ON GOING)  
REPAIR, REPLACE AND PAINT SIGNS AROUND THE BUILDING (ON GOING)  
INSPECT UNDER THE BUILDING (ON GOING)  
CLEAN ALL STORAGE AREAS (ON GOING)  
REPAIR ENTRY DOORS (HINGES AND SEALS) (ON GOING)  
REBUILD THE BACKUP COMPRESSOR FOR THE SPRINKLER SYSTEM  
CLEAN AND RESTRIPE THE PARKING LOT (COMPLETED)  
REMOVE ALL GRAVEL IN PARKING LOTS (COMPLETED)  
TOUCH UP INTERIOR WALLS AND DOORS PAINT (ONGOING)

Bryan Dye moved to approved the Operations/Resident Manager Report/Recommendations. Gregg Reed seconded. There was no further discussion.

#### **5.0 DECORATING COMMITTEE REPORT**

David Roach reviewed the report submitted by Lisa Dandelet. She indicated that an email was sent to committee members. Lora Graves is looking into new blinds for the game room. Terri Shelton and Lisa Dandelet are working on new signs for the hot tub area and luggage cart. There has been a delay on the signs, as it was decided to wait for Health Dept approval on the hot tubs to make sure they would not require any additional wording. Some minor stains were noted on lobby chairs, and George is going to try spot remover. George will discuss with Kandy which items in storage room are to be set out for Homeowner's tomorrow as per the May 28, 2016 Board Meeting Minutes to clean out the second floor storage area. Furnishings appear to be holding up well. Updating the décor in the hot tub areas will be discussed after all other hot tub details are complete. Bryan Dye moved to accept the report. Sherry Martin seconded. There was no further discussion. Motion carried.

## **6.0 LANDSCAPING COMMITTEE REPORT**

David Roach reviewed the report submitted by Lisa Dandelet. She reported that an email was sent to committee members. George Hurley has trimmed the trees around the sign, weeded the fire pit and courtyard areas. Current plans include general maintenance of grounds. George Hurley reports a continued improvement in owner's cleaning up after their dogs. Sherry Martin moved to accept the report. John Krause seconded. There was no further discussion. Motion carried.

## **7.0 EXTERIOR COMMITTEE**

David Roach reviewed the report submitted by Lisa Dandelet. She reported that an email was sent to committee members. George Hurley has re-braced the shed and repaired the siding. He believes that with some additional repairs, we can get at least another two years from the existing structure. Bill Brenneman has completed his quarter rotation of exterior painting and the building reportedly looks great. During the painting process, Bill and George replaced 12 pieces of siding and 2 corner pieces. George is networking to see what names he can come up with for roofers that have done jobs on the mountain. Also, Lisa Dandelet is contacting an architectural firm that was referred to Bill Brookhart regarding the roof to give us recommendations for replacement. Lisa indicated that we may need an additional member or two on the committee, as we will need to begin to deal with the roof. David Tickner has volunteered. Bryan Dye moved to accept the report. Sherry Martin seconded. There was no further discussion. Motion carried.

## **8.0 SOCIAL COMMITTEE**

There was no report at this time. David Roach noted that planning and arrangements have been completed for Homeowners Weekend.

## **9.0 APPEARANCE COMMITTEE**

George Hurley has placed a white board to receive messages the door to his unit. As this is a variation of our rules, it will need to be approved by the Appearance Committee. Kandy Ramos will discuss this with the Committee and make a recommendation to the Board at the October meeting.

## **10.0 OLD BUSINESS**

### **10.1 STATUS OF HOT TUBS**

David Roach reviewed the report submitted by Lisa Dandelet. She noted that last summer the hot tubs were installed under budget and prior to the deadline. When the original hot tub estimates were obtained and approved, it was not known that Greg Elbon would no longer be the Resident Manager after July 1<sup>st</sup>. (Greg Elbon was included in the installation, as he had offered to do some of the plumbing/etc to save us money, and also so he could have the system the way he wanted as he would be the one maintaining them). After Greg resigned, he agreed to still complete the hot tub installation, which he did prior to winter season. Tub 1 (A side closest to the village) was up and running all of last summer and fall with no issues. The remaining tubs 2, 3, and 4 (as you work your way toward the back of B side) were completed prior to winter season and all were operational. Throughout the season there were periodic issues involving heat and bromine levels, largely with tubs 2, 3, & 4. We had two different companies come to look at the tubs and David Painter, the Resident

Manager reportedly did the work as recommended, and some additional work he deemed needed. In the meantime, some new regulations came to our attention regarding HOA hot tubs. After David Painter attended the spa class, these were brought to the Board's attention. We immediately contacted the health department to see if we fell under the new guidelines. When we called, the health department actually had to double check to make sure we fell under the new guidelines and determined that we did.

We have been working with the health department to get our permits in place. This was a recent requirement, as it is our understanding HOA hot tubs were not previously regulated by the health department. We also inquired who the health department would recommend for us to use to make sure our tubs were in compliance, and we were given the name of Tim Sparks. We have since contracted with Mr. Sparks to check the plumbing. Our goal was to get tub 1 approved and open, then follow through with tubs 2, 3, & 4. Mr. Sparks has completed the plumbing work on tub 1, and while doing so found some additional electrical work which he recommended to meet some recent regulations, which he is now also doing. We also decided to add an auto filler to the tubs to prevent the heaters cutting off during peak usage, as electric heaters will shut off if air is entered into the system. Tub 1 likely would have already been approved and open if not for the flooding in the area a few weeks ago, as Mr. Sparks shop was affected. We hope to have tub 1 open as soon as possible, and as soon as we make sure it passes, we will follow the exact same steps for tubs 2, 3, & 4. At present we are currently still within our original budget. However, with the addition of the auto fillers, we may go slightly over by the time we get to tub 4. Also, when David Painter went to the spa class he did not pass the exam, we did not have a certified person willing to be responsible for the tubs. George is studying for the exam.

We could have had tubs open except for the hot tub regulations which went into effect. However, the Board wants everything to be done correctly.

Due to the flooding, we did not meet our goal of July 4th. However, we hope to get this taken care of as soon as possible.

## **10.2 WOODSHED**

This item was discussed under the Exterior Committee Report. See agenda item 7.0.

## **11.0 NEW BUSINESS**

There was no new business.

## **12.0 OTHER ITEMS PROPERLY BROUGHT BEFORE THE BOARD**

There were no other items to be brought before the Board.

## **13.0 INFORMATIONAL ITEM**

### **13.1 EXECUTIVE COMMITTEE MEETING**

David Roach informed the Board that the Executive Committee met electronically on June 11, 2016 and authorized the expenditure of up to \$1,000 to Greg Elbon at a rate of \$35 per hour to provide training and orientation for George Hurley, Resident Manager, beginning July 1, 2016.

## **14.0 ADJOURN**

As there was no further business to be brought before the Board, David Roach adjourned the meeting at 8:15 PM.

Respectfully Submitted,

David Roach, President